



*Healthy Plants • Healthy World*

## **APS Officer Position Opening**

### **Secretary (Communications Officer)**

APS announces the opening for the office of APS Secretary. This is an appointed position and therefore represents the entire membership of APS as an officer and member of the council in the governance of the society. This office is a three-year term with a possible two consecutive terms.

This is a very active position with involvement in many aspects of the society. Some of the duties include:

1. Serves as a member of the Council and of the Executive Committee of the Council.
2. Serves as the internal communication officer of the society.
3. Oversee communication and accomplishment of tasks and action items.
4. With the Presidential lineage, develops strategic plan and priorities and provide feedback to governing bodies on actions evolving from the strategic plan and the financial strategic plan.
5. Work with staff to develop appropriate means of communication and dissemination of information for governing bodies of APS and membership.
6. Assists the president in preparing the agenda for all regular and called meetings of the Council and of the Executive Committee.
7. Prepare and coordinates with staff an article; within two months following midyear council meeting, an update to membership on current activities; following the annual council meeting, and the Annual Report of the society for publication in *Phytopathology News*.

A complete list of responsibilities and position description can be found in Section 7 of the Manual of Operations at: <http://www.apsnet.org/members/gov/pdfs/MOOApproved.pdf>

Interested individuals should have 1) the knowledge, skills, and abilities required, as well as adequate time to perform the necessary tasks; and 2) the broad interest and experience to contribute to this role and the leadership of the society as an APS Officer and Council Member.

APS Council requests submission of a short statement of interest and background (short CV) specifically documenting leadership skills and experience for any member interested in serving the role of APS Secretary. Please make your submission prior to December 1 by email to [msmith@scisoc.org](mailto:msmith@scisoc.org). If you have specific questions regarding this position, please contact APS President, Barb Christ, at [ebf@psu.edu](mailto:ebf@psu.edu).

APS Council will review submitted materials and make the final appointment at the Midyear Meeting of Council in February 2010. The new APS Secretary will officially begin their term in August 2010 at the end of the annual meeting but will begin working with the current Secretary, Officers, and staff immediately following their appointment to facilitate this transition.