CPTA Board Job Description

OFFICE: VICE-PRESIDENT

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 nominated.

Recommended: Factors that are considered by the Nominating Committee are:
1. Current or recent experience on the CPTA Board or as District Chairperson. Recent experience in the CPTA Assembly of Representatives or APTA House of Delegates.
2. Ability to organize and conduct meetings according to parliamentary procedure.
3. Ability and knowledge to serve as the elected leader and official spokesperson of the Chapter if required to assume the office of President.
4. Ability to speak in front of a group
5. 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 CPTA Reference Committee Meetings (3-5 hours by phone prior to Assembly, in person at Assembly meeting)
5. Attendance at three additional full day meetings per year (CPTA Strategic Planning, CPTA Legislative Day, CPTA Leadership Orientation)
6. Attendance to quarterly District/SIG calls (two hours quarterly—one hour prep, one-hour at meeting)
7. Attendance at CPTA Committee meetings (2-3 days)
8. Weekly interaction via email and/or phone with CPTA staff or engaging in CPTA related activities (2-3 hours per week, more time when prepping for Assembly meetings)

BASIC FUNCTIONS:

Serves as Speaker of the Assembly of Representatives to facilitate the business of the Chapter. Serves as a member of the CPTA Board and the Chapter Executive Committee, in implementing the directives of the Assembly and the CPTA Board. Keeps abreast of the activities of the Chapter in the event it becomes necessary to assume the duties of the President.
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. Responsible to the Assembly of Representatives to ensure the orderly handling of business during Assembly sessions, and to ensure the rights of the Representatives and members at large.
3. The Vice President shall consult with the President and the CSE on all matters pertaining to Chapter policies, operations, activities, and finances.

SPECIFIC DUTIES, RESPONSIBILITY, AND AUTHORITY:

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

1. Serves as Speaker of the Assembly of Representatives.
2. Serves as Chairperson of the Forum of the Assembly of Representatives.
3. Chairs the Reference Committee and directs the orderly operation of the Committee as directed by Assembly mandate.
4. Appoints members to the Reference Committee.
5. Prepares the agenda for the Assembly in consultation with the Chief Staff Executive (CSE) and/or the President.
6. Assumes the duties of the President should the President be unable to fulfill the duties of the office, as outlined for the office of the President until the President resumes the post, or the office is vacated, in which case, the Vice President shall assume the office of President.
7. Conduct the election of Chapter delegates at the Assembly of Representatives meeting.

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.