

Duties of MPTA Officers 2010 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. President shall:

1. Serve as the official head and public spokesperson of the Chapter.
2. Preside at all meetings of the Chapter and its Board of Directors and Executive Committee, except for the Spring and Annual Membership Meetings and any other convened meeting of the membership.
3. Be an ex-officio member of all committees and task forces except the Nominating Committee and the Ethics Committee.

II. Vice-President shall:

1. Assume the duties of the President in his/her absence.
2. Assist the President in the discharge of his/her duties.
3. Be an ex-officio member of all committees, and task forces except the Nominating Committee.
4. Be responsible for the Strategic Planning Process.

III. Directors:

All Directors contribute to the MPTA BOD as stated in the bylaws. Each Director position does have a focus; those specific oversight duties follow:

Director #2 - Professional Development Committee and Membership Committee

Director #4 - Reimbursement Relations Committee and Professional Standards of Practice Committee

Director #6 - Public Relations Committee and Publications 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

IV. Speaker of the Memberships Meetings shall:

1. Shall preside at all Membership Meetings.
2. May speak and make motions, but shall only have a vote at membership meetings to break a tie vote.
3. Shall have a vote at all other meetings.

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. 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.

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.