

## **DIRECTOR OF PRACTICE**

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

- a. Serves as a voting member of the Academy's Board of Directors.
- b. Leads and coordinates Academy's practice efforts consistent with Academy mission, vision and strategic plan.
- c. Serves as the liaison between the Board of Directors, Practice Committee, Health Promotion and Wellness Committee and the Advocacy and Consumer Affairs Committee
- d. Collaborates on Knowledge Translation (KT) Summits and KT grants with Director of Knowledge Synthesis & Director of Research
- e. Recommends new KT topics to the Board of Directors for approval.
- f. Develops and submits annual budget requests for the Advocacy and Consumer Affairs Committee, Practice Committee and Health Promotion and Wellness Committee within the Academy.
- g. Monitors committees' budget areas throughout the year and in collaboration with the Treasurer. Responds to specific financial inquires related to committees and work groups.
- h. Ensures liaison groups' leadership reports are completed and submitted to the executive office bi-annually based on the approved reporting calendar. Reports to be shared with the Board of Directors to ensure organization is working toward strategic initiatives.
- i. Maintains communication with key leaders in the APTA Public Policy, Practice and Professional Affairs Unit.
- j. Attends APTA Practice Committee meetings at CSM.
- k. If the Chair of the Advocacy and Consumer Affairs Committee or the Academy President cannot attend, represents the Academy in the APTA House of Delegates.

### **II. FINANCIAL**

- a. Submits expense reimbursement request to the Executive Office per ANPT policy and instructions. The Director will be reimbursed in accordance with the Academy's Honoraria and Reimbursement Policy and according to the amount as defined in the annual budget.
- b. Develops and submits annual budget requests for Academy liaison committees.
- c. Monitors related budget areas of the Academy throughout the year and in collaboration with the Treasurer. Responds to specific financial inquires related to Academy liaison committees.

### **III. ORIENTATION OF SUCCESSOR**

- a. The Director of Practice provides for smooth transition by acquainting the newly

elected Director with pertinent information, materials, and procedures, including a copy of the current Policy and Procedure Manual. This should occur within six (6) weeks of election. The template for orientation includes, but is not limited to:

- i. mission/vision/core values/strategic initiatives
  - ii. job duties
  - iii. timelines
  - iv. current initiatives
  - v. current challenges
  - vi. role as mentor to others, including newly elected Board members and
  - vii. committee liaisons
- b. Both the incoming and outgoing Director of Practice should attend the June Board of Directors meeting, if possible. In order to preserve institutional memory, it is encouraged that the outgoing Director meet with new Director over the course of the transition months between the election and July 1, with the outgoing Director consulted on an as needed basis in following months.