

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

**Title: 2<sup>nd</sup> Vice President (Education)**

**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:**

- Serves as the Education Committee Chair
- Attend various meetings representing the section.
- Attend quarterly Board of Directors meetings.
- Is responsible for a comprehensive professional continuing education program that meets the needs of section members; this includes audio-conferences/webinars, Combined Sections Meeting, annual conference and any other courses deemed appropriate by the Board of Directors.
- 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
- Education Committee Meeting (monthly at your convenience)
- Section 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.