

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

Report to: APTA SOUTH CAROLINA Board of Directors

Term: 3-year term, for a maximum of two (2) consecutive terms 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 Chief Delegate is elected during uneven calendar years at the Chapter's Annual meeting.

Position Objective: The Chief Delegate is an Officer of the Board of Directors, member of the Executive Committee, and lead Delegate representing APTA SOUTH CAROLINA to the APTA House of Delegates. The Chief Delegate provides leadership for the APTA SOUTH CAROLINA delegation as the delegation represents the membership in setting policies and positions of the APTA. The Chief Delegate will network with delegations from across the country, meet the leadership of the association and have a voice in setting policy that will influence the direction of the profession and the association. Partial funding will be provided to attend the APTA House of Delegates, the APTA Combined Section Meeting, and the Southern Caucus meeting each year of the term.

Duties of the Chief Delegate:

1. Provide leadership to the delegation by ensuring all delegates are adequately prepared for the House.
2. Ensure that all APTA SOUTH CAROLINA elected delegates are registered with APTA with correct contact information by the deadlines and keep the roster current until the House.
3. Participate in the budget process to identify needed resources for the delegation.
4. Ensure delegates are aware of their personal travel budgets and the process for reimbursement.
5. Attend and participate in the Southern Caucus meeting which rotates amongst the southern states. This is typically a Friday/Saturday meeting scheduled in the fall.
6. Assist the membership/delegation with the proposal of new motions for the House. Know all deadlines and the process for proposing new motions.
7. Attend the Chief Delegate meeting at the APTA Combined Sections Meeting where preliminary motions are discussed.
8. Schedule conference calls and a meeting at the APTA SOUTH CAROLINA annual conference to coordinate the activities of the delegation.
9. Develop written information to disseminate for the APTA SOUTH CAROLINA membership to have a voice and provide feedback on proposed motions for the House at the annual conference preceding the House each year.
10. Provide mentorship to all new delegates to ensure they understand their role in the House and the process in which they will participate.
11. Adequately prepare for the House of Delegates by reading all required materials and fulfilling assignments as Chief.
12. Attend the House of Delegates for 4 days (typically Sunday through Wednesday) and participate in all required activities.
13. Ensure that the delegates are aware of the required scheduled events during the House and

schedule time for the delegation to meet regularly throughout the House to provide updates and discuss changes to motions.

14. Participate and vote in elections for APTA leadership positions at the House.
15. Represent the delegation at all Chief Delegate Meetings and at the Southern Caucus meetings during the House of Delegates.
16. Provide monthly reports as appropriate to the BOD on the activities of the delegation during active months preceding and following the House.
17. Submit a brief written summary of the business transacted by the House Delegates to the Chapter Board of Directors within (30) days following the close of the Conference.
18. Provide a written summary of the business transacted by the House to the APTA SOUTH CAROLINA membership.
19. Serve as a member of Executive Committee of the Board of Directors of the Chapter by actively participating in conference calls and scheduled meetings of the Board.
20. Ethically and professionally represent APTA SOUTH CAROLINA during all duties.

Qualifications:

The Chief Delegate must be an Active or Life member in good standing for two consecutive years preceding the election and must maintain uninterrupted active membership during their term. Chief delegates must have significant experience as a delegate prior to serving in this position. The Chief Delegate must have served as a Delegate within the last 10 years.

Resources:

APTA's community on the House of Delegates.