

# VPTA and DISTRICT ELECTED POSITIONS

## EVEN YEARS

### I. State Offices

#### **1.) Vice-President**

Serves a two (2) year term and is elected in even-numbered years. Assumes office at the close of the Annual Chapter Meeting at which elected.

##### Duties and Responsibilities

- In the absence of the President, preside at Chapter, Board of Directors, and Executive Committee meetings. Needs to attend all meetings.
- In the event of the death, resignation, removal, or disqualification of the President, serves as President for the unexpired term if the vacancy occurs in the odd-numbered fiscal year.
- Assume responsibilities as delegated by President.
- Assume responsibility for updating Chapter bylaws and review of district bylaws. Send revisions to American Physical Therapy Association (APTA) parliamentarian for review and approval. Send the Executive Director copies of all approved changes to maintain a file for distribution upon request at the direction of Vice President.
- Thoroughly review the Virginia Physical Therapy association (VPTA) Policy and Procedure Manual annually and make sure the Executive Director maintains copies for distribution upon request at direction of Vice President.

#### **2.) Treasurer**

Serves a two (2) year term and is elected in even-numbered years. Assumes office at the close of the Annual Chapter Meeting at which elected.

##### Duties and Responsibilities

- Oversee the maintenance of accurate financial records.
- Review finance reports of income and expenses as prepared by management services.
- Report at all regular and Board of directors; meetings as to financial status of Chapter.
- Prepare Chapter's annual budget.
- Assume responsibility for submission of annual financial reports as requested by APTA.
- Review, sign, and submit appropriate income tax forms.
- Assure audit or internal audit is done annually.
- Serve as Chair of Finance Committee.

#### **3.) Delegate**

Serves a one (1) year term and are elected at the Annual Chapter Business Meeting one (1) year prior to the year they will serve as delegates.

##### Duties and Responsibilities

- Attend all meetings (annual and special) of the House of Delegates of the American Physical Therapy association (APTA).
- Vote according to the instructions of the Chapter. If not instructed, it remains the responsibility of the delegate to vote.
- Attend all caucus meetings called by the Chief Delegate in association with the APTA House of Delegates annual meeting, including the Leadership Retreat during the summer preceding the House of Delegates for which the delegate has been elected.

#### **4.) Delegate-Elect**

Serves a term of two (2) years; the first year as a true Alternate, the second year as an Active Delegate.

##### Duties and Responsibilities

- Attend all meetings (annual and special) of the House of Delegates of the American Physical Therapy association (APTA).
- Attend all caucus meetings called by the Chief Delegate in association with the APTA House of Delegates annual meeting, including the Leadership Retreat during the summer preceding the House of Delegates for which the delegate has been elected.

### **5.) Representative to the Physical Therapist Assistant Caucus**

Serves a one (1) year term. Elected at the Annual Chapter meeting prior to the annual session of the PTA Caucus.

#### Duties and Responsibilities

- To attend all annual and special meetings of the PTA Caucus.
- To present to the PTA Caucus such matters as are ordered by the Board of Directors and/or voting body.

### **6.) Nominating Committee**

Serves a two (2) year term. **Northern, Central, and Tidewater** districts elected in even-numbered years.

#### Duties and Responsibilities

- Study the qualifications of eligible candidates and prepare a list of the names and qualifications of nominees consenting to serve
- Prepare a slate of nominees for vacant VPTA offices and Nominating Committee to be presented at the Annual Chapter Business Meeting.
- Nominate one (1) or more candidates for upcoming vacancies in the American Physical Therapy association Board of Directors and Nominating Committee.
- Discuss with Board of Directors Annual retreat possible nominees for National APTA awards such as Lucy Blair, Mary McMillan, etc.
- Solicit nominees and supportive narratives for all VPTA awards.

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