

**APTA Academy of Aquatic Physical Therapy
Job Description**

Director of Membership

Report to: President and Board of Directors
Elected to office by membership vote

Term: 2-year term, with no more than two consecutive terms

Specific Responsibilities:

- Coordinates all efforts of the academy in the area of membership development
- Carry's out the mandates and policies of the academy in regards to membership
- Develops a Membership Plan to foster the growth of the academy's membership
- Responsible to the maintenance of the academy's exhibit booth
- Coordinators the volunteers to serve at the booth during meetings
- Actively participates in the academy's strategic planning process
- Contribute to the newsletter as appropriate
- Contribute to the Academy's annual budget review
- Answer occasional member questions
- Notify the Communications Committee any announcements that should be broadcasted to the membership via the established media outlets
- Submit Board reports by established deadlines prior to each Board meeting
- Solicits for and reviews applications for the awards and works with the president to choose awards recipients.
- Fulfill general Board of Director responsibilities (submit written reports at CSM and AC; contribute to the newsletter and/or Social media & Website page as appropriate using the Communication form; contribute to the section's annual budget review; and answer occasional member questions).
- Actively identify and mentor a member for your position for the purposes of successful succession planning.

Meetings to Attend:

- One in-person board of directors meeting at CSM
- Academy Membership Meeting at CSM
- Quarterly 2 hour board of director conference calls (Typically on a Saturday from 10 am to Noon)

Duties of the Board:

- Carry out the mandates and policies of the Academy.
- Adopt the Academy's annual Budget.
- Direct all business and financial affairs for and on behalf of the Academy; be responsible for all its property and funds.
- Foster the growth and development of the Academy.
- Publish Bylaws.
- Identify and appoint chairs for committees and task forces except for the Nominating Committee, Finance Committee and the Journal Committee which are provided for in these Bylaws.
- Be responsible for time, and location of Academy meetings.
- Be responsible for Academy communications.
- Provide for development, maintenance, and review of Academy policies and procedural documents.

This position is reimbursed with a capped amount for travel on behalf of the academy. Please see the academy's reimbursement policy for capped amount