

VPTA 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), Virginia Physical Therapy association (VPTA) Public Relations Chair and Executive Director.
- Responsible for checking membership cards of the Virginia Physical Therapy association members for the business meetings and determining presence of quorum.

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.

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.

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.

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 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.

Chief Delegate