

Position:	Revision:
Secretary	07/01/2007
Classification:	Appointment Method:
Chapter Officer	Elected

DEFINITION:

The Secretary is an APICS Mid-Florida officer by established By Laws. The Secretary's term is from the transition in June to the following transition meeting. There are no limits to terms, but by tradition the Secretary will serve no more than three terms back to back.

PRIMARY RESPONSIBILITY:

The Secretary is primarily responsible for maintaining the Chapter records and the C-Bar file and documentation for the APICS Mid-Florida Chapter.

SPECIFIC DUTIES:

1. Take notes from BOD meetings and obtain approval within seven days of meeting so that notes can be posted to the Chapter website within ten days of the meeting.
2. Bring meeting notes from previous meeting, any needed computer equipment, and meeting agenda to the BOD meetings.
3. Attend the professional development events (PDEs).
4. Become the chapter expert for meeting C-Bar requirements and direct the chapter activities in accordance with these requirements.
5. Maintain C-Bar file.
 - a. Keep records of all CMS/CBar documentation needed.
 - b. Submit the C-Bar and documentation to meet annual deadlines.
6. Maintain the Chapter's bylaws.
7. Provide support to the other BOD members and committees as requested.
8. Be a member of APICS officer list serve and other APICS e-mail correspondence related to the secretary function.

REQUIRED SKILLS/CAPABILITY:

1. Ability to work with the BOD.
2. Communications ability including phone, e-mail, Internet
3. Access to computer with Microsoft Word, Excel, PowerPoint, and Access programs
4. Familiarity with APICS Body of Knowledge
5. Public speaking and presentation skills.
6. APICS certification preferred.