

Open Positions 2020-2021

Members who are interested in a position must be currently employed by a podiatric physician with current APMA membership. Also, must be certified through the ASPMA (either clinical, administrative, or radiology) 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:

- Works with the President throughout the year to learn the role of the President and the affairs of the ASPMA
- Automatically succeeds to the office of President at the Midwest Podiatry Conference at the Business Meeting.
- Serves as the Chair of the Nominating Committee
- Submit two articles a year to the Director of Communications to be published in The Journal.
- All Board members are expected to attend two (2) major ASPMA meetings, which are the ASPMA Annual Meeting at the Midwest Podiatry Conference (MPC) and the ASPMA Scientific Program ("The National")

Vice President

Responsibilities include but are not limited to:

- Assist the President as requested
- Review Secretary's minutes before they are sent to the Board.
- Serve on the Scientific Program Committee and assist the Scientific Program Administrator in arranging the program for the annual meetings.
- Serve as Chair of the Bylaws Committee
- Oversee all Board of Directors Job Descriptions
- Submit two articles a year to the Director of Communications to be published in The Journal.
- All Board members are expected to attend two (2) major ASPMA meetings, which are the ASPMA Annual Meeting at the Midwest Podiatry Conference (MPC) and the ASPMA Scientific Program ("The National")

Secretary

Responsibilities include but are not limited to:

- Take notes and/or record minutes at all Board meetings
- Maintain the Secretary Book and Recorder
- Answer all correspondence received by mail, email or phone
- Assist the President as requested
- Submit two articles a year to the Director of Communications to be published in The Journal.
- All Board members are expected to attend two (2) major ASPMA meetings, which are the ASPMA Annual Meeting at the Midwest Podiatry Conference (MPC) and the ASPMA Scientific Program ("The National")

Board of Directors

This is an Intern position. There are three (3) Board of Director's positions available.

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)
- Assist ASPMA Board of Directors Members as needed
- Submit two articles a year to the Director of Communications to be published in The Journal.
- All Board members are expected to attend two (2) major ASPMA meetings, which are the ASPMA Annual Meeting at the Midwest Podiatry Conference (MPC) and the ASPMA Scientific Program ("The National")

Open Positions

Inter-Professional Relations

Serve as liaison between the ASPMA and external professional podiatric organizations by establishing relationships with key persons of these organizations.

Responsibilities include but are not limited to:

- Develop and implement an outreach plan to inform and educate podiatric and related professionals about the importance of education and certification for the podiatric medical assistant.
- Assist the President as requested
- Submit two articles a year to the Director of Communications to be published in The Journal.
- All Board members are expected to attend two (2) major ASPMA meetings, which are the ASPMA Annual Meeting at the Midwest Podiatry Conference (MPC) and the ASPMA Scientific Program ("The National")

Corporate Sponsorship

Responsibilities include but are not limited to:

- Maintain and update Corporate Sponsorship packet of information and various sponsorship opportunities
- Contact and mail out Corporate Sponsorship packet to any prospective sponsor
- Follow up and secure any corporate sponsorship
- Assist the President as requested
- Submit two articles a year to the Director of Communications to be published in The Journal.

- All Board members are expected to attend two (2) major ASPMA meetings, which are the ASPMA Annual Meeting at the Midwest Podiatry Conference (MPC) and the ASPMA Scientific Program (“The National”)