

**Idaho Physical Therapy Association  
Job Description  
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 Delegate of IPTA.

**2.0 FUNCTIONAL ROLE**

- 2.1 The Delegate serves to represent the IPTA at the APTA House of Delegates (HOD).
- 2.2 The Delegate is responsible to present information to the Chapter regarding business coming before the APTA HOD as requested by the Chief Delegate.
- 2.3 The Delegate attends the APTA HOD.
- 2.4 The Delegate helps distribute information to the membership and solicits input from the membership regarding issues coming before the HOD as requested by the Chief Delegate.
- 2.5 The Delegate represents the IPTA in all interactions of the HOD and if requested by the Chief Delegate telecommunications and electronic communications with members of the HOD.
- 2.6 **Term:** The IPTA Delegate is elected to a 1-year term during annual elections held in the Fall.

**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.
- 3.5 **Physical and Mental Requirements:**
  - 3.5.1 **Physical:** Willingness to travel during the year to state and national meetings, which include 2 Chapter meetings and 1 National APTA meeting per year. Correspond with membership through a variety of means as needed.

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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 Delegate is elected by the membership at large.

4.2 The Delegate reports to the Chief Delegate.

**5.0 AUTHORITY**

5.1 The 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 Delegate has the authority to speak on behalf of the IPTA concerning professional organizational governance, positions, and policies as requested by the Chief Delegate.

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 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**

6.1.1 Physically attend APTA National Meeting / HOD and attend IPTA Chapter meetings.

6.1.2 Correspond with membership as requested by the Chief Delegate.

6.1.3 Correspond with members of the HOD as requested by the Chief Delegate.

**7.0 MEASUREMENTS OF PERFORMANCE**

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- 7.1 Assisted the Chief Delegate as requested to inform the membership of the issues coming before the HOD and solicit input.
- 7.2 Assisted the Chief Delegate in corresponding with members of the HOD.
- 7.3 Represented the views of the IPTA at the HOD and attend all HOD sessions.

**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.

Delegate	Date

President of the IPTA	Date