



## **Job Descriptions (General and Specific)**

### TABLE OF CONTENTS

|   |    |
|---|----|
| Leadership Responsibilities at a Glance | 2  |
| President                               | 5  |
| President Elect                         | 9  |
| Vice President                          | 11 |
| Secretary                               | 14 |
| Treasurer                               | 17 |
| Chief Delegate                          | 20 |
| Chief Assembly Representative           | 23 |
| PTA Caucus Representative               | 26 |
| Nominating Committee                    | 28 |
| District Assembly Representative        | 33 |
| Membership Chair                        | 35 |
| Practice Chair                          | 37 |
| Component Executive                     | 39 |
| Public Policy and Advocacy              | 44 |
| District and At Large Delegate          | 46 |

# Leadership Responsibilities at a Glance

## Board of Directors Responsibilities

- Establish strategic plan and annual goals and objectives
- Determine association policy
- Allocate resources through the budget
- Monitor progress
- Promote the organization
- Oversee the executive director, attorney and CPA

## Executive Committee Responsibilities

- May meet to conduct business between board meetings
- Exercises powers of the board between board meetings, with some exceptions
- Actions are reported to the board at next meeting
- Keeps record of action and recommendations in writing

## Executive Management Responsibilities

### **Two Partners, One Team**

- Board focuses on governance, direction and vision
- Staff manages day-to-day operations within the context of the board's direction
- This **partnership** between board and staff allows the organization to achieve its goals, avoids micro-management of the staff and over-taxing of the volunteer leaders. Leaders govern; staff manages.

## Expectation of Board Members

- Attend all board meetings
- Start and end meetings on time
- Study and understand the mission statement, bylaws, and strategic plan
- Prepare for meetings by reviewing the agenda and supporting documents
- Stick to established agendas during board meetings
- Treat information and discussions as “confidential”
- Be respectful of people and ideas

- Promote our organization to others (*though you cannot speak for organization without authority*)
- Recruit future leaders to help govern the organization
- Stay current on issues and trends impacting the organization and the membership
- Volunteer for committees
- Readily communicate with staff for needed information and assistance
- Recruit Leaders
  - A responsibility of board members is to identify future leaders
  - Don't forget to "ASK" prospective leaders to join our efforts.
  - The leadership development committee (nominating) plays a key role, but so does every board member
  - Committees may be a source of future leaders

#### Legal Considerations for the Board of Directors

- **Duty of Care**

Good business judgment at all times

Due diligence in decision making

- **Duty of Loyalty**

Act in the best interest of the organization and membership

Avoid conflicts of interest

- **Duty of Obedience**

Faithful to the mission and goals

Follow the governing documents

- **Fiduciary Duties**

The board has a fiduciary duty. The term comes from Latin for trust. Members have entrusted the organization's board to protect and advance the interests and assets of the association.

#### Functions of Committees

- Opportunities to engage members
- They identify potential leaders

- Committees help the board get work done
- They serve as a way to serve the interests of subgroups of members
- Committees can produce work products and member benefits
- Committees must be aware of risk avoidance; keep minutes.
- Aligned with strategic goals and strategies

### Expectations of the Committee Member

(SIG Committees, Chapter standing and special committees, Assembly Representatives)

- **Know the committee purpose-mission.**
- **Ask about history** and prior achievements.
- **Take it seriously.**
  - Prepare and attend participate.
- **Complete tasks – be responsible** to the committee and chairman.
- Step forward – **volunteer to help the committee** – share your resources.
- Envision yourself as next year's chairman.

# Job Descriptions

## APTA MA

### Job Description – President

#### **TERM OF OFFICE:**

Three years. No President that ascends to a full three-year term shall be eligible to run for re-election to that office immediately following that term.

#### **BYLAWS QUALIFICATIONS:**

Been Physical Therapist, Life Physical Therapist or Retired Physical Therapist members in good standing in the Association for at least two (2) years and a member in good standing in the Chapter for one (1) year immediately preceding their election or appointment.

Consented to serve

#### **OTHER QUALIFICATIONS:**

1. Experience in Chapter leadership positions;
2. Ability to function independently and interdependently and to provide direction and leadership;
3. Sound understanding of the health care delivery system, the profession, and the Chapter;
4. Strong communication and interaction skills, including a knowledge of parliamentary procedure;
5. Ability to be futuristic thinker;
6. Ability and willingness to devote a large portion of time to fulfilling their responsibilities.

#### **CONSTITUTIONAL RESPONSIBILITIES:**

The President shall preside at all meetings of the Board of Directors and of the Executive Committee and shall be an ex officio member of all committees appointed by the Board of Directors except the Ethics Committee. Only the President or his/her designee shall serve as the official spokesperson of the Chapter.

#### **CHAPTER RESPONSIBILITIES:**

1. Represents and articulates Chapter interests, policies and positions to internal and external constituencies;
2. Maintains continual and periodic communication with Staff, Board of Directors, and National and Chapter leadership;
3. Serves as a resource regarding issues within the Chapter and the profession;
4. Provides leadership to the Board of Directors, the Assembly of Representatives and staff regarding long-range planning of the Chapter and the profession;

5. Prepares agendas for meetings of the Board of Directors and the Executive Committee;
6. Attends Chapter committee meetings in ex officio capacity at the request of the committee chair (except for the Ethics Committee);
7. Attends district meetings upon request from districts and authorizes attendance of other Board members at district meetings when requested by districts to represent the Board's positions;
8. Represents the Chapter at memorial services, funerals, recognition ceremonies, commencement addresses, university presidential inaugural ceremonies, regional and national student conclaves, and other special events as indicated;
9. Responds to correspondence from members or delegates, reviews responses prepared by staff, and reviews and approves general mailings going out under the President's name, e.g. cover letters for surveys, public relations releases, etc.;
10. Prepares materials for publication as requested or as needed;
11. Provides for an orientation to newly elected Board members and Officers;
12. Attends Chapter Annual Meeting

#### Board of Directors Position Description-President

- 1 Prepares and presents a presidential address;
2. Reports to the Assembly;
3. Recognizes members of the Board of Directors and retiring Board members;
4. Serves as Master/Mistress of Ceremonies at the Awards Recognition Luncheon;
5. Serves as moderator at the Professional Issues Dinner/Forum;
6. Makes other presentations as requested by members or staff;
7. Attends other receptions as desirable and possible.

Reviews complaints regarding Code of Ethics and Standards of Practice, determines merit of complaint, and with consultation of Chair of Ethics Committee (CEC).

1. If bona fide, responds to complainant within 15 days and forwards information to CEC to initiate disciplinary action procedure and notify Judicial Committee at National APTA, or;
2. If frivolous or does not allege ethical misconduct, responds to complainant to inform of such and complaint is dismissed (see Procedural Document on Disciplinary Action of the APTA)

#### **APTA/NATIONAL RESPONSIBILITIES:**

1. Collaborate with National Office and other components to facilitate overall mission of the Chapter and Association.

2. Attend National Component Leadership Meetings coinciding with:
  - APTA CSM
  - APTA NEXT
3. Attend events related to APTA's House of Delegates:
  - Northeast Caucus Fall and Spring Meetings
  - APTA House Of Delegates
4. Attend Additional National Events as able, including but not limited to:
  - APTA Federal Advocacy Forum
  - APTA Policy and Payment Forum
5. Participate in component leadership discussion boards and electronic town halls.

### **TIME COMMITMENT:**

The position of President requires the spending of approximately 14 to 20 hours per week. This includes evenings and weekends, multiple telephone calls, and extensive travel. In addition, attendance at the New Board Orientation and the Finance Committee meetings is expected. Time Away From Practice Setting: Depending on the practice setting, this can result in lost income, loss of vacation time, and/or out-of pocket expenses to employ staff to cover President's practice load.

### **FINANCIAL CONSIDERATIONS:**

An expense account is provided for reimbursement for direct expenses related to attendance at Chapter and National association meetings, and for telephone and FAX expenses. However, most must bear the following additional expenses.

1. Time Away From Practice Setting: Depending on the practice setting, this can result in lost income, loss of vacation time, and/or our-of pocket expenses to employ staff to cover a Board member's practice load. Because of the variety of Board members' practice settings, no average cost can be estimated for time away from the practice setting.
2. The President may incur additional costs such as additional child care costs, pet care costs, clothing costs, and entertainment costs and some may feel obligated to make more or larger donations to the and Chapter fund raising events, PT-PAC, etc.

### **POSITION BENEFITS:**

- Professional networking opportunities with local, state, and national leaders within APTA and other organizations with an investment in physical therapy
- Opportunity to advance current professional practices and positions through active participation
- Opportunities for professional exposure through publications as a representative

of APTA

- Growth opportunities within personal life, transferring from professional experiences
- Advancement of individual leadership skills for use in future professional and personal endeavors



## APTA MA

### Job Description – President-Elect

#### **TERM OF OFFICE:**

The President-Elect is elected in the Fall Election of the seated President's 2<sup>nd</sup> year of office and takes office on January 1 of the following year for a one-year term. The President-Elect shall assume the office of President at the end of the President-Elect term and will serve a three-year term as President. This position has a one-term limit.

#### **BYLAWS QUALIFICATIONS:**

Member will have been a Physical Therapist, Life Physical Therapist or Retired Physical Therapist member in good standing in the Association for at least two (2) years and a member in good standing in the Chapter for one (1) year immediately preceding their election or appointment. The President-elect should not hold a position of responsibility in a Chapter SIG, committee or task force (outside of their duties listed below) during their term of office.

Additional qualifications include:

- Has served on the BOD or an elected/appointed position in the state (or nationally) within the past 5 years
- Has consented to serve, submitting all required documents.

#### **OTHER QUALIFICATIONS:**

The President-Elect and the President will work to develop a smooth transition in leadership for APTAofMA. The level of experience of the candidate may vary depending on the individual elected to this position; the goal is to fully prepare this individual to assume the Presidency at the end of the year. The President-elect must have a general knowledge of the physical therapy profession at the state and national level, including practice and reimbursement issues, etc. Must be an active participant in chapter activities on an on-going basis. This position is a member of the Executive Committee.

#### **CHAPTER RESPONSIBILITIES:**

- Develop a comprehensive knowledge of the operations of the Chapter
- Develop a working knowledge of the fiscal matters of the Chapter and their implications.
- Develop a working relationship with the BOD, SIG chairs, Delegation and Chapter Task Forces.
- Advances the goals of the Chapter with the BOD and is prepared to take oversight responsibilities in areas of expertise at the pleasure of the President.
- Participates at all BOD meetings.
- Attend Annual state meetings.

- Develops and implements a transition plan with President with identification of areas of expertise as well as areas requiring further training and support.

#### **APTA/NATIONAL RESPONSIBILITIES:**

- Attend annual APTA House of Delegates and attend all related meetings, caucuses and candidate interviews as scheduled.
- Attend Council of Chapter Presidents/Leadership meetings at Combined Sections (February) and Annual Conference (June).

#### **TIME COMMITMENT:**

Approximately 5-10 hours per week (and may fluctuate depending on Chapter and National activities). Attendance at two full-day business meetings, one day Board retreat and Board of Directors and Executive Committee meetings.

#### **FINANCIAL CONSIDERATIONS:**

- Position-related expenses are reimbursed to the limit of the current year's budget.
- Reimbursement for position-related expenses that are not within the chapter's budget may be reimbursable through other entities. Speak with a professional tax accountant for further information.

#### **POSITION BENEFITS:**

- Professional networking opportunities with local, state, and national leaders within APTA and other organizations with an investment in physical therapy.
- Opportunity to advance current professional practices and positions through active participation.
- Opportunities for professional exposure through publications as a representative of APTA MA.
- Growth opportunities within personal life, transferring from professional experiences
- Advancement of individual leadership skills for use in future professional and personal endeavors.

## APTA MA

### Job Description – Vice President

#### **TERM OF OFFICE:**

The term of office of the Vice President shall be two (2) years, or until the election and assumption to the office of their successors.

Shall serve no more than two (2) complete consecutive terms on the Board of Directors in the same office.

#### **BYLAWS QUALIFICATIONS:**

Been Physical Therapist, Life Physical Therapist or Retired Physical Therapist members in good standing in the Association for at least two (2) years and a member in good standing in the Chapter for one (1) year immediately preceding their election or appointment.

Consented to serve

#### **OTHER QUALIFICATIONS:**

Because the Vice President may at any time need to assume the duties of President, the position requires the same additional qualifications:

1. Experience in Chapter leadership positions;
2. Ability to function independently and interdependently and to provide direction and leadership;
3. Sound understanding of the health care delivery system, the profession, and the Chapter;
4. Strong communication and interaction skills, including a knowledge of parliamentary procedure;
5. Ability to be futuristic thinker;
6. Ability and willingness to devote a large portion of time to fulfilling their responsibilities.

#### **CONSTITUTIONAL RESPONSIBILITIES:**

The Vice President shall assume the duties of the President in the absence or incapacitation of the President. In the event of a vacancy in the office of the President, the Vice President shall succeed to the Presidency for the unexpired portion of the term, and the office of Vice President shall be declared vacant.

#### **CHAPTER RESPONSIBILITIES:**

1. Serves on the Board of Directors for the Chapter
2. Serves as Speaker of the Assembly of Representatives;
3. Presides at meetings of the Board of Directors and Executive Committee in the absence of the President;
4. Assists President in orienting newly elected Officers and Board members;
5. Leads/conducts all Sessions of the Assembly;
6. Sets place, date and time of all Sessions of the Assembly, notifies all members of the Assembly of Representatives at least 30 days in advance of each session;
7. Holds a minimum of one Session of the Assembly per year;
8. Prepares agenda for all Sessions of the Assembly;
9. Notifies all members of the Assembly of all business to come before the Assembly at least 30 days in advance of each session;
10. Collaborates with Program Chairperson to assure Assembly is coordinated with Annual Meeting/Chapter programming;
11. Serves as a voting member of the Assembly, in the event of a tie;
12. Serves as a member of the Reference Committee during term of office, and as Immediate Past-Speaker;
13. Provides oversight for all committees of the Assembly (Reference and Credentials Committee);
14. Keep Chapter members informed of all Assembly activities;
15. Prepares an Annual Budget Report for publication in the Chapter's Annual Report, due in August of each year;
16. Prepares and proposes an operative budget for activities of the Assembly and the Office of Vice President.
17. Provides oversight to the Membership Committee.
18. Communicates with President and Chief Executive Officer through frequent telecommunication contacts.
19. Serves as Board of Directors liaison to various task forces, committees, and other groups as assigned.
20. Assigns current Board members as mentors to newly elected Board member.
21. Provides other duties/functions at the request of the President.

**TIME COMMITMENT:**

The position of Vice President requires the spending of approximately 3-5 hours per week. The weekly time commitment will be greater in the weeks to months preceding the Assembly meetings to ensure planning and execution is completed. This includes evenings and weekends, multiple telephone calls. In addition, attendance at the New Board and Assembly Orientation is expected.

The position of Vice President may be required to fulfill the presidential level of time commitment in the event of resignation, incapacitation or death of the President. (see President Job Description)

Time Away From Practice Setting: Depending on the practice setting, this can result in lost income, loss of vacation time, and/or out-of pocket expenses to employ staff to cover President's practice load.

### **FINANCIAL CONSIDERATIONS:**

1. Time Away From Practice Setting: Depending on the practice setting, this can result in lost income, loss of vacation time, and/or out-of pocket expenses to employ staff to cover a Board member's practice load. Because of the variety of Board members' practice settings, no average cost can be estimated for time away from the practice setting.
2. The President may incur additional costs such as additional child care costs, pet care costs, clothing costs, and entertainment costs and some may feel obligated to make more or larger donations to the and Chapter fund raising events, PT-PAC, etc.

The position of Vice President may incur the Presidential financial considerations in the event of resignation, incapacitation or death of the President. (see President Job Description)

### **POSITION BENEFITS:**

- Professional networking opportunities with local, state, and national leaders within APTA and other organizations with an investment in physical therapy
- Opportunity to advance current professional practices and positions through active participation
- Opportunities for professional exposure through publications as a representative of APTA
- Growth opportunities within personal life, transferring from professional experiences
- Advancement of individual leadership skills for use in future professional and personal endeavors

APTA MA

Job Description – Secretary

**TERM OF OFFICE:**

The term of office of the Secretary shall be two (2) years, or until the election and assumption to the office of their successors.

Shall serve no more than two (2) complete consecutive terms on the Board of Directors in the same office.

**BYLAWS QUALIFICATIONS:**

Been Physical Therapist, Life Physical Therapist, Retired Physical Therapist, Physical Therapist Assistant, Life Physical Therapist Assistant or Retired Physical Therapist Assistant members in good standing in the Association for at least two (2) years and a member in good standing in the Chapter for one (1) year immediately preceding their election or appointment.

Consented to serve

**OTHER QUALIFICATIONS:**

**RESPONSIBILITIES:**

1. Serves on Board of Directors and Executive Committee. Attends all meetings;
2. Serves as a voting member of the Assembly as a member of the Executive Committee;
3. Responsibilities at Meetings:
  1. Acts as official recorder of minutes for all Board of Directors and Executive Committee meetings although actual responsibility for recording may be delegated to the Administrative Assistant. After formal review, Minutes are forwarded to the Administrative Assistant, who forwards copy to National office;
  2. Acts as Recording Secretary for the Assembly. Minutes of Assembly meetings are reviewed by the Committee to Review the Minutes, and submitted in final form to National office;
  3. Prepares Secretary's Annual Report for publication in the Annual Report (due August each year);
  4. Participates in Chapter Committees and Task Forces as assigned.

Fulfill the requirements of a member of the Executive Committee

The Executive Committee shall, in addition to the duties otherwise imposed by these Bylaws and Standing Rules:

1. Carry out the mandates and the policies of the Chapter as determined by the membership.
2. Direct all business and financial affairs for and on behalf of the Chapter, be responsible for all of its property and funds, and provide for an annual audit by a certified public accountant.
3. Foster the growth and development of the Chapter.
4. Appoint and employ an Executive Director and an Executive Secretary/Assistant Treasurer who shall be responsible to the Executive Committee.
5. Provide for bonding of all persons handling money or other property of the Chapter.
6. Be responsible for creation, dissolution, appointment, purposes, and activities of such committees as it deems necessary.
7. Provide for the development and maintenance of procedural documents related to these Bylaws.
8. Review and revise, existing Chapter policies, except in these Bylaws, for consistency of intent and language with such new policies as may be adopted by the membership.
9. Members of the Executive Committee and the Board of Directors shall prepare an annual written report to the Chapter and perform all other duties as assigned by the Board.

#### **TIME COMMITMENT:**

The position of Secretary requires attendance at Board of Directors meetings approximately every other month. The secretary is also required to attend biannual Assembly of Representative meetings. This may include 3-5 hours of post meeting work organizing the meeting minutes to be submitted to the Board or Assembly.

#### **FINANCIAL CONSIDERATIONS:**

Time Away From Practice Setting: Depending on the practice setting, this can result in lost income, loss of vacation time, and/or out-of-pocket expenses to employ staff to cover a Board member's practice load. Because of the variety of Board members' practice settings, no average cost can be estimated for time away from the practice setting.

#### **POSITION BENEFITS:**

- Professional networking opportunities with local, state, and national leaders within APTA and other organizations with an investment in physical therapy
- Opportunity to advance current professional practices and positions through active participation
- Opportunities for professional exposure through publications as a representative of APTA
- Growth opportunities within personal life, transferring from professional

experiences

- Advancement of individual leadership skills for use in future professional and personal endeavors



APTA MA

Job Description – Treasurer

**TERM OF OFFICE:**

The term of office of the Treasurer shall be two (2) years, or until the election and assumption to the office of their successors.

Shall serve no more than two (2) complete consecutive terms on the Board of Directors in the same office.

**BYLAWS QUALIFICATIONS:**

Been Physical Therapist, Life Physical Therapist, Retired Physical Therapist, Physical Therapist Assistant, Life Physical Therapist Assistant or Retired Physical Therapist Assistant members in good standing in the Association for at least two (2) years and a member in good standing in the Chapter for one (1) year immediately preceding their election or appointment.

Consented to serve

**OTHER QUALIFICATIONS:**

**RESPONSIBILITIES:**

1. Maintains accurate records regarding the chapter's finances;
2. Reviews financial reports on a monthly basis;
3. Monitors chapter cash flow for ongoing operations;
4. Develops annual operating budget in conjunction with Finance Committee;
5. Monitors budget on a monthly basis and reports chapter's financial status to BOD;
6. Identifies resources for long-term chapter operations. Identifies need for additional revenues or expense reductions;
7. Attends all meetings of the BOD;
8. Attends all meetings of the Finance Committee;
9. Attends all meetings of the Assembly of Representatives.

Fulfill the requirements of a member of the Executive Committee

The Executive Committee shall, in addition to the duties otherwise imposed by these Bylaws and Standing Rules:

1. Carry out the mandates and the policies of the Chapter as determined by the membership.

2. Direct all business and financial affairs for and on behalf of the Chapter, be responsible for all of its property and funds, and provide for an annual audit by a certified public accountant.
3. Foster the growth and development of the Chapter.
4. Appoint and employ an Executive Director and an Executive Secretary/Assistant Treasurer who shall be responsible to the Executive Committee.
5. Provide for bonding of all persons handling money or other property of the Chapter.
6. Be responsible for creation, dissolution, appointment, purposes, and activities of such committees, as it deems necessary.
7. Provide for the development and maintenance of procedural documents related to these Bylaws.
8. Review and revise, existing Chapter policies, except in these Bylaws, for consistency of intent and language with such new policies as may be adopted by the membership.
9. Members of the Executive Committee and the Board of Directors shall prepare an annual written report to the Chapter and perform all other duties as assigned by the Board.

### **TIME COMMITMENT:**

The position of Treasurer requires approximately 5-10 hours per month to meet the responsibilities stated above including review of financials, preparation of budget and presentations to the Board and participation in meetings.

### **FINANCIAL CONSIDERATIONS:**

Time Away From Practice Setting: Depending on the practice setting, this can result in lost income, loss of vacation time, and/or out-of-pocket expenses to employ staff to cover a Board member's practice load. Because of the variety of Board members' practice settings, no average cost can be estimated for time away from the practice setting.

### **POSITION BENEFITS:**

- Professional networking opportunities with local, state, and national leaders within APTA and other organizations with an investment in physical therapy
- Opportunity to advance current professional practices and positions through active participation
- Opportunities for professional exposure through publications as a representative of APTA
- Growth opportunities within personal life, transferring from professional experiences
- Advancement of individual leadership skills for use in future professional and personal endeavors

APTA MA

Job Description – Chief Delegate

**TERM OF OFFICE:**

The term of office of the Chief Delegate shall be two (2) years, or until the election and assumption to the office of their successors.

Shall serve no more than two (2) complete consecutive terms on the Board of Directors in the same office.

**BYLAWS QUALIFICATIONS:**

Been Physical Therapist, Life Physical Therapist, Retired Physical Therapist, Physical Therapist Assistant, Life Physical Therapist Assistant or Retired Physical Therapist Assistant members in good standing in the Association for at least two (2) years and a member in good standing in the Chapter for one (1) year immediately preceding their election or appointment.

Consented to serve

**OTHER QUALIFICATIONS:**

1. Has complete understanding of governance structure and operations of the APTA and its components;
2. Has experience with and working knowledge of parliamentary procedure;
3. Has experience in chapter leadership positions;
4. Has strong communication and interaction skills;
5. Has ability to function independently and interdependently to provide direction and leadership to the delegation;

**RESPONSIBILITIES:**

1. Serves as the Chief Delegate to the House of Delegates and acts as liaison to the Association for the Chapter.
2. Specific Responsibilities:
  1. Serves on and reports to Board of Directors and Executive Committee. Attends all meetings.
  2. Serves as a voting member of the Assembly as a member of the Executive Committee.
  3. Serves as Chief of the Massachusetts delegation to the APTA House of Delegates.
  4. Convenes all Massachusetts Chapter Caucuses to include:
    1. Set date, time, location and agenda for each caucus

2. Inform delegates and members of the chapter about caucuses
3. Serves as Chapter representative in all forums designated for the Chief Delegate to include: Northeast Caucus, Chief Delegates' Strategies meeting, House Officers/Chief Delegates' Forum and the Post House Town Meeting.
4. Communicates with the delegation and chapter regarding all House of Delegates, APTA Board of Directors and MA Chapter actions related to Governance to include:
  - i. Summary of BOD meeting minutes;
  - ii. Summary of MA Chapter caucus actions;
  - iii. Summary reports from Chief Delegate forums;
  - iv. Annual report to the chapter regarding HOD actions and MA Chapter voting record;
  - v. Report to Assembly regarding any MA Chapter motions and actions;
  - vi. Set agenda and report at Delegate Forum and/or Spring Chapter Meeting regarding upcoming HOD activities.
5. Participates in chapter activities and on committees as assigned.

Fulfill the requirements of a member of the Executive Committee

The Executive Committee shall, in addition to the duties otherwise imposed by these Bylaws and Standing Rules:

1. Carry out the mandates and the policies of the Chapter as determined by the membership.
2. Direct all business and financial affairs for and on behalf of the Chapter, be responsible for all of its property and funds, and provide for an annual audit by a certified public accountant.
3. Foster the growth and development of the Chapter.
4. Appoint and employ an Executive Director and an Executive Secretary/Assistant Treasurer who shall be responsible to the Executive Committee.
5. Provide for bonding of all persons handling money or other property of the Chapter.
6. Be responsible for creation, dissolution, appointment, purposes, and activities of such committees as it deems necessary.
7. Provide for the development and maintenance of procedural documents related to these Bylaws.
8. Review and revise, existing Chapter policies, except in these Bylaws, for consistency of intent and language with such new policies as may be adopted by the membership.
9. Members of the Executive Committee and the Board of Directors shall prepare an annual written report to the Chapter and perform all other duties as assigned by the Board.

**TIME COMMITMENT:**

The position of Chief Delegate requires approximately 10-15 hours per month to meet the responsibilities stated above. This time may be increased in months closely preceding the APTA House of Delegates Meeting.

Time commitment includes travel and attendance above Board of Directors responsibilities including attending APTA House of Delegates, Northeast Caucus Fall and Spring meetings, House Officers/Chief Delegates Forum, Virtual Town Hall Meetings, Pre-Motion Planning requirements.

### **FINANCIAL CONSIDERATIONS:**

An expense account is provided for reimbursement for direct expenses related to attendance at required Northeast Caucus and House of Delegate meetings, and for telephone and FAX expenses. However, most must bear the following additional expenses.

1. Time Away From Practice Setting: Depending on the practice setting, this can result in lost income, loss of vacation time, and/or out-of-pocket expenses to employ staff to cover a Board member's practice load. Because of the variety of Board members' practice settings, no average cost can be estimated for time away from the practice setting.

### **POSITION BENEFITS:**

- Professional networking opportunities with local, state, and national leaders within APTA and other organizations with an investment in physical therapy
- Opportunity to advance current professional practices and positions through active participation
- Opportunities for professional exposure through publications as a representative of APTA
- Growth opportunities within personal life, transferring from professional experiences
- Advancement of individual leadership skills for use in future professional and personal endeavors

## APTA MA

### Job Description – Chief Assembly Representative

#### **TERM OF OFFICE:**

The term of office of Chief Assembly Representative shall be two (2) years, or until the election and assumption to the office of their successors.

Shall serve no more than two (2) complete consecutive terms on the Board of Directors in the same office.

#### **BYLAWS QUALIFICATIONS:**

Been Physical Therapist, Life Physical Therapist, Retired Physical Therapist or Student Physical Therapist for at least two (2) years immediately preceding their election or appointment. The member can have been a Student Physical Therapist for only one (1) of these two (2) years. <sup>[ ]</sup><sub>[SEP]</sub>  
Consented to serve <sup>[ ]</sup><sub>[SEP]</sub>

#### **OTHER QUALIFICATIONS:**

#### **RESPONSIBILITIES:**

1. Provides leadership for assigned district and acts as a liaison for the District to the Chapter
2. Provides leadership to Assembly Representatives, District Officers (in Districts where applicable) and District Members and promote their participation on chapter committees and activities.
3. Participates in the orientation of new Chief Assembly Representatives and new Assembly Representatives and District Officers (in Districts where applicable) and promotes their ongoing development as a mentor.
4. Addresses the concerns of the District's Assembly Representatives, District Officers (in Districts where applicable) and District Members at District and Board of Director Meetings.
5. Provides leadership to the District in the development of motions to be brought to the Assembly of Representatives.
6. Directs District's Public Relations/Communication Activities

#### **Specific Responsibilities:**

1. Serves on the Executive Committee of the Board of Directors
  - Facilitates communication between Districts and Board of Directors
  - Facilitates the business between the Chapter and the District;

- Attends all meetings of the Board of Directors
- Prepares Annual District Report
- Plans for fiscal needs of District for meetings and programs
- Collaborates with the Vice President/Speaker of the Assembly for activities related to the Assembly of Representatives
- Serves as a mentor to newly elected Board of Directors members
- Serves as a Board of Directors Liaison to task forces, committees and other Chapter groups
- Participates in other duties as may be directed by the Executive Committee

2. Serves as the Chair at District Business Meetings

- Organizes and holds district meetings as outlined in the District's Bylaws with assistance from District's Program Chair and Chapter Management Staff
- Prepares written agenda for all meetings
- Coordinates information with District secretary to prepare announcements of meetings
- Reports on pertinent district issues, information from the Chapter BOD meetings, progress toward Strategic Plans and goals and any other relevant information

3. Serves as the Chair at District's Executive Committee meetings

- Holds meetings as needed
- Along with district officers, plans activities and meetings for the district, addresses concerns and current issues and relays information from the Board of Directors

**TIME COMMITMENT:**

The position of Chief Assembly Representative requires the spending of approximately 3-5 hours per week. The weekly time commitment will be greater in the weeks to months preceding the Assembly meetings to ensure planning and execution is completed. This includes evenings and weekends, multiple telephone calls. In addition, attendance at the New Board and Assembly Orientation is expected.

- Board of Directors Meetings (approximately every other month x2-3hours)
- Participation in Executive Committee meetings and/or conference calls as needed, called by the president.
- Assembly of Representative Meetings (2x/year for approximately 3 hours)
- Chapter Annual Conference
- Other Chapter Events as planned by Board of Directors

Time Away From Practice Setting: Depending on the practice setting, this can result in lost income, loss of vacation time, and/or out-of pocket expenses to employ staff to cover President's practice load.

**FINANCIAL CONSIDERATIONS:**

Travel costs to above listed meetings and conferences.  
Registration fees to MA Chapter Annual Conference.

Time Away From Practice Setting: Depending on the practice setting, this can result in lost income, loss of vacation time, and/or out-of-pocket expenses to employ staff to cover a Board member's practice load. Because of the variety of Board members' practice settings, no average cost can be estimated for time away from the practice setting.

**POSITION BENEFITS:**

- Professional networking opportunities with local, state, and national leaders within APTA and other organizations with an investment in physical therapy
- Opportunity to advance current professional practices and positions through active participation
- Opportunities for professional exposure through publications as a representative of APTA
- Growth opportunities within personal life, transferring from professional experiences
- Advancement of individual leadership skills for use in future professional and personal endeavors



## APTA MA

### Job Description – Representative to the Physical Therapist Assistant Caucus

#### **TERM OF OFFICE:**

The term of office of the Representative to the Physical Therapist Assistant Caucus shall be two (2) years.

#### **BYLAWS QUALIFICATIONS:**

The qualifications for the representative shall be as stated in the APTA Board policies and procedures. The chapter shall notify the Association of the name of the Representative, as required by the Association.

Consented to serve

#### **OTHER QUALIFICATIONS:**

1. Member in good standing in the APTA and APTA MA.
2. Commitment consistent with the Chapter's strategic plan and goals of the committee.

#### **RESPONSIBILITIES:**

1. To attend the annual (June) and special meetings of the PTA Caucus, to include, but not limited to, Combined Sections Meeting (CSM), and House of Delegates (HOD);
2. To present to the PTA Caucus such matters as are ordered by the Board of Directors and/or Chapter Assembly of Representatives.
3. To vote at meetings of the PTA Caucus in accordance with instructions and/or policies of the Chapter.
4. To act as liaison to the chapter delegation and attend all chapter Delegate meetings.

#### **TIME COMMITMENT:**

Fall Conferences

Board of Directors meetings

Extended Board and Committee Chair Meeting

Representative Assembly

Annual Board and Committee Retreat

#### **FINANCIAL CONSIDERATIONS:**

An expense account is provided for reimbursement for direct expenses related to attendance at required PTA Caucus. However, most must bear the following additional expenses:

Time Away From Practice Setting: Depending on the practice setting, this can result in lost income, loss of vacation time, and/or out-of-pocket expenses to employ staff to cover a Board member's practice load. Because of the variety of Board members' practice settings no average cost can be estimated for time away from the practice setting.

**POSITION BENEFITS:**

To make a lasting contribution to the Massachusetts Chapter of the APTA by contributing to motions that positively affects chapter members and the practice of physical therapy. Create opportunities to improve enrollment and participation within the APTA and the APTA MA. Work with the APTA MA, PTA Caucus, and other PTAC representatives to address concerns affecting anyone with a passion for physical therapy.

## APTA MA

### Job Description – Nominating Committee Chair

#### **TERM OF OFFICE:**

Members shall serve three-year terms or until their successors are elected. The term of one member shall expire each year.

The member serving their third year in office shall be chair and shall serve until the successor assumes office.

#### **BYLAWS QUALIFICATIONS:**

Been a Physical Therapist, Retired Physical Therapist, Life Physical Therapist, Physical Therapist Assistant, Retired Physical Therapist Assistant, or Life Physical Therapist Assistant member in good standing for at least two years immediately preceding their election or appointment.

Consented to serve

#### **BYLAW RESPONSIBILITIES:**

As describe in Job Description for the Nominating Committee.

#### **CHAPTER RESPONSIBILITIES:**

1. Serves on and reports to the Board of Directors
2. Prepare a slate of names for elected offices and delegates to the Chapter.
3. Recommend qualified members for National APTA offices and awards.
4. Recommend recipients for Chapter awards including Mary McDonald, Clinical Excellence, Ruth Hall and Research.
5. Oversee the balloting of candidates for all Chapter offices.
6. Prepare an annual report to the Board of Directors
7. Communicate with District Nominating Chairs to foster and solicit members for service
8. All other responsibilities as specified in Nominating Committee Job Description

#### **TIME COMMITMENT:**

- Board of Director's Meetings
- Attend state annual conference
- Attend at least one other committee or SIG meeting yearly to promote the nominating process and engage members

## **FINANCIAL CONSIDERATIONS:**

Time Away From Practice Setting: Depending on the practice setting, this can result in lost income, loss of vacation time, and/or out-of-pocket expenses to employ staff to cover a Board member's practice load. Because of the variety of Board members' practice settings, no average cost can be estimated for time away from the practice setting.

## **POSITION BENEFITS:**

- Professional networking opportunities with local, state, and national leaders within APTA and other organizations with an investment in physical therapy
- Opportunity to advance current professional practices and positions through active participation
- Opportunities for professional exposure through publications as a representative of APTA
- Growth opportunities within personal life, transferring from professional experiences
- Advancement of individual leadership skills for use in future professional and personal endeavors

Job Description – Nominating Committee

**TERM OF OFFICE:**

Members shall serve three-year terms or until their successors are elected. The term of one member shall expire each year.

The member serving their third year in office shall be chair and shall serve until the successor assumes office.

**BYLAWS QUALIFICATIONS:**

Been a Physical Therapist, Retired Physical Therapist, Life Physical Therapist, Physical Therapist Assistant, Retired Physical Therapist Assistant, or Life Physical Therapist Assistant member in good standing for at least two years immediately preceding their election or appointment.

Consented to serve.

**BYLAW RESPONSIBILITIES:**

- This committee shall in addition to other duties directed by the executive committee:
  - Prepare a ballot for each election.
  - Prepare a list of suggested candidates for National Office.
  - Prepare a list of suggested candidates for Chapter and Association Honors.
  - Solicit nominees for the Board of Allied Health Professions.
  - Prepare an annual report to the Board of Directors.
  - Communicate with District Nominating Chairs to foster and solicit district members for service.

**CHAPTER RESPONSIBILITIES:**

- To coordinate nominations for elected positions within the organization. The committee forms a slate and facilitates the election process.
- To recruit engaged and qualified professionals through effective communications strategies to prepare a slate of future leaders of the state chapter.
- To assist in the coordination and nomination of individuals for state award recognition
- To keep all positions of the state association filled with qualified individuals at all times

Committee Members: Duties and Responsibilities

1. The nominating committee shall consist of three elected members, each with a three-year term;
2. Member in last term shall serve as committee chair. Will be responsible to assure that committee responsibilities are completed and that representatives of the committee attend board meetings.
3. Prepare a slate of one or more names for each elected position within the Chapter, including delegates to the APTA House of Delegates;
4. A call for nominations shall be placed in June prior to the October / November election;
5. The Nominating Chair shall present the slate at the fall Assembly. Nominations will be accepted from the floor. Only members consenting to serve, if elected, shall be nominated;
6. An electronic ballot will be sent to all members following the fall Assembly meeting. The committee shall follow the Chapter standing rules to coordinate tallying of the ballot;
7. The Slate of candidates will be contacted with results and members will be informed via email and at each district meeting.

#### National Awards

The Nominating Committee shall recommend qualified members for National Office and awards according to APTA Nominations and Elections procedure;

#### **TIME COMMITMENT:**

- Attend board orientation for better understanding of positions and role of the association
- Inform candidates for office of future duties or make this information available to them.
- To have at least two qualified candidates for each elected position available
- Update and revise job descriptions in coordination with board of directors
- Identify and mentor potential chapter and nominating committee candidates
- Attend state annual conference
- Work collaboratively with board of directors to identify and fill board appointed positions
- Attend at least one other committee or SIG meeting yearly to promote the nominating process and engage members

#### **Strategies:**

- Volunteer Interest Pool to identify potential candidates
  - Ensure linking to Chapter website and social media
  - Collaborate with National APTA regarding resources
  - Identify primary committee member to receive and contact leads
  - Electronic qualifications form to be emailed to potential candidates

- Maintains communication with all candidates and assists less qualified candidates to become involved in a different role
- Committee recommends candidates to the members for various positions
- Contact three physical therapy locations in various practice settings per quarter
- Establish schedule of committee members who will attend SIG meetings and other committee meetings throughout the year
- Maintain nominating committee materials to improve orientation and succession planning
- Liaison between newly elected and outgoing officers to assist in a seamless transition
- At least 1 annual cross-state conference call of nominating committees yearly

**FINANCIAL CONSIDERATIONS:**

Time Away From Practice Setting: Depending on the practice setting, this can result in lost income, loss of vacation time, and/or out-of-pocket expenses to employ staff to cover a Board member's practice load. Because of the variety of Board members' practice settings, no average cost can be estimated for time away from the practice setting.

**POSITION BENEFITS:**

- Professional networking opportunities with local, state, and national leaders within APTA and other organizations with an investment in physical therapy
- Opportunity to advance current professional practices and positions through active participation
  - Opportunities for professional exposure through publications as a representative of APTA
  - Growth opportunities within personal life, transferring from professional experiences
  - Advancement of individual leadership skills for use in future professional and personal endeavors

## APTA MA

### Job Description – Assembly Representatives

#### **TERM OF OFFICE:**

The term of office of the Assembly Representative shall be three (3) years.

#### **BYLAWS QUALIFICATIONS:**

Only Physical Therapist, Student Physical Therapist, Retired Physical Therapist or Life Physical Therapist members in good standing may serve as Physical Therapist Representatives of the Assembly of Representatives. Only Physical Therapist Assistant, Student Physical Therapist Assistant, Retired Physical Therapist Assistant or Life Physical Therapist Assistant members in good standing may serve as a Physical Therapist Assistant Representatives of the Assembly of Representatives.

Consented to serve

#### **BYLAW RESPONSIBILITIES:**

1. Has all legislative power and authority to approve policies of the Chapter including power to amend and repeal these Bylaws.
2. Has appellate power over a decision of the Chapter Executive Committee. Reversal of Chapter Executive Committee decisions requires a two-thirds vote of those District Representatives of the Assembly of Representatives present and voting.
3. Conducts business on behalf of the membership, except the election of members of the Chapter Executive Committee, members of the Nominating Committee and members of the House of Delegates. Specific responsibilities are defined in the Chapter policies and procedures.

#### **CHAPTER RESPONSIBILITIES:**

- Reviews information and prepares material/issues to come before the Assembly of Representatives;
- Attends all meetings of the Assembly of Representatives and acts on all business before the Assembly;
- Serves as liaison to the membership by bringing forth new business and motions to the Assembly of Representatives on behalf of the District members;
- Presents issues pertinent to the Assembly or Representatives on behalf of the District membership;
- Notifies the Chief District Representative if unable to attend a Representative meeting or the Assembly of Representatives meeting, in order that an alternate may be appointed; Attends all District Assembly Caucuses and Representative's meetings. If unable to attend the Representative must notify the Chief Representative in a timely manner.



### **TIME COMMITMENT:**

- Two (2) Annual Chapter Assembly of Representative Meetings (Fall and Spring)
  - Including preparation for meetings which may involve
    - Review of motions to the assembly
    - Development of motions to present to the Assembly
    - Review of duties and functions of the Assembly
- District Business Meeting
- District events as planned by District Representatives

### **FINANCIAL CONSIDERATIONS:**

Time Away From Practice Setting: Depending on the practice setting, this can result in lost income, loss of vacation time, and/or out-of-pocket expenses to employ staff to cover a Board member's practice load. Because of the variety of Board members' practice settings, no average cost can be estimated for time away from the practice setting.

### **POSITION BENEFITS:**

- Professional networking opportunities with local, state, and national leaders within APTA and other organizations with an investment in physical therapy
- Opportunity to advance current professional practices and positions through active participation
- Opportunities for professional exposure through publications as a representative of APTA
- Growth opportunities within personal life, transferring from professional experiences
- Advancement of individual leadership skills for use in future professional and personal endeavors



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## Membership Chair Job Description

**Report to:** Designated member on the component's board of directors

**Term:** Three-year term, with no more than two consecutive terms; time commitment varies based on responsibilities. [Components typically have 2-year or 3-year terms.]

**Position Objective:** To recruit, engage, and retain members in [list your component here] and the American Physical Therapy Association.

**Benefits:** You will have the opportunity to apply your passion for APTA membership and its value with colleagues and peers. Your leadership and organization skills will be honed, which will cross over to your work and home life. Volunteering can provide networking opportunities for those new in the profession and be a way for established members to bring recognition to your practice area and visibility to your work.

**Specific Responsibilities:** The Membership Chair is responsible for leading the component's membership committee. The committee will track and monitor membership trends within the component and work to incorporate awareness, recruitment, engagement, renewal, and reinstatement messages in print, electronic distribution, and via the component's Web site.

**Duties:**

- Coordinate activities of the Membership Development Committee within your component;
- Recruit, train, orient, and energize the Membership Development Committee.
- Develop and implement a Membership Development Plan for Chapter/Section;
- Track and monitor membership trends within your component;
- Identify target groups to initiate at least one membership drive per year to recruit, retain, or engage members;
- Work with component executive office to track and acknowledge new, renewing, and lapsed members;
- Collaborate with APTA's Membership Development Department.

**Responsibilities:**

- Be familiar with and utilize the Membership Chair Community at <http://communities.apta.org>;
- Read and disseminate On Target e-newsletter to Membership Development Committee members.
- Assist Chapter/Section in incorporating membership recruitment and retention messages, look, and tone in print and on Web site;



[www.apta.org/brandbeat](http://www.apta.org/brandbeat)



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**Qualifications:** Must be a member of the Component. Be willing to talk with members and potential members.

**Training and Supervision:** In addition to training offered by your component, APTA Membership Development will provide various training opportunities and membership development materials including an orientation conference call. Supervision opportunities will be identified and conducted by selected component leadership.

**Job Support:**

- Membership Chair Community at <http://communities.apta.org>
- Component's executive office
- APTA Membership Development staff

**Evaluation:** In addition to the evaluation opportunities specified by your component, APTA Membership Development will contact you annually for feedback on your Membership Chair role. This will be used to develop appropriate materials, and effectively educate the Membership Chair.



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## Chapter Practice Chair Job Description

**Report to:** Designated Chapter leadership

**Term:** Three-year term, with no more than two consecutive terms; time commitment varies based on responsibilities. (Depends on Chapter's bylaws)

**Position Objective:** To help advance the practice of physical therapy, address practice concerns of the members, serves as a resource for members for state regulations/legislation and the implications for all practice settings within the Chapter. Leads the Practice Committee composed of Chapter members from various practice settings and specialty areas.

**Benefits:** Serving as Practice Chair provides a unique opportunity to impact and influence the direction and advancement of physical therapist practice. The Practice Chair keeps abreast of current practice trends or issues related to the Chapter or to physical therapist practice in general. The Practice Chair interfaces and communicates with the Practice Committee and the Chapter's Board of Directors to provide leadership for the advancement of best practice within the Chapter. The chair has the opportunity to guide the practice of physical therapy in the Chapter by communicating with members to determine the areas of practice that should be addressed. Using available resources from APTA and other sources, practice knowledge and experience and creativity, you will be able to benefit the profession and make a lasting contribution to physical therapist practice in your Chapter. You will have access to APTA Practice staff to guide you in your responsibilities and provide the information and materials you will need to engage in successful strategies that support physical therapist practice in your state.

**Specific Responsibilities:** The Practice Chair is responsible for serving as a resource to the Chapter in the area of practice as well as increasing member awareness of available resources and documents related to practice. The Practice Chair provides leadership and vision for the membership by assisting with strategic planning for the Chapter. Guided by APTA policies, positions, and guidelines related to practice and the *Guide to Physical Therapist Practice*, the Practice Chair and committee focuses on areas affecting the future of the profession such as scope of practice, regulation, resources, practice management and innovation, for example.

### Chapter Practice Chairs

#### Responsibilities:

- Develop and implement a Practice Agenda for the Chapter. The Practice Agenda would include those areas where action may be required.
- Develop materials and resources specific to the Chapter's specialty areas that will be helpful for Chapter members.
- Identify areas of PT practice within the Chapter that require the development of policy statements, fact sheets and other resources to advise members on best practice and others to enhance the quality of physical therapist care.



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1



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- Encourage the use of evidence-based practice.
- Function as a resource on the practice of physical therapy.
- Be familiar with the APTA Practice web site resources.
- Provide support, leadership, vision, and communication to members in the area of practice.
- Familiarize yourself with the changing health care environment relevant to physical therapist practice and provide guidance to those members who are trying to adjust to those changes.
- Function as an informational resource to members when addressing their practice questions by developing a network of resources.
- Collaborate with other Chapters on issues and activities of common interest and concern.
- Provide mentorship to facilitate succession planning.

**Qualifications:** Must be a member of the Chapter. Knowledge of specialty clinical practice and practice management is helpful.

**Training and Support:** In addition to training offered by your Chapter, APTA Practice Department can provide resources and support.

**Support:**

- Practice Tools and Resources on <http://www.apta.org/Practice/>
- List of Frequently Asked Practice Questions available by contacting [practice\\_dept@apta.org](mailto:practice_dept@apta.org)
- Contact Practice Department at 1-800-999-2782, X3176

**Evaluation:** In addition to the evaluation opportunities specified by your Chapter, the APTA Practice Department will contact you for feedback on your Practice Chair role. This will be used to update the Practice Chair job description, develop appropriate materials, and effectively educate the incoming Practice Chairs.



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2

**Component Executive (Liberty Square Group)**

## Job Description

### Summary:

Component Executives manage and direct functions and activities of the component as specified by the Board of Directors. Component Executives report to and work in partnership with the Board of Directors.

### Qualifications and Characteristics:

- Minimum of two to three years association management experience
- Good written and oral communication abilities
- Good interpersonal skills
- An image of professionalism and high quality service
- Sound administrative principles in office management
- Leadership qualities
- Ability to work with leadership in a volunteer capacity

### Executive Director Responsibilities

- Oversee all operations, working in conjunction with President, Executive Committee and members of the Board of Directors, as appropriate;
- Liaison with all outside consultants & contractors, ie. Lobbyist, accountants, etc., to accomplish the goals and objectives of the Chapter and to comply with legal and labor mandates;
- Oversees with the appropriate Officers of the Chapter, the financial status, operations and strategic planning. Works directly with the Treasurer and Finance Committee to remedy financial problems, draft financial plans, etc. Develops viable strategies to increase revenue, maximize resources and presents these strategies to the Executive Committee for discussion and approval
- Works with Executive Committee, and members of the Board of Directors, Committees, Task Forces etc., as appropriate to accomplish specific goals and objectives of the Chapter;
- Serve as professional liaison to American Physical Therapy Association (APTA) including, but not limited to serving on Council of Executives and interfacing with APTA Board and staff, as applicable.
- Upon request of the designated governing body of the Chapter, represents the Chapter in relationships with external groups, i.e.: APTA Council of Executives, other associations and health organizations, governmental and regulatory groups, etc.

### ADMINISTRATIVE

#### General Operations

- a. Provide headquarters office
- b. Provide storage for association documents, materials and records. Such storage may be online or traditional. Online files must have proper backup (including access provided to President and Vice President at all times).
- c. Provide telephone, mail and email reception and routing in a timely manner.

- d. Manage Chapter & event inventory of materials and supplies
- e. Develop and implement a perpetual annual calendar to ensure that all leadership have sufficient understanding of all timelines.

#### Board of Directors

- a. Provide professional association management advice to officers, directors and committee chairs.
- b. Work with President and other chapter leaders or as directed to prepare meeting notices and agendas for meetings
- c. Schedule, prepare and moderate virtual meeting platform
- d. Collect and disseminate reports and meeting materials for all meetings
- e. Make all meeting site or telephone conference arrangements
- f. Provide required staff at board and committee meetings
- g. Make reports and provide input at meetings

#### Strategic Planning

- a. Work with Chapter leadership team to design and develop strategic planning sessions as necessary to support the mission, vision and goals of the Chapter annually
- b. Make logistical arrangements for any strategic planning sessions or other leadership retreats
- c. Provide “day of” event support onsite for session(s).

#### Financial and Corporate

- a. Perform bookkeeping functions necessary for the administration of the chapter, including managing accounts receivable/accounts payable, issuance of checks, reconciliation of accounts, etc.
- b. Prepare financial statements in accordance with a schedule to be agreed upon with APTAMA’s Treasurer
- c. Prepare and provide all necessary statements for preparation of tax returns
- d. Maintain liaison with CPA firm and legal counsel (if applicable)
- e. Ensure timely tax and other state and federal filings
- f. Report all financial information to APTA national as requested and in a timely manner
- g. Work with Finance Committee to develop a recommendation to Board of Directors for annual budget for the following upcoming year

#### Public Policy

- a. Work with Public Policy Committee to coordinate activities and facilitate reporting to both Chapter Leadership and members.
- b. Provide strategic support in both payor and legislative arenas on advocacy efforts.
- c. Facilitate and manage development of APTAMA grassroots network

#### Education

- a. Work with Education Committee to provide seminar planning and coordination for all APTAMA events
- b. Work with District and Special Interest Groups to provide meeting and seminar planning and coordination for all APTAMA events

#### **MEMBERSHIP**

- a. Work with committee to develop and implement approved membership promotions
- b. Respond in a timely fashion to inquiries regarding membership
- c. Prepare membership reports as required

- d. Report all membership information, including dues rates, to APTA national in a timely manner.

## **PROGRAMS & EVENTS**

### Annual Meeting/Fall Conference

- a. Negotiate and contract with facilities and service vendors for current and future years as requested by the Board of Directors
- b. Conduct site inspections as required for prudent management
- c. Manage hotel, exhibit hall, decorator, speaker, and other service vendor relations, if applicable
- d. Develop registration materials and program directory
- e. Handle exhibit space sales, assignments, processing of agreements and collection, if applicable
- f. Handle registration processing and badge production
- g. Provide meeting planning, coordination and appropriate on-site management staff
- h. Server as Chapter photographer

### Districts/SIGs

- a. Provide online registration support for meetings
- b. Provide list of registrants to District/SIG leadership by close of business day prior to event
- c. Work with District/SIG leaders to support vendor/sponsorship opportunities for events
- d. Work with District/SIG leaders to develop capacity for virtual and/or podcast programming

### New Program/Event Development

- a. Work with Board of Directors and Education Committee to develop plans and budgets for programs and events approved by Board of Directors
- b. Provide logistical support for event, as necessary. Additional fee may apply. Any additional fee must be approved, in advance, by the APTAMA Board of Directors.

## **COMMUNICATIONS**

### General

- a. Disseminate communications through printed or electronic means to entire Chapter and/or specific subgroups within chapter, including, but not limited to Districts & SIGs, in accordance with policies and procedures developed by the Board of Directors
- b. Establish and facilitate calendar for Chapter, District and SIG communications to ensure appropriate flow of information to members.
- c. Work to ensure use of Chapter Event & Marketing planning document by all chapter leaders
- d. Receive and respond to e-mail all Chapter leaders, members, associates and staeholders e-mail on a timely basis

### Social Media

- a. Work with chapter leadership to develop and implement social media calendar on Facebook, Twitter, Instagram and other platforms, as determined by Chapter
- b. Instruct leadership and members how to access and utilize social media

### Website

- a. Work with chapter leaders to upload information on membership and association programs, as well as other information necessary to maintain website for the benefit of members, on a timely basis, including deleting content that is not current or no longer relevant.
- b. Upload content, including text and pictures, to maximize effective communication with Membership as directed from time to time by the Communication Committee, President, or designee.
- c. Post an "Executive Director" Blog monthly or as part of an agreed upon communications calendar
- d. Coordinate and initiate all appropriate website changes with contracted vendor(s) to ensure effective and current communication with the membership



- e. Routinely review website for effective and user friendly access to all appropriate materials and information.

## **NON-DUES REVENUE**

### General

- a. Work with Chapter leadership to develop new non-dues revenue services.
- b. Any such service may result in additional fees to APTAMA should workload to LSG increase significantly. No such fee shall be paid without advance approval by APTAMA Board.

### Advertising

- a. Serve as liaison to APTAMA vendor for career center. Provide updated lists to vendor as required by contract.
- b. Serve as liaison to APTAMA vendor for web advertising. Provide updated lists to vendor as required by contract.
- c. Identify new sources of APTAMA advertising revenues that do not conflict with vendor contracts.

### Continuing Education Approval

- a. Update and implement and criteria for CE approval program, in conjunction with Education Committee
- b. Process applications for APTAMA CE approval program
- c. Additional fees may apply, should the Commonwealth of Massachusetts mandate Continuing Education for physical therapists, resulting in a dramatic increase in the scope of this program.

### Vendor/Sponsorships

- a. Work with Chapter leadership to identify potential vendors & sponsors for APTAMA events, including, but not limited to Fall Conference, SIG events, District meetings, etc.

## **GOVERNANCE**

### Assembly of Representatives

- a. Provide a Parliamentarian for the APTAMA Assembly of Representatives
- b. Provide other parliamentary services, as required for the governance of the Chapter.
- c. Work with Vice President to ensure that Districts and Assembly Representatives have an understanding of the timelines associated with the Assembly and ensure that members are provided timely notices regarding Assembly agenda and motions.
- d. Provide all appropriate reports to the Assembly Representatives in a timely manner so that they may be prepared to discuss these reports prior to or during the Assembly.

### Elections

- a. Manage the election process for officers and directors
- b. Evaluate the process with leadership to ensure that all members' rights and privileges are maintained. This includes ensuring that all members received election materials and have reasonable access to voting.

# Public Policy Committee and Advocacy

Our public policy committee manages the following areas:

- Payment and public policies for Physical Therapy at state and federal level
- PAC fundraising and contributions
- Advocacy training
- Grassroots outreach
- Works closely with our state lobbyists: Jack McGlynn and Beth Mullen
- Understands rules and regulations set forth by the Board of Allied Health regarding scope of practice and licensure
- Understands practice trends that effect public policy and payment

Positions within the committee:

- Chair of Public Policy Committee
- PAC chair
- State Legislative liaison
- Federal Affairs liaison
- Practice Chair

## **Advocacy**

Every day, federal and state public policy officials make decisions that affect physical therapy and our patients. It is critical that PTs, PTAs, and PT/PTA students engage with these decision-makers to share experiences from the clinic to help improve policy outcomes.

Whether it is lobbying state or federal legislators, appearing before Workers' Compensation Boards or working with CMS on Medicare policies, there is a role for PT professionals to make a difference.

The one thing that is clear is that health policy continues to develop. We can sit on the sidelines and hope for the best or get involved and make a difference. We hope you'll join us in this effort.

## Job Description – Delegate (District and At Large)

### **TERM OF OFFICE:**

The Delegates at Large shall be elected by the total Chapter Membership for a two-year term or until their successors are elected. District Delegates shall be elected from and by the members within the specific district for that position and shall serve a two year term or until their successors are elected. District Delegate must be a member of the district they are consenting to.

There is no limit on the number of terms a delegate may serve.

### **BYLAWS QUALIFICATIONS:**

- A. Only Physical Therapist members who have been Association members in good standing in any category of membership for two (2) years immediately preceding election may serve as active delegates.
- B. Delegate may not, in the same year, serve as Section delegate.

Consented to serve

### **TIME COMMITMENT:**

The position of Delegate requires approximately 5 hours per month to meet the responsibilities stated above. This time may be increased in months closely preceding the APTA House of Delegates Meeting.

Time commitment includes travel and attending APTA House of Delegates, Chief Delegates Forum, Virtual Town Hall Meetings, Pre-Motion Planning requirements.

### **FINANCIAL CONSIDERATIONS:**

An expense stipend is provided for reimbursement for expenses related to attendance at House of Delegate meetings. However, most must bear the following additional expenses.

2. Time Away From Practice Setting: Depending on the practice setting, this can result in lost income, loss of vacation time, and/or out-of-pocket expenses to employ staff to cover a Board member's practice load. Because of the variety of Board members' practice settings, no average cost can be estimated for time away from the practice setting.

### **POSITION BENEFITS:**

- Professional networking opportunities with local, state, and national leaders within APTA and other organizations with an investment in physical therapy

- Opportunity to advance current professional practices and positions through active participation
- Opportunities for professional exposure through publications as a representative of APTA
- Growth opportunities within personal life, transferring from professional experiences
- Advancement of individual leadership skills for use in future professional and personal endeavors