**Delaware Physical Therapy Association**

**Position Descriptions**

**Elections 2018**

**Position: President**

Term: 2 years (elected in even numbered years)

May not serve more than 2 consecutive terms

Board vote: Yes

**Responsibilities**

* The president shall serve as official spokesperson of the chapter.
* Preside over all meetings of the chapter and executive committee.
* Serves an ex-officio member of all committees except the nominating and ethics committees.
* Attends CSM, APTA NEXT Conference, and the regional caucus.
* The President or designee shall attend all APTA meetings in which the president’s presence is required to represent the chapter.
* Serve as the alternate delegate to the APTA House of Delegates.
* 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.

**Position: Secretary**

Term: 2 years (elected in even numbered years)

May not serve more than 2 consecutive terms

Board vote: Yes

**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.

**Position: Delegate**

Term: 2 years (elected in even numbered years)

May not serve more than 2 consecutive terms

Board vote: No

**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 APTA House of Delegates, participate in the election of APTA officers, and attend special sessions/meetings/caucuses as appropriate.
* 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.
* Orient the new 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.