



Vice President Job Description Policy

Document #: A-130

Effective date: 4/2012

Purpose:

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

Background: The job description for the Vice 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 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:

Vice President:

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

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.

(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.

(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.

(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: Vice President

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 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 until the next election cycle.

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



Vice President Job Description Procedures

Document #: A-130a

Effective date: 4/2012

Purpose:

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

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

Procedures:

Individual Responsibilities

1. Represents the interests of all PTWA members.
2. Timekeeper at board meetings and Chapter Meetings.
3. Coordinates presenters for Professional Issues Forum at conference.
4. Serves as a member of the Personnel Committee.
5. Facilitates, coordinates and updates Annual Leadership training materials
6. Coordinates annual awards in conjunction with PTWA staff. This includes special awards (PT and PTA of the year, Clinical Excellence Award and Friend of Physical Therapy) and awards for outgoing leaders.
7. Prepares newsletter article on all awards given.
8. Keeps track of national awards given to PTWA members and coordinates recognition of these awards at Chapter Meeting, etc.
9. Is Board Liaison to the following: Parliamentarian/Bylaws chair; Chief Delegate, Nominating Committee.
10. Signs various state corporate filing reports and bank signature cards.
11. Serves as Delegate to House of Delegates in years where there is no President-Elect.
12. Signs contracts on behalf of the Chapter or giving verbal approvals with written follow-up documentation to the Executive Director to do so in the absence of the President.

Time Commitments

1. Varies between one to five hours per week depending on pending activities.
2. Additional times may be needed prior to and after Chapter Meetings where awards are presented.
3. One to two hours prior to annual leadership training.
4. Two to three hours and prior to annual board retreat three hours.
5. See Delegate Job Description for the time commitment for delegate.

Financial Commitments

1. When budget allows, Board of Directors related travel is paid for by PTWA as previously described.
2. Support of PTWA and PAC fundraising activities is encouraged.

Verification/Authorization/Approval: PTWA BOD

Revision History: 4/12