



President Job Description Policy

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Effective date: 4/2012

Purpose:

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

Background: The job description for the President 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 VI. Meetings

Section 6.02 Special Meetings:

Special meetings may be called by the President, Board of Directors or five percent (5%) of the Physical Therapist, Retired Physical Therapist, Life Physical Therapist, Physical Therapist Assistant, Retired Physical Therapist Assistant, and Life Physical Therapist Assistant members, provided that thirty (30) days notice is given to all members.

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, and one Professional Enhancement 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:
President:

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

Section 7.03 Terms and Vacancies:

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

(C) Officers:

(1) The term of office of the President, Vice-President, Secretary and Treasurer shall be two (2) years or until the election or appointment of their successors.

(3) Appointment by the Board of Directors to complete unexpired terms shall not count toward terms in Art VII, Sec 3, B.

(4) The President-Elect, Vice-President and Secretary shall be elected at the Chapter Meeting in even calendar years. The President-Elect shall automatically assume the position of President after serving as President-Elect for one year. The combined service of President-Elect and President shall be considered as serving one term in office.

(6) Vacancies:

In the event, for whatever reason, there is no membership elected President-Elect or if, before the expiration of the term for which they were elected, the President-Elect or President dies, resigns, is removed or becomes disqualified, the Vice-President shall succeed to the office vacated for the unexpired portion of the term. In the event, for whatever reason, there is any other officer position in which there is no membership elected officer, or there are vacancies created by the death, resignation, removal or disqualification of other officers, these positions shall be filled by appointment by the Board of Directors for the unexpired portion of the term.

Section 7.04 Officers:

The officers of the Chapter shall be the President-Elect, President, Vice-President, Secretary, and Treasurer.

(A) President-Elect:

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 Association House of Delegates except in those years when the President and President-Elect are the same person.

(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. The President shall serve as a delegate to the annual Association House of Delegates. The President, Vice-President, or executive officer on verbal approval with written follow-up documentation of the verbal approval by the President or Vice-President, shall sign contracts on behalf of the Chapter.

(C) Vice-President:

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 or giving verbal approval, with written follow-up documentation of the verbal approval, for the executive officer to do so 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.

Section 7.05 Duties:

(A) Board of Directors:

(1) Shall carry out the mandates and policies of the Chapter as determined by the membership, in accordance with the policies and procedures set forth in these Bylaws.

(2) Shall have full power and complete authority to transact all business for and on behalf of the Chapter subject to the provisions of Chapter and Association Bylaws, and all resolutions and enactments of the membership except for duties specifically retained by the membership.

(3) Shall appoint special committees and task forces and may direct their activities.

(4) Shall bring before the membership at any regular or special meeting, or by correspondence, communications from the Association for information, discussion and/or vote.

(5) Shall make an annual report to the Association and shall report to the Association any member not in good standing in the Chapter.

(6) Shall bring before the membership at any regular or special meeting, or by correspondence, actions of the Board of Directors for information, discussion and/or vote.

(7) Shall develop and maintain a Chapter policy and procedure manual.

(8) Shall appoint Standing Committee Chairs, except for that of the Nominating Committee.

(9) Shall appoint a three (3) person committee prior to the legislative session, composed of the Legislative Committee Chair and any two of the following: President, Vice-President, President-Elect, Secretary, Treasurer, or Practice Panel Director, who may make compromise changes in emergency situations when legislation is in jeopardy.

(10) Shall schedule an annual meeting of the chapter membership.

Section 7.06 Conduct of Business:

Board of Directors:

- (A) The Board of Directors shall meet at least four (4) times annually. A majority of the voting members shall constitute a quorum.
- (B) 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.
- (C) 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.
- (D) 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.
- (E) The President must call a special meeting of the Board of Directors upon written petition of 50% of the Board.
- (F) Only duly elected voting members of the Board of Directors may vote at Board of Director meetings.

Article X. Elections

Section 10.06 Election Schedule

- (A) Chapter Meeting of even calendar years: President-Elect

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:

The president shall preside at all meetings of the Chapter, Board of Directors and of the Executive Committee and shall be an ex-officio member of all committees appointed by the Board of Directors, except the Ethics Committee. Only the President or his/her designee shall serve as the official spokesperson of the Chapter.

Verification/Authorization/ Approval: PTWA membership and PTWA 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



President Job Description Procedures

Document #: A-110a

Effective date: 4/2012

Purpose:

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

Procedures:

Individual Responsibilities:

1. Ultimate responsibility for PTWA.
2. Represents the interests of all PTWA members.
3. Responsible for on-going close communication with the Executive Director.
4. Responsible for on-going, close communication with the Lobbyist.
5. Conducts quarterly PTWA Board of Directors meetings.
6. Conducts annual strategic planning meeting.
7. Conducts chapter meetings.
8. Represents PTWA before the Washington State Legislature.
9. Represents PTWA at political and other official functions.
10. Responsible for providing opinions representing PTWA.
11. Writes a column for each PTWA newsletter (10 per year).
12. Serves as chair of the Personnel Committee.
13. Performs an annual performance appraisal for the Executive Director.
14. Writes official communication letters representing PTWA.
15. Signs various state corporate filing reports and bank signature cards.
16. Negotiates annual contract for payer liaison.
17. Negotiates biennial contract for lobbyist.
18. Three eight- hour board meetings quarterly.
19. One 1½ day retreat in September.
20. One two-day chapter conference.
21. Attendance at APTA house of delegates and leadership meetings – five days.
22. Attendance at legislative action day in January in Olympia – one full day.
23. Testimony before Senate and House Healthcare committees – one-three days.
24. Attendance at political events with lobbyist two to four events of approximately one hour each.
25. Negotiating annual and biennial contract for the payers liaison and lobbyist, respectively.
26. Daily email and voicemails – 30-60 minutes daily.

At National Conference/House of Delegates:

1. Attends leadership reception.

2. Attends all-day leadership meetings.
3. Attends leadership luncheon.
4. Attends PAC luncheon.
5. Contributes to APTA PAC.
6. Attends House of Delegates as a delegate.
7. Performs Capitol Hill visits when HOD is in Washington, DC.
8. Networks with other delegates, chief delegates, presidents, and APTA staff and officers.
9. See Delegate Job Description for the time commitment for delegate.

At Combined Section Meeting:

1. Attends leadership reception.
2. Attends all-day leadership meeting.
3. Attends leadership luncheon.
4. Attends PAC luncheon.
5. Attends all poster presentations of Washington members and students.
6. Networks with other presidents and APTA staff and officers.

Financial commitments:

1. APTA-PAC support (suggested Eagle level).
2. WPT-PAC support and auction support.

Verification/Authorization/ Approval: PTWA BOD

Revision History: 4/12