

# Maine Chapter, APTA

## Title: PTA Caucus Representative

**Report to:** Board of Directors (via VP, per Organizational Chart)

**Term:** 2-year term, no more than two consecutive terms; 3 hours per month

**Position Objectives:** Represent the Maine Chapter in the PTA Caucus. Serve on the Board of Directors.

**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. Attend the meetings of the PTA Caucus on behalf of the chapter.
3. Present to the PTA Caucus such matters as approved by the Board of Directors.
4. Report to the Board of Directors and membership on the action of the PTA Caucus.
5. Serve as a member of the Membership Committee.
6. 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.