

**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.