

Members who are interested in a position must be currently employed by a podiatric physician with current APMA membership. Also, have achieved PMAC status (either clinical or administrative) and be current on their membership dues and recertification.

President-Elect

To apply for this position member must have served on the Executive Board for one year.

Responsibilities include but are not limited to:

- Work closely with the President to learn the role of the President and the affairs of the ASPMA
- Assist the President as requested
- Automatically succeed to the office of President at the 2020 Midwest Podiatry Conference
- Must attend the 2019 Midwest Podiatry Conference and National Conference in Salt Lake City, UT; May need to attend other conferences as needed

Vice President

Responsibilities include but are not limited to:

- Serve as the Chair for the Bylaws Committee
- Assist the President as requested
- Perform any duties assigned by the ASPMA Board
- Must attend the 2019 Midwest Podiatry Conference and National Conference in Salt Lake City, UT; May need to attend other conferences as needed

Secretary

Responsibilities include but are not limited to:

- Serve as Secretary at all Board meetings
- Record, maintain, and distribute the minutes from all Board meetings
- Maintain the Secretary binder and recorder
- Send out all correspondences
- Assist the President as requested
- Perform any duties assigned by the ASPMA Board
- Must attend the 2019 Midwest Podiatry Conference and National Conference in Salt Lake City, UT; May need to attend other conferences as needed

3 Board of Directors

This is an intern position.

Responsibilities include but are not limited to:

- Assist Board Members with their duties at meetings (ie. setting up meeting rooms, welcoming and directing assistants, assisting speakers, handing out and collecting evaluation forms, and etc)
- Perform any duties assigned by the ASPMA Board
- Must attend the 2019 Midwest Podiatry Conference and National Conference in Salt Lake City, UT; May need to attend other conferences as needed

Scholarship Committee Chair

This position is not a Board Position, you will not have any voting privileges. Also, you will not have to travel or attend any Board meetings.

Responsibilities include but are not limited to:

- Send out scholarship letters and applications
- Review all scholarship applications
- Send out award letter(s) to recipient(s)
- Follow up with scholarship recipient(s) to ensure they have received scholarship