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**POSITION**: Vice President

**BYLAW DUTIES**: The Vice President shall:

Assume the duties of the President in his or her absence, and may have other responsibilities as designated by the President. In the event of a vacancy in the office of the President, the Vice President shall succeed to the Presidency for the unexpired portion of the term.

**ELECTION**: PT or Life PT Members who have been in good standing in the Association for at least two (2) years immediately preceding the election are eligible. 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 sent to the Chapter Board of Directors.

**DISMISSAL**: The Vice President may be dismissed by the 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 Board of Directors.

**ADDITIONAL RESPONSIBILITIES:**

1. Fulfill the general responsibilities of the members of the Board of Directors.
2. Attend and submit report at Board of Directors, Executive Committee and Chapter Business meetings.
3. Conduct meetings in the President’s absence.
4. Prepare meeting agendas in the President’s absence.
5. Submit agenda items to the President.
6. Update Vice President’s Job Description prior to transfer of office.
7. Transfer to the newly elected Vice President the records, correspondence, reports, and all other pertinent information collected during the term of office.
8. Maintain and insure currency of Chapter Policy and Procedure Manual.
9. Coordinate Chapter leadership development activities for the spring meeting and fall conference.
10. As a member of the Executive Committee the Vice President serves as a liaison to the Awards Committee, Continuing Education Review Committee and Conference and Continuing Education Committee.

**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 also may have the opportunity to attend national meetings.

**TIME COMMITMENT:** 4-6 hours per month

**QUALIFICATIONS:** Must be an APTA Indiana PT or Life PT Member in good standing. In order to be successful, a basic knowledge of computers is required for reporting and email purposes along with a basic knowledge of board structure and responsibilities.

**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.

VPRESID: 07/11/89

REV: 08/07/91; 12/03/96; 7/16/12; 8/10/16; 10/11/19