



APTA Academy of Cardiovascular and Pulmonary PT President Job Description

Responsibilities/Duties:

- Preside at all meetings of the membership, Academy Board of Directors, and Executive Committee.
- Serve as the official spokesperson of the Academy.
- Appoint Officers and Directors to act as liaisons to committees/task forces.
- Serve as member of the Executive Committee, which consists of the President, Vice President, Secretary, Treasurer, and Chief Delegate
 - The Executive Committee shall act on questions of immediate importance in the interim between meetings of the Board of Directors, and shall perform such other duties as directed by the Board.
- Focus on governance and the strategic vision of the Academy.
- Be a Board liaison to designated committees/task forces
 - As Board liaison, participate in assigned committee/task force meetings/calls, which vary by committee, but are generally one per month and at a minimum one face-to-face per year historically at the annual conference.
- Write a regular President's column for the Academy newsletter
- Stay current and understand Academy activities and issues.
- Hold a weekly conference call with Executive Director to support the Academy's operations
- Serve as the Academy's second delegate to the APTA's House of Delegates (HOD)
- Participate as Academy spokesperson on the HOD community page
- Attend the annual and special meetings of the House of Delegates
- Present to the HOD such matters as are approved by the Academy Board of Directors and/or voting body
- Communicate directly with the APTA Board of Directors and other component leaders
- Participate in component leadership meetings historically held at CSM and APTA Leadership Congress
- Participate in APTA and/or component leadership conference calls as scheduled
- Perform the annual performance review of Executive Director
- Carry out the mandates and policies of the Academy as determined by the membership at the annual business meeting and any other meetings of the Academy.
- Be highly engaged, fully participate, and communicate appropriately regarding any conflicts that impede ability to attend all meetings.