CPTA Board Job Description

OFFICE: CHIEF DELEGATE

QUALIFICATIONS

Required: Physical Therapist, Retired Physical Therapist, or Life Physical Therapist who has been a member of the Chapter for a minimum of two years immediately preceding the date of taking office and who has agreed to fulfill the duties of the office for which they have been elected.

Recommended: Factors that are considered by the Nominating Committee are:
1. Current or recent experience on the CPTA Board or on the District Executive Committee.
2. Attendance at least three APTA House of Delegates meetings (two as a member of the California Chapter).
3. Comfortable speaking to a large group.
4. Be computer literate or the willingness to become computer literate.

Time Commitment:
1. Attendance at 3-4 full day CPTA Board meetings per year
2. Attendance at CPTA Annual Conference (two days)
3. Attendance at CPTA Assembly of Representatives (one day)
4. Attendance at three additional full day meetings per year (CPTA Strategic Planning, CPTA Legislative Day, CPTA Leadership Orientation)
5. Attendance at CPTA committee meetings (2-3 days)
6. Attendance at APTA Chief/Section/Assembly Delegate meetings at APTA Combined Sections Meeting and House of Delegates (2-3 days)
7. Attendance at CPTA House of Delegates pre-house caucus meeting (one day)
8. Attendance at APTA House of Delegates (4-5 days)
9. Weekly interaction via email and/or phone with CPTA staff or engaging in CPTA or HOD related activities (3-5 hours per week)

BASIC FUNCTIONS:

Organize and lead the California Chapter delegation in all deliberations relative to annual APTA House of Delegates activities. Serve as a member of the CPTA Board.
RELATIONSHIPS:

1. Responsible to the CPTA Board for seeing that the objectives and policies of the Chapter reflect the needs and aspirations of the membership.
2. Accountable to the Assembly of Representatives and the membership for the actions of the delegation during the annual meeting of the House of Delegates.
3. Responsible to the Chapter delegation to ensure the orderly handling of Chapter business during House sessions and delegation caucuses, and to ensure the rights of the delegates and the membership at large.
4. Responsible to the Assembly of Representatives and to the membership for acting as the spokesperson of the Chapter, along with the Chapter President, at the meetings of the House of Delegates.
5. The Chief Delegate shall consult with the President and the CSE on all matters pertaining to Chapter policies, operations, activities, and finances.

SPECIFIC DUTIES, RESPONSIBILITIES, AND AUTHORITY:

Within the limits of APTA Bylaws, Chapter Bylaws, Assembly policy, and Chapter policy, the Chief Delegate is responsible for and has the commensurate authority to accomplish the duties set forth below:

1. Be chief spokesperson of the Chapter in matters related to the business of the delegation at the annual House of Delegate’s meeting.
2. Participate in APTA policy making by representing the membership at the APTA House of Delegates.
3. Organize the working structure of the Delegation and orientation of group leaders, orientation of new delegates, and instruction in delegate responsibilities.
4. Present House of Delegate issues at meetings of the Chapter Assembly of Representatives, and facilitate discussion on issues and candidates.
5. Ensure registration and attendance of all Chapter delegates at all required meetings and caucuses in compliance with ARPOL-3.
6. Present a report to the Assembly of Representatives on action of the delegation during the previous House of Delegates.
7. Ensure the development and submission of a written report of the action and deliberations of the annual meeting of the House of Delegates to the CPTA Board and general membership.
8. Consult with the Chapter President and the Chief Staff Executive (CSE) on matters related to the organization of the delegation, annual meeting caucus time, and delegation schedule, space provisions for the delegation, and any matter of questionable conduct by Chapter delegates.

DUTIES OF ALL MEMBERS OF THE CPTA BOARD:

1. Be knowledgeable concerning the Association and CPTA Bylaws, and the policies and procedures of the Assembly and CPTA Board.
2. Carry out the duties and functions assigned by the CPTA Board.
3. Serve as CPTA Board Liaison to committees and task forces as designated by the CPTA President or Board. Act as the CPTA Board’s representative to these bodies by assuring communication and coordination between the groups.
4. Be knowledgeable in this job description, and in the duties and responsibilities outlined in the Bylaws, and CPTA policies and procedures.
5. Preserve records, reports, correspondence, and other documents of the CPTA specifically assigned to one’s custody.

6. In concert with the other members of the CPTA Board in consultation with the CSE:
   a. Perform an annual review of policies and procedures and suggest modifications to the Assembly;
   b. Make and carry out the mandates and policies of the CPTA as approved by the Assembly;
   c. Act on policies on behalf of the CPTA between the meetings of the Assembly, consistent with the mandates and policies determined by the Assembly;
   d. Direct all business and financial affairs on behalf of the CPTA;
   e. Act upon the budget submitted by the Finance Committee;
   f. Based upon the recommendation of the Finance Committee, determine yearly the amount of money to be allocated to the Districts and the CPTA to carry out their designated functions;
   g. Direct the activities of the CPTA committees and task forces, except the Nominating Committee and Ethics and Professionalism Council;
   h. Bring pertinent information before the membership for their consideration and opinion;
   i. Maintain the Chapter headquarters, appoint, and employ and CSE who shall be accountable to the CPTA Board;
   j. Be responsible for publications of the CPTA;
   k. Be responsible for the production of the Chapter Annual Conference.

7. Attend all meetings of the CPTA Board and Assembly of Representatives, and any function directed by the President.

8. When indicated or charged, prepare written or oral reports for presentation to the CPTA Board.

9. Prepare and deliver reports to the Assembly of Representatives as directed by the President.

10. When indicated, prepare informational articles for the Chapter Newsletter regarding Chapter programs or activities.

11. Be accountable and accessible to the membership of the California Chapter to meet their needs for information regarding current activities and Chapter policies and procedures. To assist the membership in accessing the Chapter, District, and SIG leadership to express their needs and opinions. To ensure that members may express concerns through the appropriate channels for action by the Chapter President, the CPTA Board, or the Assembly of Representatives.

12. Represent the Chapter President and the CPTA Board at District meetings and direct comments to the Chapter President for consideration in dealing with the operations of the Chapter, as requested by the President.

13. Encourage District and Special Interest Group involvement in the promotion of Physical Therapy.

14. Foster and maintain liaisons with other professional organizations.

15. Encourage the membership to support the CAL-PT-PAC and CAL-PT-FUND.

CITATIONS: Chapter Bylaws; ARPOL-5, 6; ARPROC-1; CBPOL; CBPROC; other pertinent documents.

Adopted by CB-83-Apr-33.
Edited by President as provided in CB-83-Sep-31.

Edited by Chief Staff Executive (CSE) as provided in CBPOL-34: February 19, 2008; January 10, 2019.