

APTE President's Duties

Duties outlined in APTE Constitution

1. The President shall preside at all meetings of the Association.
2. The President shall perform the duties customary to that office as identified in The New Robert's Rules of Order and such additional duties as necessary to assure progress of the Association.

Such duties include:

- Executing and enforcing policy set by the Association and being ultimately responsible for executing decisions of the Executive Council and the general membership.
- Representing the Association at Board and Shared Governance meetings.
- Serving as spokesperson of the Association.
- Preparing written/oral reports for all Association members following ACC Board and Shared Governance meetings.
- Administering the business of the Association between regular Executive Council meetings, exercising authority consistent with the Constitution to include authenticating (by signature, if necessary) all acts, orders, and proceedings of the Association.
- Appointing Officers and Executive Council Representatives to fill Vacancies when they occur outside normal terms, upon approval of the Executive Council, with the exception of the President-Elect, in which case a special election will be called.
- Appointing Ad Hoc committees to handle special concerns and implementing programs.

Meeting Attendance

- Attend meeting with The ACC President once a month (also responsible for Agenda)
- Plan and Attend APTE meetings- General and Executive Council
- Attend assigned Council meetings each month-Shared Governance Review Council and one other as decided among officers taking into account their schedules
- Attend Board of Trustee meetings, planning sessions, and retreats (Provide reports as appropriate)
- Attend Compensation related meetings

Other Duties

- Plan Agendas for all APTE related meetings with input from other Officers
- Disseminate information to membership
- Work with the officers of other associations on common goals
- Take the Shared Governance Professional Development module (live in June 2010)

APTE President-Elect's Duties

Duties outlined in APTE Constitution

- The President-Elect shall perform the duties of the President in his/her absence or incapacity and shall be chairperson of the Executive Council. The President-Elect automatically becomes President upon completion of a one year term as President-Elect.
- The President-Elect shall be responsible for:
 - Designating Executive Council members as liaisons to each Ad Hoc and Standing Committee as appropriate.
 - Acting as ex-official member of all committees, except the Nominating Committee.
 - Coordinating the election of members interested in serving on Shared Governance committees.
 - Assuming all or specific duties of the President as delegated by the President.
 - Assuming the role of Parliamentarian, and shall be charged with the responsibility of assuring that proper conduct and procedures are adhered to as outlined in The New Robert's Rules of Order during meetings of the Association. He or she shall have on hand copies of the Constitution, bylaws, parliamentary authority, and lists of Standing and Ad Hoc committees and chairpersons.

Meeting Attendance

-Attend meeting with The ACC President once a month

- Attend APTE meetings- General and Executive Council

-Attend assigned Council meetings each month-Shared Governance Review Council and one other as decided among officers taking into account their schedules

-Attend Compensation related meetings

Other Duties

- Assist in Planning Agendas for all APTE related meetings

-Disseminate information to membership

-Work with the officers of other associations on common goals

-Take the Shared Governance Professional Development module (live in June 2010)

APTE Secretary-Treasurer's Duties

Duties outlined in APTE Constitution

- The Secretary-Treasurer shall be empowered to execute official documents and monetary disbursements of the Association.
- The Secretary-Treasurer shall be responsible for:
 - Maintaining accurate records and minutes of all General Membership and Executive Council meetings.
 - Planning logistics of association meetings.
 - Distributing copies of Association minutes to the President, Board and other appropriate individuals in a timely manner.
 - Maintaining a complete roll of all members of the Association.
 - Mailing copies of the agenda to all members prior to scheduled meetings.
 - Disbursing funds and maintaining accurate and up-to- date fiscal records.
 - Making a written report each semester to the Executive Council that outlines the financial status of the Association.

Meeting Attendance

- Attend meeting with The ACC President once a month
- Attend APTE meetings- General and Executive Council
- Attend assigned Council meeting each month
- Attend Compensation related meetings

Other Duties

- Assist in Planning Agendas for all APTE related meetings
- Submit monthly PCard report to President
- Order food for meetings
- Print sign-in sheets for meetings
- Take the Shared Governance Professional Development module (live in June 2010)

APTE Communications Officer's Duties

Duties outlined in APTE Constitution

- The Communications Officer shall coordinate the dissemination of information for the Association.
- To include:
 - Outreach/retention
 - Website maintenance
 - Marketing
 - Surveys and Polls

Meeting Attendance

- Attend meeting with The ACC President once a month
- Attend APTE meetings- General and Executive Council
- Attend assigned Council meeting each month
- Attend Compensation related meetings

Other Duties

- Assist in Planning Agendas for all APTE related meetings
- Serve on APTE Marketing Committee
- Manage discussion board
- Co-ordinate media for APTE meetings
- Take the Shared Governance Professional Development module (live in June 2010)

APTE Past President's Duties

Duties outlined in APTE Constitution

- The Past-President shall perform the duties of the President-Elect in his/her absence.
- The Past-President shall:
 - Serve on the Executive Council
 - Serve in an Advisory role

Meeting Attendance

-Attend meeting with The ACC President once a month

- Attend APTE meetings- General and Executive Council

-Attend Compensation related meetings

Other Duties

- Assist in Planning Agendas for all APTE related meetings

-Serve on APTE Marketing Committee

-Take the Shared Governance Professional Development module (live in June 2010)

APTE Council & Committee Representatives Responsibilities

Association representatives have the responsibility to represent APTE member interests and to communicate with their constituencies regarding their work on councils and committees. Committee and Council representatives are also members of the APTE Executive Committee.

Meeting Attendance

- Attend APTE meetings- General and Executive Council

Other Duties

- Report to the APTE President on their Council/Committee meeting (The President will then report to the General membership)

- Serve on an Ad Hoc basis on project committees as needed

- Take the Shared Governance Professional Development module (live in June 2010)