



Job Description – Chief Assembly Representative

TERM OF OFFICE:

The term of office of Chief Assembly Representative shall be two (2) years, or until the election and assumption to the office of their successors.

Shall serve no more than two (2) complete consecutive terms on the Board of Directors in the same office.

BYLAWS QUALIFICATIONS:

Been Physical Therapist, Life Physical Therapist, Retired Physical Therapist or Student Physical Therapist for at least two (2) years immediately preceding their election or appointment. The member can have been a Student Physical Therapist for only one (1) of these two (2) years. ^[L]_[SEP]
Consented to serve ^[L]_[SEP]

OTHER QUALIFICATIONS:

RESPONSIBILITIES:

1. Provides leadership for assigned district and acts as a liaison for the District to the Chapter
2. Provides leadership to Assembly Representatives, District Officers (in Districts where applicable) and District Members and promote their participation on chapter committees and activities.
3. Participates in the orientation of new Chief Assembly Representatives and new Assembly Representatives and District Officers (in Districts where applicable) and promotes their ongoing development as a mentor.
4. Addresses the concerns of the District's Assembly Representatives, District Officers (in Districts where applicable) and District Members at District and Board of Director Meetings.
5. Provides leadership to the District in the development of motions to be brought to the Assembly of Representatives.

6. Directs District's Public Relations/Communication Activities

Specific Responsibilities:

1. Serves on the Executive Committee of the Board of Directors

- Facilitates communication between Districts and Board of Directors
- Facilitates the business between the Chapter and the District;
- Attends all meetings of the Board of Directors
- Prepares Annual District Report
- Plans for fiscal needs of District for meetings and programs
- Collaborates with the Vice President/Speaker of the Assembly for activities related to the Assembly of Representatives
- Serves as a mentor to newly elected Board of Directors members
- Serves as a Board of Directors Liaison to task forces, committees and other Chapter groups
- Participates in other duties as may be directed by the Executive Committee

2. Serves as the Chair at District Business Meetings

- Organizes and holds district meetings as outlined in the District's Bylaws with assistance from District's Program Chair and Chapter Management Staff
- Prepares written agenda for all meetings
- Coordinates information with District secretary to prepare announcements of meetings
- Reports on pertinent district issues, information from the Chapter BOD meetings, progress toward Strategic Plans and goals and any other relevant information

3. Serves as the Chair at District's Executive Committee meetings

- Holds meetings as needed
- Along with district officers, plans activities and meetings for the district, addresses concerns and current issues and relays information from the Board of Directors

TIME COMMITMENT:

The position of Chief Assembly Representative requires the spending of approximately 3-5 hours per week. The weekly time commitment will be greater in the weeks to months preceding the Assembly meetings to ensure planning and execution is completed. This includes evenings and weekends, multiple telephone calls. In addition, attendance at the New Board and Assembly Orientation is expected.

- Board of Directors Meetings (approximately every other month x2-3hours)
- Participation in Executive Committee meetings and/or conference calls as needed, called by the president.
- Assembly of Representative Meetings (2x/year for approximately 3 hours)
- Chapter Annual Conference
- Other Chapter Events as planned by Board of Directors

Time Away From Practice Setting: Depending on the practice setting, this can result in lost income, loss of vacation time, and/or out-of pocket expenses to employ staff to cover President's practice load.

FINANCIAL CONSIDERATIONS:

Travel costs to above listed meetings and conferences.

Registration fees to MA Chapter Annual Conference.

Time Away From Practice Setting: Depending on the practice setting, this can result in lost income, loss of vacation time, and/or out-of pocket expenses to employ staff to cover a Board member's practice load. Because of the variety of Board members' practice settings, no average cost can be estimated for time away from the practice setting.

POSITION BENEFITS:

- Professional networking opportunities with local, state, and national leaders within APTA and other organizations with an investment in physical therapy
- Opportunity to advance current professional practices and positions through active participation
- Opportunities for professional exposure through publications as a representative of APTA
- Growth opportunities within personal life, transferring from professional experiences
- Advancement of individual leadership skills for use in future professional and personal endeavors