

Chapter Board Job Descriptions

President

This leadership position is responsible for organizing/managing all meetings of the Board of Directors and Executive Committee. The President is responsible for dissemination of information to and about the APTA/MAPTA budget and strategic plan for each year. The President coordinates the Chapter master calendar, the distribution of meeting agendas, the Chapter's annual budgetary session, and all correspondence for the MAPTA chapter. The President is responsible for coordinating the following legislative activities: chairing the Chapter Legislative committee, providing a legislative report for the Newsletter, reporting monthly to the Executive Committee regarding activities of the Government Affairs and Practice Services Team, and conducting any legislative Chapter meetings. The President is the primary contact with the Chapter contract lobbyist. The President answers to the Executive Board of the MAPTA.

Time commitment varies from 5-12 hours per week depending on time of year.
President attends annual APTA conference and Combined Sections Meeting.

Vice-President

This leadership position assumes all duties of President if that person is absent or incapacitated, as well as assisting the President with all duties of that office. The Vice-President is responsible for overseeing Public Relation activities for the Chapter, and coordinating with chair of PR committee. The Vice-President answers to the Executive Board of the MAPTA.

Time commitment varies from 2-10 hours per month depending on time of year.

Treasurer

This leadership position is responsible for overseeing the management of the chapter bank accounts and the tracking of the financial status of each office and committee. The treasurer prepares the budget for the Financial Services Team and assists in preparing the Chapter's annual budget. The treasurer is the Financial Services Team leader and coordinates, supervises, and directs the following committees: budget, finance, and auction. The treasurer works with and answers to the Board of Directors of the MAPTA.

Time commitment is 8-10 hours per month.

Secretary

This leadership position is responsible for taking and distributing minutes at the General Chapter business meetings and Board of Directors meeting. The secretary reads the motions and highlights at each meeting and maintains the MAPTA's position statements. The secretary, working with the Executive Director and National APTA, maintains records, policies, procedures, and APTA information as well as performing by-law revisions as set by APTA protocol.

Time commitment varies from 2-4 hours per month, but may increase during meeting months.

Chief Delegate/Co-Delegate

These positions represent the Montana Chapter at the House of Delegates meeting at the APTA annual conference in June. Primary responsibilities include: organizing delegate forums at chapter meetings to inform members, soliciting ideas from chapter members for motions to present at the House of Delegates, and writing a delegate report for the Board of Directors and Chapter Newsletter.

Time commitment varies from 4-6 hours per month. Chief Delegate attends the annual National APTA conference/delegate forum. One generally serves a two year term as Chief Delegate and a two year term as Co-Delegate with a total of a four year commitment.

RBNA Representative

This leadership position is filled by a physical therapy assistant and is elected by chapter physical therapy assistants. Primary responsibility is to gather and disseminate information to peers. The RBNA Representative is not a voting member of the board and answers to the President.

Time commitment varies from 2-4 hours per month. The RBNA Representative attends the National assembly prior to the APTA annual conference.

Nominating Committee

The Nominating Committee is responsible for recruiting potential candidates for office, organizing and conducting elections, and insuring correctness of results. The committee also oversees the nominations and presentations of Chapter awards and memorial requests. The committee chair serves on the Board of Directors. The Nominating Committee facilitates membership involvement in Chapter committees and promotes leadership opportunities to the general membership.

Time commitment varies from 2-4 hours per month. Term is three years with last year as chairperson of nominating committee.

Member at Large- Membership Services Team

This team position is the leader for the Membership, Marketing and Sales, Newsletter Committees, and Chapter Delegates. This person is responsible for setting up and facilitating regular meetings, communicating with committee chairs regarding goals, objectives, budgets, and committee activities every month. The Member at Large assists these committee chairs in submitting budgets and action plans as well as strategic plans to the Board of Directors. This position also provides a written report on committee activities and accomplishments to the Chapter and Board. The Member at Large is the liaison between the membership, committees, and the Board of Directors.

Time commitment varies from 2-4 hours per month.

Member at Large- Education Services Team

The Member at Large is the team leader for the Programming, CEU Endorsement, and Research Committees. This person is responsible for setting up and facilitating regular meetings, and communicating with committee chairs regarding goals, objectives, budgets, and action plans, as well as strategic plans to the Board of Directors. This person is also responsible for providing a written report on committee activities and accomplishments to the Chapter and Board of Directors.

Time commitment varies from 2-4 hours per month.

For all MAPTA Board Members

- All board members will travel to the four scheduled MAPTA board meetings each year.
- Any board member attending national meetings on behalf of the state chapter is reimbursed for costs associated with this travel.
- All board members receive financial reimbursement of \$50.00 for attending the yearly budget meeting in November.
- All board members will receive \$50.00 toward a Chapter sponsored continuing education course one time per year.
- All board members will be reimbursed for expenses incurred while attending to Chapter business.