

## APTA WA Elected Job Descriptions

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## **Make up of the Board of Directors**

- The President, Vice-President, Secretary, Treasurer, one At-Large Western Washington Director, one At-Large Eastern Washington Director, one SIG Panel Director, one Practice Panel Director, one Professional Enhancement Panel Director and one PTA Director shall constitute the **voting members** of the Board of Directors.
- The President-Elect and Student Liaisons shall constitute the **non-voting members** of the Board of Directors.

## **Bylaws/Details for all Board Members**

- All members of the Board of Directors shall assume office immediately following the Chapter Meeting.
- The Board of Directors shall meet at least four (4) times annually.
- Board members shall be notified of regular meetings no less than thirty (30) days in advance of the date, place and time of the scheduled Board meeting.
- The Board of Directors shall automatically accept the resignation of any Board member who misses two (2) Board meetings in one calendar year without verbal or written permission of the presiding officer.
- The President may call a special meeting of the Board of Directors provided all members of the Board have been notified of the time, place and date of such meeting prior to its occurrence. Special meetings shall not be considered to be applicable for automatic resignation purposes.
- No Board member shall serve more than four consecutive elected terms, nor more than two consecutive elected terms in the same position. Partial terms that occur by appointment or election to complete unexpired terms, or to fill a portion of a term due to organizational restructuring, shall not count toward the four consecutive elected terms or the two consecutive terms in the same position.
- Vacancies: In the event, for whatever reason, there is no membership elected Board Member, or if before the expiration of the term for which a Director was elected, the Director dies, resigns, is removed or becomes disqualified, the Board of Directors shall fill the vacancy by appointment for the unexpired portion of the term.

## **Every Year Election Positions**

### **NOMINATING COMMITTEE MEMBER**

The role of nominating committee members is to prepare a slate of candidates for APTA WA Chapter elections. This position requires networking and connections and a broad professional

network is recommended. Nominating committee members also encourage membership and future leadership participation.

**Details:**

- A physical therapist or physical therapist assistant member of the Association for **one (1) year** and a member of the Chapter for **six (6) months** immediately preceding assumption 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 Chair shall be the person serving the second year of a three-year term.

**Duties/Time Commitment:**

- Time commitment varies based on the time required to fulfill the duties. Time working on duties increases in months leading up to elections in late spring and early summer.
- Occasional meetings with the other two committee members occur as needed to discuss the status of the upcoming slate and other projects to facilitate the work of the committee.
- Duties
  - Prepare a slate of candidates for election based on the election schedule.
  - Shall slate any additional candidates for election as directed by the Board of Directors.
  - Shall obtain consent of nominees to serve prior to the election.
  - Shall create a pipeline of leaders to fill future positions.

**APTA WASHINGTON DELEGATE**

**Delegate positions 1-5 elected on even years (position 5 reserved for a PTA Delegate) and delegate positions 6-allotted elected on uneven years (position 6 reserved for a new delegate). 2 alternates elected annually.**

The Washington delegation is made up of the following: The Chief Delegate, the APTA WA President, the APTA WA President-Elect or Vice President, 10 delegates, up to 2 alternate delegates, and PT/PTA student liaisons. The delegation's role is to speak and act on behalf of the Chapter membership as a representative body by creating motions to the annual House of Delegates (HOD) to help guide the Association. These motions include position statements, policy, binding ethical documents, charges (actionable items with measurable outcomes), Bylaw amendments, and amendments to existing documents. In addition to motion creation, discussion, and voting, the delegates are also responsible for reviewing and electing all candidates for APTA national office.

**Details:**

- Physical Therapist members and one (1) Physical Therapist Assistant member may serve as Chapter delegates.
- The delegation is made up of the following individuals:
  - Chief Delegate
  - President and President-Elect/Vice President
  - Physical therapist delegates for positions 1-4 and 6-allotted, position 6 is reserved for a new delegate
  - Physical therapist assistant delegate for position 5
  - If for any reason there are no qualified nominees for position 5 or 6, they will revert back to a regular delegate position.
- In case of a temporary indisposition of the Chief Delegate attending the House of Delegates, an acting Chief Delegate may be elected by those delegates attending the session.
- Delegates are elected to a **2-year term** and alternate delegates are elected to a 1-year term.

#### **Duties/Time Commitment:**

- The Washington delegation meets on the 2nd Monday of each month, for 1.5 hours via Zoom to brainstorm and discuss motions, and vet candidates.
- There is a one-day, 8-hour in-person meeting approximately 1-2 months prior to the House of Delegates. The meeting is typically held in Seattle.
- There is a one day, 4-hour virtual HOD held one month prior to the in-person HOD meeting to initiate the proceedings of the House work.
- All delegates (and the 1st alternate) travel to the national House of Delegates (location changes annually), which is held over three days, typically during the summer.
- There is a one day, 3-hour virtual HOD in which the delegates will elect the candidates for national office, typically in the fall on a Saturday.

### **Even Calendar Years Election Positions**

#### **PRESIDENT / PRESIDENT-ELECT**

The APTA WA Chapter President is responsible for guiding, representing, and advancing the interests of the APTA Washington state chapter. This position requires a deep understanding of the physical therapy profession, effective communication, strategic planning, and collaboration with both chapter members and the broader healthcare community. The president-elect serves for 1 year, alongside the president, before taking over as president for a 2-year term.

#### **Qualifications for President-Elect:**

- A Physical Therapist, Retired Physical Therapist, or Life Physical Therapist member of the **Association for three (3) years** and of the **Chapter for two (2) years**.

- B. At some time, have **been a member of the Chapter Board of Directors, Chief Delegate, or a Standing Committee, District or SIG Chair.**
- C. Active membership in the APTA with a deep understanding of its mission and values.
- D. Licensed PT with a strong track record of professional involvement and leadership.
- E. Excellent interpersonal, negotiation, and communication skills.
- F. Knowledge of healthcare policy, advocacy, and legislative processes, particularly within the state of Washington.
- G. Strategic thinking, planning abilities, and an innovative mindset.
- H. Collaborative approach and ability to work with diverse teams.

**Qualifications for President:**

- A. President-Elect for one (1) year.

**Details:**

- The term of the President-Elect shall be one (1) year and will be elected at the Chapter Meeting in even calendar years.
- The term of office of the President shall be two (2) years or until the election or appointment of their successors.
- The President-Elect automatically assumes the position of President after serving as President-Elect for one year. The combined service of President-Elect and President (3 years) shall be considered as serving **one term** in office.

**Duties:**

- A. The **President-Elect** shall serve as a non-voting member of the Board of Directors and carry out such duties as delegated by the President and Board of Directors; and shall serve as a delegate to the House of Delegates.
- B. The **President** shall serve as official head and public spokesperson of APTA Washington. They 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.
  - a. The President may not serve on the Ethics Committee.
  - b. The President shall serve as a delegate to the House of Delegates.
  - c. The President, Vice-President, or executive officer shall sign contracts on behalf of the Chapter.
  - d. The President may call a special meeting of the Board of Directors.
- C. **Strategic Leadership:** Provide visionary leadership for the APTA Washington Chapter; aligning goals with APTA's mission, values, and strategic plan. Develop and communicate a comprehensive strategic plan to guide the Chapter's initiatives and advocacy efforts.
- D. **Advocacy and Representation:** Serve as the primary representative of the APTA WA chapter; engaging with local, state, and national stakeholders to advocate for the

physical therapy profession. Represent the chapter in legislative and regulatory matters affecting physical therapy practice.

- E. **Membership Engagement:** Foster a sense of community and engagement among APTA WA Chapter members. Collaborate with the Chapter's membership committee to develop initiatives that promote member involvement and retention.
- F. **Communication:** Effectively communicate Chapter updates, legislative developments, and industry trends to Chapter members. Maintain open communication with APTA National leadership and other APTA Chapters.
- G. **Collaboration and Partnerships:** Establish and nurture collaborative relationships with healthcare organizations, educational institutions, and industry partners to advance the profession and promote optimal patient care. Identify opportunities for joint initiatives and educational programs.
- H. **Team Leadership:** Lead the chapter's executive board and committees, providing guidance and support to ensure successful execution of chapter activities. Delegate responsibilities and tasks effectively, fostering a collaborative and productive team environment.
- I. **Financial Stewardship:** Collaborate with the Chapter's treasurer and finance committee to manage the Chapter's budget, ensuring fiscal responsibility and transparency. Seek funding opportunities and sponsorships to support Chapter initiatives.
- J. **Professional Development:** Stay abreast of advancements in the physical therapy field, contributing to the professional growth of Chapter members through educational opportunities and resources.
- K. **Problem Solving and Conflict Resolution:** Address any challenges or conflicts that arise within the chapter promptly and professionally, seeking equitable solutions.

#### **Time Commitment:**

- A. **Weekly:** 3-4 hours - emails, questions, communication in general with Executive Director, office staff, Board members, and Chapter members.
- B. **Monthly:**
  - a. Legislative Committee meetings - 1 hour monthly. 2 hours/month on legislative business, bills, lobbying activities.
  - b. Education/Conference committee meetings - 2 hours monthly or less frequently.
  - c. DEI Committee meetings - 1-2 hours/monthly.
  - d. Miscellaneous National Zoom meetings and webinars - Presidents' Council, Federal Affairs, State Affairs, Governance webinars - about 1 hour each.
  - e. Delegate - 1.5 hour Zoom meeting per month. 2 hours/week for about 3-4 months prior to House, preparation, interviews, etc. (6-8 hours per month x 4)
- C. **Quarterly:**
  - a. 4 Board meetings - 4 hours prep, 1-2 hour conference call planning agenda, 4-6 hours leading each meeting (Board meetings are in Sept, Dec, March and June).
  - b. 1-2 Chapter meetings per year - 4 hours prep, 1-2 hour conference call planning agenda, 2 hours leading meetings (October and possibly a virtual one in April).
- D. **Annually:**

- a. Participating in Zoom meetings with legislators during November, December, early January - generally about 1/2 hour per legislator, perhaps 3 hours per week but not every week - set up by lobbyists.
  - b. Legislative Impact Day - 8 hours plus travel, virtual options the last couple of years with less time commitment.
  - c. CSM attendance - 4 days (February)
  - d. House of Delegates attendance - 2 days travel; 2.5 days HOD (summer)
  - e. PPSIG Business Meeting - 2 hours annually (March)
- E. *Optional:***
- a. Attending own and other district meetings
  - b. Visiting DPT and PTA programs (2 hours each)
  - c. Student conclaves and student advocacy dinners

## **VICE-PRESIDENT**

The primary duty of the Vice-President is to support the President and perform duties as needed when the President is not available. The Vice-President of APTA Washington is part of the executive team, with the President and Treasurer. This team is responsible for overseeing the staff hired to support APTA Washington.

In years when there is not a President-Elect, the Vice-President serves as a delegate to the House of Delegates. The Vice-President is responsible for assisting the Nominating Committee to ensure there is a full slate of candidates for elections. The Vice-President helps garner nominees for the annual state and national awards and presents the awards at the Fall Conference. They attend quarterly APTA WA Board meetings (in-person or virtual) which last approximately 4-5 hrs. There is a yearly full 1.5 day retreat to define the upcoming year's goals, direction, etc. The yearly retreat also includes the quarterly board meeting.

### **Details:**

- A Physical Therapist member of the **Association for three (3) years**, and a member of the **Chapter for two (2) years**.
- The term of Vice-President shall be two (2) years.

### **Duties/Time Commitment:**

- The Vice-President shall keep informed of Presidential duties and activities and shall assist the President in the discharge of those duties; in the absence of the President or the President's inability to act, the Vice-President shall perform the same duties and functions as the President.
- In the event of a vacancy in the office of President or President-Elect, the Vice-President shall succeed to the position for the unexpired portion of the term.

- The Vice-President shall be responsible for signing contracts on behalf of the Chapter in the absence of the President.
- The Vice-President shall serve as a delegate to the Association House of Delegates in those years when there is no President-Elect.

## **SECRETARY**

During Board meetings, the Secretary manages the agenda (if virtual, screen shares), pulls relevant documents, denotes motions with specific language and voting results (pass vs fail), and tracks minutes. The minutes must be sent to the Association within forty-five (45) days following each Board meeting. The Secretary is also responsible for the Consent Agenda, which includes reports from SIGs and Districts. At the Fall Chapter Meeting, the Secretary sits with the Board of Directors and accepts motions from membership. The Secretary serves in any other capacity that requires a Board Member to act (e.g. emergency legislative decisions, signing of financial documents).

### **Details:**

- A physical therapist or physical therapist assistant member for **six (6) months**.
- The term of Secretary shall be **two (2) years** or until the election or appointment of their successor.

### **Duties/Time Commitment:**

- The Secretary meets with the Executive Director and President for planning the quarterly Board meeting agenda. The meetings are held on Saturdays, and last 4-5 hours.
- Preparation time for each Board meeting is approximately one hour.
- There is a yearly 1.5 day retreat to define APTA WA's upcoming year goals, direction, etc. The yearly retreat also includes the quarterly board meeting.
- The annual Chapter Meeting is held during the APTA WA fall conference.

## **SPECIAL INTEREST GROUP (SIG) PANEL DIRECTOR**

The Special Interest Group (SIG) Panel Director is a liaison between the SIGs and the Board of Directors. The SIG Panel Director corresponds with the SIG chairs regularly for updates on their activities, and to allow them to ask any questions of the Board. APTA Washington SIGs include: Pediatric, Geriatric, PTA, Private Practice, and Student.

### **Details:**

- A physical therapist or physical therapist assistant member for **six (6) months** and who has **been a member of a SIG**.

- The term of Special Interest Group Director shall be **two (2) years**.

**Duties/Time Commitment:**

- The Special Interest Group Director attends quarterly Board meetings which take place on Saturdays.
- Preparation time for each Board meeting is approximately one hour, and the meetings last approximately 4-5 hours.
- There is a yearly 1.5 day retreat to define APTA WA's upcoming year goals, direction, etc. The yearly retreat also includes the quarterly board meeting.
- Emails, additional research and preparation per month take approximately one hour.
- The Student SIG is very active and requires additional involvement to keep up with their events. It is a great opportunity to get involved with the students! The Student SIG has zoom meetings monthly, which can be attended.

**PRACTICE PANEL DIRECTOR**

The Practice Panel Director serves on the Board of Directors and is the liaison to the Legislative Committee, Reimbursement Committee, and other Task Forces (LNI, Public Schools, SATAG, RFP, and Board of Physical Therapy appointed liaisons) and shall be responsible for acting as a referral source and answering questions from members and the public.

**Details:**

- A physical therapist or physical therapist assistant member for **six (6) months**.
- The term of Practice Panel Director is **two (2) years**.

**Duties/Time Commitment:**

- The Practice Panel Director attends quarterly Board meetings which take place on Saturdays.
- Preparation time for each Board meeting is approximately one hour, and the meetings last approximately 4-5 hours.
- There is a yearly 1.5 day retreat to define APTA WA's upcoming year goals, direction, etc. The yearly retreat also includes the quarterly board meeting.
- Emails, additional research and preparation per month take approximately one hour.
- Although not required, occasionally attending the related Committee and Task Force meetings can be helpful to stay up to date on the committees they will be working with.

## **PHYSICAL THERAPIST ASSISTANT (PTA) DIRECTOR**

The role of PTA Director is to represent the interests of the WA PTA membership to the Board of Directors. The PTA director acts as the liaison between the APTA WA staff/Board, PTA membership, the PTA SIG, and other PTA representatives (i.e. Council Representative and PTA student liaison to the Board).

### **Details:**

- Physical Therapist Assistant, Retired Physical Therapist Assistant or Life Physical Therapist Assistant member of the Association and the Chapter for **six (6) months**.
- The term of PTA Director is **two (2) years**.

### **Duties/Time Commitment:**

- Duties: Acting as a full-voting member on the Board representing PTA members on all issues and discussions that come forward to the board. This includes email correspondences, voting for award recipients, appointment for vacant positions, strategic planning and action, budget creation, working on a task force if assigned, and working on any activities brought forward for Board's consideration or approval.
- The PTA Director will attend quarterly meetings with the PTA SIG, held for one hour virtually (Zoom). This includes about 0-1 hours of preparation/reading all the documents prior to the meeting, and 0-2 hours on non-meeting months.
- Attends quarterly Board meetings which take place on Saturdays. Preparation time for each Board meeting is approximately one hour, and the meetings last approximately 4-5 hours.
- There is a yearly 1.5 day retreat to define APTA WA's upcoming year goals, direction, etc. The yearly retreat also includes the quarterly board meeting.

## **AT-LARGE WESTERN WASHINGTON PANEL DIRECTOR**

The At-Large Western WA Director serves to communicate with the Western Washington membership leaders and the Board of Directors, and to seek ways to support the engagement and growth of APTA WA membership. The Director serves on the membership committee, along with the At-Large Eastern WA Director, to increase the number and engagement of members of the Chapter.

### **Details:**

- A physical therapist or physical therapist assistant member for **one (1) year**.
- Must reside west of the summit of the Cascade Mountains.
- The term of Western WA At-Large Director shall be **two (2) years**.
- The Western WA At-Large Director shall be elected by their geographic membership.

### **Duties/Time Commitment:**

- The Western WA At-Large Director attends quarterly Board meetings which take place on Saturdays.
- Preparation time for each Board meeting is approximately one hour, and the meetings last approximately 4-5 hours.
- There is a yearly 1.5 day retreat to define APTA WA's upcoming year goals, direction, etc. The yearly retreat also includes the quarterly board meeting.
- Emails, additional research and preparation per month take approximately one hour.

## **Uneven Calendar Years Election Positions**

### **TREASURER**

The Treasurer sits on the APTA WA Board of Directors and is a representative for the budget, payment and financial aspects of the APTA WA Chapter. The Treasurer deliberates and has approval powers for financial transactions within the organization. The day to day operations of the Chapter are handled by the Executive Director (ED) and their Deputy(ies). The Treasurer is responsible for developing, supporting, and reporting on budgets current and future (1-2 years) and ought to stay informed on how the organizations investments are performing. The Treasurer should consider the state of the organization's investments and financial holdings and evaluate annually to assess if changes are needed or required. The Treasurer receives reporting on deposits for membership dues from the larger APTA organization and works with the ED (and staff) to manage the local budget of the organization. Typically, the ED will be the first to review financial considerations, and they will consult the Treasurer as needed, and when unexpected or otherwise non-budgeted considerations occur.

### **Details:**

- A Physical Therapist or Physical Therapist Assistant member of the Association and Chapter for **two (2) years**.
- The term of Treasurer shall be **two (2) years**.

### **Duties/Time Commitment:**

- A. The Treasurer shall be the Chair of the Finance and Audit Committee; shall be responsible for the fiscal policies of the Chapter, and preparation of the annual budget to be presented to the Chapter membership at each Chapter Meeting. If a non-budgeted or over-budget expenditure of less than \$1,500.00 is deemed necessary by the Treasurer, the Treasurer may approve such expenditure. If the expenditure exceeds \$1,500.00, a majority vote of the Board of Directors is required.
  - a. The Finance and Audit Committee shall consist of at least three (3) members, chaired by the Treasurer. Committee members, other than the elected Treasurer,

shall be appointed by the Treasurer, serve a two (2) year term and assume office immediately following the Chapter Meeting. This Committee shall advise the Board of Directors on matters pertaining to APTA Washington's financial needs, growth and stability based on periodic review of income, expenditures and investments. The Committee shall present an annual budget to the Board of Directors. The Committee shall be the point of contact and meet at least annually with APTA Washington's independent auditors or accountant to discuss APTA Washington's financial status. The Committee shall advise the Board of Directors of any irregularities or material findings that arise from the independent audit or other sources.

- B. The Treasurer is to have a C.P.A. compile, review or audit the financial records of the Chapter annually.
- C. The Treasurer shall carry out such other duties as directed by the Board of Directors and/or Chapter membership.
- D. Time commitment is approximately 1-5 hours per week, with more time needed when budget development is required and for meetings with the ED.
- E. Attend quarterly APTA WA Board meetings (in-person or virtual) which last approximately 4-5 hrs.
- F. There is a yearly full 1.5 day retreat to define the upcoming year's goals, direction etc. The yearly retreat also includes the quarterly board meeting.

## **PROFESSIONAL ENHANCEMENT PANEL DIRECTOR**

The Professional Enhancement Panel Director represents two committees to the Board: the Education Committee and the Diversity, Equity, Inclusion and Belonging (DEIB) Committee. The Professional Enhancement Panel Director seeks to assure that activities of APTA Washington that pertain to education, research, and the dissemination of information are carried out in a professional, objective and ethical manner. And, to the extent possible, are based on valid, current evidence. The constituents of the Professional Enhancement Panel Director shall be the members of the Education Committee and Task Forces as designated by the Board of Directors.

### **Details:**

- A Physical Therapist or Physical Therapist Assistant member of the Chapter for **six (6) months**.
- The term of Professional Enhancement Panel Director shall be **two (2) years** or until the election or appointment of their successor.

### **Duties/Time Commitment:**

- The APTA WA Board meets quarterly (either in person or virtually). The meetings last approximately 4-5 hours. There is a yearly full 1.5 day retreat to define the upcoming year's goals, direction, etc. The yearly retreat also includes the quarterly board meeting.

- The Education Committee meets 4-5 times a year at a mutually agreed upon date. The meeting is held virtually via “zoom” that lasts 1.5 hours. The committee works on future APTA WA conference speakers to bring the most up to date courses to APTA members and nonmembers.
- The DEIB Committee meets monthly (generally the 3rd Wednesday of each month), from 7:10 pm to 8:10 pm. The meetings involve working towards the yearly goals that were established the year prior. This includes, but is not limited to, putting together a “Shared Stories” series.

## **AT-LARGE EASTERN WASHINGTON PANEL DIRECTOR**

The At-Large Eastern WA Director serves to communicate with the Eastern Washington membership leaders and the Board of Directors, and to seek ways to support the engagement and growth of APTA WA membership. The Director serves on the membership committee, along with the At-Large Western WA Director, to increase the number and engagement of members of the Chapter.

### **Details:**

- A physical therapist or physical therapist assistant member for **one (1) year**.
- Must reside East of the summit of the Cascade Mountains.
- The term of Eastern WA At-Large Director shall be **two (2) years**.
- The Eastern WA At-Large Director shall be elected by their geographic membership.

### **Duties/Time Commitment:**

- The Eastern WA At-Large Director attends quarterly Board meetings which take place on Saturdays.
- Preparation time for each Board meeting is approximately one hour, and the meetings last approximately 4-5 hours.
- There is a yearly 1.5 day retreat to define APTA WA’s upcoming year goals, direction, etc. The yearly retreat also includes the quarterly board meeting.
- Emails, additional research and preparation per month take approximately one hour.

## **CHIEF DELEGATE**

The role of the Chief Delegate of the APTA WA Delegation is to represent the Washington Chapter and lead the Washington Delegation in preparation and participation for the annual APTA House of Delegates. The Washington delegation is made up of the following: The Chief Delegate, the APTA WA President, the APTA WA President-Elect or Vice President, 10 delegates, up to 2 alternate delegates, and PT/PTA student liaisons. The delegation’s role is to

speaking and acting on behalf of the Chapter membership as a representative body by creating motions to the annual House of Delegates (HOD) to help guide the Association. These motions include position statements, policy, binding ethical documents, charges (actionable items with measurable outcomes), Bylaw amendments, and amendments to existing documents. In addition to motion creation, discussion, and voting, the delegates are also responsible for reviewing and electing all candidates for APTA national office.

### **Details:**

- A physical therapist member in good standing.
- The Chief Delegate is elected to a **2-year term**.
- In case of a temporary indisposition of the Chief Delegate attending the House of Delegates, an acting Chief Delegate may be elected by those delegates attending the session.

### **Duties/Time Commitment:**

- Virtual monthly meetings are held the second Monday of the month from 7:30 – 9:00 pm (traditionally) to brainstorm and discuss motions, and vet candidates. The Chief Delegate leads meetings of the APTA WA Delegation. They develop agendas, host all meetings, and facilitate discussions.
  - The Chief Delegate educates Delegates on parliamentary processes during meetings and the House. They provide training to new Delegates, including a new Delegate orientation and a Robert's Rules training session. New Delegates and students are assigned mentors.
- There is a one-day, 8-hour in-person meeting approximately 1-2 months prior to the House of Delegates. The meeting is typically held in Seattle. The Chief Delegate will develop the agenda and lead this meeting.
- There is a one day, 4-hour virtual HOD held one month prior to the in-person HOD meeting to initiate the proceedings of the House work.
- All delegates (and the 1st alternate) travel to the national House of Delegates (location changes annually), which is held over three days, typically during the summer.
- There is a one day, 3-hour virtual HOD in which the delegates will elect the candidates for national office, typically in the fall on a Saturday.
- The Chief Delegate supports the professional and leadership development of Delegates. They act as the liaison between regional and national leadership. They carry on the official correspondence of the Chapter with the House of Delegates
- The Chief Delegate attends monthly virtual Western Caucus meetings.
- The Chief Delegate is encouraged to attend the Component Leadership and Chief Delegate meetings virtually and in person at the Combined Section Meeting and the House of Delegates.
- The Chief Delegate is a liaison between the APTA WA Delegation, APTA WA Board, and the APTA House Officers, Board, and staff. They guide APTA WA contributions to the House of Delegates. They lead component motion development and coordinate motion development with other components as the co-maker of a motion. They review

Delegation HUB (listserv) submissions and debate drafts. They develop strategies that enable successful contributions to the work of the House. They facilitate information gathering and sharing about motions including historical context. They coordinate strategy with other components. They submit timely quarterly reports to the APTA WA Board of Directors and a written report to the Chapter following the annual House of Delegates meeting.

- Optionally, the Chief Delegate can attend APTA WA Board meetings as an ex-officio member.

## **PTA COUNCIL REPRESENTATIVE**

The PTA council representative serves on the APTA National PTA Council as an ambassador between the WA chapter PTA members and the APTA. The PTA council representative's role is to promote PTA member engagement within the Association and to increase member value. The PTA council representative will collaborate with council representatives from other Chapters to highlight best practice and empower success. And the rep will implement council initiatives at the state level.

### **Details:**

- A physical therapist assistant member for **six (6) months**.
- The term of the PTA Council Representative shall be **two (2) years**.

### **Duties/Time Commitment:**

- Represent the Chapter PTA members on matters that come before the PTA Council.
- Attend all sessions of the PTA Council. Quarterly meetings are generally held on the third Tuesday of the designated month for 1 hour.
- Attend the annual on-site meeting of the PTA Council at the Leadership Congress (location changes annually).
- Elect PTA Council delegates to the House of Delegates, council steering group, and chair through the annual elections process.