1. **Vice President**
The Vice President is elected for a two-year term and shall assume the duties of the President in the absence of the President. They serve on the Executive Committee; assists President in orienting newly elected Officers and Board members; communicates with President and Executive Director through frequent calls.

2. **Secretary**
The secretary is elected for a two-year term and is responsible for keeping the minutes of chapter meetings, of Board meetings of Executive Committee meetings; and shall be responsible for submitting requested documentation to the Association.

3. **Director for Government Relations**
The Director for Government Relations is elected for a two-year term and oversees the Chapter’s legislative agenda. This includes monitoring, evaluating and developing positions on proposed state and county legislation and regulations which affect the practice and profession of physical therapy and the profession’s role in the health care delivery system; motivating members to become actively involved in the legislative process; working with the chapter’s legislative counsel to develop proposed legislation that affects the practice of physical therapy, collaborating with other groups in the chapter that need to develop legislation, and collaborating with external groups to develop coalitions, when appropriate.

4. **Director for Practice**
The Director of Practice is elected for a two-year term and helps answer member’s practice questions and is our link with National APTA's Practice Staff who provide updates, webinars, and trainings on new and updated practice information (quarterly). We ask the Chapter’s Practice Chair to keep us in the know and to help trouble shoot member concerns and questions.

5. **Alternate Delegate to the Maryland Delegation to APTA’s House of Delegates (HOD)**
The alternate delegate is elected for a 1-year terms and shall prepare for the House of Delegates; attend all meetings of the Maryland delegation in preparation for the HOD, and shall be ready to assume the position of delegate should that become necessary.

6. **Nominating Committee (2 Positions):**
The nominating committee member is elected for a two-year term and assumes office at the close of the Annual Chapter Meeting at which they are elected. The nominating committee shall prepare a slate of at least two candidates (if possible) for each position available for election.

7. **Kendal and Levine Award Committee (3 Positions):**
Committee members are elected for a two-year term and review and discuss all nominations to determine who will receive the Chapters’ highest honors.

The top 4 positions are on the Chapter’s Board of Directors. Duties include:

- Attend the 2 Board meetings a year and conference calls if deemed necessary. Our face to face meetings are in January and July and we take a poll for the best date and time.
- Prepare for Chapter and Board meetings, carefully review all reports and other pertinent documents.
- Prepare an article describing the activities related to the Board member’s area of responsibility when an event or issue arises.
- Attend the Spring and Fall Chapter Member Meetings and Board meetings, participate effectively at the meetings, and approach new members to help them feel welcome at the meetings.