

**OCCUPATIONAL THERAPY  
ASSOCIATION OF CALIFORNIA**

**Number: 206  
Effective date: 1/04**

- I. NAME: Secretary
- II. PURPOSE: Assures that the official records of the meetings of the Association are recorded and retained.
- III. POLICY: The office of Secretary of the Occupational Therapy Association of California is a position elected by the membership at large.
- IV. GENERAL FUNCTIONS
  - A. Record the minutes of the Board of Directors.
  - B. Assures credentialing the Chapters for each meeting of the Board.
  - C. Function as liaison for the Student Director.
- V. SPECIFICS OF OFFICE:
  - A. Election process:

Officers shall be elected from the membership at large from a slate prepared by the Nominating Committee.
  - B. Term of Office:
    1. Shall serve 2 years with no more than 2 consecutive terms.
    2. Shall assume duties on July 1.
    3. Shall be elected in odd years.
  - C. Qualifications:
    1. Must be a Board Director, an Officer or a Chair of a state committee of OTAC for a minimum of one year during the three years prior to the point of nomination and shall have been a member in good standing in past three consecutive years.
    2. Must be a registered Occupational Therapist or a Certified Occupational Therapy Assistant.
- VI. Responsibilities:
  - A. Duties
    1. Attends Board of Directors meetings.
    2. Serves on the Executive Committee.
    3. Records and retains the business of the Association.
    4. Distributes the minutes of the Board of Director and Executive Committee meetings to the appropriate persons.
    5. Performs Chapter Credentialing as outlined in Policy 510, Chapter Credentialing.
    6. Requests nominations from each accredited Occupational Therapy school for a student representative prior to each election year and coordinates participation of the elected Student Representative on the Board of Directors.
    7. Act as a Liaison to the Bylaws/Policy and Procedure Committee in regard to the official documents of the Association, and to assure that each member of the Board is responsible for maintaining these documents.
    8. Performs other duties as requested by the President and the Board of Directors.
    9. Follow the Standard Operating Procedure for the office of Secretary.
    10. Orients successor to duties of the office.
    11. Organizes and distributes meeting materials and agenda items at Board meetings.

## B. Reports

### 1. Minutes

- a. Record and maintain the minutes of the meetings for the Board of Directors and the Executive Committee.
  - b. The minutes will include the motions, actions, charges and policies discussed at the meeting and a list of attachments related to the agenda including the tracking system of motions, meeting actions and charges.
  - c. Minutes are approved by the Board at the next Board meeting or via electronic mail.
    - c.1 By electronic mail: the Board responds to the President and Secretary, within 2 weeks of receiving the minutes, by indicating "approved" or "not approved" and signing their first and last name on the electronic mail message.
    - c.2 Corrections are duly recorded in the official minutes. Major corrections constitutes re-typing of minutes for the official minutes. Corrected minutes are sent via electronic mail to the Board again. The Board will respond within 2 weeks of receiving corrected minutes to approve or not approve the minutes and signing their first and last name on the electronic mail message.
    - c.3 The President will finalize the count of the approval of the meeting minutes. The Secretary will maintain the electronic mail responses from the Board on computer disk.
  - d. Approved minutes are filed with the Secretary with duplicate retained in the OTAC office.
  - e. Charges and minutes are distributed within 3 weeks of the Board and Executive Committee meetings.
  - f. Distributes the Minutes to the members of the Board, Committee chairs and 1 AOTA Representatives. Closed Sessions minutes are only distributed to voting members of the Board.
2. Submit annual and interim reports.
  3. Submit annual budget for approval.
  4. Maintain OTAC Policy and Procedure Manual and transfer to successor at completion of term.
  5. Submit vouchers for ..
  6. Submit a short summary of Board meetings for inclusion in the next issue of the OTAC Newsletter following a meeting.
  7. Provides OTAC office with chapter rosters quarterly.

## C. Communication

1. Communicates with Board of Directors and Committee Chairs.
2. Communicates with Bylaws/Policy Procedure Committee to insure correct status of policies and procedures.
3. Communicates with Membership regarding Association business proceedings via the newsletter.

Revised: 5/87; 6/88;10/91; 6/94; 7/99; 7/0; 1/04