



Duties of MPTA Officers 2009 Open Positions

Term lengths:

The President, Vice-President, Speaker of the Membership Meeting and three (3) Directors shall be elected by the Chapter membership to serve two (2) year terms, or until the election of their successors beginning in the odd numbered years. The Treasurer, Secretary and three (3) Directors shall be elected by the Chapter membership to serve two (2) year terms, or until the election of their successors beginning in the even numbered years. The immediate Past President shall serve a one year term beginning in the odd numbered years. No officer shall serve more than two consecutive complete terms in the same office. The newly elected officers shall assume their duties on January 1 following the election.

Qualification of Officers:

With the exception of the President and Vice-President, only such members of the Association who are active, active-student, life, affiliate, retired active, retired affiliate and life affiliate members in good standing and have been such for at least two (2) years immediately prior to the election and who have consented to serve, shall be eligible for election or appointment. The President and Vice-President shall be an active, active-student, retired active, or life member of the Association in good standing and have been such for at least four (4) years immediately prior to the election with the last two (2) years having been an active or life member in good standing of the Chapter. The Past President shall be the immediate past president.

I. The Secretary shall:

1. Record the minutes of all meetings of the Chapter and of its Board of Directors and Executive Committee, and read the minutes of the previous meetings as requested.
2. Be responsible for Chapter correspondence as directed.
3. Prepare a written annual report in compliance with Association Bylaws.
4. Send a copy of minutes of each Chapter meeting to Association's Headquarters within forty-five (45) days after the meeting.

II. The Treasurer shall:

1. Be the custodian of all funds of the Chapter, and provide for an annual audit.
2. Monitor the distribution of Association Dues to the Districts.

III. The Chief Delegate shall:

1. Be responsible for the Chapter's total voting delegation to the House of Delegates.
2. Advise the Chapter Board of Directors regarding national issues and candidates for national office.
3. Hold Chapter delegate meetings prior to, during and after the House of Delegates.
4. Represent the Chapter at all caucus meetings the Chapter is invited to attend.
5. Attend Chapter Board of Director meetings.
6. Submit names of all Chapter delegates to the Association Headquarters yearly.

IV. Directors:

I. Director # 1 is responsible for the Bylaws and Procedures Committee and the State and Federal Legislative Committee.

II. Director #3 is responsible for the Annual Conference and Spring Membership Meeting Committee.

III. Director #5 is responsible for the Student Relations Committee, the PT Academic Administrators Advisory Committee, and the PTA-Academic Administrators Advisory Committee.

Directors shall:

1. Be responsible for identifying needs and overseeing activities in their assigned areas of interest, requesting the establishment of task forces and/or committees, overseeing these committees and recommending action to the Board of Directors as follows:
 - a. Recommend task force and committee chairpersons for approval of the Board of Directors, as necessary to carry out their duties and responsibilities.
 - b. Be responsible for coordination of all committee activities.
 - c. Coordinate with task force and committee chairpersons in the selection of task force and committee members.
 - d. Make an annual written report to the Board of Directors and the Membership at the annual meeting of the Chapter, and at any other meeting as requested by the Board of Directors.
2. Be responsible for Chapter Activities in the areas of:
 - a. Professional Development
 - b. Liaison with all formal education programs concerned with the field of physical therapy
 - c. Liaison with students
 - d. Research
 - e. Standards of Practice for physical therapists and physical therapist assistants
 - f. Professional assessment
 - g. Liaison to fiscal intermediaries
 - h. Legislation, State and Federal
 - i. Chapter Publications
 - j. Public Information
 - k. Bylaws and Procedures
 - l. Health Promotion

V. Delegates shall:

1. Attend all meetings of the House of Delegates and all caucuses called by the Chief Delegate at Annual Conference.
2. Attend a minimum of one pre conference and one post conference meeting of the delegates.
3. Present to the House of Delegates such matters as are ordered by the Chapter membership.
4. Represent the Chapter on all other matters brought before the House of Delegates.

VI. Representative to the PTA Caucus

The PTA Caucus represents the physical therapist assistants' interests, needs and issues in APTA governance. Each Chapter elects one PTA Representative to represent their Chapter's views in this deliberative body. The PTA Caucus is generally convened at the Annual APTA Conference.

PTA Caucus

The PTA Caucus represents the physical therapist assistants' interests, needs, and issues in APTA governance. The PTA Caucus includes the Chief Delegate, four Delegates at Large, and 52 PTA Caucus Representatives. The Chief Delegate and Delegates at Large are elected by the PTA Caucus and serve two year terms and are the voice of the PTA Caucus during APTA's House of Delegates (House). The PTA Caucus Representatives are elected or selected by their Chapter (State).

Source:

http://www.apta.org/AM/Template.cfm?Section=PTA_Caucus&Template=/TaggedPage/TaggedPageDisplay.cfm&TPLID=235&ContentID=50953

VII. Nominating Committee Members shall:

1. Provide nomination forms to the membership to nominate candidates for the offices to be filled during the upcoming year no later than June 1 of each year.
2. By the first (1) day of October each year, mail or electronically transmit ballots to the membership to elect candidates for the offices to be filled during the upcoming year.
3. Review nominees for the Marjorie N. Stamm Service Award and the Alan S. Jeffrey Award as outlined in the Chapter Procedural Manual.
4. Establish a Teller Sub-committee. The teller sub-committee shall be a minimum of two (2) members of the nominating committee. The sub-committee shall be responsible for opening and counting the returned ballots and preparing a teller's report of the vote for the President.

Note: **ARTICLE VI: BOARD OF TRUSTEES**

1. The affairs of the Institute shall be managed by a Board of Trustees comprised of three licensed physical therapist, each of whom shall serve without salary or other compensation, but, by resolution of the Board, may be allowed expenses of attending meetings and may be reimbursed for actual necessary expenses as may be authorized in connection with their official duties. Nothing herein contained shall preclude any Trustee from serving the Institute in any other capacity as an agent or otherwise, receiving compensation therefore.

References: BYLAWS OF MICHIGAN PHYSICAL THERAPY ASSOCIATION, INC. REVISED- JULY 2003, MPTA POLICIES AND PROCEDURES MANUAL, BYLAWS OF THE MICHIGAN PHYSICAL THERAPY ASSOCIATION INSTITUTE FOR EDUCATION AND RESEARCH, INC.
