

American Physical Therapy Association of New Jersey

POSITION DESCRIPTION

Position: **Delegate**

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Under the direction of the Chief Delegate and members of APTAnj, a delegate represents the membership of APTAnj at the annual House of Delegates. This responsibility includes preparation prior to the House and communication with members regarding key issues and the national candidates for office.

Specific Duties:

1. Delegates are expected to attend all Pre-House meetings at the Chapter level in preparation for the annual House of Delegates. They are expected to come prepared for the meetings and actively participate in the proceedings of the meeting. The pre-House meetings schedule is to be determined at the first meeting of the New Jersey delegation
2. Delegates are expected to discuss key motions and candidates for national office with members at district and chapter meetings and bring concerns/feedback to the delegation from the members.
3. Delegates are expected to attend all Chapter caucuses at the conference.
4. Delegates are expected to attend scheduled candidate interviews, coffees and/or receptions.
5. Delegates are expected to attend all meetings of the House of Delegates.
6. Delegates are expected to vote at all meetings of the House of Delegates.
7. Delegates are required to vote for APTA candidates at the time and place specified by the House of Delegates officers.

Elections:

1. The number of delegates in the delegation is determined by APTA using an apportionment calculation of members in APTA.
2. The Chapter President serves as a delegate.
3. Each district shall elect one delegate annually at their fall meeting and shall be represented by two (2) delegates.
4. All candidates for delegate at the District level who are not elected shall be candidates for the At-Large positions. Additional nominations for At-Large delegates may be submitted to the Nominating Committee or be made from the floor during the Fall Chapter meeting.
5. The Chapter membership shall elect the delegates at-large at the Fall Chapter meeting.
6. Alternate delegates will be those nominated, but not elected, as delegates at-large. The utilization of alternate delegates will be according to the process defined in the APTAnj bylaws or standing rules.

Qualifications:

1. As determined by APTA, a delegate shall be a Physical Therapist member and shall have been a member in good standing in any class of membership of the Association for no less than two years immediately preceding the start of the House session.

Term:

1. Delegates shall serve a term of two years. All delegates shall take office immediately upon election and serve until their successors are elected and assume office.
2. A delegate may serve multiple terms.
3. The term of an alternate delegate shall be one year, unless called upon to fill a vacancy in the delegation, in which case the alternate completes the remainder of the original delegate's term.

Removal from the delegation:

1. Failure to fulfill the duties defined for this position may require forfeiture of the delegate position. In the event the delegate is not fulfilling their responsibilities, the Chief Delegate will notify the Council of Directors. The Council may determine that the individual should forfeit their status as an active delegate.
2. If a delegate misses more than 2 consecutive meetings, or a total of 4 meetings prior to the House of Delegates, the Council of Directors will determine if that delegate will forfeit their status as an active delegate and the first alternate delegate will fulfill their term. The individual who forfeits their active status may opt to become an alternate delegate and will be placed on the bottom of the alternate delegate list. Delegates who indicate that they are not available to attend a meeting when initially scheduled will be exempted from this requirement for that date.