

CHIEF DELEGATE

(2.7)

Job Summary:

1. Serves as a voting member of the Executive Committee and Board of Directors
2. Organizes and guides PTAG Delegates to the House of Delegates (HOD) of the American Physical Therapy Association (APTA)
3. Serves as a liaison between PTAG and the HOD
4. Presents business on behalf of and represents PTAG in the HOD

Term: Two (2) years of service

- a. Chief Delegate assumes BOD/Executive Committee responsibilities upon PTAG election
- b. Chief Delegate assumes role in APTA House of Delegates upon closure of the House of Delegates in year elected

Responsibilities:

1. Organizes and guides activities of the PTAG delegation including:
 - a. Initially convenes the delegation and establishes a schedule of regular meetings prior to, during, and following the HOD
 - b. Prepares the delegates on HOD issues through identification and dissemination of relevant information. Includes assignment of delegate responsibility for obtaining, disseminating, and/or reviewing relevant information
 - c. Guides the solicitation of issues from the PTAG membership and formulation of related motions to the HOD
 - d. Prepares and submits motions to the HOD in accordance with published procedures and deadlines
 - e. Replaces a delegate(s) who does not meet designated responsibilities for attendance and/or assignments, by appointing the alternate delegate to the delegate position for the remainder of the replaced delegate's term
 - f. Recognition of current PTAG members who receive national awards or are candidates for National office.
2. Represents PTAG in the HOD and related activities by
 - a. presenting motions on behalf of PTAG
 - b. speaking to issues presented in the HOD in a manner that is consistent with the position of the PTAG membership
 - c. voting on motions and candidates consistent with the position of the PTAG membership
 - d. carrying the vote of any absent delegate
 - e. attending and participating in all activities related to the HOD
3. Serves as liaison between PTAG and the HOD/APTA by
 - a. reporting outcomes of the HOD to the PTAG membership within two months of the conclusion of the HOD.
 - b. reporting outcomes of the HOD to the PTAG membership within two months of the conclusion of the HOD.
 - c. reporting HOD activities to the PTAG membership during the Annual Conference

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- d. presenting a roster of names of individuals, as potential nominees for APTA elected positions
 - e. submitting nominees for APTA elected positions in accordance with published procedures and deadlines
 - i. Nomination does not commit PTAG or its delegates to vote or provide related support to the nominee
 - f. communicating with HOD officers, the APTA BOD, and any other individuals, as indicated, regarding concerns or matters of interest to the PTAG membership or PTAG BOD
 - g. Collaborating with Nominating Committee to recruit PTAG members to seek election as a delegate/Chief Delegate
4. Serves as a voting member of the PTAG BOD and Executive Committee
- a. attends and participates in BOD meetings
 - b. attends and participates in PTAG Business Meetings
 - c. projects and reports objectives and activities related to the PTAG strategic plan and/or annual objectives
 - d. submits and maintains an annual budget in accordance with PTAG policies, procedures and timelines
 - e. maintains policies and procedures for the Chief Delegate and Delegates

Qualifications:

1. Be a member in good standing for 2 consecutive (no lapse in membership) years prior to serving
2. Previously served at least one term (2 years) as a delegate; strongly recommend serving two (2) terms for a total of four years as a delegate

Commitments: Time and Financial

Time:

1. Responsible for attending, participating and leading numerous meetings throughout the year. Most of meetings concentrated between April and June of each year. Intensity of meetings is typically contingent upon the activity of the Georgia Chapter (e.g.: motion proposals) and APTA agenda items.
2. Chief Delegate:
 - a. Prepares and leads approximately 4-6 chapter delegate meetings per year
 - b. Attends and participates in all PTAG BOD, Executive Committee and Business meetings
 - c. Attends and participates at Component Leadership Meetings and C/S/A meetings at CSM (approximately 5 days in February)
 - d. Attends, participates and leads the delegation at the HOD (approximately 1 week in June)
 - e. Attends and participates in Southern Regional Caucus

Financial:

1. Minimal to no out of pocket expenses HOD in the year elected.
2. Time away from work to fulfill required duties and attend meetings
3. Minimal travel expenses and complimentary registration to PTAG annual Conference in accordance with Policy 5.9 (Attendance at PTAG Sponsored Annual Conference Programming)