

Academy of Orthopaedic Physical Therapy Elected Officer Qualifications and Duties

Vice President

Qualifications:

- Academy of Orthopaedic Physical Therapy member in good standing
- Demonstrated significant leadership experience in the Academy of Orthopaedic Physical Therapy and knowledge of recent/current Academy initiatives/activities
- Demonstrated managerial experience/skills included but not limited to:
 - Personnel management
 - Strong communication skills
 - Experience in conducting meetings
 - Knowledge of parliamentary procedure
- Ability to effectively represent the Academy of Orthopaedic Physical Therapy and the profession
- Experience in strategic planning, organizational structure, and business operations

Duties:

- Assumes duties of the President if the President is absent or incapacitated.
- Performs duties as assigned by the President.
- Serves as an ex-officio member of all designated committees as outlined in the Strategic Plan adopted by the Board of Directors.
- Serves as the Chair of the Awards Committee.
- Presides over the Academy's annual Awards Ceremony at CSM.
- Participates in weekly conference call with President and Academy's Executive Director.
- Performs annual evaluation of the Academy Executive Director, with President, at Board of Directors Fall Meeting.
- Performs annual evaluation of ISC and *OPTP* Editor at CSM and via May conference call.
- Serves as Board Liaison to and evaluates performance of Committees and SIGs as designated by the Academy President

Estimated time commitment: 4 hours per week plus travel