

## **APTA South Carolina Chapter of the American Physical Therapy Association Job Description Vice President**

Report to: APTA SOUTH CAROLINA Board of Directors

Term: 2-year term, or until the election of their successor. Their term of office shall commence at the close of the Annual meeting at which they were elected or succeeded to office. The Vice President is elected during even calendar years.

Position Objectives: This Vice President is an Officer of the Board of Directors, member of the Executive Committee, and serves as second in command of APTA SOUTH CAROLINA.

### Specific Responsibilities:

1. Be ready at all times to assume the duties of the President in his absence or inability to perform his official duties.
2. Act as Chapter Parliamentarian, knowledgeable in parliamentary procedure base on Robert's Rules of Order, without loss of membership rights.
3. Assist the President in the discharge of his duties.
4. Serve as a member of the Board of Directors and Executive Committee. (See Board of Directors for specific responsibilities related to this position.)
5. Submit an annual budget for anticipated expenses by date requested by the Chapter's Treasurer.
6. Submit reports to the APTA SOUTH CAROLINA Executive Director as requested.
7. The vice-president attends all meetings of the Executive Committee, Board of Directors and full Membership meetings.

### Qualifications:

The vice president must be an active or life member in good standing, who has resided in South Carolina for one year immediately preceding their election.

### Evaluation:

The BOD will have an opportunity to evaluate the vice president yearly. The goal of the evaluation process is to improve the function of the office and to provide personal and professional development. .

### Resources:

The APTA Communities has references, including a handbook for presidents and recorded webinars on Parliamentary procedure and specific aspects of the APTA. Robert's Rules of Order Newly Revised, In Brief will serve as a resource for the vice president for managing the chapter and Board of Directors meetings.