

**OFFICE**: President

**BYLAW DUTIES**: The President shall:

A. Serve as the official Chair and public spokesperson for the Chapter, Executive Board, and the Board of Directors.

B. Chair all Chapter Board of Directors, Executive Committee, and Annual Business meetings.

C. Act as a neutral member of the Board of Directors in voting matters and will exercise the right to vote only to resolve a tie vote or when the vote is a secret ballot.

D. Serve as Chapter Delegate to the Association House of Dele­gates.

E. Be an ex-officio member of all committees, except the Nomi­nating Committee.

**POSITION/COMMITTEE COMPOSITION & TERM:** Active or life PT member who has been in good standing in the Association for at least two (2) years immediately preceding the election. This position is elected at the annual session in even numbered years for a term of two years and assumes office two (2) weeks following the conclusion of the annual meeting of the Association.

**POSITION OBJECTIVE**:The President role serves the members of INAPTA by creating an environment of open communication between the BOD and the members. Frequent communications from the President to the members serves to keep members informed of the actions of the Board.

**BENEFITS:**

The office of President brings benefits including:

* Active participation in decision making benefiting members of INAPTA
* Participation of educational offerings and meetings by APTA for all state Presidents
* Meeting with other association leaders, legislative leaders, APTA staff and leadership
* Professional development

**TIME COMMITMENT**:

The office of President has the following commitment requirements:

* Attendance at all BOD meetings, Executive Committee meetings and other committee meetings as needed.
* Reading monthly reports and announcements from APTA and dispersing to committee chairpersons as needed.
* Letters to membership to update on current activities of INAPTA BOD.
* Attendance at CSM annual meeting.
* Attendance at Annual National meeting.
* Participation in legislative meetings during legislative sessions.
* Attendance of INAPTA annual meeting.

**QUALIFICATIONS:**

* Active or life Physical Therapist member of INAPTA in good standing at least two years prior running for this office.
* Active participation in several committees or board positions.
* Good understanding of the running of the BOD meetings.
* Previous experience or understanding of Board functions and Board responsibilities.
* Previous experience in meeting with professional organizations.
* Competent in electronic communications including email and webinars.

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

**DISMISSAL**: The President 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.

**EVALUATION:** The Executive Director or Membership Chair will contact you prior to the end of your term for feedback on your time in office. This information will be used to continue updating this job description and provide an accurate view of this volunteer position.

**SPECIFIC RESPONSIBILITIES**: Please update/delete items to reflect a more true nature of this position. Provide highlights and what you view is the most important responsibilities of this position.

1. Fulfill the general responsibilities of the members of the Board of Directors.
2. Responsible for conducting the annual Chapter Business Meet­ing and holding a minimum of three meetings of the Board of Directors annually.
3. Responsible for content for the agenda for the annual Business Meeting and all meetings of the Board of Directors and the Executive Committee.
4. Will write email and or website letters to members as needed.
5. Report to the Board of Directors on the proceedings of the APTA Council of Chapter Presidents Meeting.
6. Update President's Procedure Manual prior to transfer of office.
7. Transfer to the newly elected President the records, corre­spondence, reports, and all other pertinent information collected during the term of office.
8. Act as liaison for the Chapter with other organizations.

1. Appoint Chapter Audit, Tellers, and Minute Review Committees.
2. As a member of the Executive Committee, the President may also be responsible for liaison with or monitoring of com­mittees of the Board.

PRESID 07/11/89

REV. 08/07/91; 12/03/96; 7/25/12; 08/10/16