

Maine Chapter, APTA

Title: President

Report to: Board of Directors

Term: 4-year term, no more than one consecutive term; 15 hours per month

Position Objectives: Represent the Maine Chapter. 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, the Overview of Board of Directors & Executive Committee, and the roles of all chapter leadership.
2. Call, preside over, and approve agendas for all meetings of the chapter, Board of Directors, and Executive Committee.
3. Serve as the official representative of the chapter, and be an advisory non-voting member of all committees and task forces (except the Nominating and Ethics committees).
4. Be responsible (with the Treasurer) for disbursement of funds; be bonded at the expense of the chapter, for a sum sufficient to protect the chapter from loss; occasionally co-sign chapter checks.
5. Submit an annual report of chapter activities to the Association and membership.
6. Orient and advise the President-Elect regarding duties and responsibilities.
7. Be responsible for all contractual arrangements made on behalf of the Maine Chapter. A lawyer may be consulted as the President deems appropriate or upon the direction of the Board of Directors.
8. Be responsible, directly or by delegation of authority to any other chapter member, for correspondence between the Association, the chapter Board of Directors, and the chapter membership.
9. Participate in APTA's Component President's Meetings, online community discussions, etc, to the extent possible; stay up to date with Association communications and share as needed; meet Association deadlines with support from other chapter leadership as needed.
10. Be responsible for instituting appropriate action when general responsibilities are not carried out by Board members, contracted individuals, committee chairs, etc.

11. May serve as Alternate Delegate in APTA's House of Delegates if needed.
12. 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).
13. Fulfill general Executive Committee responsibilities (develop/maintain procedural documents, with approval by the Board of Directors; conduct urgent business on behalf of the chapter between Board meetings, if needed; serve as liaison to leadership as indicated in Organizational Chart).

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. Must be organized. It is helpful to have served in one or more other roles within the chapter, so you have a clear overview of your leadership role and of the chapter within APTA.

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.