

APCDA Secretary Position Description

The Mission of APCDA is to provide an international forum for sharing career development ideas and experience in the Asia Pacific region with global perspectives. The purpose of APCDA is to promote career development of all people throughout their lifespan.

The Secretary is elected for a two-year term. The person may not serve more than two consecutive terms, but becomes eligible to serve again after a lapse of one term. The Secretary is responsible for the accuracy of all APCDA Minutes. APCDA uses AI to take notes at Board and Officer Meetings, but the Secretary also needs to take notes to assure that the AI version is complete and accurate. The secretary receives the first draft of the minutes of Officer and Board meetings from the Executive Director and compiles corrections which the Secretary has noted or other attendees submit. After correction, the Secretary returns the final draft to staff who post it on the website and include it in the APCDA archives.

The Secretary has these specific responsibilities:

1. Certifies the accuracy of minutes of all meetings of the Officers and Board of Directors
2. Certifies the accuracy of minutes of the Annual Member Meeting

As an Officer, the Secretary has the following duties and benefits:

1. The Officers make most of the decisions of the Association and meet monthly via Internet.
2. Officers receive frequent email requests for decisions and advice on matters that have no developed policy
3. Officers receive free registration for the annual conference. They are expected to pay their own travel and meals.

Nomination Procedure:

1. Members may be nominated for office in one of three ways:
 - a. The Nominations and Elections committee shall canvass members for names of suitable nominees.
 - b. A member may be nominated for any elective office by any member of good standing. The nomination shall be in writing to the Chair of the Nominations and Elections Committee.
 - c. Members may nominate themselves for any position for which they believe they are qualified.
2. All nominations will be submitted to the Nominations and Elections Committee by completing an online form which includes:
 - a. A bio, describing the experience of the nominee in 100 words or less.
 - b. A goals statement which explains why the nominee wants this position and what the nominee hopes to accomplish while in this position

Note: If you are employed by an organization, it is recommended that you submit a letter from your employer stating support. This is not required but recommended for your own benefit.