

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

Title: Secretary

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:

- Keep minutes of the proceedings of all Executive Committee, Board of Directors, and AAPT Business/Membership meetings.
- Maintain records of official actions of the section, the Board of Directors, and Executive Committee.
- Work with the academy's office to distribute minutes to the membership.
- Assist the President with correspondence to section members as needed.
- Attend various meetings representing the academy.
- Attend quarterly Board of Directors and Executive Committee meetings.
- Actively participates in the academy's strategic planning process.
- 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 academy's annual budget review; and answer occasional member questions).
- Solicits for and reviews applications for the awards and works with the president to choose awards recipients.

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.