

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 over the life span.

The secretary sends a first draft of the minutes of Officer and Board meetings to meeting attendees for correction. After correction, the final draft is distributed to all officers or board members for approval. Once approved, the approved draft is then distributed to the Board and all committee members, posted on the website, included in the APCDA archives, and disseminated to members via the newsletter.

The Secretary has these specific responsibilities:

1. Takes minutes at all meetings of the Officers and Board of Directors
2. Takes minutes at the Annual Meeting
3. In coordination with the Executive Director, assembles the Annual Report, placing a copy in the APCDA archives. The Annual Report contains reports from the President, minutes from the previous Annual Meeting, and a financial statement from the previous fiscal year

As a member of the Officers, the Secretary has the following duties and benefits:

1. The Officers make most of the decisions of the Association and meet monthly via Internet/voice communication. They normally meet prior to Board meetings to make decisions and set the agenda.
2. Officers receive frequent email requests for decisions and advice on matters that have no developed policy
3. Officers receive free registration to the annual conference and free hotel. They are expected to pay their own travel and meals. In return, they "staff" the running of the conference, performing various duties as needed.

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 Director of the Nominations and Elections Committee.
 - c. Members may nominate themselves for any position for which they believe they are qualified.
2. All nominations submitted to the Nominations and Elections Committee must include:
 - a. A professional resume of the proposed nominee as specified in the Policy and Procedures Manual.
 - b. A letter from the nominee stating his or her willingness and ability to serve. When applicable, a letter from the nominee's employer recognizing the time and resource commitment involved.
 - c. The resume of the nominee

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.