

VICE PRESIDENT

1. Organization
 - a. Election procedures
 1. Election of the Vice President occurs in odd numbered years.
 2. Election is by mail or electronic ballot prior to the Annual Meeting.
 3. Length of office is two years and is limited to two consecutive terms.
 - b. Responsible: The Vice President is directly responsible to the President and the Executive Committee.
 - c. Vacancy
 1. If unable to complete his/her elected term, the Vice President shall submit written resignation to the President.
 2. Dismissal must be by action of the Executive Committee.
 3. In the event of a vacancy, the Executive Committee shall appoint a member to serve the unexpired portion of the term.
2. Operations
 - a. Meetings
 1. The Vice President shall attend all business and annual meetings of the Chapter.
 - b. Duties and Responsibilities
 1. Serve on the Executive Committee.
 2. Assume the duties of President if he/she is absent or incapacitated.
 3. In the event of a vacancy in the office of President, the Vice President shall succeed to the Presidency for the unexpired portion of the term
 4. Review the policy and procedure manual and revise as necessary.

5. Submit all strategic planning programs to the President by deadlines specified in the Chapter calendar
6. Orient the incoming Vice President between the close of the Annual Meeting and January 1 of the following year in which the election is declared

3. Reimbursement

Expenses incurred for Chapter business should be within the adopted budget, be recorded on appropriate reimbursement form, and submitted to the Executive Officer, who then forwards it to the Treasurer.

4. Orientation

- a. Orientation of the newly elected Vice President shall take place following the close of the Annual Meeting at which the election is declared and January 1 of the following year, and will be conducted by the outgoing Vice President.
- b. Each newly elected Vice President shall receive from the outgoing Vice President, a copy of the policy and procedure manual, the current budget, and other such materials as deemed necessary for the assumption of office.

C. TREASURER

1. Organization

a. Election procedures

1. Election of the Treasurer occurs on odd numbered years.
2. Election is by electronic or mail ballot prior to the Annual Meeting.
3. Term of office begins January 1 of the year immediately following the election
4. Length of office is two years, and is limited to two consecutive terms.

b. Responsible: The Treasurer is directly responsible to the President and to the Executive Committee.

c. Vacancy

1. If unable to complete his/her elected term, the Treasurer shall submit a written resignation to the President.
2. Dismissal is by action of the Board of Directors.
3. In the event of a vacancy, the Executive Committee shall appoint a member in good standing to complete the unexpired portion of the term.

2. Operations

a. Meetings

1. The Treasurer shall attend the two Executive Committee meetings per year.

b. Duties and Responsibilities

1. Prepare an annual budget to be approved by the Executive Committee
2. Serve as chair-person of the Finance Committee
3. Disburse payments only upon approval of the Executive Committee

4. Keep a true and accurate account of all receipts and disbursements in a book which shall be the property of the Chapter
5. Submit a written report to the Chapter at the Annual Meeting and to the Executive Committee
6. Orient the incoming Treasurer.

c. Reimbursement

Expenses incurred for Section business should be within the adopted budget, be recorded on appropriate reimbursement form, and submitted to the Executive Office (within 30 days), who then sends copies to the Treasurer.

d. Orientation of newly elected Treasurer

1. Orientation of the newly elected Treasurer shall take place between the close of the Annual Meeting where the election was declared and January 1 of the following year, and shall be conducted by the outgoing Treasurer,
2. Each newly elected Treasurer shall receive from the outgoing Treasurer a copy of the policy and procedure manual, all financial records and other materials as deemed necessary for the smooth transition of operations.

CHIEF DELEGATE

A. The Chief Delegate is elected in odd numbered years and will serve a two year term. The President serves as Delegate. In the event the President or Chief Delegate is unable to serve, an alternate delegate will be designated to serve in their absence. A Chapter delegate may not in the same year serve as a Section delegate.

B. Responsible. The Chief Delegate is responsible to the members of the Chapter.

C. Dismissal

Dismissal may only be by action of the Executive Committee.

D. Duties and Responsibilities

1. The Chief Delegate is responsible for representing the Chapter on such matters as are ordered by the Executive Committee and/or the members of the Chapter.

2. The Chief Delegate is required to attend the House of Delegates, participate in the election of APTA officers, and attend special sessions/meetings/caucuses as appropriate.

3. The Chief Delegate is expected to attend the Fall and Spring Northeast Caucus Meetings, and attend the Chief/Section/Assembly Delegate Meeting at the Combined Sections Meeting.

4. Vote at the House of Delegates in accordance with the policies of the Chapter.

5. Present information from the House of Delegates to the Executive Committee and members of the Chapter for their information, consideration, discussion, and/or opinion.

- Inform members of motions to be voted on at the House of Delegates. This can be accomplished through e-mail, an update in the Spring DPTA Newsletter, and when feasible a special meeting one month preceding the House of Delegates
- Provide a summary of the House of Delegates in the Fall DPTA Newsletter

E. Orientation

Each newly appointed Chief Delegate shall be given a copy of the policy and procedure manual, and a written summary of duties and responsibilities from the outgoing delegate, within one month of assuming the position.

Nominating Committee Chair

1. Organization

a. Election procedures

1. Election of the Nominating Committee Chair occurs annually.
2. Election is by electronic or mail ballot prior to the Annual Meeting.
3. Term of office begins January 1 of the year immediately following the election.
4. Length of office is three years on an alternating basis. The chair of the committee rotates so that the person in their third year term becomes Chair. No committee member shall serve more than one term.

b. Eligibility

1. Candidates must have been members of the Chapter for at least two years preceding the election.
2. Candidates must be a Physical Therapist, Retired Physical Therapist, or Life Physical Therapist member.

c. Responsible: The Nominating Committee is directly responsible to the Executive Committee.

d. Vacancy

1. If unable to complete his/her elected term, the Nominating Committee member shall submit a written resignation to the President.
2. Dismissal is by action of the Board of Directors.
3. In the event of a vacancy, the Executive Committee shall appoint a member in good standing to complete the unexpired portion of the term.

2. Operations

a. Duties and Responsibilities

1. Seek candidates for vacant offices (through email blasts, website postings, and other marketing strategies) and ascertain their eligibility and qualifications.
2. Draft a slate of candidates and present to the Board for their approval.
3. Present the official slate of candidates to the membership.
4. Report the election results at the Annual Meeting of the Chapter.
5. Review voting processes and procedures annually and recommend any necessary changes or updates needed to the Board.

b. **Orientation of newly elected Nominating Committee member**

1. Orientation of the newly elected Nominating Committee member shall take place between the close of the Annual Meeting where the election was declared and January 1 of the following year, and shall be conducted by the Committee Chair,
2. Each newly elected Nominating Committee member shall receive from the Committee Chair a copy of the policy and procedure manual, all financial records and other materials as deemed necessary for the smooth transition of operations.