

## **PRESIDENT**

### Organization

#### Election procedures:

- Election of the President is in even numbered years.
- Election is by electronic or mail ballot prior to the Annual Meeting.
- The term of office begins January 1 of the year immediately following the election.
- The President will serve for two years, and may not serve more than two consecutive terms.
- Responsible: the President is directly responsible to the Executive Committee.

#### Vacancy:

- If unable to complete his/her term, the President shall submit written resignation to the Executive Committee.
- Dismissal, if indicated, is by action of the Executive Committee.
- In the event of a vacancy, the Vice President will succeed to the Presidency for the unexpired portion of the term.

### Operations

#### Meetings:

- The President shall attend CSM, APTA Annual Conference, and the Regional Caucus.
- The President shall attend and preside at all meetings of the Chapter and the Board of Directors, or delegate that authority to another officer
- The President or designee shall attend all APTA meetings in which the President's presence is required to represent the Chapter.

#### Duties and Responsibilities:

- Coordinate and facilitate the BOD and Section membership to keep on task to the Chapter's mission.
- Serve on the BOD with one vote.
- Preside at all meetings of the Chapter and Executive Committee.
- Serve as the alternate Delegate to the APTA House of Delegates
- Serve as an ex officio member of all committees, except Nominations and Ethics Committee.
- Create and appoint all special and advisory committees necessary to accomplish the function of the Chapter with the advice and consent of the Executive Committee. Direct correspondence to appropriate persons.
- Compile and provide President's agenda items for Chapter Meetings, submit to Executive Officer prior to Board Meeting.
- Coordinate Business Meeting agenda.
- Compose an annual calendar, including Chapter deadlines and events, and distribute at Annual Meeting.
- Orient the incoming President Elect.

- Appoint members to fill any vacancies in offices for the unexpired portion of the term, with advice and consent the Executive Committee.
- Indicate approval on Chapter reimbursement forms forwarded to him/her for Chapter business, and forward to the Executive Office for payment.
- Appoint Chapter liaisons, and act as spokesperson for the Chapter.

Communication:

- Share items of concern from the Component Bulletin or other sources with the officers and committee chairs, and/or liaisons or membership as appropriate.
- Excerpt anything of importance from APTA BOD minutes and distribute to appropriate individuals.
- Respond appropriately to requests received from APTA or any other components or special groups, sharing information with the Executive Committee and others as indicated.
- Assure that officers' and committee chairs' reports are submitted on time for meetings, edit final copies of minutes of meetings prior to distribution by Secretary to BOD.

Reimbursement:

Expenses incurred for Section business should be within the adopted budget, be recorded on appropriate reimbursement form, and submitted to the Executive Officer.

**SECRETARY**

Organization

Elections procedures:

- Election of the Secretary occurs in even numbered years.
- Election is by electronic or mail ballot prior to Annual Meeting.
- Term of office begins January 1 of the year following the election.
- The Secretary serves a two-year term, limited to two consecutive terms.

Responsible: the Secretary is directly responsible to the President and the Executive Committee.

Vacancy:

- If unable to complete his/her term, the Secretary shall submit written resignation to the President.
- Dismissal must be by action of the Executive Committee.
- In the event of a vacancy, the Executive Committee shall appoint a member in good standing to serve the unexpired portion of the term.

Operations

Meetings:

The Secretary shall attend Chapter membership meetings.

### Duties and Responsibilities:

- Keep minutes of the proceedings of all Executive Committee and Chapter membership meetings.
- Distribute minutes of Executive Committee and Chapter Business Meetings to the Executive Committee, and APTA Board liaison, within 30 days of said meeting.
- Maintain records of official actions of the Chapter and Executive Committee.
- Receive pertinent materials from all special committees and task forces that have been laid down.
- Develop a mechanism for maintaining permanent Chapter files and historical data.
- Send all strategic planning programs and reports to the President by deadlines specified in Chapter calendar.
- Maintain an updated list of officers, committee chairs, liaisons, including addresses and phone numbers.
- Orient the incoming Secretary.

### Reimbursement:

- Expenses incurred for Chapter business should be within the adopted budget, be recorded on appropriate reimbursement form, and submitted to Executive Office.

### Orientation of newly elected Secretary:

- Orientation of the newly elected Secretary shall take place following the close of the Annual Meeting at which the election was declared and January 1 of the following year, and shall be conducted by the outgoing Secretary.
- Each newly elected Secretary shall receive from the outgoing Secretary a copy of the policy and procedure manual, records, and other necessary material for a smooth transition. Permanent records of the Section shall become the property of the new Secretary, to be handed down to his/her successor.

## **REPRESENTATIVE TO THE PTA CAUCUS**

### Organization

#### Elections procedures:

- Election of the Representative to the PTA Caucus occurs in even numbered years.
- The Representative to the PTA Caucus is elected by Physical Therapist Assistant, Life Physical Therapy Assistant, and Retired Physical Therapist Assistant members.
- Election is by electronic or mail ballot prior to Annual Meeting.
- Term of office begins January 1 of the year following the election.
- The Representative to the PTA Caucus serves a two-year term, limited to two consecutive terms.

Responsible: the Representative to the PTA Caucus is directly responsible to the President and the Executive Committee.

### Vacancy:

- If unable to complete his/her term, the Representative to the PTA Caucus shall submit written resignation to the President.
- Dismissal must be by action of the Executive Committee.
- In the event of a vacancy, the Executive Committee shall appoint a member in good standing to serve the unexpired portion of the term.

### Operations

#### Meetings:

- The Secretary shall attend the annual meeting of the representative body of the National Assembly.

#### Duties and Responsibilities:

- Represent the Chapter on such matters as ordered by the Executive Committee.
- Provide a written report of information from the annual meeting of the representative body of the National Assembly to the Executive Committee.

#### Reimbursement:

- Expenses incurred for Chapter business should be within the adopted budget, be recorded on appropriate reimbursement form, and submitted to Executive Office.

#### Orientation of newly elected Representative to the PTA Caucus:

- Orientation of the newly elected Representative to the PTA Caucus shall take place following the close of the Annual Meeting at which the election was declared and January 1 of the following year, and shall be conducted by the outgoing Representative to the PTA Caucus.
- Each newly elected Secretary shall receive from the outgoing Secretary a copy of the policy and procedure manual, records, and other necessary material for a smooth transition. Permanent records of the Chapter shall become the property of the new Representative to the PTA Caucus, to be handed down to his/her successor.

## **NOMINATING COMMITTEE**

### Organization

#### Election procedures:

- Election of the Nominating Committee Chair occurs annually.
- Election is by electronic or mail ballot prior to the Annual Meeting.
- Term of office begins January 1 of the year immediately following the election.
- 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.

### Eligibility:

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

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

### Vacancy:

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

### Operations

#### Duties and Responsibilities:

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

#### Orientation of newly elected Nominating Committee member:

- 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,
- 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.

### **DELEGATE**

- The Delegate is elected in even numbered years and will serve a two year term. A Chapter delegate may not in the same year serve as a Section delegate.

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

### Dismissal

- Dismissal may only be by action of the Executive Committee.

#### Duties and Responsibilities:

- The Delegate is responsible for representing the Chapter on such matters as are ordered by the Executive Committee and/or the members of the Chapter.
- The Delegate is required to attend the House of Delegates, participate in the election of APTA officers, and attend special sessions/meetings/caucuses as appropriate.
- Vote at the House of Delegates in accordance with the policies of the Chapter.
- 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

#### Orientation

- Each newly appointed 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.