

APTA PA Chapter Officer Duties and Responsibilities

PRESIDENT

The duties and responsibilities of the President are to:

1. Serve as the Chair of the Chapter Board of Directors and Executive Committee.
2. Call all meetings of the Chapter Board of Directors, Executive Committee, and Chapter business meetings or special meetings as requested by the Board of Directors and as required by the Chapter Bylaws.
3. Preside at all meetings of the Chapter, the Chapter Board of Directors, and the Executive Committee.
4. Prepare the agenda, including a review of all motions submitted, for all meetings of the Chapter Executive Committee and Board of Directors.
5. Prepare the agenda, in cooperation with the Chapter Board of Directors, for the Chapter business meeting.
6. Serve as official head and spokesperson for the Chapter.
7. Serve as a Chapter Delegate to the House of Delegates of the American Physical Therapy Association.
8. Keep members of the Board of Directors informed by letter, telephone, and/or electronic communication of pertinent matters between scheduled meetings of the Board.
9. Select the time and place for all meetings of the Board of Directors, Executive Committee and Chapter, the number of meetings to be in accordance with Chapter Bylaws.
10. Keep the Vice President informed of all matters by correspondence, telephone, and/or electronic communication.
11. Assign specific duties to the Vice President to assist in carrying out the business of the Chapter.
12. Route correspondence or other duties to appropriate Chapter Officers, District Chairs, Committee Chairs, SIG Chairs, or Task Force Chairs.
13. Appoint the Ethics Committee physical therapist members to serve as the Ethics Panel when directed by APTA's Ethics and Judicial Committee to begin processing of a case at the Chapter level, as per the Disciplinary Action Procedural Document.

14. Keep membership informed of Chapter/Association activities via a minimum of two newsletter articles annually.
15. Review duties and responsibilities of Chapter Officers and be sure of their execution.
16. Report to the Chapter Board of Directors on activities of the APTA.
17. Serve as the immediate supervisor of the Executive Director.
18. Orient the successor to the contents of the President's files and to the duties of the office.
19. Submit an annual budget for his/her office, as well as for the position of President Elect, as part of the Chapter's current budgeting process and in the format required by the Treasurer.
20. Make a report in writing at each meeting of the Board of Directors and Executive Committee
21. Initiate contact with Legal Counsel on legal and/or legislative issues of importance to the Chapter.
22. Coordinate with the Vice President and the District Directors to create and implement a plan to visit each District during the term and have the Treasurer budget for adequate funding.
23. Respond to any and all charges from the Board of Directors.
24. Annually review President section of the APTA Policy and Procedure Manual. Provide changes to the Secretary by June 30th of every year.
25. Provide an update on the state of PT at the Annual Conference.
26. Consult with any related existing Chapter SIG Officer when requests for a liaison to an APTA Section is made.

PRESIDENT ELECT

The duties and responsibilities of the President-Elect are to:

1. Preside at all meetings of the Chapter in the event of the absence, resignation, or death of the President.
2. Support the President in fulfilling the goals and objectives of the Chapter.
3. Formulate future programs for his/her Presidency.
4. Review and propose revisions of Chapter goals and objectives.
5. Serve as “ex officio” member and Board liaison to the Chapter Finance and Public Policy and Advocacy Committees. Interact frequently with the Chairs of these Committees in order to learn the processes/key issues pertinent to the operation of the Chapter.
6. Review and provide feedback on the annual budget for this office.
7. Annually, at the end of the term, review and revise President Elect section of the APTA PA Policy and Procedure Manual.

VICE PRESIDENT

The duties and responsibilities of the Vice President are to:

1. Serve as a member of the Chapter Board of Directors and Executive Committee.
2. Officiate in the absence of the President or President-Elect at Chapter meetings, Chapter Board of Directors' meetings, and Executive Committee meetings.
3. Carry out any duties specified and/or requested by the Chapter Board of Directors and/or the President. This may include serving as an "ex-officio" member of Chapter Committees or Chair of ad hoc committees.
4. Develop policies for the APTA PA Policy and Procedure Manual for any newly formed standing committee or any ad hoc committees.
5. Serve as the Board liaison to the Conference and Continuing Education Committee (CCEC). As such, coordinate all educational programs sponsored by the Chapter in consultation with the Conference and Continuing Education Committee and others as indicated.
6. Succeed to the Presidency for the unexpired portion of the term of the President in the event that a vacancy should occur and there is no President-Elect in office.
7. Appoint all Committee members with input from District Directors and Committee Chairs. Obtain approval of these appointments from the Board of Directors. Review Committee Chair job descriptions and Committee policies in the APTA PA Policy and Procedure Manual annually. All such changes are subject to the approval of the Chapter Board of Directors.
8. Prior to the end of the term of office, review and revise this section of the APTA PA Policy and Procedure Manual as indicated. All such changes are subject to the approval of the Chapter Board of Directors.
9. Keep the membership informed of Chapter/Association activities via a minimum of two newsletter articles annually.
10. Submit an annual budget for his/her office by the Fall meeting as part of the Chapter's budgeting process and in the format required by the Treasurer.
11. Make a report in writing at each meeting of the Board of Directors.
12. Review charges to each committee with the appropriate committee chair.
13. Orient the successor to the contents of the Vice President's files and to the duties of the office.

14. Conduct orientation to Chapter policies and procedures for all new Board members and committee chairs.
15. Assist the Secretary and the Executive Director in review of the APTA PA Policy and Procedure Manual after each Board of Directors meeting.
16. As an Executive Committee member, support any legal action of the Chapter deemed appropriate by the President.
17. Respond to any and all charges from the Board of Directors.
18. Serve as the liaison to the Federal Government Affairs liaison.
19. Annually review the Vice President section of the APTA PA Policy and Procedure Manual. Provide changes to Secretary by June 30th of every year.

TREASURER

The duties and responsibilities of the Treasurer are:

1. Serve as a member of the Chapter Board of Directors and Executive Committee. Participate in discussion of the agenda items prior to Board meetings. Each motion to come before the Board of Directors must contain in the support statement a reference to its pertinent Chapter goal(s) and objective(s).
2. Serve as Chairperson of the Finance Committee. A meeting of this committee is to be held annually.
3. Utilize the Finance Committee as a resource for the development of the annual budget. This includes but is not limited to oversight of all expenditures as well as the development of revenues.
4. Utilize the margin of 5% greater than two (2) years of expenses exceeding income to indicate the need for a dues increase.
5. Develop, review, and revise an investment policy for the Chapter.
6. Be a fiscal steward of all Chapter funds and investments.
7. Maintain an accurate record of all income and expenditures.
8. Present books for audit at the request of the Board of Directors.
9. Prepare an Annual Treasurer's Report for the APTA, a copy of which shall be retained in the Treasurer's file, and another copy in the Chapter's permanent file (Executive Director).
10. Prepare the annual budget to present to the Board of Directors for approval.
11. Make appropriate allocation of APTA dues to districts.
12. Allocate funds as directed by the Board of Directors.
13. Maintain quarterly treasurer's reports including starting balance, income, expenses, and closing balance.
14. Maintain all financial accounts.
15. Report in writing the financial status of the Chapter at the Board of Directors and Executive Committee meetings.
16. Submit an annual budget for his/her office.

17. During the term of office (annually review by June 30th) and prior to the end of the term of office, review and revise relevant sections of the APTA PA Policy and Procedure Manual as indicated. All such changes are subject to the approval of the Board of Directors.
18. Arrange for an annual audit of Chapter financial records.
19. Arrange for a satisfactory bond for the Treasurer.
20. Orient the successor to the contents of the Treasurer's file and to the duties of the office.
21. Keep membership informed of Chapter/Association activities via a minimum of two newsletter articles annually.
22. Respond to any and all charges from the Board of Directors.
24. Submit an annual report to the Chapter Office within a month after the close of the fiscal year.

SECRETARY

The duties and responsibilities of the Secretary are:

1. Serve as a member of the Chapter Board of Directors and Executive Committee. Participate in any discussions to review agenda items prior to Board meetings. Each motion to come before the Board of Directors must contain in the support statement a reference to its pertinent Chapter goal(s) and objective(s).
2. Carry out any duties specified and/or requested by the Chapter Board of Directors and/or the President. This may include serving as a member of Chapter ad hoc committees or task forces.
3. Approve and catalogue the minutes of the proceedings of meetings of the Executive Committee, Chapter Board of Directors, and Chapter Annual Meeting and ensure the distribution to the Board and Membership. In the absence of the Executive Director, designate another member of the Chapter Office to take the minutes of these meetings.
4. Summarize the pertinent business conducted at meetings of the Chapter Board of Directors for publication in the Chapter newsletter. ("Board Briefs")
5. Communicate with the Executive Director regarding all Chapter minutes and publications.
6. Submit an annual budget for his/her office by the Fall meeting as part of the Chapter's budgeting process and in the format required by the Treasurer.
7. Prior to the end of the term of office, review and revise this section of the APTA PA Policy and Procedure Manual as indicated. All such changes are subject to the approval of the Chapter Board of Directors.
8. Endeavor to keep all motions before the Board of Directors so that timely action can be taken. All motions require reference to the applicable Chapter goal(s) and objective(s).
9. In conjunction with the Vice-President and the Executive Director, review the APTA PA Policy and Procedure Manual after each Board of Directors meeting.
10. Make a report in writing at each meeting of the Board of Directors and at the Annual Meeting of the Chapter.
11. Serve as liaison to the Chapter Special Interest Groups. Review charges to each SIG with the appropriate SIG Chair.
12. Serve as liaison to the Membership Committee. Review charges to the committee with the Membership chair after each BOD meeting.
13. Orient the successor to the contents of the Secretary's files and to the duties of the office. Provide successor with all Secretary records and the APTA PA Policy and Procedure Manual.

14. Coordinate efforts of those interested in forming Chapter Special Interest Groups.
15. Respond to any and all charges from the Board of Directors.
18. Serve as the liaison to members who are serving as liaisons to outside organizations such as the Geriatric and Pediatric sections of the APTA, PA Association of Nutrition and Activity, and the Department of Aging.
19. Annually review Secretary Section of the APTA PA Policy and Procedure Manual (by June 30th of every year).

CHIEF DELEGATE

The duties and responsibilities of the Chief Delegate are to:

1. Serve as a member of the Chapter Board of Directors and Executive Committee. Review each motion to come before the Board of Directors and provide consultation as needed to the motion maker and the Board.
2. Serve as Chair for the Chapter delegates at all meetings of the House of Delegates.
3. Maintain accurate records of the number of delegates allocated to each district.
4. Submit the Chapter's official delegate roster and register delegates onsite at the House of Delegates.
5. Vote at the meetings of House of Delegates, and record same on voting sheets, in accordance with policies of the Chapter. When no Chapter policy exists on an issue, consult with other Chapter delegates, other Chapters, and leaders of the APTA to determine what best serves the Chapter and its relation to the APTA and the interests and standards of the entire profession and chapter members.
6. Call any special meetings of the delegation deemed necessary.
7. Prepare resolutions as instructed by the Chapter Board of Directors and/or the Chapter membership, to be presented to the House of Delegates by the Chapter.
8. When a delegate is not in attendance at a session of the House of Delegates, the Chief Delegate will assume the vote in accordance with the rules of the House of Delegates and the Chapter bylaws.
9. Provide relevant information regarding the actions of the House of Delegates to the Chapter Board of Directors and the Chapter membership through reports, publications, or other educational venues.
10. Prepare bylaw amendments when necessary and notify the membership at least 30 days prior to the Chapter's annual business meeting.
11. Annually (by June 30th), and prior to the end of the term of office, review and revise all components of the APTA PA Policy and Procedure Manual related to the Chief Delegate or Chapter delegates as indicated. All such changes are subject to approval by the Board of Directors.
12. Make a report in writing at each meeting of the Board of Directors and at the Annual Meeting of the Chapter.
13. Orient successor to the contents of the Chief Delegate's file and to the duties of the office. Provide successor with all Chief Delegate records and the APTA PA Policy and Procedure Manual.

14. Submit an annual budget for his/her office as part of the Chapter's current budgeting process and in the format required by the Treasurer.
16. Submit nominations for APTA offices as approved by the Board of Directors or Executive Committee.
17. Respond to all charges from the Board of Directors.
18. Have a copy of Robert's Rules of Order available for reference at all meetings of the Chapter, the Board of Directors, and the Executive Committee along with the Chapter Bylaws and Standing Rules.

MEMBER-AT-LARGE

The duties and responsibilities of the Member-at-Large are to:

1. Serve as a member of the Chapter Board of Directors and Executive Committee. Participate in any discussions to review agenda items prior to Board meetings. Each motion to come before the Board of Directors must contain in the support statement a reference to its pertinent Chapter goal(s) and objective(s).
2. Represent the concerns of the District Directors to the Executive Committee.
3. Serve as Chair of the Awards Committee and arrange for a presentation of APTA PA Awards.
4. Monitor APTA and APTA PA activities and disseminate the information to the District Directors when appropriate.
5. Submit an annual budget for his/her office by the Fall meeting as part of the Chapter's budgeting process and in the format required by the Treasurer.
6. Annually review (by June 30th), and prior to the end of the term of office, review and revise this section of the APTA PA Policy and Procedure Manual as indicated. All such changes are subject to the approval of the Chapter Board of Directors.
7. Orient successor to the duties of the Member-at-Large. Provide successor with all pertinent documents and the APTA PA Policy and Procedure Manual.
8. Submit two articles for the newsletter annually.
9. Respond to all charges from the Board of Directors.

NOMINATING COMMITTEE

The duties and responsibilities of the Nominating Committee are to:

1. Seek out candidates for vacant offices, review their qualifications, ascertain their willingness to serve
2. Nominate a candidate or candidates for each office
3. Report to the membership at the Annual Meeting of the Chapter
4. Work with the Chapter Office to run the annual elections of the Chapter, including, but not limited to, soliciting candidates for office, preparing ballots, and verifying election results.
5. Submit an article for the Chapter annual newsletter.
6. Attend and report at quarterly Chapter Board meetings.
7. Prepare an annual budget for the Committee and submit it to the Chapter Treasurer for inclusion in the Chapter budget.

BOARD OF DIRECTORS

I. Composition:

- A. The district chair from each district in the Chapter elected by the membership of the respective districts.
- B. The Chapter officers – President, President-Elect, Vice President, Secretary, Treasurer and Chief Delegate – elected by the Chapter membership.

II. Duties and responsibilities:

The Board of Directors shall:

- 1. Assist in carrying out the mandates and policies of the Chapter as determined by the membership.
- 2. Perform all acts and transact all business for and or behalf of the chapter in accordance with Chapter Bylaws and the bylaws of the APTA.
- 3. Create, appoint, and direct such special committees and task forces as it deems necessary to carry on the business of the chapter.
- 4. Take appropriate disciplinary action against any district and/or Special Interest Group, which fails to comply with the bylaws or policies of the Chapter.
- 5. Approve the annual Chapter budget.
- 6. Approve selection of the chairs and members of all standing committees with the exception of the Nominating Committee who are elected by the membership.
- 7. Appoint the Observational Appointee.
- 8. Direct the activities of all task forces, ad hoc, and standing committees with the exception of the Nominating and the Ethics committees.
- 9. Develop and implement, as approved by the membership, the PPTA goals and objectives.
- 10. Submit revisions of the Rules of Order to the Chief Delegate for review and adoption as indicated.
- 11. Execute all duties of the Board of Directors as indicated in the Chapter bylaws and all charges from APTA to the Board.

12. Annually review the SBPT for expiration of terms of its members.

PTA Director

The position is an at-large statewide position with the responsibility of proving a unique voice for all Physical Therapists Assistants throughout the State of Pennsylvania. In addition to the duties and responsibilities outlined for the Board of Directors, the PTA Director member of the APTA PA Board of Directors shall:

1. Serve as an *ex officio* member of the PTA Special Interest Group (SIG) as the APTA PA Board liaison
 - a. In this capacity, the PTA Director shall work with the PTA SIG to:
 - i. Assist the PTA SIG Secretary in liaising with PTA educational and training programs in the commonwealth of Pennsylvania.
 - ii. Increase PTA engagement and membership in APTA PA
 - iii. Maintain the PTA leadership roster in conjunction with Chapter Office
 - iv. Identify and encourage applications for PTA observers with the APTA PA Board of Directors and APTA PA House of Delegates.
2. Serve as a liaison with any other committees or special interest groups which the APTA PA President deems appropriate
3. Provide PTA Director quarterly board report to APTA PA Board of Directors

APTA HOUSE OF DELEGATES (HOD): PTA CAUCUS REPRESENTATIVE AND ALTERNATE REPRESENTATIVE RESPONSIBILITIES

The PTA Caucus Representative shall:

1. Attend and participate in all meetings of the Chapter Delegation unless specified by the Chief Delegate.
2. Prepare for and attend all meetings of the HOD and PTA Caucus and abide by the rules adopted by the House.
3. Act as a spokesperson for the Chapter at the annual PTA Caucus.
4. Vote at meetings of the PTA Caucus in accordance with the policies of the Chapter.
5. Present to the PTA Caucus matters suggested by the APTA Pennsylvania Board of Directors, Executive Committee, or Chapter delegation.
6. Act as a liaison and maintain an open line of communication between National PTA Caucus and the PTA Special Interest Group Executive Committee as well as the PPTA membership.

The Alternate PTA Caucus Representative shall:

1. Assume the above responsibilities in the event the PTA Caucus Representative is unable to attend the annual PTA Caucus meeting or the House of Delegates.
2. Attempt to attend and participate in all meetings of the Chapter Delegation unless specified by the Chief Delegate so as to be prepared in the event they have to serve as the PTA Caucus Representative.

APTA PA District Officer Job Descriptions

The Officers of the DISTRICT shall consist of the Chair, Vice Chair, Secretary, and Treasurer elected by the district members.

- The Chair and Vice Chair must meet the requirements specified in the CHAPTER bylaws.
- The Secretary and Treasurer must be a PT, Life PT, PTA, or Life PTA member of the CHAPTER and in good standing for at least 2 years preceding their election, be a member of the DISTRICT, and consent to serve.
- All District Officers shall serve a term of three years, commencing on the January 1 following their election. No officer shall serve more than two consecutive terms in the same office.

In addition to the duties outlined in the CHAPTER bylaws, policies and procedures:

The Chair shall:

1. Preside or appoint a designee from the DISTRICT Executive Committee to preside at all DISTRICT meetings;
2. Serve as DISTRICT Director on the CHAPTER Board of Directors;
3. Establish DISTRICT committees and appoint committee chairs and members as necessary with the approval of the DISTRICT officers;
4. Appoint individuals to fill vacant DISTRICT officer and nominating committee positions as needed until elections can occur;
5. Appoint and/or recommend DISTRICT member representatives to CHAPTER committees when requested by the CHAPTER;
6. Attend or appoint a designee to attend CHAPTER Board of Directors meetings;
7. Prepare and submit DISTRICT reports to the CHAPTER Board of Directors as requested;
8. Approve DISTRICT expenses consistent with the DISTRICT budget when the DISTRICT treasurer is unable;
9. Ensure a smooth knowledge transition to the next elected Chair

The Vice Chair shall:

1. Assume the duties of the Chair if he/she is unable to fulfill his/her duties;
2. Maintain the DISTRICT Rules of Order so that they are in compliance with the CHAPTER bylaws;
3. Coordinate the location of DISTRICT meetings and communicate DISTRICT meeting details to the CHAPTER office;
4. Ensure a smooth knowledge transition to the next elected Vice Chair

The Secretary shall:

1. Take and submit to the CHAPTER office the minutes and/or meeting summary of all DISTRICT meetings;
2. Carry on the official correspondence of the DISTRICT;
3. Notify members and CHAPTER of DISTRICT meetings and events. Meeting notices shall include the date, time and location of each meeting;
4. Keep an accurate record of meeting and educational program attendance. This may be in the form of a sign in/out sheet or other documented evidence needed;
5. Ensure a smooth knowledge transition to the next elected Secretary

The Treasurer shall:

1. Ensure that the DISTRICT records are kept and retained in accordance with CHAPTER policies;
2. Prepare and submit an annual budget in accordance with CHAPTER policies;
3. Approve DISTRICT expenses consistent with the DISTRICT budget;
4. Ensure a smooth knowledge transition to the next elected Treasurer

SPECIAL INTEREST GROUPS

I. Composition:

- A. Membership shall be at least fifteen (15) active or affiliate members from across the Chapter.
- B. The SIG membership elects its own Chair in accordance with the bylaws for the SIG.

II. Purpose:

- A. For exchange of ideas.
- B. To provide a means by which members having a common interest in a special area of physical therapy may meet and confer.
- C. To advocate for and advance the needs of SIG members, consumers, and members of the Chapter relative to the SIG's area of interest.

III. Duties and responsibilities of the SIG:

- A. Operate under bylaws which have been approved by the Board of Directors.
- B. Be considered a Chapter component and entitled to all the rights thereof.
- C. Be considered a Chapter component and held accountable for all the responsibilities thereof.
- D. Not compel its members to belong to an APTA Section of like nature or similar interest.

IV. Duties and responsibilities of the Chair:

- A. Coordinate the efforts of the SIG.
- B. Present for each Board of Directors meeting a written report of current activity, indicating any motions which are to come before the Board and the goal/objectives to which they relate.
- C. Annually (by June 30th), review and revise the job description of the SIG Chair for the Policy and Procedure Manual; annually review and revise the Chapter policies related to the SIG and forward any requested revisions to the Chapter Secretary.

- D. Submit two newsletter articles annually.
- E. Notify the Chapter Executive Director of any SIG award recipients prior to Annual Conference.
- F. Coordinate with the Executive Director the purchase of awards.
- G. Present the awards to recipients at the Annual Awards Banquet.
- H. Maintain a listing of all award recipients.
- I. Respond to any and all charges from the Board of Directors.
- J. Orient a successor to the Chair's position and pass on to him/her all committee files.
- K. Execute all current charges to the Committee from the Practice and Research Committee and Board of Directors.
- L. Attend the Board of Directors meetings annually in the Fall as a non-voting member. SIG Chairs are welcome to attend other regular Board meetings at their own expense.
- M. Arrange and conduct SIG business and educational meetings, including at least one meeting in conjunction with Annual Conference.
- N. Communicate quarterly with the Chapter Secretary.
- O. Appoint a liaison to the Conference Planning Committee to provide input on potential speakers and topics for Annual Conference by April of the year preceding the conference.
- P. Provide SIG meeting information to the Executive Director and the Chapter Secretary by August preceding the Annual Conference.
- Q. Submit SIG goals and objectives to the Board of Directors and the Secretary for the coming year at least one month prior to the Spring Board meeting.
- S. Identify liaisons to the PPTA Payment Specialist and the PPAC to assist with issues as needed.

Student SIG Officers

Section 1. Names of the officers: the officers of the SIG shall be Chair, vice chair and secretary.

Section 2. Qualifications of the officers: only SIG active members in good standing shall be eligible to serve as SIG officers. Only one affiliate may serve as an elected official of the SIG.

Section 3. Tenure of officers:

- A. Officers shall be elected and serve a term of one (1) year. A term of office would be a full 1-year cycle.
- B. No member shall serve more than two (2) full consecutive terms.
- C. The terms of office for all officers shall commence at the January PPTA Board meeting. Installation of the officers shall take place by November 30th. Proviso for 2019-2020: Current officers that were elected for the officer positions as the student group will remain in office with the known titles for the Student SIG until the completion of the election for October 2020.

Section 4. Duties of the officers:

A. The Officers shall:

- 1. Call and preside at the meetings of the SIG.
 - i. Conduct business between annual and special business meetings.
- 2. Recommend to the membership of the SIG appointment and creation of special and advisory committees.
- 3. Submit a written report for the Board meetings – quarterly or as requested by the Board of Directors of the PPTA.
- 4. Represent the SIG at the Board of Directors meetings as directed by the APTA PA President.
- 5. Shall be responsible for planning and conducting all educational programs of the Student SIG in conjunction with the Conference and Continuing Education Committee of the Chapter.
- 6. Maintain a record of membership of the section in conjunction with the Chapter office staff.
- 7. Maintain and record all official actions and decisions of the SIG.
- 8. Serve as a historian of the SIG.
- 9. Receive and dispense SIG monies as prescribed by the Chapter Bylaws.
- 10. Develop with the assistance of the Chapter Treasurer an annual budget.
- 11. Include a financial report to the Chapter Treasurer upon request.
- 12. Carry out the mandates and policies of the SIG as determined by the SIG members.
- 13. Have power to authorize vote by either mail or electronic means of the membership as prescribed in the APTA PA Bylaws.
- 14. Contact the APTA PA Nominating Committee Chair prior to anticipated election of new officers.
 - a. Utilize the Chapter Nominating Committee process and committee members to conduct the election.