

## **PRESIDENT ELECT**

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

- a. Serves one (1) year prior to assuming office as President of the Academy.
- b. Serves as a voting member of the Academy's Board of Directors.
- c. Serves with the President to become familiar with the organizational structure of the Academy, meetings, reporting and supervision of the Executive Office.
- d. Becomes familiar with other component members, needs, resources as well as the operations of the House of Delegates and APTA Board of Directors.
- e. Participates in APTA leadership training as available and needed.
- f. Pursue Board governance training and education opportunities.

### **II. EXPENSES**

- a. Submits expense reimbursement to the Executive Director, within 90 days of the expenditure.
- b. Maintains account of expenses incurred during these duties. The President Elect will be reimbursed in accordance with the Academy's Honoraria and Reimbursement Policy and according to the amount as defined in the annual budget.
- c. An annual budget for any expenditure associated with this office will be prepared in collaboration with the Finance Committee.