

**Aquatic Physical Therapy Section, APTA  
Job Description**

**Title: Nomination Committee Member**

**Report to:** President and Board of Directors  
Elected to office by membership vote

**Term:** 3-year term, will serve as chair of the committee during the third year

**Specific Responsibilities:**

- Seek candidates for vacant offices
- Review their qualifications
- Ascertain their willingness to serve
- Nominate a qualified candidate or candidates for each office according to the Bylaws and policy and procedure
- Work with the Section office to develop the paper and electronic ballots.

**Conference Calls to Attend:**

In April – Introduction nomination committee call

Two follow up conference calls to discuss filling the available positions for the election