

IATA Secretary Elect

Article IV Officers

- Section 1.** The officers of the IATA shall be a President, Secretary, Executive Treasurer, President-Elect, Secretary-Elect, Legislative Liaison, CTEI Representative and Past-President.
- Section 2.** The President-Elect and Secretary-Elect positions shall be elect annually at the IATA annual meeting.
- Section 3.** The President-Elect and Secretary Elect shall automatically assume the duties of the President and Secretary (respectively) at the end of the annual meeting one year after their election.
- Section 6.** The candidates for office shall be nominated by the Nominating Committee. Additional nominations may be made from the floor prior to the election. A majority vote of those active members casting ballots shall be required for election.
- Section 7.** The President-Elect and Secretary Elect have a minimum of 3 years of active membership in IATA.
- Section 8.** In the event that an officer leaves the profession before their term is fulfilled, the Executive Committee has the power to fill the vacancy. If the president or Secretary resign during their term, the President-Elect or Secretary Elect will fill the vacancy.

Article VI

- Section 1.** The Executive Committee shall be composed of the regularly elected officers, appointed officers, Past-President, and the nine District Directors.

Duties of the IATA Secretary Elect:

1. Attend all executive committee and officer meetings as necessary.
2. Sit at head table at all meetings.
3. After Summer Conference, the year elected, assist the secretary in mailing out thank you letters to those who donated door prizes, silent auction items, guest speakers, etc.

4. After Summer Conference, the year elected, review the minutes of summer conference and create an action item. This must be completed after minutes are approved by the chair and a draft is posted. Provide the action item list to the executive committee as soon as possible after summer conference.
5. At Mid-Winter, assist the secretary in taking minutes of the meeting.
6. At State Leadership Convention(SLC) attend the new teacher/student teacher breakfast and Friday Night IATA Dinner Meeting.
7. At SLC IATA Dinner Meeting get a list of special guests prior to the meeting start.
8. After SLC send thank you notes to special guests for attendance at the IATA Dinner Meeting.
9. Prior to Summer Conference, end of term, email reminders to members to bring items for door prizes and silent auction items for summer conference.
10. At Summer Conference, end of term, assist the secretary in collecting door prizes and silent auction items for summer conference.
11. At Summer Conference, end of term, provide silent auction sheets and writing utensils for bids.
12. At Summer Conference, end of term, open and close the silent auction.
13. At summer Conference, end of term, assist the secretary in taking minutes of the meeting.