

## **PRESIDENT ELECT**

### **I. DUTIES AND RESPONSIBILITIES.**

- a. Serves one (1) year prior to assuming office as President of the Academy.
- b. Serves as a voting member of the Academy's Board of Directors.
- c. Serves with the President to become familiar with the organizational structure of the Academy, meetings, reporting and supervision of the Executive Office.
- d. Becomes familiar with other component members, needs, resources as well as the operations of the House of Delegates and APTA Board of Directors.
- e. Participates in APTA leadership training as available and needed.
- f. Pursue Board governance training and education opportunities.

### **II. EXPENSES**

- a. Submits expense reimbursement to the Executive Director, within 90 days of the expenditure.
- b. Maintains account of expenses incurred during these duties. The President Elect will be reimbursed in accordance with the Academy's Honoraria and Reimbursement Policy and according to the amount as defined in the annual budget.
- c. An annual budget for any expenditure associated with this office will be prepared in collaboration with the Finance Committee.

## PRESIDENT

### I. DUTIES AND RESPONSIBILITIES

- a. Serves as a voting member of the Academy's Board of Directors.
- b. Serves as the official spokesperson for the Academy.
- c. Works with Executive Director to prepare agenda for Board meetings.
- d. Presides over Board meetings as well as the annual membership meeting.
- e. Serves as an ex-officio member of all committees except the Nominating Committee.
- f. Serves as the liaison between the Academy's Board of Directors and the Executive Director/Management Company.
- g. Serves as liaison between ANPT Board and APTA Board liaison.
- h. In unison with the Board of Directors of the Academy, interacts with other components of APTA, and the staff of APTA regarding needs, resources, and planning.
- i. Supervises the assignments and performance of the Executive Director.
- j. Serves as Academy alternate Delegate to the APTA House of Delegates or nominates the Academy alternate Delegate to the House of Delegates with approval of the Board of Directors.
- k. Submits a written annual report of the activities of the Academy to the Association.
- l. Works with the Executive Director to ensure that all Policies & Procedures and strategic initiatives of the Academy are being fulfilled.
- m. Serves as main liaison between Academy and JNPT, in partnership with Executive Director
  - i. Executes and oversees JNPT contract and the Academy's business operations in relation to the JNPT.
  - ii. Executes and oversees of the contractual, Memo of Agreement, between Academy and appointed Editor in Chief.
  - iii. Submits the President's Perspective to the *JNPT* Editor.

### II. EXPENSES

- a. Submits expense reimbursement request to the Executive Director within ninety (90) days of the expenditure.
- b. Maintains account of expenses incurred during these duties. The President will be reimbursed in accordance with the Academy's Honoraria and Reimbursement Policy and according to the amount as defined in the annual budget. (See Financial Procedures Section)
- c. An annual budget for any expenditure associated with this office will be prepared in collaboration with the Finance Committee.

### III. ORIENTATION OF SUCCESSOR

- a. The President provides for smooth transition by acquainting the newly elected President-Elect with pertinent information, materials, and procedures during the one year of transition. The template for orientation includes (but is not limited to):
  - i. mission/vision/goals as appropriate
  - ii. job duties
  - iii. timelines
  - iv. current initiatives
  - v. current challenges
  - vi. role as mentor to others, including newly elected Board members
  - vii. role of Academy representative with APTA, APTA components and other organizations