



## Descriptions of Leadership Positions

### **PRESIDENT**

The president serves a two-year term following one year as President-Elect. The President shall attend and preside at all meetings of the Chapter, the Board, and Executive Committee; shall set the priorities for the Executive Director; and shall serve as the official spokesperson for the chapter. The position of president requires an average of 20-25 hours per week on chapter business.

### **PRESIDENT-ELECT**

The president-elect is elected for a one (1) year term and assumes office at the close of the Annual Chapter Meeting at which they are elected. The president-elect shall attend all chapter, board and executive committee meetings. The president-elect will assume the president's position at the close of the Chapter Meeting the following year. The President shall preside at all meetings of the Chapter, the Board, and Executive Committee, shall set the priorities for the Executive Director, and shall serve as the official spokesperson for the chapter.

### **VICE PRESIDENT**

The Vice President is elected for a two (2) year term and assumes office at the close of the Annual Chapter Meeting at which elected. The Vice President shall assume the duties of the President in the absence of the President and serves as Board of Directors liaison to various task forces, committees, and other groups as assigned including liaison for student affairs.

### **SECRETARY**

The secretary is elected for a two (2) year term and assumes office at the close of the Annual Chapter Meeting at which they are elected. The secretary shall be 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.

### **TREASURER**

The treasurer is elected for a two (2) year term and assumes office at the close of the Annual Chapter Meeting at which they are elected. The treasurer chairs the Finance Committee. The treasurer presents reports to the board and chapter on the financial status of the chapter, prepares an annual report for distribution, arranges an annual audit, and other duties.

### **DIRECTOR FOR EDUCATION**

The director for education is elected for a two (2) year term and assumes office at the close of the Annual Chapter Meeting at which they are elected. The director for education shall prepare goals, objectives and activities that will enhance the chapter's ability to address present and future issues. The director for education chairs the continuing education committee which is responsible for planning, managing, and evaluating the chapter's continuing education programs to meet the needs of the membership.

### **DIRECTOR FOR GOVERNMENT RELATIONS**

The director for government relations is elected for a two (2) year term and chairs the government relations committee which is responsible for 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. The director works 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.

### **DIRECTOR FOR PRACTICE**

The director for practice is elected for a two (2) year term and assumes office at the close of the Annual Chapter Meeting at which they are elected. The director for practice shall prepare goals, objectives

and activities that will enhance the chapter's ability to address present and future issues. The director for practice chairs the practice committee which is responsible for addressing issues concerning the practice of physical therapy.

#### **DIRECTOR FOR REIMBURSEMENT**

The director for reimbursement is elected for a two (2) year term and assumes office at the close of the Annual Chapter Meeting at which they are elected. The director for reimbursement shall prepare goals, objectives and activities that will enhance the chapter's ability to address present and future issues. The director for reimbursement chairs the reimbursement committee which is responsible for addressing reimbursement issues for PT services as they affect consumers, providers, employers and insurers.

#### **DISTRICT CHAIRS**

The chair and officers for each district shall be elected to two (2) year terms (Eastern and Central in even years; Southern and Western in odd years) at the district meeting immediately preceding the Annual Chapter Meeting. The chair prepares the agenda for each meeting with the executive director; presides at district meetings, handles logistical arrangements, organizes the education session, if any, provides for a welcoming committee, and handles the registration process. The chair also organizes district activities for PT Month.

#### **CHIEF DELEGATE**

The chief delegate is elected for a two (2) year term and assumes office at the close of the Annual Chapter Meeting at which they are elected. The chief delegate shall serve as a member of the Board, prepare a written report to be published in the chapter's newsletter following the Association's House of Delegates' annual session, and shall prepare a written report for the chapter's annual meeting. The chief delegate shall lead the delegation, prepare motions, meet with the reference committee, and attend caucuses, as appropriate.

#### **ALTERNATE DELEGATE**

The alternate delegate is elected for a one (1) year term and assumes office at the close of the Annual Chapter Meeting at which they are elected. The alternate delegate shall prepare for the House of Delegates; attend all meetings of the delegation in preparation for the HOD, and shall be ready to assume the position of delegate should that become necessary.

#### **PTA CAUCUS REPRESENTATIVE**

The PTA Caucus Representative is elected by the membership for a two-year term. The PTA Caucus Representative shall attend the annual and special meeting of the Representative Body, present to the Representative Body such matters as are ordered by the Board of Directors, and vote at meetings of the Representative Body. The PTA Caucus Representative represents the interests of the Chapter at PTA Caucus meetings, responds to issues presented by PTA members, and participates in Board of Directors."

#### **ALTERNATE REPRESENTATIVE TO THE PTA CAUCUS**

The alternate representative to the PTA Caucus is elected for a one (1) year term and assumes office at the close of the Annual Chapter Meeting at which they are elected. The alternate representative shall attend all meetings in preparation for the Caucus and the HOD and shall be ready to assume the position of representative should that become necessary.

#### **NOMINATING COMMITTEE**

The nominating committee member is elected for a two (2) 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. They also promote Association, Chapter, and District leadership opportunities and professional development activities to Maryland members.

**If you are interested, or know of someone who may be interested in one of these positions, please contact us at 800/306-5596 or at [aptamd@aptamd.org](mailto:aptamd@aptamd.org).**

**Be a Leader and Get Involved!**