



# AMERICAN COUNCIL OF ACADEMIC PHYSICAL THERAPY

## **Job Description: Secretary**

**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 Secretary is a voting member of the Board of Directors and Executive Committee. It is recommended that the Secretary should not also hold a leadership position in an ACAPT consortium or APTA Academies because of potential conflicts.

### **Specific Responsibilities: The Secretary shall**

1. Keep and distribute the minutes of all meetings of the Representatives, the Executive Committee, and the Board of Directors.
2. Be responsible for all notices to members of ACAPT.
3. Maintain records of all official actions of the Representatives, the Board of Directors, and the Executive Committee.

### **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.

**Typical time commitments:**

Activity	Frequency	Time Required
Board virtual forums with members	4-6x/yr	1 to 1.5 hours with member representatives and other interested parties (e.g., DCEs, clinical affiliate members, advocacy committee liaisons, NCCE liaisons, etc) 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.
Board meetings that may include face time with volunteers leaders	5x/yr	<ul style="list-style-type: none"> <li>• CSM – approximately 3-4 interactions (board meeting and other meetings with stakeholders)</li> <li>• April – 1.5 day retreat</li> <li>• August – review of forthcoming business meeting motions</li> <li>• ELC - keep the Tuesday-Sunday of the conference available (board meeting and other meetings with stakeholders)</li> <li>• December – approval of the budget; end of year review; 1<sup>st</sup> meeting with new board members</li> </ul>
Emails/conference calls/phone calls	Ongoing	Communications with representatives of member institutions to keep them apprised of ongoing activities, important issues, etc; Communications with ACAPT leadership groups to whom the board members serve as liaisons; engagement with APTA, CAPTE, FSBPT, and outside partner organizations where necessary; routine phone calls with individual board members, executive director or others associated with ACAPT business
Executive Committee	4/6x/yr	On conference calls, recommended 1 hour for prep.