



ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION POSITION DESCRIPTION

SECRETARY

I. POSITION: Secretary

II. REPORTING PROCEDURES/QUALIFICATIONS:

- The Secretary is a member of the ILOTA Executive Board
- Reports to the Executive Committee and the members of ILOTA
- Voting member of the ILOTA Executive Board and Association.
- Must be a member in good standing of AOTA and ILOTA.
- Required to attend monthly Executive Board Meetings and quarterly Full Board Meetings.

Reporting Committees and Positions:

- Archives Coordinator and archives committee
- Board Recruitment Coordinator and recruitment committee
- Nominations Coordinator and nominations committee
- Awards Coordinator and awards committee

III. GENERAL RESPONSIBILITIES OF ILOTA EXECUTIVE BOARD MEMBERS:

- Has authority to nominate board members, install and disband committees, install and recommend for removal board members and committee chairs/members.
- Participates in evaluation and provides voting approval of changes in board structure.
- Submits updates regarding all position related documents to the ILOTA shared drive.
- Prepares quarterly board report information from individual efforts and reporting board members/committees.
- Prepares annual report for ILOTA Executive Board including activities, committee accomplishments, strategic plans, and long-term goals.
- Presents annual report during term and at closure of term.
- Prepares and submits budgets to Director of Finance
- Liaison with coordinators to ILOTA Executive Board.
- Continues in role for transition period at end of term to orient successor, present annual report, and prepares and transfers all position related documents to successor

IV. PURPOSE/RESPONSIBILITIES

- The Secretary shall be responsible for the organization, maintenance, and updates to the ILOTA official documents: Executive and Full Board Meeting Agendas, Minutes and Reports, Office Procedure Manual, Position Descriptions, ILOTA Board Report and Bylaws.

- The Secretary will collaborate with the Executive Board and ILOTA Executive Director to prepare the agenda for all board meetings.
- The Secretary will serve as a resource for committee coordinators, SIS Coordinators/Liaisons and committees to set up meetings, create reports, and utilize ILOTA media. Example: templates, formats, access to documents.
- The Secretary will oversee the Executive Director and Archives Coordinator for maintenance of ILOTA records.
- The Secretary will coordinate the annual ILOTA Board report for the presentation to the membership body at the annual meeting.
- Collaborates with the Board Recruitment Coordinator to roll out election activities and serves as a liaison between the Board Recruitment Coordinator and the Executive Board.
- Coordinate certificates for volunteer services.
- Prepare and distribute board meeting minutes to board members within one week of meeting

V. ELECTION/APPOINTMENT

- The Secretary shall be elected by individual members in good standing by mail and/or electronic ballot.

VI. VACANCIES, REMOVAL, CENSURE AND APPEAL

- In the event of a vacancy in an office or in the ILOTA Board, the President, with the consent of the Executive Committee, shall appoint a replacement to complete the term of office.
- An officer of the Association may be removed by the Association’s voting members in good standing for incapacitating illness or circumstances, misconduct, or neglect of duty. Offices may be censured for irresponsible or unprofessional conduct. Adoption of a motion to remove shall require concurrence of two-thirds of the ILOTA Board members.

VII. RESIGNATION

- The Secretary will submit in writing a letter of resignation to the President and the Executive Board. If possible, a two (2) month notice shall be given with recommendations for potential candidates for replacement.

Illinois Occupational Therapy Association

Standard operating procedures

Secretary

Review history

Last Review July 2011 - Full review and format updates

Last Review October 2014 – Full review and updates to responsible positions

Last Review June 2020 – Full review and updates

Last Review May 2022 - Full review and update to Position Description

Next Review

May 2023