

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

**Director of Communications**

**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:**

- Assist with the maintenance of content on the academy's website
- Assist the Academy President with correspondence to Academy members as needed.
- Attend various meetings representing the Academy.
- Attend board of directors meetings.
- Actively participates in the academy's strategic planning process.
- Lead monthly Communications Committee meetings
- Oversee committee's efforts with communications particularly with social media, website, email, and the newsletter, Waterlines.
- Submit Board reports by established deadlines prior to each Board meeting
- Fulfill general Board of Director responsibilities (submit written reports at CSM and AC; contribute to the section's annual budget review; and answer occasional member questions).
- Ensure the communications requests are being executed by the committee members
- 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 eastern)

**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.