



NOMINATING COMMITTEE MEMBER JOB DESCRIPTION POLICY

Document #:

Effective date:

Page number(s):

Purpose:

To inform our membership and volunteers of the role, responsibilities and activities of the Nominating Committee, as well as, the process for election to the committee.

Background: The job description for the Nominating Committee member, including qualifications, election mechanism, term of office, duties and responsibilities are prescribed in the APTA Washington Bylaws.

Policy Written in the APTA Washington Bylaws:

Article IV. Membership

Section 4.06 Chapter Representation:

No member or group of members of the Chapter shall profess or imply that it speaks for or represents the Chapter, unless authorized to do so in writing by the Board of Directors or as provided for in these Bylaws.

Article VII. Governance

Section 7.04 Officers:

(B) President:

The President shall serve as official head and public spokesperson of the Chapter and shall preside at all meetings of the Chapter, and the Board of Directors; shall direct and develop Chapter activities in accordance with the policies of the Chapter and the Association and shall be an ex-officio member of all committees except the Nominating Committee. The President may not serve on the Ethics Committee.

Article VIII. Committees-Panels

Section 8.04 Nominating Committee

(A) Qualifications:

All members of the Nominating Committee shall have been Physical Therapist, Retired Physical Therapist, Life Physical Therapist, Physical Therapist Assistant, Retired Physical Therapist Assistant, or Life Physical Therapist Assistant members of the Association for one (1) year and a member of the Chapter for six (6) months immediately preceding assumption of office.

(B) Term of Office:

One member shall be elected annually, at the Chapter Meeting, and shall serve a three (3) year term or until the election of their successor. The new member shall assume office immediately following the business meeting at which they were elected. The Chair shall be the person serving the second year of a three-year term. In the event, for whatever reason, there is a Nominating Committee

position in which there is no membership elected member or if, before the expiration of the term for which they were elected, a member vacates the committee position, the Board of Directors shall fill the vacancy by appointment for the unexpired portion of the term.

(C) Duties:

- (1) Shall prepare a slate of one or more candidates for the office of Treasurer to be voted on at the annual Chapter Meeting held on uneven calendar years; for the office of President-Elect, Vice-President and Secretary to be voted on at the annual Chapter Meeting held on even calendar years; and one member of the Nominating Committee to be voted on at each annual Chapter Meeting.
- (2) Shall prepare a slate of one or more candidates for the At-Large Eastern Washington Director to be voted on by their respective geographic membership at the annual Chapter Meeting held on uneven years.
- (3) Shall prepare a slate of one or more candidates for the At-Large Western Washington Director to be voted on by their respective geographic membership at the annual Chapter Meeting held on even years.
- (4) Shall prepare a slate of one or more candidates for the SIG Panel Director and the Practice Panel Director positions to be voted on at the annual Chapter Meeting held on even calendar years.
- (5) Shall prepare a slate of one or more candidates for the Professional Enhancement Panel Director position to be voted on at the annual Chapter Meeting held on uneven years.
- (6) Shall prepare a slate of one or more candidates for the position of Chief Delegate to be voted on at the annual Chapter Meeting held on uneven calendar years.
- (7) Shall prepare a slate of candidates of delegates to the Association House of Delegates at each Chapter Meeting according to the formula in Article IX, Section 1, C.
- (8) Shall obtain consent of nominees to serve prior to the election.
- (9) Shall prepare a slate of candidates for other needs of the Chapter upon the request of the Board of Directors or the membership. Provide candidates with job descriptions and appropriate meeting schedules.

Article X. Elections

Section 10.06 Election Schedule

(C) Chapter Meeting annually: one member of the Nominating Committee

Article IX Finances

Section 11.02 Limitations on Expenditures

No officer, employee, or committee shall expend any money not provided for in the budget as adopted, or spend any money in excess of the budget allotment, except by order of the Board of Directors or as allowed for in these Bylaws. The Board of Directors shall not commit the Chapter to any financial obligations in the excess of its current resources.

Verification/Authorization/ Approval: APTA Washington membership and APTA Washington BOD

Revision History: 10/25/97; 4/25/98; 10/23/99; 4/29/00; 10/27/01; 4/20/02; 10/26/02 5/3/03; 2/01/05; 4/29/06; 4/28/07; 10/25/08; 4/17/10; 10/30/10; 4/12