

General Information

- Qualification for elected position:
 - Member in good standing for one year preceding election
- Meeting Expectations:
 - Attend hour-long monthly or bi-monthly meetings depending on position
 - Executive Committee and Board meetings alternate months
 - Submit status report for elected position prior to Board meetings
 - Attend Combined Sections Meeting
- Review new volunteer report and follow-up with membership as needed



APTA
Acute Care
An Academy of the American
Physical Therapy Association

Vice President

Executive Committee Member – Voting Member of the Board of Directors

Vice President:

Responsibilities:

- Oversee online presence with Executive Director
- Supervise Education Committee branches to foster development of resources to enhance member benefits

Time Commitment: Variable – Average: 30 minutes to 1 hour per week

Vice President:

Expectations:

- Build the brand through education resources, keeping the focus of initiatives on member needs
- Ensure quality Academy brand of educational products and presenters

Skill Set:

- Leadership, organization, awareness of APTA, collaborative



APTA
Acute Care
An Academy of the American
Physical Therapy Association

Treasurer

Executive Committee Member – Voting Member of the Board of Directors

Treasurer:

Responsibilities:

- Report financial status to Executive Committee and Board
- Chairperson of the finance committee
- Present an annual budget for board approval
- Present annual report to membership

Time Commitment: 2-3 hours a month on average

Treasurer:

Expectations:

- Communicate with board, committees, and liaisons
- Review previous financials and understand details of budget and procedures for submission of expenses

Skill Set:

- Comfortable with financial reports, knowledge of strategic plan, prior experience on finance committee
- Do not need an accounting background to be successful



APTA
Acute Care
An Academy of the American
Physical Therapy Association

Practice Chair

Voting Member of the Board of Directors

Practice Chair:

Responsibilities:

- Identify trends/concerns in practice to develop resources to assist membership
- Update/create practice-related resources
- Build partnerships with practice committees of other APTA Components, Academies and/or Sections
- Provide mentorship opportunities

Time Commitment: approximately 4-5 hours per week

Practice Chair:

Expectations:

- Attend APTA Practice and Payment Component Chair-related meetings and conferences
- Promote and provide quality information to Academy members
- Plan/oversee/support projects

Skill set:

- Leadership, experience in acute care, communication, delegation



APTA
Acute Care
An Academy of the American
Physical Therapy Association

Membership Chair

Voting Member of the Board of Directors

Membership Chair:

Responsibilities:

- Develop and implement a plan to recruit new members and retain existing members
- Track and monitor membership trends for the Academy
- Collaborate with other APTA Components, Academies and/or Sections to address members' needs
- Oversee annual awards process

Time Commitment:

- Variable depending on time of year and activity – overall 1 hour each week

Membership Chair:

Expectations

- Travel for conferences to represent the Academy
- Manage Academy booth at conferences
- Coordinate a social event at CSM

Skill Set:

- Communication with members and potential members to help them see the value of membership/participation
- Enthusiasm for advocating for Academy and APTA
- Open to different perspectives to engage our members



APTA
Acute Care
An Academy of the American
Physical Therapy Association

Nominating Member/Chair

Chair is a Voting Member of the Board of Directors

Nominating Committee Member/Chair:

Responsibilities:

- Member is elected each year to the committee and will serve 3 years
- Senior member serves as chair

Time commitment: Approximately 1-2 hours per month

Nominating Committee Member/Chair:

Expectations:

- Responsible for preparing the slate annually for elected positions
- Work closely with administrative support to complete this task

Skill set:

- Well-connected within Academy to identify potential candidates for particular positions, people-person, communication, organized, meet deadlines consistently