

AAPM&R Position Descriptions

Your Academy is continually collecting nominations for all elected positions regardless of current terms. All nominations submitted will be kept on file and reviewed as positions open. Elections for open positions will be held at the AAPM&R Annual Assembly.

Vice President, AAPM&R Board of Governors

Primary Responsibilities

- Assist the president and president-elect in the discharge of their duties.
- Serve as an official representative of the Academy as requested by the president.
- Serve as a member of the Board of Governors and its Executive Committee.
- Represent the interests of the entire membership.
- Work closely with the president and president-elect to prepare for the presidency.
- Chair the Awards Committee.
- Member, Finance Committee
- Serve as a board liaison as assigned by the president.

Roles

- Attend all meetings of the general membership, Board of Governors, and its Executive Committee, and Finance Committee.
- Collaborate with the president to identify appropriate liaisons to represent the Academy to other agencies, groups, organizations, and interest groups.

Time Commitment

- Annual spring and fall Board meetings; 2 meetings at Annual Assembly
- Conference calls – Every other week for Executive Committee; additional calls for various committee work; 2-5 Board of Governors calls
- Liaison responsibilities

Term

One year term, automatically ascends to President-Elect, President, and Past President positions.

Secretary, AAPM&R Board of Governors

Primary Responsibilities

- Ensure the official recording of actions taken at meetings of the membership, by the Board of Governors, and its Executive Committee.
- Serve as a member of the Board of Governors and its Executive Committee.

Time Commitment

- Annual spring and fall Board meetings; 2 meetings at Annual Assembly
- Conference calls – Every other week for Executive Committee; additional calls for committee work; 2-5 Board of Governors calls
- Liaison responsibilities

Term

Two year term. Eligible for re-appointment for one additional term.

Roles

- Ensure that accurate minutes of all meetings of the general membership, Board of Governors, and its Executive Committee are maintained.
- Review and approve drafts of all minutes prior to distribution to appropriate parties.
- Oversee the Academy policy review process.
- Serve as a board liaison as assigned by the president.
- Ensure the appropriate maintenance of the books, records, manuscripts, papers, correspondence and seal of the Academy.
- Attend all meetings of the general membership, Board of Governors, and its Executive Committee.
- Chair of the Corporate Relations Committee and Audit Committee.

Treasurer, AAPM&R Board of Governors

Primary Responsibilities

- Oversee all Academy financial affairs and corporate records.
- Represent the best interests of the entire membership and report on the financial soundness of the Academy.
- Oversee and advise the board on the prudent use of Academy funds in keeping with the goals and objectives established by the Board of Governors.
- Chair the Finance Committee; serve on the Board of Governors and its Executive Committee.

Time Commitment

- Annual spring and fall Board meetings; 2 meetings at Annual Assembly
- Conference calls – Every other week for Executive Committee; additional calls for committee work; 2-5 Board of Governors calls
- Liaison responsibilities

Term

Two year term. Eligible for re-appointment for one additional term.

Roles

- Work closely with the executive director and appropriate staff to monitor all financial aspects of the Academy.
- Review the Academy's monthly financial statements and other financial documents to ensure understanding of the Academy's financial situation; Co-sign checks.
- Present an annual operating and capital budget, upon the recommendation of the Finance Committee, to the Board of Governors for approval.
- Prepare fiscal policies and programs for presentation to the Board of Governors.
- Present reports on financial affairs during meetings of the Board of Governors.
- Present the report of the Independent Auditor.
- Attend all meetings of the general membership, Board of Governors, and its Executive Committee.

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Member-at-Large, AAPM&R Board of Governors

Primary Responsibilities

- Assure the success of the AAPM&R programmatically and financially.
- Establish the vision, mission, and goals for the organization through a long-range strategic planning process.
- Provide oversight for all programmatic and policy aspects of the Academy.
- Retain the executive director and provide advice and counsel to the executive director in the implementation of programs and activities.

Time Commitment

- 3 Board meetings per year (1-3 days in length)
- 2-5 Board of Governors conference calls; other calls as assigned
- Liaison responsibilities

Term

Two year term. Eligible for reappointment for one additional term.

Roles

- Adopt the strategic plan and use it to measure the merits of proposed programs, activities, or services.
- Approve policies giving direction to Academy activities.
- Approve new programs or services. Review the efficacy of existing programs and services on a regular basis.
- Adopt operating and capital budgets, monitor financial results, and approve any variations in budgets.
- Evaluate the performance of the executive director at least annually.
- Approve appointment of independent auditors and legal counsel.
- Serve as liaison with Academy committees, task forces, etc., as assigned by the president.
- Serve as liaison to outside organizations, entities, etc., as assigned by the president.
- Attend all meetings of the general membership, Board of Governors, and its Executive Committee.
- Represent the interests of the entire membership.

Qualifications for Board of Governors positions: The nominees should be respected active Fellows familiar with Academy affairs who will expend the necessary time and commitment to serve the AAPM&R. **Additional qualification for Vice President:** Two years of service as a voting Board member.

Member, AAPM&R Nominating Committee

Roles and Responsibilities: The Nominating Committee is charged to select from the Fellows a single most appropriate candidate for each open Board of Governors position. Consideration shall be given to individual academic and clinical merit, previous service to the Academy, organizational and leadership qualities, willingness to serve if elected, diversity as reflected in the Academy bylaws and policies, and, in the case of otherwise equally qualified candidates, geographical makeup of the Board of Governors.

Additionally, the Nominating Committee will select the most appropriate candidates for the Awards Committee, Nominating Committee, and Foundation for PM&R Awards and Grants Review Committee.

Qualifications for position: The nominees should be respected active Fellows familiar with Academy affairs who will expend the necessary effort to identify appropriate candidates for Academy office.

Time commitment: 3-6 conference calls per year

Term: Non-renewable two year term.

All nominees must be Academy fellow members in good standing.