



Chief Delegate Job Description Policy

Document #: C-100

Effective date: 4/2012

Purpose:

To describe the role, responsibilities and activities of the Chief Delegate.

Background: The job description for the Chief Delegate 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 IX. Delegates To The Association's House of Delegates And PTA Caucus

Section 9.01 Qualifications and Election:

(C) In addition to the Chief Delegate, President and President-Elect/Vice-President position, the remainder of Physical Therapist delegates to which the Chapter is entitled will be elected during the annual Chapter Meeting. Positions 1-5 will be elected in even calendar years and serve a two (2) year term. Position 5 will be designated a new delegate position and be open only to nominees who have never before served as a delegate. Positions 6-allotted will be elected in uneven calendar years and serve a two (2) year term. Position 6 will be designated a new delegate position and be open only to nominees who have never before served as a delegate. If for any reason there are no qualified nominees for position five or six, they will revert to a regular delegate position. The Physical Therapist Assistant member representative to the PTA Caucus will be elected by way of a vote of the Physical Therapist Assistant, Retired Physical Therapist Assistant, and Life Physical Therapist Assistant members of the Chapter at the annual Chapter Meeting in uneven calendar years and serve a two (2) year term. Implementation procedures to be maintained in the Chapter policy and procedure manual.

Section 9.02 Rights and Duties:

(A) Chief Delegate:

- (1) Shall attend the annual and special meetings of the Association House of Delegates.
- (2) Shall carry on the official correspondence of the Chapter with the House of Delegates.
- (3) Shall present to the House of Delegates such matters as are ordered by the Chapter Board of Directors and/or membership.
- (4) Shall vote at the meetings of the House of Delegates and shall be responsible for the Chapter's total voting delegation.
- (5) Shall submit a written report to the Chapter following the annual House of Delegates meeting.
- (6) Shall present all materials from the House of Delegates to the Chapter Board of Directors and Chapter for their discussion, opinion, and/or vote.

(B) All Physical Therapist Delegates:

- (1) Shall represent the Chapter on such matters as are ordered by the Chapter Board of Directors or membership and vote by voice or ballot. 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.

(2) Shall attend all sessions of the House of Delegates and other meetings as determined by the Chief Delegate.

Article X. Elections

Section 10.06 Election Schedule

(A) Chapter Meeting of uneven calendar years: Chief Delegate

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:

Shall represent the Chapter and lead the delegation in preparation and participation for the annual House of Delegates.

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



Chief Delegate Job Description Procedures

Document #: C-100a

Effective date: 4/2012

Purpose:

To describe the role, responsibilities and commitments of the Chief Delegate of PTWA.

Background: The job description for the Chief Delegate 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. Leads the delegation in preparation for the annual House of Delegates, including the facilitation of travel and preparation for RCs.
3. Serves as the Chief Delegate to the House of Delegates and acts as the Liaison to PTWA members.
4. Coordinates and convenes all Chapter caucuses.
5. Serves as the Chapter representative in all forums designated for the Chief Delegate, to include but not be limited to Western States Caucus, Chief Delegate strategies meetings, etc.
6. Communicates with the delegation and Chapter regarding House of Delegates actions to include:
 - a. Annual report to the Chapter regarding HOD actions
 - b. Report to the membership via newsletter article
 - c. Report to the members at the Chapter meetings regarding upcoming or past activities
 - d. Manages and maintains the delegates' online workspace during their term as Chief Delegate
7. Provides education and assistance to the new Chief Delegate when exiting their term to assure smooth transition of new elected officer.

Recommended Qualifications:

1. Has served as an APTA delegate.
2. Prefer experience in Chapter leadership positions.
3. Has strong communication, interaction and organizational skills.
4. Has the ability to function both independently and interdependently to provide direction and leadership to the delegation.

Financial Commitments

1. As the budget allows, Chief Delegate 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: 3/3/01; 7/17/12