



## **Position Description: Vice President of Practice**

### **Purpose**

1. Assume the duties of the President in the absence or incapacitation of the President until the next scheduled election.
2. Advise and assist the President.

### **Term of Office**

This is an elected three-year position. No board member shall serve more than three consecutive full terms and not more than two consecutive full terms in the same office. Duties are assumed January 1st.

### **Bylaws Qualifications**

Only Physical Therapist members of the Chapter as provided for [in the Association bylaws, Article III, Section 2, subparagraph C](#), and who have consented to serve, shall be eligible for election to office.

### **Other Qualifications**

1. Has good planning, organizational, and leadership skills.
2. Has effective written and oral communication skills.
3. Ability to function independently and collaboratively to provide direction and leadership.
4. Sound understanding of the health care delivery system, the profession, and the Chapter.
5. Ability to be a futuristic thinker.

### **Responsibilities**

The following responsibilities are in addition to those of a Board member:

1. Perform such other duties directed by the President or Board.
2. Develop a comprehensive knowledge of the operations of the Chapter.
3. Develop a working knowledge of the fiscal matter of the Chapter
4. Commitment consistent with the Chapter's strategic plan and goals.
5. Serve as an officer and member of the Executive Committee.
6. Orient the incoming Vice President of Engagement.

## **Fulfill the requirements of a member of the Executive Committee**

The Executive Committee consists of the officers of the Chapter. Between meetings of the Board, the Executive Committee has the authority to take action consistent with established Chapter policies or decisions, and to take action on behalf of the Board in emergencies, reporting to the Board at its next succeeding meeting any action taken.

The Executive Committee shall

1. Oversee APTA MN staff/contractors.
2. Provide for the development and maintenance of procedural documents related to the Bylaws and Chapter policies. Policies will be taken to the Board of Directors for approval as required.

## **Attendance/Workload Expectations**

1. Annual Conference attendance in-person.
2. All Board of Directors meetings (virtually plus 2 in-person meetings typically per year). The Board meets typically nine months per year. Meetings are typically 2 hours in length and scheduled in the evening.
3. All Executive Committee meetings. The Executive Committee meets 9 times per year or as needed (virtually).
4. Coordinating Council meeting and Business meeting (virtually).
5. Attend committee and workgroup meetings as needed to further the work of the committee/workgroup.

## **Time Commitment**

The Vice President may spend an average of 1-3 hours/week on APTA MN related tasks.

## **Resignation**

An Officer may resign by providing written notice to the President and Board of Directors.

## **Dismissal**

An Officer may be removed with or without cause in accordance with state law. Further, if an Officer resigns or is expelled from Chapter membership, such Officer shall automatically cease to serve as an Officer of the Chapter.

Grounds for dismissal include

1. Noncompliance with Chapter policies and procedures or unethical conduct as outlined in the APTA Code of Ethics.
2. Failure to perform the duties as delineated in this position description.
3. Failure to attend Board of Director or other essential meetings.

**Position Benefits:**

1. Professional networking opportunities with local, state, and national leaders within APTA and other organizations with an investment in physical therapy.
2. Opportunity to advance current professional practices and positions through active participation.
3. Growth opportunities within personal life, transferring from professional experiences
4. Advancement of individual leadership skills for use in future professional and personal endeavors.