

IATA Secretary

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 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 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:

1. Attend all executive committee and officer meetings as necessary.
2. Sit at head table at all meetings.
3. Take minutes at every executive committee, officer and general meeting. After approval of the president submit to the IATA website administrator to post.
4. After Summer Conference, the year elected, assist the previous secretary in mailing out thank you letters to those who donated door prizes, silent auction items, guest speakers, etc.
5. After Summer Conference, the year elected, assist the previous secretary in editing and reviewing the minutes of the meeting.

6. Quarterly write and distribute the IATA Newsletter to its members.
7. Attend the NAAE Convention. While at the convention you must attend at a minimum all Region I and NAAE meetings, committee meeting and Saturday's general session (you are a voting member).
8. Attend the Mid-Winter Meeting and take minutes.
9. At State Leadership Convention(SLC) attend the new teacher/student teacher breakfast and Friday Night IATA Dinner Meeting. Take minutes of any business items.
10. Attend Region I NAAE Conference. Must attend all business sessions and committee meeting. (You are a voting member)
11. Prior to Summer Conference, at end of term, contact new teachers and personally invite them to Summer Conference.
12. Attend Summer Conference and take minutes of all business meetings. After approval by the president submit to executive committee and website administrator.
13. At Summer Conference, end of term, collect door prizes and silent auction items for summer conference. Make a list of donations for thank you notes.
14. At Summer Conference, end of term, get a list of all presenters and special guests to send thank you notes.
15. After Summer Conference, end of term, divide list of thank you notes between new secretary and secretary-elect to write and mail out.
16. After Summer Conference, send letter to participating teachers school districts to thank them for allowing their teacher to attend and important notes from the conference.