

APTA Virginia Elected Positions Odd Years

President-Elect

One (1) year term. Elected in odd-numbered years and then automatically moves into office of President for a two (2) year term. Assumes office at the close of the Annual Chapter Meeting at which elected.

Duties and Responsibilities

- Attend all Board of Directors, Executive Committee, and Chapter meetings and become familiar current business, projects, issues, and problems.
- Review Chapter bylaws and Policy and Procedure Manual and make necessary recommendations for change to the Vice-President.
- Review duties and responsibilities of Chapter officers.
- Assume responsibilities as delegated by the President.
- 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 even- numbered fiscal year.

Secretary

Serves a two (2) year term and is elected in odd-numbered years. Assumes office at the Annual Retreat.

Duties and Responsibilities

- Record and retain the proceedings of all business meetings of the Chapter, Board of Directors, and Executive Committee meetings.
- Send a copy of each Chapter business, Board of Directors, and Executive Committee meeting minutes to the Executive Director for distribution to the Board of directors.
- Prepare a summary Chapter business and/or Board of Directors meeting minutes and submit to Chapter President for review before it is sent to the Publications Chair.
- Maintain a permanent file of all minutes, records, and reports of value to the Chapter.
- Send minutes to the Executive Director for review within five (5) to twenty (20) days of the meetings and Executive Director will distribute minutes to attendees within five (5) days of receipt of minutes from the Secretary.
- Upon receipt of news from the districts regarding members (i.e. awards, honors, deaths) forward this information to the American Physical Therapy Association (APTA), APTA Virginia (APTA VIRGINIA) Public Relations Chair and Executive Director.
- Responsible for checking membership cards of the APTA Virginia members for the business meetings and determining presence of quorum.

Delegate

Serves a two (2) year term and elected

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.
- The House of Delegates is held in odd years in DC and even years in the central or western US. When held in DC, delegates are expected to attend the Federal Advocacy day on Capitol Hill.

Only Physical Therapist members who have been Association members in good standing in any category of membership for two years immediately preceding their election may serve as Chapter Delegates. A Chapter Delegate may not, in the same year, serve as a Section Delegate

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

- Participate in chapter activities including chapter business meetings, Issues Forums, Delegate meetings and conference calls.
- Communicate with the chapter PTA representative and the chapter delegates.
- Participate in chapter PTA SIG/Committee.
- Participate in scheduled PTA Caucus Conference calls when appropriate.
- Attend PTA Caucus meetings, HOD and related activities, if possible.
- Attend PTA Town Hall Meetings at CSM, if possible.
- Mentor future PTA Caucus representatives.

Representative to the Physical Therapist Assistant Caucus Alternate

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 be prepared to serve as Caucus Rep should the elected Rep not be able to.

Nominating Committee

Serves a two (2) year term. Blue Ridge, Mountain, and Valley elected in odd-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 APTA Virginia offices and Nominating Committee to be presented at the Annual Chapter Business Meeting.

Chief Delegate

The Chief Delegate shall have served as a delegate for at least one session of the House of Delegates in the last five years prior to running for Chief Delegate.

Duties and Responsibilities

The Chief Delegate is responsible for the Chapter's total voting delegation at the Annual Session of the House of Delegates. He shall submit a report in writing to the Board of Directors for information at its first meeting following the Annual Session of the House of Delegates. The Chief Delegate shall transfer all records to their successor at the end of their term.