

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

President

Report to: Board of Directors

Elected to office by membership vote

Term: 2-year term, with no more than two consecutive terms. 1 year as Immediate Past President

Specific Responsibilities:

- Attend various meetings representing the Academy
- Serve as the official spokesperson of the Academy.
- Be a member of all committees, task forces and work groups except the Nominating and Elections Committee.
- Appoint the chair of all committees, task forces and work groups except the Nominating Committee.
- Serves as the lead in the strategic planning process
- Submit an annual report of Academy activities to APTA.
- Notify and prepare the Vice President of Governance in the event of any inability to perform any duty.
- Be responsible, directly or by delegation of authority to any other Academy member, for correspondence between APTA, the Academy Board of Directors, and the Academy members.
- Be responsible for instituting appropriate action when general responsibilities are not carried out by Academy officers, committee chairs and task force chairs.
- Appoints Committee to approve the annual meeting minutes.
- Responsible for preparing the agenda for and shall preside at the annual meetings, special meetings, Board of Director Meetings, and Executive Committee meetings.
- The President is a member of all committees except the Nominating Committee.
- Serves as the alternate delegate to the House of Delegates.
- Contribute to the quarterly newsletter
- Contribute to the Academy's annual budget review
- Answer occasional member questions
- Using the Communications Form, notify the Communications Committee any announcements that should be broadcasted to the membership via the established media outlets
- 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)
- Component Leader Meetings at CSM and NEXT Conference
- Quarterly executive committee 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.

The Immediate Past President:

- The Immediate Past President shall serve as a member of the Executive Committee for one year following his/her Presidency in an advisory/consultant capacity as a non-voting member.

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