

Delaware Physical Therapy Association Position Descriptions

Position: Treasurer

Term: 2 years (elected in odd numbered years)

May not serve more than 2 consecutive terms

Board vote: Yes

Responsibilities

- The treasurer will be the custodian of all funds of the chapter.
- Prepares an annual budget to be approved by the executive committee.
- Chairs the finance committee.
- Disperses payments only upon the approval of the executive committee.
- Keeps accurate account of all receipts and disbursements.
- Makes a written report to the chapter at the annual meeting and the executive committee.
- Orients the new treasurer.

Position: Vice President

Term: 2 years (elected in odd numbered years)

May not serve more than 2 consecutive terms

Board vote: Yes

Responsibilities

- The vice president assist the president in the discharge of their duties and assume the duties of the president in their absence.
- The vice president shall attend all business and annual meetings of the chapter.
- Submit all strategic planning programs to the president by deadlines specified in the chapter calendar
- Orients the incoming vice president

Position: Chief Delegate

Term: 2 years (elected in odd numbered years)

Board vote: Yes

Responsibilities

- 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.
- The chief delegate is required to attend the APTA House of Delegates, participate in the election of APTA officers, and attend special sessions/meetings/caucuses as appropriate.
- The chief delegate attends the chief/section/assembly delegate meeting at APTA's Combined Sections Meeting.
- Vote at the APTA House of Delegates in accordance with the policies of the chapter.

- Present information from the APTA 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 APTA 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 APTA House of Delegates.
- Provide a summary of the APTA House of Delegates in the Fall DPTA Newsletter.
- The chief delegate will orient the new chief delegate.

Position: Nominating Committee Chair

Term: 3 years (last year serves as chair)

No committee members serves more than two consecutive terms

Elected each year

Board vote: No

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.
- Orient new nomination committee members.