



## At-Large Panel Directors Job Description

Policy #: A-160

### **Purpose:**

To describe the role, responsibilities and activities of the At-Large Panel Directors on the PTWA Board of Directors.

**Background:** The job description for the At-Large Panel Directors 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:

Eastern Washington At-Large Panel Director:

- (1) A Physical Therapist, Retired Physical Therapist, Life Physical Therapist, Physical Therapist Assistant, Retired Physical Therapist Assistant, Life Physical Therapist Assistant member of the Association for one (1) year.
- (2) Must reside east of the summit of the Cascade Mountains.

Western Washington At-Large Panel Director:

- (1) A Physical Therapist, Retired Physical Therapist, Life Physical Therapist, Physical Therapist Assistant, Retired Physical Therapist Assistant, Life Physical Therapist Assistant member of the Association for one (1) year.
- (2) Must reside west of the summit of the Cascade Mountains.

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

- (3) The At-Large Western Washington Director shall be elected by their geographic membership at the Chapter Meeting in even calendar years.
- (4) The At-Large Eastern Washington Director shall be elected by their geographic membership at the Chapter Meeting in uneven calendar years.
- (6) Vacancies: In the event, for whatever reason, there is no membership elected At-Large or Panel 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:

##### (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.

##### (B) At-Large and Panel 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.
  - a. The constituents of the Western Washington At-Large Panel Director shall be the Chapter and District members residing West of the summit of the Cascade Mountains.
  - b. The constituents of the Eastern Washington At-Large Panel Director shall be the Chapter and District members residing East of the summit of the Cascade Mountains.
- (3) Shall carry out policies and procedures as outlined in the Chapter policy and procedure manual.

#### 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: At-Large Western Washington Panel Director, elected by their geographic area membership
- (B) Chapter Meeting of odd calendar years: At-Large Eastern Washington Panel Director, elected by their geographic area membership

#### 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.

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



## **A-150a-At-Large Panel Directors Job Procedures**

Document #: A-160a

### **Purpose:**

To describe the specific roles, responsibilities and commitments for the At-Large Panel Directors on the PTWA Board of Directors.

**Background:** The job description for the At-Large Panel Directors 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. Act as the liaison between the staff/Board and the Eastern or Western Washington members and district chairs.
3. Serve as co-chairs of the Membership Committee.
4. Coordinate and facilitate district chairs within Western or Eastern Washington districts.
5. Assist with formation of new districts as needed.
6. Present motions related to the membership committee to the Board of Directors.
7. Execute and implement both national and local campaigns regarding membership.
8. Represent the interests of the districts to the Board of Directors.
9. Promote and facilitate increased membership participation in APTA/PTWA issues and activities.
10. Provide for annual meeting(s) with the applicable teaching staff and students at each state PT and PTA school to inform them of the importance of professionalism and membership of themselves and the students in the APTA/PTWA.
11. Coordinate district chair meetings at state conferences.
12. Encourage district chairs to attend state conferences with a goal of 100 percent participation.
13. Coordinate leadership training activity at annual conference.
14. Conference attendance is encouraged.

#### *Additional Responsibilities and Time Commitments*

1. Attend 2-5 meetings per year with local PT, PTA schools coordinated with educational staff to present membership related issues to students, 4-10 hours per year.
2. Attend as many district meetings as you are able, or as needed by the district, 0-5 hours every 2-3 months.
3. Membership committee meetings, approximately one hour per month, likely via teleconferencing.
4. Material preparation/review, 2-4 hours/month.
5. Work related to Board of Directors responsibilities, 5-10 hours/month.

#### *Financial Commitments*

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

Verification/Authorization/Approval: PTWA BOD

Revision History: 4/12