

AAOMPT Vice President Job Description

Terms:

3-year term. May serve 2 consecutive terms

Meetings:

AAOMPT Board meeting at annual conference

Annual AAOMPT Meeting at APTA combined Sections Meeting

Conference calls for monthly executive board meetings

Requirements and Qualifications:

The AAOMPT Vice President will promote the mission and philosophy of the AAOMPT. The Vice-President will serve as an extension of the AAOMPT President working in concert and coordination with the President, and will assume the position of the President if the President is unable to fulfill their duties. When necessary, the Vice President will assume all duties and responsibilities of the office whether temporarily or for the remainder of the term in case of permanent absence of the President.

Requirements to serve as Vice President:

- A record of prior service on an AAOMPT committee
- A member of the AAOMPT in good standing

Additional/preferred qualifications (not required)

- Prior experience as the Chair of an AAOMPT committee
- Substantial prior leadership experience resulting in an ability to make confident and important decisions, in lieu of or in collaboration with the president.
- Ability to communicate ideas clearly, present new concepts or directions, and lead the academy with clarity and transparency

Duties and Responsibilities

The Vice President shall:

- Review the Associations Bylaws and Policy and Procedure Manual 30 days prior to assuming his/her position
- Serve as an ex-officio member to any designated Committee(s)
- Make every effort to attend all Board meetings and be available for scheduled conference calls.

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- Assume the duties of the President if the President is absent or incapacitated. In the event of a vacancy in the office of the President shall succeed to the Presidency for the remainder of the un-expired term, and the office of the Vice- President shall be declared vacant
- Meet deadlines including, but not limited to, newsletter, written goals, board reports, committee reports, term ending report and review and recommended revisions of policies and procedures of their designated committees
- Work closely with the President on projects of the Association to ensure a smooth transition the following year.
- Be informed of all decisions made by the President
- Work with the President on the agendas of Board meetings and conference calls
- Make every attempt to fill in for the President in his/her absence
- Represent the Academy as an executive leader with professionalism at all functions