CPTA Board Job Description

OFFICE: PRESIDENT

QUALIFICATIONS

Required: Physical Therapist, Retired Physical Therapist, or Life Physical Therapist member who has been a member of the CPTA 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 nominated.

Recommended: Factors that are considered by the Nominating Committee are:
1. Current or recent experience on the CPTA Board or as District Chairperson.
2. Ability to organize and conduct meetings of the CPTA Board.
3. Ability and knowledge to serve as the elected leader and official spokesperson of the CPTA.
4. Computer literate or 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 additional CPTA functions and committee meetings as needed (e.g. CPTA Student Conclave, meetings of the PT Board of California, meetings of the California state legislature, quarterly District/SIG calls, CPTA Committee meetings, etc.)
6. Attendance at APTA Component Leadership meetings at APTA Combined Sections Meeting and House of Delegates (2-3 days)
7. Attendance at CPTA House of Delegates preparation meeting (one day)
8. Attendance at APTA House of Delegates (four days)
9. Weekly interaction via email and/or phone with CPTA staff or engaging in CPTA related activities (3-5 hours per week)

BASIC FUNCTIONS:

Serves as the chief elected officer, representing the entire membership and the best interests of the organization. Exercises personal leadership in the motivation of other officers, board members, committee and task force members, staff, and the membership. Influences the establishment of goals and objectives for the organizational performance and
effectiveness. Ensures that communication and informational links between the Chapter, the membership, and APTA are effective. Works with the Chief Staff Executive (CSE) in implementing the directives of the Assembly and the CPTA Board.

RELATIONSHIPS:

1. Responsible to the CPTA Board and, through the Assembly of Representatives, to the membership, for seeing that the objectives and policies of the Chapter reflect the needs and aspirations of the membership.
2. The President will consult and advise the CSE on all matters pertaining to Chapter policies, activities and finances.

SPECIFIC DUTIES, RESPONSIBILITIES AND AUTHORITY:

Within the limits of the APTA Bylaws, CPTA Bylaws, Assembly Policy and Chapter Policy, the President is responsible and has commensurate authority to accomplish the duties set forth below:

1. Presides at and attends all meetings of the CPTA Board and Executive Committee. Coordinates agenda material with the CSE.
2. Represents the CPTA to the APTA Board of Directors in all matters concerning Chapter operations.
3. Attends all meetings of the Assembly of Representatives.
4. Coordinates the activities of the CPTA Office with the CSE.
5. Provide CPTA Board Liaison to committees and task forces as needed, except the Nominating Committee an Ethics and Professionalism Council.
6. Serve as an ex-officio member of all committees, except the Nominating Committee and Ethics and Professionalism Council.
7. Notify and prepare the Vice President in the event of any inability to perform any duty.
8. Institute appropriate action when general responsibilities are not carried out by members of the CPTA Board.
9. Sees that CPTA Board members are kept fully informed on the conditions and operations of the CPTA, directly or through the CPTA staff.
10. Works with the CSE to ensure that basic policies and procedures which will further the goals and objectives of the association are planned, formulated and presented to the CPTA Board.
11. Recommends appointments of chairpersons and members of Bylaws committees to the CPTA Board. Appoints committees and task forces as needed to assist the CPTA in fulfilling its goals and objectives.
12. May call special meetings of the CPTA, Assembly of Representatives or CPTA Board.
13. Sets meeting dates of the CPTA Board.
14. Acts on behalf of the CPTA Board when consultation with the CPTA Board is not possible.
15. Supports and defends policies, procedures and activities adopted by the CPTA Board and the Executive Committee.
16. Promotes interest and active participation in the association by means of letters, publications, or speeches.
17. Acts as spokesman for the CPTA to the press, legislative bodies, and related organizations.
18. Labels items of business “Confidential” between CPTA Board meetings when the security and well being of the CPTA may be jeopardized.
18. Ensures the drafting of policies or procedures subsequent to CPTA Board action, necessary to ensure implementation of CPTA Board action.
19. In conjunction with the Chief Delegate, writes letters of introduction to Chapter and Section Presidents, and Chief Delegates, outlining the qualifications of a Chapter member who is a candidate for APTA Board of Directors or Nominating Committee.
20. Addresses the membership at the CPTA Annual Conference.
21. Reviews and revises the criteria for Conference Site Selection in consultation with the CSE, recommending necessary CPTA Board action.
22. Approves the inclusion of editorials from members (other than members of the Board) in the Chapter Newsletter.
23. Investigate alleged code of ethics violations and adjudicate appropriate complaints.
24. With the CSE, directs CPTA Counsel to appear on behalf of the CPTA as amicus curiae in litigation involving questions of importance to the Chapter.
25. With the Finance Officer, approves CPTA financial investments.
26. Approves reimbursements for expenses which are an exception to policy.
27. Approves modifications of the expense reimbursement policy on a case-by-case basis.
28. Participate in APTA policy making by representing the membership at the APTA House of Delegates.

DUTIES OF ALL MEMBERS OF THE EXECUTIVE COMMITTEE (President, Vice President, and Finance Officer):

1. Attend all meetings of the CPTA Executive Committee.
2. Edit and approve the minutes of the CPTA Board meetings on behalf of the Board, as submitted by the Secretary.
3. Act as a member of the Personnel Committee of the CPTA. The Committee shall perform the following functions:
   a. Periodically review the CPTA Office operations, Chapter Personnel Policies, and pertinent Chapter policies and procedures, and make recommendations for necessary changes to the CPTA Board;
   b. Annually conduct a written performance review of the CSE;
   c. Annually meet with the CSE to review and negotiate as appropriate the Compensation Package;
   d. Fulfill any obligation defined within Chapter Personnel Policies assigned to the Committee.

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.