

Duties of MPTA Officers 2009 Open Positions

Term lengths:

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. 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.

I. SECRETARY

PURPOSE:

The Secretary is responsible for the presiding over, preparation of, and maintenance of minutes of all official meetings. The Secretary sends and conducts correspondence as directed by the President.

MAJOR DUTIES:

1. Maintain the Procedural Manual for the Chapter Board of Directors along with Bylaws and Procedures Committee Chair.
2. Record minutes according to Roberts Rules to include all written motions, numbered in chronological order followed by the vote date (i.e. for Board of Directors' Meetings, BOD #1 3-99; Executive Committee, EC # 11-99; for Membership Meetings, RC #1 5-99).
3. Prepare and send the Annual Chapter Report to APTA.
4. Oversee preparation and distribution with assistance of MPTA staff, the publishing of a current roster of the MPTA Board of Directors, Committee Chairs and Members, House of Delegates, MPTA Institute of Education and Research, Inc. Officers, Trustees and Committees and leadership of MPTA Special Interest Groups. This roster is to be distributed to all members of the Board of Directors.
5. Keep attendance records at every Executive Committee and Board of Directors Meeting to be included with the minutes.
6. Refer to Chapter Bylaws, Article V, Section 6 (5) and to Roberts Rules of Order, Revised.
7. Send copies of all minutes and correspondence to the MPTA office.

II. TREASURER

PURPOSE:

The Treasurer acts as a custodian of all funds of the Chapter.

MAJOR DUTIES:

1. In conjunction with management staff, ensure that the Chapter maintains accurate financial records.
2. In conjunction with management staff, review Chapter expenditures and financial status on a regular basis to ensure overall fiscal integrity.
3. Ensure that regular financial reports are submitted to the Board of Directors and present an annual financial report to the membership.
4. Direct preparation of the Annual Chapter Budget and annually assess the market value of mailing labels, advertising and exhibit booth rental for annual inflationary adjustments and forwards recommendations to the Board of Directors for approval.
5. In conjunction with management staff, complete all income tax and corporate filing document requirements.

6. Initiate procedure for auditing of Chapter Financial Records (annually).
7. Allocate at least 5 percent of overall income to financial reserve.
8. Review all motions at Board and membership meetings as to financial implications.
9. Act as a resource to the Districts regarding utilization of funds and compliance with federal and state tax regulation compliance:
 - a. Chapter sub components with funds less than \$250.00, in lieu of opening its own bank account, may deposit these funds with the Chapter. The Chapter shall maintain the funds and shall only authorize expenditures up to the amount of funds which have been deposited with the Chapter. A Chapter subcomponent with funds in excess of \$250.00 shall initiate and maintain its own account.
 - b. Separate employer identification numbers (EIN) and separate tax exempt determinations for Chapter subcomponents are not necessary.
The Chapter EIN and Chapter tax exempt status provide the proper compliance with Internal Revenue Service regulations for the Chapter and its subcomponents. The Chapter EIN and tax status is available for use by all Chapter components for bank account purposes.
10. Refer to APTA Component Reference Manual - Chapter VI: Financial Operations.
11. Refer to Chapter Bylaws Article V, Section 6, (D).

III. DIRECTORS

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

PURPOSE:

Directors provide direction and advice for the Board of Directors within their spheres of knowledge and expertise. The Directors supervise and guide the Committees which are assigned to them and represent them to the Board of Directors. The Directors serve on the Executive Committee in the second year of their term. For purposes of committee assignments the Directors are numbered, with Directors 1, 3 and 5 elected to begin serving in the even numbered years and Directors 2, 4 and 6 to begin serving in the odd numbered years.

MAJOR DUTIES:

1. Serve on task forces as requested.
2. Implement Chapter Board projects as designated by the President.

3. Act as a liaison between the Board and the committees assigned to them by the President.
4. Assure committees are active, accomplishing their goals and objectives and performing in accordance with their duties, as stated in the Chapter Bylaws and Procedural Manual.
5. Inform committees of their duties and maintain accurate records of committees.
6. Provide leadership support to committee chairs and maintain committee chairs for each committee under the director's responsibility. If a committee has a committee chair vacancy make an immediate recommendation to the MPTA President for the appointment of a committee Chair.
7. Attend all Board meetings and vote on issues which come before the Board.
8. Prepare written reports on committee activities to be presented at each Board of Directors' meeting and submit to the MPTA office. Use the Strategic Planning report forms for these reports addressing goals and objectives assigned to your committee.
9. Submit information to the MPTA office regarding committees and other activities for inclusion in the *Shorelines* as appropriate.
10. Prepare a written report on committee activities to be included in the Spring Membership meeting packet and the Annual Membership meeting packet.
11. Keep Procedural Manual updated.
12. Refer to Chapter Bylaws, Article V Section 6, and (F).
13. For committee assignments, see organizational chart at the beginning in manual.

IV. DIRECTOR #1

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

BYLAWS & PROCEDURES COMMITTEE

PURPOSE:

The purpose of this committee is to maintain Chapter Bylaws in compliance with the Bylaws of the Association, to periodically review and update the Chapter's Organizational Manual, and to propose Chapter Bylaws revisions as indicated for the best organization of the Chapter.

MAJOR DUTIES:

1. The Chair of the Bylaws and Procedures Committee serves as Chair of the Reference Committee at membership meetings.
2. Periodically review current Bylaws in respect to Association Bylaw Amendments - at least annually.
3. Prepare bylaw recommendations for the Chapter Board of Directors and Chapter Membership approval, if changes are indicated.
4. Submit Chapter approved changes to APTA Director of Component Relations for approval, prior to membership vote
5. Resubmit the APTA's recommendations, if any, to the MPTA Board of Directors for final approval.
6. Send final document to the APTA Component Relations after membership vote.
7. Publicize approved changes to MPTA membership.
8. Review District Bylaws and edit requested amendments from the districts for conformity with the APTA and Chapter bylaws, submit District Bylaws Amendments to Board of Directors for approval.
9. Maintain a description of duties for all committees and offices of the chapter in the Procedural Manual.
10. Revise the Procedural Manual as warranted by Chapter development, and membership and BOD votes, in September of each year. Revisions are solicited from officers and committee Chairs and are presented to the Board of Directors for approval at the December meeting.
11. Submit written reports of Committee activities to Director # 1 in the months of April, August and November.
12. Refer to Bylaw Amendment Procedure in the Chapter Bylaws, Article XVI.

V. DIRECTOR #3

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

ANNUAL CONFERENCE AND SPRING MEMBERSHIP MEETING COMMITTEE PURPOSE:

In addition to general duties as a member of the Board of Directors, Director #3, with the assistance of the Chapter staff, is responsible for organizing and planning the Annual Conference and the Spring Membership Meeting.

DUTIES RELATED TO SPRING CONFERENCE:

1. Secure a facility for the Spring Membership Meeting one year prior to the event.
2. Secure speakers for the educational program and request that the speakers volunteer their time to the Chapter.
3. Provide time for a membership meeting, delegate meeting (after consulting Chief Delegate), and caucus.

DUTIES FOR ANNUAL CONFERENCE:

1. Secure a facility site for the Annual Conference a minimum of two years prior to the event.
2. Secure speakers for the educational program and pay appropriate honorariums.
3. Invite APTA Board Liaison and reimburse for travel expenses.
4. Provide time for a membership meeting, delegate meeting (after consulting Chief Delegate), caucus, research platforms, special interest groups (as requested by special interest groups), social functions, and exhibition of new services and products. During Annual Conference, research programming shall run as a one and one half hour unopposed program.
5. Screen exhibit applications regarding their educational content, relevancy and current application to the profession.
6. Submit a Conference budget to the Board of Directors.
7. Compile and summarize conference evaluations to assess the effectiveness of the conference in meeting member needs for professional development and in providing a focal point for important chapter and national activities and business and exposure to the latest industry products and services. These summaries will be utilized in planning conference for the following year.
8. Select a conference chair or co-chair to assist in:
 - a. developing dates and program ideas.
 - a. contacting speakers and setting up contracts with them.
 - b. establishing sites around Michigan for the Annual Conference and in the greater Lansing area for the Spring Conference.
9. Appoint an Annual Conference and Spring Membership Planning Committee. This committee shall include a representative of the Research Committee of the Institute for Education and Research.
10. Establish an appropriate conference fee structure.
 - a. Physical therapist and physical therapist assistant student members pay no registration fee for Spring and Annual Conferences.
 - b. Nonmembers of the MPTA will have registration fees of at least 30 percent more than the fees for members.
 - c. Participants may purchase meal tickets for spouses and children at established prices.
 - d. Annual Conference registration fees for physical therapist assistants will reflect the typical reduction seen in fees for conferences and educational seminars in the state.
 - e. A discounted registration fee will be offered to all members who pay their registration fee approximately one year in advance.
11. Provide all presenters at MPTA Spring and Annual Conferences with certificates of appreciation for their participation.
12. Conference Refund Policy: Refund for cancellation will be made only upon written request to the office of the Michigan Physical Therapy Association, pursuant to the following schedule:
 - a. Written requests received at the MPTA by one month prior to the start of the conference - 50 percent refund.
 - b. Written requests received after one month prior to the start of the conference - NO REFUND.
13. Submit a final report on the conference for publication in the *Shorelines*.

V. DIRECTOR #5

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

STUDENT RELATIONS COMMITTEE PURPOSE:

The purpose of the Student Relations Committee is to facilitate a coordinated effort amongst the District Student Relations Liaisons. The District Student Relations Liaisons promote student membership and participation in the Association, Chapter and District.

COMPOSITION:

The Student Relations Committee will consist of a Chair who is appointed by the Board of Directors or President, District Liaisons who are appointed by their respective District Chair and student Representatives from each of the PT and PTA schools who are selected in consultation with the school's program director.

MAJOR DUTIES of DIRECTOR #5:

1. Provide a mechanism to meet at least once per year to exchange information and plan activities.
2. Provide a program once yearly for PT and PTA students to introduce them to the professional organization and its role as a mechanism that influences the direction of the profession.
3. Coordinate District Liaisons to act as resource persons for students concerning Association, Chapter and District meetings, activities and issues.
4. Provide a report regarding activities of the Student Relations Committee to the Director responsible for the Committee prior to each Board meeting.
5. Provide a mechanism whereby students may voice their concerns and offer suggestions for the Chapter.
6. Provide a "student interest" column in the *Shorelines* whereby students can inform the Chapter membership of their activities and concerns and where the membership and Liaisons can share information of particular interest to students.
7. Communicate with respective academic Program Directors concerning function of student liaison and offer assistance in providing information to students about the MPTA and APTA. Coordinate efforts at the District level to provide activities for students to encourage student attendance at meetings.
8. Sponsor educational programs at District level or at each school about MPTA activities and membership.
9. Make final recommendations of recipients for the Outstanding Student Awards, subject to the Board of Directors approval.
10. Disseminate award nomination forms and appropriate supporting materials (cover letter, Board approved criteria and nomination procedures).
11. Monitor mailing to Educational Program Directors no later than March 1 of each year to include appropriate nominating information and forms for "Outstanding Student Awards."
12. Meet annually to finalize recommendations for each award no later than May 1 of each year.
13. Monitor appropriate notification to Educational Program Directors of recipients of the "Outstanding Student Awards," if any.
14. Maintain confidentiality of nominees and nominators in all notices such as Board Meetings and/or *Shorelines*. Appropriate recognition of awardees can be made through normal news notices following the awarding.

VI. CHIEF DELEGATE

PURPOSE:

The purpose of the Chief Delegate is to represent the MPTA delegation before, during and after the annual APTA House of Delegates.

MAJOR DUTIES:

1. To hold delegate meetings before, during and after the APTA House of Delegates (H of D).
2. To represent the MPTA delegation at all caucus meetings that the Michigan Chapter is invited to attend at the APTA H of D.
3. To be aware of all issues which are to be considered at the next APTA House of Delegates and know the implications of these issues for discussion by the Michigan delegates.
4. To advise the MPTA Board of Directors concerning national issues and candidates for APTA office. The Chief Delegate presents a slate of APTA candidates to the membership at the Annual MPTA Conference held in the Fall of each year.
5. The Chief Delegate submits nominations on behalf of the Michigan chapter by the November 1 deadline to the APTA.
6. Hold a membership caucus at the MPTA Spring Conference to discuss national issues.
7. Solicit membership input on issues, provide responsive representation at the H of D.
8. See Chapter Bylaws Article IX, Section 3.

9. Inform MPTA Bylaws Chair of national conference activities which would necessitate an MPTA Bylaws change.
10. Attend Board of Directors meetings as a voting member.
11. Authorized to submit main motion on behalf of the MPTA to the APTA to be presented at the House of Delegates.
12. Assume all delegate votes if a delegate, or an alternate delegate has not been assigned or is not present at national conference at the time of delegate re-assignment.
13. Inform all MPTA delegates of available biographical data on the candidates for national office (i.e. journal, progress report, and direct mailing from components).
14. Lead pre-conference delegate meeting discussion of the candidates for national office, and the strategy for interviewing at APTA House of Delegates.

VII. DELEGATES

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.

VIII. PTA Caucus Representative

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).

PTA Caucus Representatives are active participants in their Chapter Delegations, providing information and raising issues related to the work and development of physical therapist assistants. They also attend the APTA House of Delegates, PTA Caucus meetings, and other PTA related meetings as able. The Representatives serve as crucial points of contact for the physical therapist assistant members in their respective Chapter as well as providing the Chapter Delegation with the physical therapist assistant's perspective on issues before the House.

The requirements for the PTA Caucus Representative are you must be a member in good standing in APTA and a member of the Michigan Chapter. It is highly recommended to be active at the district and chapter level and develop good leadership and communication skills prior to submitting your name for consideration as a PTA Caucus Representative.

IX. NOMINATING COMMITTEE

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.

X. MPTA INSTITUTE TRUSTEE

PURPOSE:

1. To promote education, research and other endeavors to facilitate development of the art and science of physical therapy and/or improve the accountability and credibility of the profession;
2. To promote studies, either directly or by grant, and provide for the presentation, publication and distribution thereof on a not-for-profit basis, on subjects dealing with physical therapy and medical rehabilitation, in methodologies for patient education, for the instruction of the public, or for improving or developing the capabilities of the students and workers in physical therapy;
3. To award scholarships to enable qualified students with limited resources to advance their education;
4. To develop, publish and distribute information for the purpose of creating a better public understanding of, and to encourage preparation for careers in physical therapy;
5. To grant awards for notable scientific or educational achievements of benefit to the public welfare in physical therapy; and
6. To receive and expand contributions, gifts and grants to enable the Institute to accomplish these purposes.

MAJOR DUTIES:

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.
2. Trustees shall hold office for terms of three (3) years and until their successors are elected and qualified.
3. Nominations for trustees to be elected by the members may be made in one or more of the following manners: (a) by a member, by mail, directed to the principal office of the Institute, during the 30 days prior to annual meeting of members; (b) by a member at the annual meeting of members.
Trustees may serve no more than two (2) consecutive three (3) year terms. Two (2) trustees shall be elected by the members of the Institute at the annual meeting of members, not necessarily from among their members, and one (1) trustee shall be elected by the membership of the Michigan Physical Therapy Association at the same time and manner of the annual elections of Michigan Physical Therapy Association officers. Trustees shall not be precluded from serving Michigan Physical Therapy Association in any capacity at the same time.

Trustees shall take office on January 1 following their election.

The initial terms of the two (2) trustees elected by the members of the Institute shall be for one (1) year and two (2) years, respectively. The term of the Trustee elected by the Michigan Physical Therapy Association membership in 1982 shall be for three (3) years. Until that election, the members of the Institute may elect an Interim Trustee for that vacancy.

4. In the event a vacancy occurs among the Trustees, the members of the Institute shall elect a successor, who will take office immediately, to serve during the unexpired portion of the term.
5. The annual meeting of the Board of Trustees for the election of officers shall be at the first meeting of the calendar year. Other meetings of the Board of Trustees shall occur at such times and places as the Trustees deem appropriate. The President and Vice President of the Michigan Physical Therapy Association shall be invited to participate, without vote, in all meetings of the Trustees. The President of the Institute may call a special meeting of the Trustees for any purpose upon notice given at least one (1) week in advance of the meeting. Said notice shall include a statement of the business to be transacted, but nothing herein shall preclude other business from being transacted at such meeting.
6. A majority of the Trustees shall constitute a quorum for the transaction of business.

Institute Bylaws. Revised: January, 1996

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