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**Duties and Qualifications**

**Vice President**

**Duties**

1. Assumes duties of the President, if President is absent or incapacitated.
2. Performs other duties as assigned by the President.
3. Serves on the Executive Committee
4. Oversees, in consultation / collaboration with the President, the APTA Orthopaedic operations
5. Serves as an ex-officio member of all designated committees as outlined in the Strategic Directives adopted by the Board of Directors.
6. Serves as the liaison to the Awards Committee
7. Board Liaison to the APTA Orthopaedic annual Awards Ceremony at CSM.
8. Oversees the SIG/EIG Policies and Rules of Order.
9. Participates in weekly conference call with the President and Executive Director.
10. Performs annual evaluation of the Executive Director with the President
11. Serves as a BOD liaison as assigned by the President.

**Qualifications:**

1. APTA Orthopaedic member in good standing
2. Demonstrated significant leadership experience in the APTA Orthopaedic and knowledge of recent/current APTA Orthopaedic’s initiatives/activities
3. Demonstrated managerial experience/skills included but not limited to:
	1. Personnel management
	2. Strong communication skills
	3. Experience in conducting meetings
	4. Knowledge of parliamentary procedure
4. Ability to effectively represent the APTA Orthopaedic and the profession
5. Experience in strategic planning, organizational structure, and business operations