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**POSITION:** Alternate PTA Caucus Representative

**ELECTION**: PTA or Life PTA Member who has been in good standing in the Association for at least two (2) years immediately preceding the election. This position is elected in even numbered years for a term of two years and assumes office on the first day of the month following the election.

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

**DISMISSAL**: The Alternate PTA Caucus Representative may be dismissed by the Board of Directors 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.
2. Provide recommendations and input related to PTA issues via the PTA Caucus Representative.

**RESPONSIBILITIES**:

1. Propose business items to the PTA Caucus Representative.
2. Participate in scheduled conference calls when invited to do so by the Chapter’s PTA Caucus Representative.
3. Attend in-person Chapter Board of Directors meetings, when able, participating by being a part of the gallery.
4. Communicate with the Chapter PTA Caucus Representative concerning PT/PTA issues.
5. Attend PTA Caucus Business Meeting, APTA’s House of Delegates, candidate interviews, and related meetings and events.
6. Attend PTA Town Hall Meeting at Combined Sections Meeting (CSM), if possible.
7. Mentor other APTA members and future PTA Caucus Representatives.
8. Other duties as determined by the PTA Caucus Representative.

**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 presence at in person Board meetings. 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:** 3-12 Hours Per Month

**QUALIFICATIONS:** Must be an APTA Indiana PTA or Life PTA Member 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 needs of the Chapter, and provide meaningful work and time commitment to move the profession and Chapter forward.

**EVALUATION:** The Chapter 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 Chapter leaders.

PTACREP: 08/01/89

REV: 08/07/91; 12/03/96; 08/14/08; 07/02/12; 1/23/17; 3/4/19; 10/11/19