

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

Title: Director of Research

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:

- Steers and coordinates section research efforts consistent with section goals and strategic plan.
- Works to increase research in aquatic physical therapy to advance evidence- based practice.
- Coordinates Hydroworx Grant selection biannually
 - Responsibilities include: Selecting peer reviewers for selection process
Communicating – Call for Posters/Platforms to academy members via social media and coordination with Communication Committee
Updating Grant selection Rubric as needed
Coordinating selection process and deadlines (May-October – biannually)
Communicating winning recipient information via social media
- Works with the editor of the Aquatic Physical Therapy Journal to promote and encourage the publishing of aquatic physical therapy research.
- Attend various meetings representing the section.
- Attend quarterly Board of Directors meetings. 4 Saturday mornings/year 10-12PM
- In charge of and responsible for selection of section posters and platforms for CSM.
 - Responsibilities include: Selecting peer reviewers for selection process
Coordinating selection process and deadlines (March-October- annually)
Communicating – Call for Posters/Platforms to academy members via social media and coordination with Communication Committee
Coordinating Platforms/Posters onsite at APTA CSM Meeting
Obtaining photo consents from selected Presenters at CSM
- Actively participates in the section's strategic planning process.
- 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).

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)
- 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.

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.