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**POSITION**: President

**BYLAW DUTIES**: The President shall:

1. Serve as the official Chair and public spokesperson for the Chapter, Executive Committee and the Board of Directors (BOD).
2. Chair all Chapter BOD, Executive Committee, and Annual Business Meetings.
3. Act as a neutral member of the BOD in voting matters and will exercise the right to vote only to resolve a tie vote or when the vote is a secret ballot.
4. Serve as Chapter Delegate to the Association House of Dele­gates.
5. Be an ex-officio member of all committees, except the Nomi­nating Committee.

**ELECTION:** PT or Life PT Member who has been in good standing in the Association for at least two (2) years immediately preceding the election. The position will be elected annually in even numbered years and assumes office on the first day of the month after announcement of election results.

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

**DISMISSAL**: The President may be dismissed by the BOD 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 BOD.

**POSITION OBJECTIVE**:The President serves the members of APTA Indiana by creating an environment of open communication between the BOD and the membership. Frequent communication from the President to the membership keeps members informed of the actions of the BOD.

**SPECIFIC RESPONSIBILITIES**:

1. Fulfill the general responsibilities of the members of the BOD.
2. Responsible for conducting the annual Chapter Business Meet­ing and holding a minimum of three meetings of the BOD annually.
3. Responsible for content for the agenda for the annual Business Meeting and all meetings of the BOD and the Executive Committee.
4. Will communicate with members as needed.
5. Report to the BOD on the proceedings of the APTA Council of Chapter Presidents Meeting.
6. Update President's Job Description 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.
9. Appoint Chapter Audit and Teller Committees.
10. As a member of the Executive Committee the President serves as a liaison to the Ethics Committee and the Executive Director.

**BENEFITS:**

The office of President brings benefits including:

* Active participation in decision making benefiting members of APTA Indiana.
* Participation in educational offerings and meetings provided by APTA for component leaders.
* Networking with other association leaders, APTA Staff and APTA leadership.
* Professional development.

**TIME COMMITMENT**:

The office of President has the following commitment requirements:

* Presides over all BOD meetings, Executive Committee meetings and other committee meetings as needed.
* Reviews reports and announcements from APTA and disburses to committee chairs as needed.
* Communicates with membership to update on current activities of the BOD.
* Attends APTA component leader events.
* Attends the APTA House of Delegates.
* Participates in legislative meetings during legislative sessions.
* Attends Licensure Board Meetings as able.
* Attends the APTA Indiana Spring and Fall Conferences.

**QUALIFICATIONS:**

* APTA Indiana PT or Life PT Member in good standing for at least two years prior to running for office.
* Prior active participation in several committees or Board positions.
* Good understanding of the running of the BOD meetings.
* Previous experience or understanding of BOD functions and BOD responsibilities.
* Previous experience in meeting with professional organizations.
* Competent in electronic communications including email and webinars.

**EVALUATION:** The Executive Director or Membership Director 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.

PRESID: 07/11/89

REV: 08/07/91; 12/03/96; 7/25/12; 08/10/16; 3/4/19; 10/11/19