



# AMERICAN COUNCIL OF ACADEMIC PHYSICAL THERAPY

## **Job Description: Vice President**

**Term:** The term of office of each member of the Board of Directors shall be for three years or until a successor is elected. Term of office shall commence at the Annual Meeting of the Institutional Members in the year in which they are elected.

**Elected/Appointed:** Elected

**Position:** The Vice President is a voting member of the Board of Directors and Executive Committee

### **Specific Responsibilities: The Vice President shall**

1. Preside at all meetings of the Institutional Members
2. Serve as ACAPT consultant to the APTA House of Delegates
3. Serve as an ex officio member of the Reference Committee
4. Serve as the presiding officer for the Annual Meeting
5. Be responsible for annually reviewing and, when needed, updating the ACAPT bylaws and standing rules
6. Accept any assignments as delegated by the ACAPT President, the Executive Committee or the Board of Directors
7. Assume the duties of the President if the President is absent or incapacitated.
8. In the event of a vacancy in the office of the President, the Vice-President shall succeed to the Presidency for the unexpired remainder of the term and the office of Vice-President shall be vacant.
9. It is recommended that the Vice President should not also hold a leadership position in an ACAPT leadership group because of potential conflicts or limitations on time to meet fiduciary duties to ACAPT.

### **Fiduciary Responsibilities of the Board:**

#### **Duty of Care:**

This duty requires officers and directors to exercise *ordinary and reasonable care* in the performance of their duties, exhibiting honesty and good faith. Officers and directors must act in a manner which they believe to be *in the best interests of the association*, and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances.

#### **Duty of Loyalty:**

This is a duty of faithfulness to the organization. This means that officers and directors must give undivided allegiance to the organization when making decisions affecting the organization. In other words, officers and directors cannot put personal interests above the interests of the organization. Officers and directors should be careful to disclose even *potential* conflicts of interest to the board of directors, and should recuse themselves from deliberation and voting on matters in which they have personal interests.

**Duty of Obedience:**

This duty requires officers and directors to act in accordance with the organization's articles of incorporation, bylaws and other governing documents, as well as all applicable laws and regulations.

**Policies and Procedures**

Board members will be expected to be familiar with ACAPT's bylaws, standing rules, and other policies and procedures. Additionally, board members will be asked to sign a Conflict of Interest statement and to be familiar with ACAPT's Antitrust Compliance Guidelines.

**Resources:**

The APTA Communities has references, including a handbook for Vice Presidents and recorded webinars of various leadership training and specific aspects of the APTA. Robert's Rules of Order Newly Revised, In Brief will serve as a resource for the president for managing the chapter and Board of Directors meetings and for the Vice President in presiding over the ACAPT Annual Meeting.

**Typical time commitments:**

Activity	Frequency	Time Required
Board virtual forums with members	4-6x/yr	1 to 2 hours with member representatives and other interested parties to maintain a relationship with members and inform of recent or upcoming actions. This is also a time to listen to what members are experiencing and how ACAPT can help.
Executive Committee conference calls	monthly	90-minute call
Board meetings that may include face time with volunteers leaders	5x/yr	<ul style="list-style-type: none"> <li>• Feb/CSM – in-person; ½ day mtg one day, evening mtg on another</li> <li>• May – in-person; 1.5 day retreat</li> <li>• August – virtual; review of forthcoming business meeting motions</li> <li>• Oct/ELC – in-person; keep the Tuesday-Sunday of the conference available (board meeting and other meetings with stakeholders)</li> <li>• December – virtual; approval of the budget; end of year review</li> </ul>
APTA House of Delegates	1x/yr	Serve as the ACAPT representative to the APTA House of Delegates
Emails/conference calls	Ongoing	<p>Communications with representatives of member institutions to keep them apprised of ongoing activities, important issues, etc;</p> <p>Communications with ACAPT leadership groups to whom the board members serve as liaisons; engagement with APTA, CAPTE, FSBPT, and outside partner organizations where necessary</p>

*Job description revised 1/2024*