



APTA South Carolina
Job Descriptions
For
Elected Positions

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

Report to: SCAPTA 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 South Carolina Physical Therapy Association.

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

Report to: SCAPTA 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 SCAPTA. Address all correspondence addressed to the SCAPTA 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 SCAPTA 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 SCAPTA. 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 SCAPTA 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.

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

Report to: SCAPTA 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. Receive, disburse, and manage appropriately all moneys to the financial benefit of the Chapter in accordance with Chapter policies.
4. Accounts are audited by Peer review annually except on the year when a new Treasurer takes office. On this year a full outside audit will be performed by a CPA. This audit information is due to APTA each year by May 31.
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. Submit report of financial records, IRS reports and audits by May 31 or 5 months after fiscal year.
14. Seek ways for SCAPTA 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.

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

Report to: SCAPTA 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 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 SCAPTA to the APTA House of Delegates. The Chief Delegate provides leadership for the SCAPTA 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 SCAPTA 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 SCAPTA annual conference to coordinate the activities of the delegation.
9. Develop written information to disseminate for the SCAPTA 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 SCAPTA 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 SCAPTA 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.

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

Report to: SCAPTA Board of Directors

Term: 2-year term elected by SCAPTA members.

Position Objectives: To provide leadership to SCAPTA as a Board of Directors member and representation of the PTA to the Board of Directors and nationally. To develop relationships within SCAPTA 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 SCAPTA Board of Directors, the APTA House of Delegates site
<http://www.apta.org/PTA/Caucus/>

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

Report to: SCAPTA Chief Delegate

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. Delegates shall be elected on a staggered basis, with half of the allotted delegates elected during even years and the remaining half during the odd years.

Position Objective: To represent SCAPTA in setting policies and positions for the APTA. Delegates 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 each year of the term.

Specific Responsibilities:

1. Actively participate in all conference calls/meetings of the SCAPTA delegation. This will include attendance at the SCAPTA annual conference.
2. Adequately prepare for the House of Delegates by reading all required materials and fulfilling assignments delegated by the Chief Delegate.
3. Attend the House of Delegates prior to Annual Conference for 4 days (typically Sunday through Wednesday in June) and participate in all required activities.
4. Solicit input and feedback from SCAPTA regarding the proposed policies and positions and take these into consideration during deliberation in the House of Delegates.
5. Ethically and professionally represent SCAPTA during all duties.
6. Participate and vote in elections for APTA leadership positions.
7. Participate in the process of informing the membership of the outcomes of House of Delegates deliberations.

Qualifications:

Each delegate must be an Active or Life member in good standing for two consecutive years preceding the election and maintain uninterrupted active APTA membership during their term as a Delegate.

Resources:

APTA's community on the House of Delegates.

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 Board of Directors.

Term: 2-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 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. This means that officers and directors must give undivided allegiance to the association when making decisions affecting the association. In other words, officers and directors cannot put personal interests above the interests of the association. Officers and directors should be careful to disclose even *potential* conflicts of interest to the board of directors and should recuse themselves from deliberation and voting on matters in which they have personal interests.

Duty of Obedience:

This duty requires officers and directors to act in accordance with the organization's articles of incorporation, bylaws and other governing documents, as well as all applicable laws and regulations.

Specific Responsibilities:

1. Determine mission and purpose of the Chapter. It is the board's responsibility to create and review a statement of mission and purpose that articulates the organization's goals, means, and primary constituents served.
2. Select the executive director and support and evaluate the executive director. The board should ensure that the chief executive has the resources and professional support he or she needs to further the goals of the organization.
3. Ensure effective planning. Boards must actively participate in an overall planning process and assist in implementing and monitoring the plan's goals.
4. Monitor, and strengthen programs and services. The board's responsibility is to determine which programs are consistent with the organization's mission and monitor their effectiveness.
5. Ensure adequate financial resources. One of the board's foremost responsibilities is to secure adequate resources for the organization to fulfill its mission.
6. Protect assets and provide proper financial oversight. The board must assist in developing the annual budget and ensuring that proper financial controls are in place.
7. Build a competent board. All boards have a responsibility to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate their own performance.
8. Ensure legal and ethical integrity. The board is ultimately responsible for adherence to legal standards and ethical norms.
9. Enhance the organization's public standing. The board should clearly articulate the organization's mission, accomplishments, and goals to the public and garner support from the community.
10. Submit to the membership a report of the proceedings of each meeting of the Board of Directors; this will be available in the form of minutes of the meeting.
11. Participate in all scheduled Board of Directors meetings (either face to face or electronically). The Board of Directors will have at minimum two (2) face-to-face meetings in a calendar year; One is scheduled at the SCAPTA Annual Conference prior to

- the annual member meeting and the second in the fall as a Board Retreat.
12. Present an annual report and such other reports as may be requested to the Board of Directors of the American Physical Therapy Association.
 13. Evaluate and approve Chapter budget by November 15th.
 14. Approve the appointment by the President of the chairmen of all standing committees except the Nominating committee.
 15. Notify the membership of Board of Directors meetings at least fourteen (14) days prior to the meeting.
 16. Serve as a liaison and resource to assigned committees, districts, and SIGs.
 17. Provide newsletter articles for the SCAPTA newsletter upon request.
 18. The Board of Directors may assist the Awards committee in identifying individuals for SCAPTA awards.
 19. Board members are expected to remain available to the Board for consultations for a period of up to one year for transition, training, and follow-up as needed.
 20. All elected SCAPTA officers are required to have a signed copy of the Conflict of Interest Policy (Appendix F) on file within 30 days of taking office.

Qualifications:

To be elected to the Board of Directors, one must be an active or life member in the Chapter in good standing.

Training and Supervision:

The newly elected Board of Directors will participate in an orientation session which will allow newly elected members time to learn about their roles and responsibilities and to receive necessary resources related to their position on the Board of Directors.

Evaluation:

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

Resources:

APTA has references, including a handbook for chapter leaders and recorded webinars of various leadership training and specific aspects of APTA.

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

Report to: SCAPTA 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 SCAPTA Nominating Committee is to develop a slate of qualified candidates for SCAPTA 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 SCAPTA nominating committee also generates nominations for APTA committees, and task forces, and solicits individuals for SCAPTA 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:

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 SCAPTA 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.

