

Open Board Positions for 2024-2025

Requirements to apply for a position:

Be a current and certified member of the ASPMA

Be employed by a current APMA Podiatrist

ALL APPLICATIONS ARE DUE BY OCTOBER 1ST, 2023

to

Tara Brown, PMAC, PRAC, PAAC

Email: presidentelect@aspma.org

Application information can be found on our website

www.aspma.org/get-involved

If chosen for a position, you are required 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")
- Attend Monthly Zoom Board Meetings
- Submit two articles a year to the Director of Communications to be published in The Journal.

President-Elect

To apply for this position **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

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

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

Board of Directors

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

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Responsibilities include but are not limited to:

- Assist Board members with their duties at meetings (i.e.. setting up meeting rooms, welcoming and directing assistants, assisting speakers, handing out and collecting forms, etc.)
- Assist ASPMA Board of Directors Members as needed