



PTA Director Job Description Policy

Document #: A-180a

Effective date: 6/2012

Purpose:

To describe the role, responsibilities and activities of the PTA Director on the PTWA Board of Directors.

Background: The job description for the PTA Director including the qualifications, election mechanism, term of office, duties and responsibilities are prescribed in the PTWA Bylaws.

PTWA 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 7.01 Composition:

(A) Board of Directors:

(1) 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 Director and one PTA Director shall constitute the voting members of the Board of Directors

Section 7.02 Qualifications:

Immediately preceding assumption of office the members of the Board of Directors shall have been:

Physical Therapist Assistant Director:

(1) Physical Therapist Assistant, Retired Physical Therapist Assistant or Life Physical Therapist Assistant member of the Association and the Chapter for six (6) months.

Section 7.03 Terms and Vacancies:

(A) All members of the Board of Directors shall assume office immediately following the Chapter Meeting.

(B) 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.

(D) At-Large, Panel and PTA Directors:

(1) The term of office of At-Large Panel and PTA Directors shall be two (2) years or until the election or appointment of their successor.

(2) The SIG Panel Director, Practice Panel Director and the PTA Director shall be elected by the membership at the Chapter Meeting in even calendar

years.

- (6) Vacancies: In the event, for whatever reason, there is no membership elected At-Large, Panel or PTA Director for a given position, 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.

Section 7.05 Duties:

(B) At-Large, Panel and PTA Directors:

(1) Shall serve on the Board of Directors with duties as prescribed in Article VII, Section 7.05, A of these Bylaws.

(2) Shall coordinate communication to and from constituents and the Board of Directors.

f. The constituents of the PTA Director shall be the PTA members and the PTA caucus of the Chapter.

(3) Shall carry out policies and procedures as outlined in the Chapter policy and procedure manual.

ARTICLE XIII Committee-Panels

Section 8.04 Nominating Committee:

(A) Duties:

(4) Shall prepare a slate of one or more candidates for the SIG Panel Director, and the Practice Panel Director and the PTA Director positions to be voted on at the annual Chapter Meeting held on even calendar years.

Article X. Elections

Section 10.06 Election Schedule

(A) Chapter Meeting of even calendar years: PTA Director

Article XI. 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.

Policy: In addition to the general PTWA Board of Director Job Description, the PTA Director shall represent the interests and act as the liaison between the staff and Board and PTA members, PTA caucus and the PTA student liaison to the Board.

Verification/Authorization/ Approval: PTWA membership and PTWA BOD 06/12



PTA Director Job Description Procedure

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Procedures:

Individual Responsibilities

1. Acts as the liaison between the staff and Board and PTA members, PTA caucus and the PTA student liaison to the Board.
2. Represents the interests of the PTA members, PTA caucus and PTA student liaison to the Board.
3. Assists the PTA student liaison and Representative to the PTA caucus for the HOD as needed.
4. Serves on the planning committee for the board retreats.
5. Help the SIG Panel Director coordinate the roundtable discussions during conferences.
6. Act as a conduit of resources by monitoring related health care groups, activities, and initiatives that have similar interests to PTA members and other related activities.

Additional time and Financial Commitments

1. Estimate 1-3 hours per week
2. Respond to PTWA related communication within 48 hours (email, phone, written, etc)
3. Meet with Executive Director for communication/updates as needed.
4. Support PTA member and PTA student liaison activities, when and where necessary.
5. Review PTWA website and other communications for PTA members and calendar updates.
6. Participate in PTWA meetings, PAC and other activities specified under general Board of Director activities.

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