



ADMINISTRATIVE / PROFESSIONAL COUNCIL

Illinois State University

Secretary

The Secretary is responsible for facilitating A/P Council meetings when the Chair and Vice Chair are unable to attend. He/she will transcribe all Council meeting minutes and distribute to all Council members in a timely fashion. In addition, the Secretary is responsible for maintaining Council attendance information. The Secretary is expected to be an active participant in all A/P Council activities and support and encourage involvement in A/P Council activities and initiatives. He/she will serve for a one-year term and can be re-elected for subsequent terms as long as he/she is eligible to remain on the Council.

Secretary Responsibilities

- Stand in for the Chair and Vice Chair if they are not available to fulfill any responsibilities.
- Call for meeting agenda items. Organize and distribute agenda to all Council members in a timely manner.
- Record and transcribe the minutes of each Council meeting.
- Distribute Council minutes to all Council members in a timely manner.
- Schedule room locations for A/P Council meetings.
- Maintain Council attendance records and notify the Chair when an attendance policy issue arises.
- Maintain Council member name placards and bring to each meeting.
- Maintain and distribute A/P Council members' contact information.
- Participate in Executive Board meetings as needed.
- Participate in Council committees as needed.

Duty	Time Commitment
Attend all A/P Council meetings	4-5 hours per month
Attend A/P sponsored events & programs	3 hours per month (approx.)
Call/Organize/Distribute meeting agenda	40 minutes per month
Transcribe minutes for distribution	3.5-4 hours per month
Schedule room locations for meetings	1 hour every summer (June/July)
Maintain attendance records/contact information/name placards	30 minutes-1 hour per year
Represent Administrative/Professional staff at open forums and other large scale campus events.	Varies per semester