



**Florida Chapter of the  
American Academy of Pediatrics**  
INCORPORATED IN FLORIDA

### **FCAAP Secretary**

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All members running for a position on the Board of Directors shall have been a voting member of, and in good standing with, this organization for at least a two-year period, with one year of active committee service within one year of the election.

The term of the Secretary shall last for approximately two years, starting with their installation at the annual business meeting and continuing until the annual business meeting held closest to twenty-four months from that date. The FCAAP Bylaws provide the responsibilities of the Secretary:

1. The Secretary shall assist the President and Vice President in the performance of their duties and shall represent the President and/or Vice President at any meeting or function when requested.
2. The Secretary shall make a concerted effort to represent the organization by attending local and regional meetings, and shall inform members and non-members about the activities of the organization, highlighting the benefits of membership.
3. The Secretary shall assist the Immediate Past President in serving as a liaison with the regional representatives and representatives at large to provide orientation and on-going support as they perform their duties.
4. The Secretary shall review and approve the formal minutes of all Executive Committee and Board of Directors meetings.
5. The Secretary shall act as the Corporate Secretary insofar as the execution of official documents or the institution of official actions are required.
6. The Secretary shall work with the Executive Director to maintain a current roster of all members and officers of the organization.
7. The Secretary shall work with the Executive Director to act as the historian for the organization and as such will update the organization's historical records as appropriate.