

**Idaho Physical Therapy Association
Job Description
Vice President**

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 Vice President of IPTA.

2.0 FUNCTIONAL ROLE

- 2.1 The Vice President serves to support the President and serves as Delegate to the APTA House of Delegates.
- 2.2 The VP is responsible to maintenance and tracking of the IPTA strategic plan.
- 2.3 The VP serves as an advisor to Nominating and By-laws committees, along with all the District Chairs.
- 2.4 The VP helps distribute information to the membership and serves to assist district chairs in organizing meetings and contacting members.
- 2.5 The VP functions as the parliamentarian during IPTA Chapter, Board of Director (BOD) and Executive Board meetings.
- 2.6 The VP shall assume the duties of the President in his/her absence, resignation or removal from office.
- 2.7 **Term:** The IPTA Vice President 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.
- 3.5 **Physical and Mental Requirements:**

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- 3.5.1 **Physical:** Willingness to travel during the year to state and national meetings, which include 3 BOD meetings, 2 Chapter meetings and 2 – 3 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 VP is elected by the membership at large.
- 4.2 The VP reports to the Executive Committee and the Board of Directors.
- 4.3 By-laws Chair, Nominating Chair, and District Chairs report to the VP.

5.0 AUTHORITY

- 5.1 The VP 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 VP has the authority to speak on behalf of the IPTA concerning chapter structure, membership, and policies and positions.
- 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 VP 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 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

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Academy, Component Leadership Seminar or Reimbursement. Physically attend IPTA meetings.

- 6.1.3 Produce article for each IPTA Newsletter.
- 6.1.4 Correspond with District chairs.
- 6.1.5 Annually review and revise the Operations manual, including job descriptions and Policies and Procedures, and coordinate with By-Laws Chair.
- 6.1.6 Report on status of strategic plan goals.

7.0 MEASUREMENTS OF PERFORMANCE

- 7.1 Assisted the By-laws chair with maintenance of the by-laws and reviewed and tracked the strategic plan.
- 7.2 Assisted the Nominating chair with recruitment of candidates.
- 7.3 Assisted the President in carrying out the functions of the organization as requested.
- 7.4 Submitted articles for the newsletter of interest to the membership.
- 7.5 Served as a model and positive presence for the IPTA within the state.
- 7.6 Reviewed and revised the Operational manual of the IPTA as needed.
- 7.7 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 position description by providing notice to me of the changes.

VP

Date

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President of the IPTA

Date