

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

1.0 INTRODUCTION

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

2.0 FUNCTIONAL ROLE

- 2.1 The Nominating Committee Chair (NCC) serves to recruit members to serve in various offices of the IPTA.
- 2.2 The NCC is responsible for preparing an election ballot at each Fall Chapter meeting for the positions open.
- 2.3 The NCC should make the membership aware of the IPTA awards and solicit nominations.
- 2.4 The NCC should have the ballot prepared 3 weeks prior to the annual Fall meeting with at least 1 willing candidate for each position.
- 2.5 The NCC is responsible for providing a written report to the membership annually regarding organizational needs and changes in leadership and provides verbal reports as needed.
- 2.6 The NCC should provide an article for at least one edition of the Idaho Insight.
- 2.7 **Term:** The IPTA NCC is elected to the nominating committee by the membership at large for a 3-year term and serves as the chair in the 3rd year of the term.

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:** No prior service required.
- 3.4 **Skills, Knowledge, and Abilities:** Ability to function independently and inter-dependently and maintain accurate and organized documentation of the Chapter's business. Working knowledge and easy access to the internet and e-mail is essential.
- 3.5 **Physical and Mental Requirements:**

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

- 3.5.1 **Physical:** Willingness to travel during the year to state BOD and Chapter meetings. Write and submit article for the newsletter. Correspond and recruit candidates from the 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 NCC is elected by the membership at large.
- 4.2 The NCC reports to the Vice President and the Board of Directors.

5.0 AUTHORITY

- 5.1 The NCC has the authority to contact members directly to encourage, promote and recruit for positions within the IPTA.
- 5.2 Expected Reimbursement:
 - 5.2.1 Reimbursement for phone calls directly related to IPTA business.
 - 5.2.2 Reimbursement for travel and lodging for IPTA Board of Director, Chapter meetings and other meetings as assigned or requested such as district meetings.
 - 5.2.3 Parking is reimbursed at local events for the actual receipt at the event in which they are participating
 - 5.2.4 Mileage is reimbursed at the current IPTA-approved rate (\$0.40 per mile).

6.0 TASKS AND RESPONSIBILITIES

- 6.1.1 Serve on the BOD and attend and interact via either telecommunication or physical meetings at least 3 times / year.
- 6.1.2 Produce an article for at least one IPTA Newsletter.
- 6.1.3 Attend the State Chapter meeting and organize and conduct the elections.
- 6.1.4 Solicit and obtain nominations for various IPTA awards.
- 6.1.5 Correspond with the Vice President and BOD regarding potential candidates and position openings.

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

6.1.6 Keep the membership informed of opportunities to serve the organization.

6.1.7 Serve as a resource to the membership concerning position requirements.

7.0 MEASUREMENTS OF PERFORMANCE

7.1 Recruited and produced a slate of candidates for elected position openings.

7.2 Communicated with the membership and increased awareness of opportunities to serve.

7.3 Communicated with the membership and increased awareness of IPTA awards and recognitions.

7.4 Assisted the President in carrying out the functions of the organization as requested.

7.5 Submitted an article for the newsletter of interest to the membership.

7.6 Served as a model and positive presence for the IPTA within the state.

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.

Nominating Committee Chair _____ Date _____

President of the IPTA _____ Date _____