

**OFFICE**: Chief Delegate

**BYLAW DUTIES**: The Chief Delegate shall:

A. Serve as Chairman of the Chapter Delegation during the year and at meetings of the House of Delegates consistent with Chapter policy.

B. Present to the House of Delegates such matters as in­structed by the Chapter membership or Board of Directors.

C. Report on the proceedings of the House of Delegates for dissemination of information and appropriate action.

**ELECTION**: PT members who have been in good standing in the Association for at least two (2) years immediately preceding the election are eligible. The position will be elected annually in odd numbered years and assumes office on the 1st of the month after announcement of election results.

**RESIGNATION**: Letter of resignation is sent to the Chapter Board of Directors.

**DISMISSAL**: The Chief Delegate may be dismissed by the Board of Directors for failure to attend meetings, for failure to fulfill responsibili­ties, and non-compliance with policies and procedures. Appeal of the dismissal must be submitted in writing to the Board of Directors.

**ADDITIONAL RESPONSIBILITIES**:

A. Fulfill the general responsibilities of the members of the Board of Directors.

B. Attend Board of Directors, Executive Committee and Chapter Business meetings.

C. Conduct meetings of Chapter Delegates.

D. Prepare agenda for all Chapter Delegate meetings.

E. Attend the APTA House of Delegates and other appropriate meetings.

F. Report at meetings of the Board of Directors and at Chapter Business meetings.

G. Prepare a written report of the proceedings of the House of Delegates for Chapter publications.

H. Update the Chief Delegate's Procedures Manual prior to trans­fer of office.

Chief Delegate Job Description

Page 2

I. Transfer to the newly elected Chief Delegate the records, correspondence, and all other pertinent information collected during the term of office.

J. Remain current on National and Chapter issues.

K. Inform the Chapter Delegation of all material to be read or brought with them to the House of Delegates.

L. Obtain the Delegates' credentials at the House of Delegates and distribute them to Delegates.

M. Check Indiana Delegation registration of credentials, arrange for reassignment of vote in the event of delegate absence, and present credentials to the appropriate House officer.

N. Participate in the preparation of the Midwest Caucus Group Meeting Agenda for the House of Delegates Session.

O. As a member of the Executive Committee the Chief Delegate may also be responsible for liaison with or monitoring of commit­tees of the Board.

P. Attend and participate in Chief Delegate meeting at Combined Section Meeting (CSM) and the Midwest Caucus Chief Delegate meeting at CSM.

**BENEFITS:** By contributing governance and visionary leadership you help the Chapter move forward in accomplishing our mission. You may also advance your knowledge and skills in business management through your participation on a Board level as well as training opportunities and interaction with Chapter staff.

**TIME COMMITMENT:** 8 hours per month x 8 months and 12-16 hours per month x 4 months leading up to the House of Delegates. Attendance at CSM and Midwest Caucus Governance meetings.

**QUALIFICATIONS:** Must be an INAPTA PT Member in good standing. In order to be successful good organizational skills are needed and a basic knowledge of computers is required for reporting and email purposes. Service in the HOD for at least two terms as a delegate is preferred.

**EVALUATION:** The INAPTA Board President will contact you prior to the end of your term for feedback on your experience as a volunteer leader. This will be used to update job descriptions and orient future INAPTA leaders.

CDEL 07/12/89

REV. 08/07/91; 12/03/96; 07/09/12; 12/02/16