

Idaho Physical Therapy Association
Job Description
Chief Delegate

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 Chief Delegate of IPTA.

2.0 FUNCTIONAL ROLE

- 2.1 The Chief Delegate serves to represent the IPTA at the APTA House of Delegates (HOD).
- 2.2 The Chief Delegate is responsible to present information to the Chapter regarding business coming before the APTA HOD.
- 2.3 The Chief Delegate attends the HOD and additional national APTA meetings as requested.
- 2.4 The Chief Delegate helps distribute information to the membership and solicits input from the membership regarding issues coming before the HOD.
- 2.5 The Chief Delegate represents the IPTA in all interactions of the HOD including telecommunications and electronic communications that occur year round.
- 2.6 The Chief Delegate shall provide a summary of the actions taken in the HOD and provide at least 1 article for the IPTA newsletter.
- 2.7 The Chief Delegate shall mentor new delegates to the procedures of the HOD and current issues.
- 2.8 **Term:** The IPTA Chief Delegate is elected to a 2-year term during annual elections held in the Fall on odd numbered years.

3.0 REQUIREMENTS

- 3.1 **Membership:** IPTA member in good standing for at least 2 years required. May be a PT, PTA or Life Member.
- 3.3 **Experience:** Previous committee chair or leadership position in the IPTA.
- 3.4 **Skills, Knowledge, and Abilities:** Ability to function independently and inter-dependently and provide direction and leadership. Working knowledge and easy access to the internet and e-mail is essential. Knowledgeable of parliamentary procedure and able to fulfill time commitment.

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3.5 Physical and Mental Requirements:

- 3.5.1 **Physical:** Willingness to travel during the year to state and national meetings, which include 3 BOD meetings, 2 Chapter meetings and 1-2 National APTA meetings per year. Write and submit articles for the newsletter. Correspond with membership through a variety of means as needed.
- 3.5.2 **Mental:** Requires good reading, writing and spelling ability to communicate clearly and effectively in the English Language on all levels. Requires organizational and networking skills as well as strong interpersonal skills.

4.0 REPORTING RELATIONSHIPS

- 4.1 The Chief Delegate is elected by the membership at large.
- 4.2 The Chief Delegate reports to the Executive Committee and the Board of Directors.
- 4.3 Chapter Delegates, PTA Caucus Representative, Student Representative and the Licensing Board Liaison report to the Chief Delegate.

5.0 AUTHORITY

- 5.1 The Chief Delegate has the authority to attend the National meetings as required and those requested by the President, subject to the limitations issued by the Board of Directors.
- 5.2 The Chief Delegate has the authority to speak on behalf of the IPTA concerning professional organizational governance, positions, and policies.
- 5.3 Expected Reimbursement:
 - 5.3.1 Attendance at requested and required National meetings including, airfare, hotel, and registration. Additional expenditures, i.e. meals and local transportation are considered the responsibility of the Chief Delegate but may be reimbursed by the IPTA with the advance and expressed approval by the IPTA Board and receipts submitted in accordance with IPTA policy.
 - 5.3.2 Mileage is reimbursed at the current IPTA-approved rate (\$0.40 per mile).
 - 5.3.3 Parking is reimbursed at local events for the actual receipt at the event in which they are participating
 - 5.3.4 Reimbursement for travel and lodging for IPTA Board of Director meetings.

6.0 TASKS AND RESPONSIBILITIES

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- 6.1.1 Serve on the executive board and attend teleconferences monthly.
- 6.1.2 Physically attend APTA National Meeting / HOD and either Combined sections or other APTA meeting such as State Government Affairs, Advocacy Academy, Component Leadership Seminar or Reimbursement. Physically attend IPTA Chapter and BOD meetings.
- 6.1.3 Produce article for at least one IPTA Newsletter.
- 6.1.4 Correspond with membership.
- 6.1.5 Correspond with members of the HOD.
- 6.1.6 Report on actions of the HOD.

7.0 MEASUREMENTS OF PERFORMANCE

- 7.1 Informed the membership of the issues coming before the HOD.
- 7.2 Solicited input from the membership regarding issues of the HOD.
- 7.3 Corresponded with members of the HOD.
- 7.4 Represented the views of the IPTA at the HOD and reported actions to the membership.
- 7.5 Oriented delegates to the HOD procedures, process, and upcoming issues.

8.0 ACKNOWLEDGMENTS

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

Chief Delegate _____ Date _____

President of the IPTA _____ Date _____