

**Idaho Physical Therapy Association
Position Description
President**

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 President of IPTA.

2.0 FUNCTIONAL ROLE

- 2.1 The President serves as the official leader and public spokesperson for IPTA.
- 2.2 The President also leads and directs the Executive Committee.
- 2.3 The President organizes and conducts the business of the Board of Directors.
- 2.4 The President works with the Executive Director to oversee the daily operations of the IPTA.
- 2.5 The President prepares the agendas and conducts the following meetings: Executive Committee, Board of Directors, and Chapter Meetings.
- 2.6 The President attends the APTA Component Leadership Meetings at CSM, House of Delegates and Annual Conference as the representative of IPTA.
- 2.7 The President assists IPTA Delegates at caucuses and with analysis of issues to be voted on in the APTA House of Delegates.
- 2.8 The President submits an article for each education of the Idaho Insight.
- 2.9 The President provides direction and assistance to the State Legislative Char and committee with state legislative issues.
- 2.10 The President fields calls and inquiries from the members and directs them to the appropriate committee or office as needed.
- 2.11 The President responds to any situation that the members via the Board of Directors or Executive Committee recognize as important to the mission and vision of the IPTA.
- 2.12 **Term:** The IPTA President is elected to a 2-year term during annual elections held in the Fall on even numbered years.

3.0 REQUIREMENTS

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- 3.1 **Membership:** IPTA member in good standing for at least 2 years as previous service as a delegate 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 APTA and IPTA policy and procedures. Strong public speaking and interpersonal skills. Knowledge and ability to follow parliamentary procedure.
- 3.5 **Physical and Mental Requirements:**
 - 3.5.1 **Physical:** Willingness to travel during the year to state and national meetings. Write and submit articles for the newsletter. Correspond with membership through a variety of means as needed. Organize and conduct meetings.
 - 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 President is elected by the membership at large.
- 4.2 The President reports to the Board of Directors.
- 4.3 The Reimbursement, Ethics, Legislative, and Public Relations committees report to the President.

5.0 AUTHORITY

- 5.1 The President has the authority to attend the National meetings as required and those requested by the membership, subject to the limitations issued by the Board of Directors.
- 5.2 The President has the authority to speak on behalf of the IPTA concerning all aspects of IPTA policy, positions, and is the voice for the organization.
- 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 President but may be reimbursed by the IPTA with the advance and expressed approval by the

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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 Serve on the executive board and attend teleconferences monthly.
- 6.1.2 Physically attend APTA National Meeting / HOD and Combined sections and/or other APTA meetings such as State Government Affairs, Advocacy Academy, Component Leadership Seminar or Reimbursement. Physically attend all IPTA Chapter meetings. Attempt to attend at least one district meeting in each district during term in office.
- 6.1.3 Produce an article for each IPTA Newsletter.
- 6.1.4 Correspond with District chair (liaison) and also coordinate with the State and National Government affairs representatives and the Reimbursement chair.
- 6.1.5 Delegate and oversee the function of the various officers.
- 6.1.6 Report on status of the IPTA in meeting the mission and vision of the organization.
- 6.1.7 Keep the membership informed of crucial issues impacting the profession.

7.0 MEASUREMENTS OF PERFORMANCE

- 7.1 Served as a model and positive presence for the IPTA within the state and at National meetings.
- 7.2 Submitted articles for the newsletter of interest to the membership.
- 7.3 Directed the business of the IPTA.
- 7.4 Progressed the IPTA along the Strategic Plan.
- 7.5 Upheld the mission and vision of the IPTA.

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7.6 Represented the IPTA at National meetings and reported National APTA policies and procedures to the membership.

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 job description by providing notice to me of the changes.

President of IPTA	Date

Board Representative	Date