

# APTA-OR Chief Delegate Job Description

**Term of Office:** One year. The Chief Delegate is elected at the Fall Meeting and takes office on January 1 of the following year.

**Bylaws Qualification:** Chief Delegate shall have been a Physical Therapist member of the Association for the last three years, and a member of the APTA-OR for two years immediately preceding the election. The Chief Delegate shall have been a delegate to the House of Delegates at least once.

**Other Qualifications:** Candidate must be willing to travel to the next scheduled APTA Combined Sections meeting and the House of Delegates (HOD) meeting and be willing to cover incidental expenses, if any, which exceed the \$1,200 stipend for each meeting provided by APTA-OR. A knowledge of parliamentary procedure and Roberts Rules of Order is helpful.

## **Chapter Responsibilities:**

- Attend all APTA-OR Board of Directors meetings as an active participant including submission of written report.
- Attend APTA-OR member meetings as an active participant including submission of written report.
- Prepare oral and/or written reports as necessary to keep the APTA-OR Board and membership informed of the activities of the office.
- Organize Mock House of Delegates for physical therapy and physical therapist assistant programs in Oregon.
- Contribute articles to APTA-OR publications as necessary
- Mentor 1-2 potential candidates to take over the position.
- Meet with successor to review responsibilities and activities of the office.

## **House of Delegates Responsibilities:**

- Organize at least 4-6 caucus meetings of the OR Delegation between January and when the House of Delegates is held. Year round caucus activities are encouraged for the purpose of discussing HOD procedures and issues.
- Review main motions to be presented to the House with the APTA-OR Board at its meeting immediately prior to the APTA House of Delegates meeting.
- Arrive at annual conference the evening prior to the first day of scheduled caucuses and candidate interviews.
- Inform Delegates of caucus and interview times as well as the APTA House of Delegates schedule.
- Call caucuses of Chapter Delegates at the APTA House of Delegates as appropriate to discuss pertinent issues. Schedule regional interview times when Oregon chairs the Western States Caucus.
- Coordinate student representative selection, attendance at Chapter and HOD caucuses, forums and HOD sessions. (Student representative caucuses/meetings take precedence

for student representatives over other scheduled meetings.

- Attend the annual and special meetings of the APTA House of Delegates, representing APTA-OR in matters as are ordered by the Chapter.
- Attend all sessions of the Western States Caucus before and during the APTA House of Delegates, including candidate interview sessions. Attend Chief Delegates' Forum and all other meetings scheduled for delegates. Coordinate the attendance of all other delegates at these meetings.
- File an expense report with the APTA-OR executive staff upon return from the APTA House of Delegates, providing original receipts for appropriate expenses. Reimbursement stipend for expenses (amount determined on a yearly basis) related to HOD participation will be provided only upon completion of this responsibility.

**Time Commitment:** Varies

**Financial Considerations:**

- Position-related expenses are reimbursed to the limit of the current year's budget for related items.
- Reimbursement for position-related expenses that are not within the chapter's budget may be reimbursable through other entities. Speak with a professional tax accountant for further information.

**Position Benefits:**

- Professional networking opportunities with local, state, and national leaders within APTA and other organizations with an investment in physical therapy
- Opportunity to advance current professional practices and positions through active participation
- Opportunities for professional exposure through publications as a representative of APTA-OR.
- Growth opportunities within personal life, transferring from professional experiences
- Advancement of individual leadership skills for use in future professional and personal endeavors