



THE ASSOCIATION OF BONE AND JOINT SURGEONS®

Disseminating Orthopaedic Knowledge

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ABJS SECRETARY-ELECT AND SECRETARY

SECRETARY-ELECT

Term: Elected position; 1-year term as Secretary-Elect, advancing to a 4-year term as Secretary.

Responsibilities:

- Elected by the membership to replace the incumbent Secretary
- Serves a 1-year term during the fourth (final) year of the incumbent Secretary's term
- Serves as an ex-officio member of the ABJS Board of Directors (BOD) and the Trustees of Clinical Orthopaedics and Related Research (TCORR)
- Automatically advances to Secretary at the end of the term
- Does not vote

The Secretary-Elect position is a volunteer position.

SECRETARY

Term: Elected 4-year term as Secretary following the term as Secretary-Elect.

Responsibilities:

- Serves as a voting member of the ABJS Board of Directors (BOD) and the Trustees of Clinical Orthopaedics and Related Research (TCORR)
- Ensures proper maintenance of the Association's records
- Keeps minutes of BOD and TCORR meetings
- Keeps minutes of members' business meetings
- Presents minutes of prior meetings for approval
- Writes the Secretary's Report of the Annual Meeting for the annual ABJS newsletter
- Presents the Secretary's Report at BOD and TCORR meetings and to members at the business meetings of the Annual Meeting
- Notifies membership of the time and place of all meetings of the Association
- Notifies duly elected officers of their election, committee members of their appointments, and new members of their election to the Association
- Prepares membership certificates and furnishes them to members of the Association
- May sign deeds, bonds, contracts, and other instruments authorized by the BOD
- Attends BOD and TCORR meetings as required
- Participates in BOD and TCORR conference calls as required

Additional Information:

- Duties of the Secretary may be assigned, in whole or in part, to the Executive Director.

The Secretary position is a volunteer position.