

Maine Chapter, APTA

Title: Chief Delegate

Report to: Board of Directors

Term: 2-year term, no more than two consecutive terms; 5 hours per month

Position Objectives: Represent the Maine Chapter in the House of Delegates. Serve on the Board of Directors. Serve as liaison officer for assigned groups, per the Organizational Chart.

Benefits: Make a lasting contribution to the Maine Chapter of APTA. Contribute to motions that make a difference to chapter members and the practice of physical therapy in Maine. Work with people who, like you, have a passion for physical therapy.

Specific Responsibilities:

1. Be familiar with the documents in Sections I and II of the Chapter's Policy & Procedure Manual and the Overview of Board of Directors & Executive Committee.
2. Represent the chapter in the Association's House of Delegates, and be responsible for the voting delegation of the Maine Chapter.
3. Report to the chapter and Board of Directors on the action of the House of Delegates.
4. Seek membership input when considering House of Delegate motions.
5. Keep notes of chapter action throughout the year to guide participation in the House of Delegates.
6. Present to the House of Delegates any resolutions or other matters regarding national policy that the chapter wishes to be discussed.
7. Attend the annual and special meetings of the House of Delegates of the Association and review pertinent materials by the House deadlines.
8. Fulfill general Board of Directors responsibilities (participate in chapter Board meetings and annual strategic planning and budgeting process; be familiar with chapter core documents, and become familiar with Robert's Rules of Order Newly Revised; fulfill communication and reporting requirements; contribute to the newsletter and update website as appropriate; respond to occasional member queries).

Qualifications: Must fulfill qualification requirements outlined in the chapter bylaws. Must be available to participate in Board and membership meetings, as well as APTA meetings as needed.

Training and Evaluation: You will be oriented by your predecessor and/or by the Executive Director. You will be given the opportunity to provide feedback periodically on the functionality of the chapter and the Board of Directors and of your role within the chapter and APTA. The goal of the evaluation process is to improve the function of the chapter and to provide personal and professional development for you.

Developed 3/15