

APTA South Carolina Chapter of the American Physical Therapy Association Job Description President-Elect

Report to: APTA SOUTH CAROLINA President and Board of Directors

Term: 1-year term. At the termination of the 1-year term, the President-elect shall become President. The President-elect is elected during uneven calendar years.

Position Objectives: The President-elect trains to serve as President of the Chapter. Specific

Responsibilities:

1. Assist the President in the discharge of duties.
2. Act as an ex-officio member of the Board of Directors.
3. Participation in Executive Director/President calls at least monthly.

Qualifications:

The President-elect must be an active or life member in the Chapter in good standing who has resided in South Carolina for one year immediately preceding their election and who has been a member of the Board of Directors in the last 10 years.

Training:

The President-elect will serve a 1-year term as the President-elect and will assist the current President in their duties. This will allow time to learn the specific issues and allow a smooth transition of leadership. Additional training opportunities will be available at CSM, annual conference and various leadership training provided by APTA.

Evaluation:

The President will have an opportunity to evaluate the President-elect as needed, formally or informally. The goal of the evaluation process is to improve the function of the office and to provide personal and professional development. .

Resources:

APTA's Communities has references, including a handbook for presidents and recorded webinars of various leadership training and specific aspects of the APTA.

APTA South Carolina Chapter of the American Physical Therapy Association Job Description Secretary

Report to: APTA SOUTH CAROLINA Board of Directors

Term: 2-year term, or until the election of their successor. Their term of office shall commence at the close of the Annual meeting at which they were elected or succeeded to office. The Secretary is elected during uneven calendar years.

Position Objectives: The Secretary is a member of the Chapter's Executive Committee. The Secretary is responsible for keeping the minutes and records of all meetings.

Specific Responsibilities:

1. Send out a 'call' in advance of each meeting (approximately 2 weeks prior) for requests for committee and board reports. This should also include information specific to the meeting time, date and location.
2. Prepare the agenda for the meeting with assistance from the Chapter president and the executive director.
3. Send out the meeting agenda and reports, including the previous meeting minutes, to all the meeting attendees at least one (1) week prior to the meeting.
4. Take the official role and determine if quorum is met at the meeting.
5. In the absence of the president and the vice president call a meeting to order and then immediately call for nominations and election of a chair of the meeting.
6. Read/review the meetings at the beginning of each meeting as directed by the agenda and requested by the president.
7. Keep an authentic record of Chapter proceedings.
8. Be prepared to furnish the exact wording of a motion or motions pending before the Chapter at a meeting of the Executive Committee, the Board of Directors and the Chapter Member meetings.
 - A. The minutes must include:
 1. Name of the meeting/organization
 2. Date, time and location of the meeting
 3. Members present
 4. Whether the minutes from the previous meeting were approved (or approved as amended).
 5. Reports (can be included in the consent agenda and attached to the minutes).
 6. Main motions these will include:
 - a) Who moved the motion.
 - b) Whether the motion was adopted with amendment or after debate
 - c) Exact wording of the motion as adopted
 - B. Secondary motions if the main motion was carried over to another meeting.
 - C. Votes
 1. Can be just approved or failed
 2. Number if count ballot or roll call for votes was requested.
 - D. Any announcements

E. Signature of the secretary

9. In conjunction with the executive director assist in the official correspondence of APTA SOUTH CAROLINA. Address all correspondence addressed to the APTA SOUTH CAROLINA secretary.
10. Serve as a member of the Board of Directors and Executive Committee and keep the authentic record of the proceedings of these meetings.
11. Ensure notification to membership of all scheduled APTA SOUTH CAROLINA Chapter meetings thirty(30) days prior to the meeting.
12. Make available previous meeting minutes to the attendees for changes/edits one by or before a maximum of thirty (30) days after the meeting.
13. Submit copies of the minutes each meeting of the Chapter Board of Directors, and Executive Committee to the President and members of the Board of Directors within thirty (30) days following the meeting.
14. Present the minutes and secretary report at the Executive Committee, Board of Directors and Chapter Member meetings.
15. Submit an annual budget for anticipated expenses by date requested by the Chapter Treasurer.
16. Submit copies of the minutes of each meeting to the executive director for official record of APTA SOUTH CAROLINA. These minutes also need to be submitted to the APTA, the secretary will ensure that this occurs.
17. Provide absentee ballots to members upon request in accordance with APTA SOUTH CAROLINA Bylaws.
18. Attend all meetings of the Executive Committee, Board of Directors and full membership meetings. Please refer to the Board of Directors for duties specific to this role.
19. Act as a timekeeper for all meetings.
20. Act as a liaison and chair of the newsletter (communication) committee.
21. Submit articles to the newsletter as requested.

Qualifications:

The secretary must be an active or life member in good standing who has resided in South Carolina for one year immediately preceding their election.

Evaluation:

The BOD will have an opportunity to evaluate the secretary yearly. The goal of the evaluation process is to improve the function of the office and to provide personal and professional development. .

Resources:

The APTA Communities has references, including a handbook and webinars for secretaries.

APTA South Carolina Chapter of the American Physical Therapy Association Job Description
Treasurer

Report to: APTA SC Board of Directors

Term: 2-year elected term, or until the election of their successor. Their term of office shall commence at the close of the Annual meeting at which they were elected or succeeded to office. Treasurer is elected during uneven calendar years.

Position Objectives: The Treasurer is a member of the Chapter's Executive Committee and serves as the Chair of the Finance Committee. The Treasurer is responsible for keeping an accurate record of all financial accounts and transactions.

Specific Responsibilities:

1. Chairs and serves as a member of the Finance Committee.
2. Serves as a voting member of the Chapter's Board of Directors.
3. Oversee and manage appropriately all moneys to the financial benefit of the Chapter in accordance with Chapter policies.
5. Submit a written report of the financial status of the Chapter at each regular board meeting and/or upon request.
6. Provide the Board of Directors with a semi-annual audit of the budget of actual versus budgeted expenditures and revenue for review at the July/August Board meeting.
7. Make no expenditures above the budgeted amount for any Chapter activity which does not have prior approval of the board.
8. Report infractions of dues and special assessments to the board.
9. Work with the Finance Committee to submit an annual budget for approval by the board.
10. Attends all meetings of the Executive Committee, Board of Directors and full Membership meetings.
11. Presents budget report at annual membership meeting.
12. Review all expenditures with check number, date requested, purpose, amount of check, issued to whom, and date paid.
13. Assures that all financial records, IRS reports and audits by May 31 or 5 months after fiscal year.
14. Seek ways for APTA SOUTH CAROLINA to earn more interest on all accounts.
15. Monitor monthly spending of committees/officers so as not to exceed the budgeted funds without approval of the board.

Qualifications:

The Treasurer must be an active, life, affiliate, or life affiliate member in good standing who has been a resident in South Carolina for at least one year prior to election.

Training:

The outgoing Treasurer will serve a 1-year term as a member of the Finance Committee. This will allow the newly elected Treasurer time to learn the specific issues and allow a smooth transition

of leadership. The outgoing Treasurer provides for smooth transition by acquainting the newly elected Treasurer with pertinent information, materials, and procedures. This should occur within 6 weeks of election, and the two should review information. Additional training opportunities may be available at CSM, annual conference and various leadership training provided by the APTA.

Evaluation:

The Board of Directors will have an opportunity to evaluate the president yearly. The goal of the evaluation process is to improve the function of the office and to provide personal and professional development. .

Resources:

The APTA Communities has references, including a handbook for presidents and recorded webinars of various leadership training and specific aspects of the APTA. Robert's Rules of Order Newly Revised, In Brief will serve as a resource for the president for managing the chapter and Board of Directors meetings.

(Updated 9/5/21)

APTA South Carolina Chapter of the American Physical Therapy Association Job Description Board of Directors

Report to: The Board of Directors are accountable to the Members of the South Carolina Chapter and the American Physical Therapy Association (APTA South Carolina) Board of Directors.

Term: Directors at large will serve a 3-year term or until the election of their successors. At the termination of the 1-year term, the President-elect shall become President. The outgoing President shall serve a 1-year term as immediate Past-President. Officers may not serve more than two full consecutive terms of office in the same office.

Position Objectives: The board of directors is the governing body of the association, responsible for the ultimate direction of the management of the affairs of the organization. The board is responsible for policymaking, while committees and the executive director are responsible for executing day-to-day management to implement board-made policy.

Description: The Board of Directors includes the officers of the Chapter: President, President-elect, Vice-president, Secretary, Treasurer, immediate Past-President, and five elected directors. Additional members of the Board of Directors are the Chief Delegate and Representative to the PTA Caucus. The President, Vice-president, Secretary, Treasurer, and Chief Delegate shall serve as the Executive Committee. The President-elect shall serve as an ex-officio member of the Executive Committee and Board of Directors. The Executive Director and Immediate Past President shall serve as a non-voting members.

Goals:

1. Carry out all mandates of the Chapter as determined by the membership. Between meetings of the Chapter, the Board of Directors may make and enforce policies on behalf of the Chapter that are consistent with the mandates and policies determined by the Chapter.
2. Have full power and complete authority to perform all acts and to transact all business on behalf of the Chapter and to mandate all the property, affairs, work, and activities of the Chapter.
3. Shall not commit the Chapter to any financial obligation in excess of its available financial resources.

Duties of the Board of Directors:

Duty of Care:

This duty requires officers and directors to exercise *ordinary and reasonable care* in the performance of their duties, exhibiting honesty and good faith. Officers and directors must act in a manner which they believe to be *in the best interests of the association*, and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances.

Duty of Loyalty:

This is a duty of faithfulness to the association.

APTA South Carolina Chapter of the American Physical Therapy Association Job Description Nominating Committee

Report to: APTA SOUTH CAROLINA Executive Director

Term: 3-year term; one new member shall be elected each year. The senior member of the committee shall serve as chair, unless otherwise designated by the Board of Directors.

Position Objectives: The Nominating Committee consists of three eligible members. The primary responsibility of the APTA SOUTH CAROLINA Nominating Committee is to develop a slate of qualified candidates for APTA SOUTH CAROLINA elections. The Nominating Committee serves as a mentor to potential nominees, including through formal and informal meetings, as well as serving as a resource to facilitate leadership development plans. The APTA SOUTH CAROLINA nominating committee also generates nominations for APTA committees, and task forces, and solicits individuals for APTA SOUTH CAROLINA committee activity.

General Responsibilities of All Nominating Committee Members:

1. Solicit grassroots input for nominations through Newsletter publications, contacting Committee Chairs, etc.
2. Maintain and promote a pool of potential nominees and future leaders
3. Collect essential information about potential candidates.
4. Prepare a slate of at least two candidates, if possible, for each position from those consenting to serve, if elected, for officers, directors, delegates, and Nominating Committee members. The Nominating Committee considers carefully the names of all eligible members for whom it has received nominations. Before drawing up a final slate of candidates, the Nominating Committee considers (and contacts, if necessary) persons whose names were recommended for nomination but who either did not consent to serve or did not return the *Consent to Serve* form as well as persons whose names were not recommended and whom the committee identifies as individuals whose names should be considered.
5. Sponsor a “meet the candidates” opportunity at the annual conference.
6. Participate in committee meetings via email communication/conference calls and at the annual conference.
7. Tellers shall be appointed annually by the Chapter President to conduct vote counts for the Chapter’s elections.

Specific Responsibilities of the Nominating Committee:

Third Year Member (Chair)

1. Develop and maintain pool of potential candidates.
2. Acquire consent to serve forms, biographical information, picture, and statements from all potential candidates
3. Publicize positions open for election and absentee ballot instructions/deadlines by publishing three articles in APTA SOUTH CAROLINA newsletter on behalf of Nominating Committee

4. Develop slate of candidates for election at annual conference
5. Coordinate a “meet the candidate” opportunity at annual conference
6. Speak as needed at annual conference regarding slate of candidates
7. Coordinate elections at annual conference, appointment of elections committee, counting votes, etc.
8. Coordinate and preside over all Nominating Committee meetings via email, conference call, and at annual conference.
9. Submit annual budget to Board by date requested by Treasure
10. Submit annual report to Board
11. Orient new Nominating Committee member

Second Year Member

1. Participate in all Nominating Committee meetings via email, conference call, and at annual conference.
2. Assist with developing and maintaining pool of potential candidates.
3. Assist with acquiring consent to serve forms, biographical information, picture, and statements from all potential candidates
4. Publicize positions open for election by submitting three articles to APTA SOUTH CAROLINA newsletter on behalf of Nominating Committee
5. Thank you notes to all candidates who consented to serve but were not slated and to those that were slated but not elected.

First Year Member

1. Participate in all Nominating Committee meetings via email, conference call, and at annual conference.
2. Transcribe minutes of meetings and distribute to Nominating Committee within 1 week.
3. Assist with developing and maintaining pool of potential candidates.
4. Assist with acquiring consent to serve forms, biographical information, picture, and statements from all potential candidates
5. Publicize positions open for election by submitting three articles to APTA SOUTH CAROLINA newsletter on behalf of NC

Qualifications:

Each member must be an active or life member in good standing who has resided in South Carolina for at least one year prior to election. The chairperson of this committee is generally the member in their third and/or final year of office.

Training and Supervision:

Each new member is oriented to the responsibilities of the NC by the two incumbent members. This allows the new member time to learn the specific responsibilities of the committee and facilitates a smooth transition of leadership. The Nominating Committee reports to the Executive Director. The Executive Director will serve as the mediator between the Board of Directors and Nominating Committee to reduce the likelihood of interference with the democratic process.

Evaluation:

The Board of Directors will have an opportunity to evaluate the nominating committee yearly to improve the function of the committee.

Resources:

- Appendix C: Elections Guideline for Nominating Committee
- The APTA Nominating Committee provides resources and guidelines available for the components interested in developing future leaders.

South Carolina Chapter of the American Physical Therapy Association Job Description
PTA Caucus Representative

Report to: APTA SOUTH CAROLINA Board of Directors

Term: 2-year term elected by APTA SOUTH CAROLINA members.

Position Objectives: To provide leadership to APTA SOUTH CAROLINA as a Board of Directors member and representation of the PTA to the Board of Directors and nationally. To develop relationships within APTA SOUTH CAROLINA and nationally.

Goals:

1. To attend the annual and special meetings of the PTA Caucus.
2. To present to the PTA Caucus such matters as are ordered by the Chapter membership
3. To vote at meetings of the PTA Caucus or on voting sheets in accordance with the instructions and/or policies of the Chapter.
4. Serve on the Board of Directors of the Chapter (see Board of Directors for specific information).

Qualifications:

The PTA Caucus Representative must be an active or life member PTA in good standing.

Evaluation:

The BOD will have an opportunity to evaluate the PTA Caucus Representative yearly. The goal of the evaluation process is to improve the function of the office and to provide personal and professional development. .

Resources:

The APTA SOUTH CAROLINA Board of Directors, the APTA House of Delegates site
<http://www.apta.org/PTA/Caucus/>