

**Idaho Physical Therapy Association
Position Description
Bylaws Committee Chair**

1.0 INTRODUCTION

The purpose of this job description is to establish and define the functional role, requirements, reporting relationships, authority, tasks and responsibilities, and measurements of performance of the Bylaws Committee Chair of IPTA.

2.0 FUNCTIONAL ROLE

- 2.1 The Bylaws Chair prepares and submits to APTA for review and recommended changes, all proposed By-Law and Standing Rules changes recommended by the IPTA Board of Directors.
- 2.2 The Bylaws Chair serves as a resource for IPTA officers and members requesting bylaw information and application.

3.0 REQUIREMENTS

- 3.1 **Membership:** IPTA member in good standing for at least 2 years.
- 3.2 **Experience:** Previous member of an IPTA committee.
- 3.3 **Physical and Mental Requirements:**
 - 3.3.1 **Physical:** Willingness to travel to Chapter and Board of Director Meetings when Bylaws or Standing Rules changes are to be discussed. Willingness to follow up with APTA on bylaw changes.
 - 3.3.2 **Mental:** Requires sound knowledge of parliamentary procedures.

4.0 REPORTING RELATIONSHIPS

- 4.1 The Bylaws Committee Chair is appointed by the President of the IPTA.
- 4.2 The Bylaws Chair reports to the IPTA Vice President, the IPTA Executive Committee, and the IPTA Board of Directors.
- 4.3 Members of the Bylaws Committee report to the Bylaws Chair.

5.0 AUTHORITY

- 5.1 The Bylaws Chair has the authority to review district bylaws annually and assure APTA changes occur at district and state levels.

- 5.2 The Bylaws Chair has the authority to notify members 30 days prior to a scheduled meeting at which a vote on bylaws is planned. The newsletter will be used for communication, if possible.
- 5.3 The Bylaws Chair has the authority to contact APTA Component Services by phone or email to discuss questions related to bylaws. The APTA Guidelines for Component Bylaws will be used for review.
- 5.4 **Expected Reimbursement:**
 - 5.4.1 Postage for IPTA related correspondence.
 - 5.4.2 Long distance telephone expenses for IPTA related business.
 - 5.4.3 Travel related expenses for IPTA related business.

6.0 TASKS AND RESPONSIBILITIES

- 6.1 Responsible to submit bylaws changes in current IPTA bylaws with recommended additions, insertions, or substitutions highlighted in ***boldface and italics*** and deletions highlighted in ~~strike through~~. Sixty days prior to giving notice to the membership, Bylaws Chair will forward two copies of the current bylaws, the proposed bylaw amendments with support statements, and the date the proposed bylaw amendments will be voted on by the IPTA membership.
- 6.2 When APTA changes it's Bylaws that require amendment to IPTA Bylaws, the Bylaws Committee Chair and committee shall present the changes to the IPTA Board of Directors for approval. Such changes must then be submitted to the membership, using the newsletter if possible, within 60 days of approval.
- 6.3 Serve as a resource for IPTA officers and members about Bylaws.
- 6.4 Review District bylaws annually and assure APTA changes occur at district and state level.

7.0 MEASUREMENTS OF PERFORMANCE

- 7.1 Prepared and submitted to APTA for review and recommended changes, all proposed bylaws and standing rules changes recommended by IPTA Board of Directors.
- 7.2 Prepared and submitted to IPTA Board of Directors and chapter members he bylaws changes recommended by APTA in a timely manner.

- 7.3 Served as a resource for IPTA officers and members requesting bylaw information and application.
- 7.4 Reviewed district bylaws annually and assured APTA changes occurred at the district and state levels.

8.0 ACKNOWLEDGEMENTS

I have reviewed and understand the above position description. I also agree that the Board of Directors has the right to change this job description by providing notice to me of the changes.

Bylaws Committee Chair

Date

President of the IPTA

Date