



Duties of the AOPT Board of Directors

President

1. Presides over all meetings of the academy.
2. Chair of the Executive Committee which consists of the President, Vice President, Treasurer, Directors
3. Provides a meeting agenda per the SOP for BOD meetings.
4. Schedules weekly conference calls with the Vice President (VP) and Executive Director (ED) of the AOPT.
5. Reviews running agenda of AOPT activities to be discussed created by the ED.
6. The intent of this meeting is to continue forward progression of AOPT activities, close loops of communication, and identify items that need to be brought to the BOD for discussion and/or approval.
7. Schedules a weekly conference call with the ED to discuss AOPT business and operations, and serves as consultant and supervisor of the ED.
8. The ED creates and keeps the agenda for this call which typically is scheduled for 1 hour.
9. Reviews the strategic directives quarterly or as needed to facilitate business of the AOPT and to keep transformational and transactional activities in balance.
10. Facilitates the development of new strategic directives every three years after 2023.
11. Works with the Managing Editor of the OPTP publication for the President' message to be published quarterly. The message is typically due to the Managing Editor in February, May, August, and November.
12. Facilitates the Annual evaluation of the AOPT's Executive Director.
 - a. In August the President meets with the VP to determine the process for the ED annual evaluation.
 - b. In September obtain evaluative information regarding the ED performance from stakeholders and creates a written report with the VP.
 - c. The ED is asked to perform a self-evaluation which is sent to the President and VP for consideration of the annual evaluation.
 - d. Along with the VP reviews the performance evaluation with the ED at the Fall BOD meeting typically held in October each year; attendance is President, VP, and ED.
 - e. Final report is written by the President and given to the ED in December of each year.
 - f. Follow up discussion at the CSM if requested by the President, VP or ED.
13. Maintains communication with APTA BOD through their assigned liaison, attends leadership activities and the Section/Academy President's Council meetings, President's luncheon at CSM, and the APTA annual conference where the HOD is held.
14. The President attends the HOD, serves as the alternate delegate and provides consultation to the AOPT Delegate as needed.
15. Reviews and approves communication to external stakeholders according to the PR policy and utilizes the communication flow sheets to facilitate appropriate analysis and

communication.

16. Facilitates the Bylaw review process at the Fall BOD meeting annually except in the years where there is a strategic directive meeting for the AOPT.
17. At CSM hosts the SIG leadership luncheon and along with the ED and Assistant Executive Director conducts the orientation and onboarding of new SIG leadership to the AOPT.
18. Meets with the SIG leadership via webinar or digital communication two times per year to discuss concerns, AOPT initiatives. This does not replace or substitute for required meetings and communication with appointed BOD liaisons to the SIG's.
19. When requested recommends candidates for the ABPTS Orthopaedic Specialty Council.

