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**POSITION:** PTA Caucus Representative

**BYLAWS DUTIES**: The Chapter Representative shall:

1. Attend all meetings of the annual and special meetings of the PTA Caucus.

2. Investigate all information pertinent to the annual session of the PTA Caucus.

3. Prepare a summary of action taken by the PTA Caucus for presentation at the next Board of Directors meeting.

4. Report to the Chapter general membership at the Chapter meeting immediately following the annual session of the PTA Caucus any action taken during the session of the PTA Caucus.

5. To present to the PTA Caucus such matters as are ordered by the Chapter Board of Directors and/or Chapter membership.

6. To vote at meetings of the PTA Caucus in accordance with instructions and/or policies of the Chapter.

**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 odd 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 PTA Caucus Representative 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**:

1. Participate in scheduled Chapter Board of Directors conference calls.
2. Prepare reports for and attend Chapter Board of Directors meetings.
3. Participate with Chapter Delegation in all Chapter Delegation functions throughout the year.
4. Communicate with Chapter Chief Delegate concerning issues raised in regional caucuses.
5. Attend APTA’s House of Delegates, candidate interviews, and related meetings and events.
6. Attend Advisory Panel of Physical Therapist Assistants Forum, when possible.
7. Support Chapter and Section Physical Therapist Assistant Special Interest Groups.
8. Report business and actions of the PTA Caucus to components, Chapter Delegates, and PTA members.
9. Mentor future caucus representatives.
10. 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:** 15/20 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 need 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; 8/14/08; 7/02/12; 3/4/19; 10/11/19