Academy of Acute Care Physical Therapy
VICE PRESIDENT
Responsibilities

I. MEETINGS
A. The Vice President will attend the following meetings:
   a. Scientific Meeting & Exposition, Combined Academys Meeting, all Acute Care/Hospital Clinical Practice Academy Meetings, and other meetings deemed appropriate and necessary by the APTA and/or the Academy.

B. The newly elected Vice President will attend CSM prior to taking office for orientation with the outgoing Vice President.

II. MINUTES
A. The Vice President will give any changes he/she feels are necessary to the minutes to the Academy Secretary within one week after receipt of the draft of the minutes.

III. COMMUNICATIONS
A. The Vice President will prepare a written report prior to each Executive Committee and Board meeting on all activities performed as Vice President since the last meeting.

B. The Vice President will serve as the Chair of the Success Planning Committee.

C. Any Academy of Acute Care Physical Therapy communication, other than e-mail that is sent from the Academy should reference the Academy’s Success Plan as our reason for any actions taken.

D. Oversee/coordinate all Academy list serve and website management issue.

IV. GENERAL
A. The Vice President will assume the duties of the President in the absence of the President.

B. The committee chairs and task force chairs must contact their Academy Officer liaison at least once per month. The following is the list of Officers liaisons:
   a. President - Bylaws and Nominating Committee; Competency Task Force
   b. Vice President - Education and Success Planning Committees
c. Treasurer - Finance and Membership Committees  
d. Secretary - Editorial Advisory Board

C. For each Executive Committee meeting, the Officer liaison must include in his/her written report, an update outlining his/her liaison Task Force/Committee activities.

D. Prior to each Board meeting, the Task Force/Committee Chair must submit a written report to the Academy Office.

V. FINANCIAL

A. The Vice President will submit an annual budget for the office of Vice President which reflects reasonable requests and anticipated expenses.

B. The Vice President will submit to the Treasurer, an itemized report of expenses for reimbursement following each national meeting.

VI. WEBSITE POLICY & PROCEDURE

A. The VP will act as the webmaster or serve as the Academy’s direct link to a nonmember webmaster (in the case where another Academy member or outside person/company serves as the webmaster).

B. All information, changes, additions, and deletions to the website shall be submitted to the VP prior to being uploaded to the website.
   a. All Officers/Committee Chairs shall submit, in writing no later than CSM for each calendar year (i.e., CSM ’15 for 2015) a plan for scheduled website updates. This shall include who will be responsible for writing the copy of the material and the due date for posting of the updates the VP will develop, with the help of the Success Planning Committee, a calendar of all scheduled updates for the website by March 15 each year. This list will be distributed to the BoD, no later than March 20 each year, and will include due dates for these scheduled posts based on needed turnaround time and uploading.
   b. All unscheduled, but routine changes, additions, or deletions, shall be submitted to the VP no later than the 1st of the month for posting on or around the 15th of each month.
   c. Any immediate or urgent changes, additions, or deletions will be handled on a case by case basis via direct communication with the VP. It is recommended that urgent material be distributed via the Academy’s listservs instead of the website due to the turnaround time needed for website formatting and uploading.
C. Each Officer/Committee Chair shall include in each BoD report their review of the Academy website (www.acutept.org) for accuracy/timeliness/content of material pertaining to, or written by, them/their committee. They shall report any needed maintenance additions, changes, and deletions at the BoD meeting.

D. The VP will maintain the following information:
   a. The username, password, and server URL for the Academy’s website.
   b. Access as moderator and/or list owner to the following listservs:
      i. acutept@egroups.com
      ii. acuteptbod@egroups.com

E. The VP will serve as moderator to Academy listservs.

F. The VP will report the status of the website and listservs activity/content to the BoD as part of their BoD report.

G. All website/listserv budgeting shall be itemized in accordance with the Treasurer and listed as part of the VP’s yearly budget requests (refer to finance Academy of Policy and Procedure Manual for details on budget).