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**POSITION**: Indiana Political Action Committee (PAC) Chair

**APPOINTMENT:** Appointed by the APTA Indiana President, with approval of the Chapter Board of Directors.

**RESIGNATION**: Letter of resignation shall be submitted to the Chapter Board of Directors.

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

**RESPONSIBILITIES**:

1. Submit appropriate information to the Chapter Board of Directors as requested.
2. Serve as the official Chair and public spokesperson for the Political Action Committee.
3. Chair all Political Action Committee meetings.
4. Meet with the State Legislative Chair and Lobbyist for the Chapter on an ongoing basis to determine strategies for fundraising and campaign contributions.
5. Responsible for coordinating fundraising activities and serving as the point person for events around the state.
6. Develop a network of Committee members within all Chapter Districts to conduct fundraising events.
7. Serve as the contact for District Chairs regarding PAC fundraising.
8. Responsible for preparing an annual report (with help from the PAC Treasurer) for the Chapter Fall Conference.
9. Work with the PAC Treasurer to confirm Election Commission reports have been filed with the state in a timely manner.
10. Prepare personal recognition of contributors and provide a listing of contributors to the Executive Director for publishing on the website and/or e-mail blasts.
11. Appoint an Audit Committee for the Political Action Committee.
12. Attend the Chapter Business Meetings to promote the PAC and PAC activities

**BENEFITS:** By contributing governance and visionary leadership you help the Chapter move forward in accomplishing our mission. Develop a better understanding of appropriate political gift-giving and its role in accomplishing the goals of the Chapter. 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:** Conduct 3-4 fundraising events per year, while assisting Districts with their efforts. 10-15 hours per month.

**QUALIFICATIONS:** Must be an APTA Indiana PT, Life PT, 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. You must be able to keep accurate records of all contributions and contributors.

**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.

PAC PRES: 08/14/08

REV: 07/07/12; 10/11/19