

AAOMPT President Job Description

Term:

The President is elected for a term of three (3) years or until his/her successors are elected, not serving more than two full consecutive terms. The Presidents tenure commences following the Business Meeting at the Annual Membership Meeting. The president and vice-president shall be elected in the same year

The immediate past president shall serve one year.

Meetings:

The president attends all meetings of the executive committee and Annual Academy Business Meeting. The president represents the Academy at the House of Delegates of the American Physical Therapy Association at the Annual APTA meeting and the annual meeting of the Orthopaedic Section, APTA Inc. or will appoint a designee to serve in his/her place.

Purpose:

The President will serve in good standing as chief elected officer, representing the entire membership and the best interests of the organization. The President will promote the Mission and Philosophy of the Association and adhere to the Bylaws and Policies and Procedures of the Association. The President will exercise personal leadership in the motivation of other officers, members of the executive, committee members, staff and membership; provide leadership to the development and maintenance of the association's strategic plan; act as spokesperson and inspirational leader and take an important part in monitoring and evaluating organizational performance and effectiveness; work in partnership with Executive Director as necessary.

The President is a member of the Executive Committee and presides as an ex officio member of all committees except the Nominating Committee. The President chairs all meetings of the Board of Directors, all meetings of general membership, and represents the Association at all formal functions.

Tasks:

General functions will include:

1. Seeing that the members of the Executive Committee are kept fully informed on the conditions and operations of the Association.

Approved February 10, 2011

2. Working with Executive Director in seeing that basic policies and programs that will further the Strategic Plan of the Association are formulated and presented to the membership.
3. Monitoring the progress of all committees and task forces.
4. Seeing that the organizational structure and policies of the Association are reviewed annually with the Executive Director.
5. Supporting and defending policies and programs adopted by the Executive Committee.
6. Promoting interest and active participation in the Association on the part of the membership and reporting activities to the Association to members by means of letters, publications or speeches.
7. Acting as spokesperson for the Association to the press, the public, legislative bodies and related organizations.
8. Cooperating with those who have financial responsibilities, helping develop recommendations and, upon approval, operating within an annual budget. Seeing that the finances of the Association are reviewed annually.

Specific Duties, Responsibilities and Authority

Within the limits of the Bylaws and Policies, the President is responsible and has commensurate authority to accomplish the duties set forth below:

The President shall appoint a Founding member or Fellow in good standing to fill any vacancy which occurs in an elected office. Such appointments will require the consent of a majority of the executive.

1. Recommend appointees for all special and advisory committees necessary to accomplish the functions of the Academy, with the advice of the Executive Committee
2. Shall deliver Presidents Welcome at opening session of Annual Meeting Program.
3. Writes Presidents Message in each volume of Articulations
4. Shall preside over Annual Business Meeting.
5. Presents President's report at the Annual Business Meeting.
6. Presents awards at the Annual Conference.

7. Shall present Fellows at Annual Conference.
8. Serve as the official spokesperson of the Academy or appoint a designee.
9. Consults with and advises the Executive Director on all matters pertaining to the Association policies, programs and finances.
10. Coordinates agenda material with the Executive Director.
11. The President shall be a member of the Finance Committee.
12. Shall complete all assigned corporate sponsorship tasks in a timely manner.
13. Shall adhere to guidelines outlined in Policy of the Finance Committee.
14. Shall approve all non-budgeted expenses under \$500.00 of such expenses that have previously been communicated to the Treasurer. Non-budgeted expenses over \$500.00 will need Board approval.
15. Shall be available to members, executive, staff and external organizations

PROCEDURE FOR IMPLEMENTATION

Shall review the Bylaws and Policy and Procedure Manual thirty (30) days prior to assuming his/her position.

Shall review the Term Ending Reports of the outgoing Board members no later than thirty (30) days after assuming office.

Shall review and interpret the Governance Manual thirty (30) days prior to assuming his/her position.

Shall review the Strategic Goals and Plan of the Association no later than thirty (30) days after assuming office.

Shall correspond with all external organizations President or Board of Directors as appropriate to introduce self and keep dialogue open.

Shall return all communications in a timely manner.

Shall 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.

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Shall submit "*Presidents Message* to the editor for each publication.

Shall adhere to the deadline dates for submission set by the Publications Chair.

Shall be responsible for all presidential correspondence, including but not limited to the following:

Thank you letters to corporate sponsors.

Thank you letters associated with Annual Meeting.

Letters for corporate sponsorship.

Notification letter to Award recipients.

Notification letter to newly approved Fellows.

Letters candidates not approved for Awards.

Letters to candidates not approved for Fellowship status.

Letter to Association's members for membership renewal.

Welcome letter from President in Annual Meeting program.

Congratulation letters to newly elected board members.

Letter(s) to candidates not elected to an office.

Congratulation letters to appointed/reappointed External Liaisons.

Congratulation letters to Board appointed Committee Chairs.

Shall be responsible for working with Immediate Past President to carry on projects.

Shall prepare and coordinate Meeting agenda with executive director.

Shall arrange for professional parliamentary procedure for the Annual Business Meeting, if deemed necessary.

Shall announce existing board members.

Shall present Presidents report to members.

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Shall present newly elected board members and board appointed positions.

Shall be responsible for Board of Director Meetings.

Shall prepare agenda for all Board meetings, which include, but are not limited to the following:

Fall Board Meeting: Shall take place at the Annual Meeting.

Incoming Officers Board Meeting. Meeting takes place after the induction of officers at the Annual Business Meeting. Present a minimum of three dates for board meetings.

Other Board Meeting

Present committee members to Board.

Fall Board Meeting

Board of Directors shall review the budget and make recommendations to be approved by January 1.

Outgoing Officers Board Meeting. This meeting usually takes place on the Day prior to the Annual Meeting and shall take place prior to the induction of incoming Board members at the Annual Business Meeting.

Shall extend invitations to non-Board members to attend Board of Directors meetings, as needed, to conduct the business of the association.

These include, but are not limited to, Program Chair, Publications Chair, External Liaisons and/or Past Presidents.

Shall organize and prepare Board agendas for conferences calls, as deemed necessary.

Shall present a list of potential committee chairpersons when vacancies occur.

Shall provide a term ending report to the President-elect to promote a smooth and orderly transition of office.

Includes term ending report for President.

Report shall be submitted at the Board of Directors Meeting prior to the Annual Meeting.

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Shall review assigned policies and procedures outlined in Policy. Review and Revisions of Policy and Procedure Manual and, when indicated, recommend revisions to the Board of Directors sixty (60) days prior to vacating office.

Revisions shall be completed and ready for Board approval thirty (30) days prior to the Annual Meeting.

Shall review the Strategic Plan/Goals of the Association and provide a written report outlining the status of plan/goals to the Board of Directors.

Status of Strategic Plan/Goals shall be submitted at the Spring Board Meeting prior to the Annual Meeting.

Shall review assigned policies and procedures outlined in Policy. Review and Revisions of Policy and Procedure Manual and, when indicated, recommend revisions to the Board of Directors sixty (60) days prior to vacating office.

Revisions shall be completed and ready for Board approval thirty (30) days prior to the Annual Meeting