

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

Title: 1st Vice President (Governance)

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 the Section President in the discharge of the duties of that office
- Attend various meetings representing the Section.
- Attend quarterly board of directors meetings.
- Assume the duties of the President if the President is absent or incapacitated
- Succeed to the President for the unexpired portion of the term in the event of a vacancy in the office of President
- Attend all meetings of APTA's House of Delegates.
- Present to APTA's House of Delegates such matters as are ordered by the section's board of directors and voting body of the section.
- Call any special meetings deemed necessary during APTA's House of Delegates
- Fulfill general Executive Committee responsibilities (submit written reports at CSM and AC; contribute to the newsletter and/or Web page as appropriate; contribute to the Section's annual budget review; and answer occasional member questions).
- Actively participates in the section's strategic planning process.

Meetings to Attend:

- One in-person board of directors meeting at CSM
- Section Membership Meeting at CSM
- Quarterly 2-hour Board of Director and Executive Committee conference calls (Typically on a Saturday from 10 am to Noon)
- APTA's House of Delegates

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.