

**OFFICE:** PTA Caucus Representative

**BYLAW DUTIES**:    None

**ELECTION**: PTA Caucus Representatives are Physical Therapist Assistants who have been elected by the Chapter. Representatives should be APTA members for at least two years prior to election or selection by the Chapter. The PTA Caucus recommends 2 year terms and election by all members of the Chapter (physical therapist and physical therapist assistant.)

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

**DISMISSAL**: A PTA 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.

**PURPOSE**:

1. Represent the interests of PTA members in the Chapter as well as the profession of Physical Therapy while serving on the Board of Directors for the Indiana Chapter.
2. Provide recommendations and input related to PTA issues via the PTA Caucus Delegates to APTAs House of Delegates, APTAs Board of Directors, and Advisory Panel of Physical Therapist Assistants.
3. Elect five PTA Caucus Delegates and an Alternate Delegate to the APTA House of Delegates.

**ADDITIONAL RESPONSIBILITIES**:

1. Propose business items to PTA Caucus Chief Delegate.
2. Participate in scheduled conference calls.
3. Prepare reports for and attend Chapter Board of Directors meetings.
4. Participate with Chapter delegation in all Chapter delegation functions throughout the year.
5. Communicate with Chapter chief delegate concerning issues raised in regional caucuses.
6. Attend APTA’s House of Delegates, candidate interviews, and related meetings and events.
7. Attend PTA Town Hall Meeting at Combined Sections Meeting (CSM), if possible.
8. Attend Advisory Panel of Physical Therapist Assistants Forum, when possible.
9. Support Chapter and Section Physical Therapist Assistant Special Interest Groups.
10. Report business and actions of the PTA Caucus to components, Chapter Delegates, and PTA members.
11. Mentor future caucus representatives.
12. Other duties as determined by the PTA Caucus.

**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.  You will have the opportunity to meet and engage with leaders on a national level and make a difference for PTAs in the Chapter.

**TIME COMMITMENT:** If you are doing your duty correctly +/-15/20 hrs./mo.

**QUALIFICATIONS:**  Must be an INAPTA PTA or Life Member PTA in good standing.  In order to be successful a basic knowledge of computers is required for reporting and email purposes.  Ability to multitask, interact professionally as well as understand the need of the chapter, and provide meaningful work and time commitment to move the profession and Chapter forward.

**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.

PTACREP: 08/01/89

REV: 08/07/91; 12/03/96; 08/14/08; 07/02/12