



**KANSAS ACADEMY OF
FAMILY PHYSICIANS**
CARING FOR KANSANS

SECRETARY JOB DESCRIPTION

BASIC FUNCTIONS

- Serves on the Board of Directors and Executive Committee.
- Shall give notice of and keep or cause to be kept minutes of all meetings of the members and the Board.
- Shall keep or cause to be kept the records of all members.
- Shall be the custodian of all official documents and records of the Academy.
- Although actual performance of these duties may be delegated, the Secretary retains responsibility for the proper completion and supervision of these tasks.

QUALIFICATIONS AND TERM OF OFFICE

The Secretary must be an active member in good standing, elected by the members present at the annual meeting. The term of office begins at the conclusion of the annual membership meeting following their election and shall expire at the conclusion of the next annual membership meeting. The Secretary typically goes on to be elected Vice President after their year as Secretary.

TIME COMMITMENT

The Secretary has considerable discretion in determining the amount of time they will devote to Academy business. The time commitment from year to year will vary according to the individual holding office. The Secretary shall attend:

- Board meetings (regular and special)
- Executive Committee meetings
- Advocacy Day

If possible and as the budget allows, it is also helpful for the Secretary to attend:

- Multi-state Forum
- AAFP's Annual Chapter Leadership Forum
- Various other meetings, as needed

The Secretary may also choose to attend annual meetings of other state chapters, the state legislative conference, and other meetings pertaining to Academy leadership. In addition, there will be additional days at home devoted to KAFP activities.