

An Essential Record of our History

by Denise Pointer, APFA Secretary

Administrative functions of the Secretary's office are its primary focus. I am proud to be counted among those who have served in this capacity and kept the official record of APFA

As I write this **Skyword Online** article, our Union has just completed the 2011 APFA Annual Convention and Board of Directors Meeting held March 3 through 6, 2011 in Washington. The "Spring Convention" is the first of two regularly scheduled Board Meetings in the calendar year, another shorter one taking place each autumn. Throughout the year, other meetings of the APFA Board can and do occur. These may be a Special Board Meeting with Chairs/Vice Chairs, AdHocs, and Officers physically present or a Special Board Teleconference. The purpose and immediacy dictate when such meetings are held, and the type. Prior to this Convention, in fact, we had already convened one Special Board Meeting and one Special Board Teleconference.

Perhaps the greatest single concentration of the time and energy of any APFA Secretary—though certainly not all of the officeholder's tasks—concern the myriad functions surrounding the meetings of our governing bodies, whether the Board of Directors or the Executive Committee (EC). This latter group meets regularly on a quarterly schedule and again on an as-needed basis, outside of the regular quarterly meetings, either in a physical gathering or via teleconference. The most recent regular EC meeting was held February 15 and 16, 2011.

The precise responsibilities of the Secretary are found in both the APFA Constitution and the APFA Policy Manual. Though both documents go to great length laying out the duties of the office, much of the specifics surrounding its operation—day-to-day, quarter-to-quarter and meeting-to-meeting—are undefined. They rely on past practice, the capacities of several APFA Reps and staff members and their invaluable contributions, and the skills and direction brought by the Secretary her/himself and fellow National Officers.

Perhaps not surprisingly, and as the title "Secretary" would indicate, administrative functions of this office are its primary focus. I am proud to be counted among those APFA Secretaries and Secretary/Treasurers (prior to the division of functions) who have served in this capacity and kept the official record of APFA's accomplishments and achievements.

Article III Section 6.D.(4) of the APFA Constitution states, in part: "*The Secretary shall cause to be kept a record of all proceedings at any convention or meeting of the Board of Directors, or at any meeting of the Executive Committee ...*" Section 4.A.7.a.(1) of the APFA Policy Manual states: "*The Secretary shall prepare the minutes of any convention or meeting of the Board or Executive Committee.*" These two simple declarations define much of the Secretary's duties during and following official

meetings. These duties are over and above those of serving on the Board of Directors as a National Officer, and on the Executive Committee as a voting member.

Since it involves probably the greatest variety of work by the APFA Board of any regular meeting, including approval of the yearly budget and election of one or more Ad Hoc members to the Executive Committee, the annual Spring Convention typically generates the most records. All meetings, however, involve extensive preparation, coordination, attention to detail and post-meeting review and documentation. Meeting records will include not only official minutes describing the proceedings over a number of days (four days in the case of the Spring Convention), but roll calls, ballots, agendas, resolutions, reports, etc.

Members have access to the official written record as provided in our Constitution.

The official record of our meetings and the related documentation generated not only track the living history of our organization, but provide a way for members to witness the governing of our Union that they might not otherwise be able to experience in person. As members, you have access to the official written records, reports and documents as provided in our Constitution. Online records from Conventions/Board Meetings and Executive Committee Meetings are available to members in good standing back through 2003 via links at the top of the "[Events/Meetings](#)" page of APFA.org.

Procedures and deadlines for the review, approval and posting of meeting records are established by the APFA Board of Directors and defined in the APFA Policy Manual. All members are strongly encouraged to review the meeting records once posted. This is a record of your Union as a democratic body. Access to documents prior to 2003, when APFA expanded its Internet storage and web access abilities, can be arranged through the Secretary's office or your Base Chairperson.

Our meeting records and efficient recordkeeping trace the path of our long and proud history—an essential and living history of democratic, union principles. The Secretary's office remains available to assist all members in participating to the fullest extent in our Union. If you have a question, ask it via email at: secretary@apfa.org or call my extension at: 817-540-0108 ext. 8221. ▲

In Unity,



Members can find dates for regular meetings of the APFA Convention/ Board of Directors and quarterly meetings of the APFA Executive Committee on the "[Events and Meetings](#)" page of APFA.org.

Members can view/download the APFA Constitution and the latest updated APFA Policy Manual through the "[Constitution](#)" and the "[Policy Manual](#)" links on the "[Members' Resources](#)" page of APFA.org.

"The Official Minutes of any Convention or Meeting, including Teleconference Meeting, of the Board of Directors or Executive Committee shall, once submitted to the Board of Directors or the Executive Committee, be posted on the APFA website under 'members only' access." – APFA Policy Manual, Section 4.A.7.c

Duties of of the APFA Secretary (paraphrased from the APFA Constitution) include:

- Maintaining administrative records of the Association, officers, representatives and appointees.
- Preparatory work for meetings of the Board of Directors and Executive Committee.
- Keeping a record of all proceedings at any convention or meeting of the Board of Directors.
- Overseeing the National Balloting Committee.
- Administering Article VII (Hearing and Disciplinary) procedures.
- Updating and distributing the APFA Policy Manual.
- Regular training and continuing education programs for representatives of the APFA and maintaining related recordkeeping, training and reference materials and Association publications.
- Establishing and maintaining lines of communication between members of the Executive Committee, Base Representatives and all administrative departments and committees.

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