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AAPM Board of Directors: Secretary

Volunteer Board Position Description | Elected Position

ROLE PURPOSE

The Secretary is an elected officer and voting member of the AAPM Board of Directors and serves on the Executive Committee. The Secretary helps ensure that the Academy's governance records, required notices, and election processes are carried out accurately and in accordance with the bylaws and applicable Board policies. As a director, the Secretary contributes to the Board's strategic oversight and acts in the best interests of AAPM.

CORE RESPONSIBILITIES

- Ensure, with staff support, that minutes are maintained for Board and member meetings. Minutes must record the meeting details, notice, attendance or member representation, and proceedings required by the bylaws.
- Maintain, or cause staff to maintain, the current member list and other member information required by the Board.
- Carry out the Secretary's election duties under the bylaws, including transmitting the Nominating Committee slate, handling additional nominations submitted by petition, sending the ballot, and notifying members of election results. Coordinate the administrative work with the Chief Executive Officer
- Perform other duties assigned by the Board or specified in the bylaws, including additional officer responsibilities in the event of a vacancy when applicable.

QUALIFICATIONS AND TERM

A candidate must have served as an AAPM Director for at least two years before appointment as Secretary. The term is two years, with no more than three consecutive terms. The Secretary should be prepared to fulfill the responsibilities of a Board director, including meeting preparation and participation, informed deliberation, sound judgment, confidentiality, and the fiduciary duties of care, loyalty, and obedience.

SERVICE COMMITMENT

The Secretary serves as a volunteer Board officer. The role requires timely review of governance materials, participation in Board and Executive Committee work, and coordination with the President and Chief Executive Officer to keep records and required communications current. The CEO prepares drafts and provides administrative support; the Secretary provides officer oversight and fulfills duties assigned by the bylaws. The Secretary is expected to attend the entire annual meeting and Board of Directors meeting, which is scheduled for Sunday, March 21st from 8:30 am – 12:0 pm. The 2027 meeting will take place March 18-21, 2027, in Orlando, FL. The 2028 Meeting will take place March 8-12, 2028, in New Orleans, LA. 2027 Board travel support

includes up to \$500 for travel reimbursement with receipts and 2 nights' hotel and tax with receipts. All faculty and board members must stay at the conference hotel to be eligible for reimbursement.

WORKING RELATIONSHIPS

Works in coordination with the Board President and Chief Executive Officer, and with AAPM staff who may support meeting records, notices, and election administration as requested. The Secretary receives the Nominating Committee slate and communicates required election information to voting members.