

**Idaho Physical Therapy Association  
Position Description  
District Chairperson**

**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 District Chairpersons of IPTA.

**2.0 FUNCTIONAL ROLE**

- 2.1 The District Chair serves as the official leader and spokesperson of the District.
- 2.2 Serves as Board Member of the IPTA.
- 2.3 Plans 2-3 meetings each year (not to conflict with state meetings).
- 2.4 Gives one written report annually to the IPTA members.
- 2.5 Welcomes new members to the district; assist in membership retention in the district.
- 2.6 Communicates State and National APTA business to the District members.
- 2.7 Identifies District members willing to serve on Chapter committees.

**3.0 REQUIREMENTS**

- 3.1 **Membership:** IPTA member in good standing for at least 2 years. Able to delegate effectively. Knowledgeable of IPTA and APTA services and activities. Able to provide direction and leadership to the district. Willing to serve and fulfill responsibilities of the office.
- 3.2 **Experience:** Previous member of an IPTA committee preferred.
- 3.3 **Physical and Mental Requirements:**
  - 3.3.1 **Physical:** Willingness to travel and attend IPTA BOD meetings 3 times per year. Ability to plan and conduct 2-3 meetings per year in the District. Write and submit an annual report to the IPTA Members.
  - 3.3.2 **Mental:** Requires good reading, writing and speaking skills to communicate clearly and effectively. Requires organizational and networking skills.

**4.0 REPORTING RELATIONSHIPS**

- 4.1 The District Chairperson is elected by the members of the district by plurality vote.

4.2 The District Chairperson reports to the IPTA Vice-President, the IPTA Executive Committee, and the IPTA Board of Directors.

4.3 The District Chairperson directly interacts with IPTA district members.

## **5.0 AUTHORITY**

5.1 The District Chairperson has the authority to attend IPTA BOD meetings 3 times per year and to participate in teleconference calls with the BOD as required.

5.2 The District Chairperson has the authority to speak on behalf of the District with regard to District activities.

5.3 The District Chairperson has the authority to organize and conduct 2-3 meetings each year to include communication of IPTA and APTA business to District members, provide opportunities for continuing education, to welcome new members to the district, and to assist in membership retention in the District.

5.4 The District Chairperson identifies District members willing to serve on Chapter committees.

### **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 reimbursement for BOD Meetings at the rate determined by the Board of Directors.

## **6.0 TASKS AND RESPONSIBILITIES**

6.1 Attend IPTA Board of Directors Meetings.

6.2 Plan 2-3 meetings a year in the District and provide APTA/IPTA updates to District members.

6.3 Provide one written report annually to the IPTA.

6.4 Assist with membership recruitment and retention in the District.

## **7.0 MEASUREMENTS OF PERFORMANCE**

7.1 Served as a model and positive presence for the IPTA within the District.

7.2 Held District meetings which provided networking, continuing education and opportunities for improved public relations in the District.

7.3 Assisted in membership recruitment and retention in the District.

**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 position description by providing notice to me of the changes.

\_\_\_\_\_  
District Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
President of the IPTA

\_\_\_\_\_  
Date