

## POSITION DESCRIPTION

### Chief Delegate

#### 1.0 INTRODUCTION

The purpose of this job description is to establish and define the functional role, authority, requirements and reporting relationships of the Chief Delegate of APTA Idaho.

#### 2.0 FUNCTIONAL ROLE AND AUTHORITY

- 2.1 The Chief Delegate serves to represent the Idaho chapter at the APTA House of Delegates (HOD).
- 2.2 The Chief Delegate serves as a member of the Executive Committee of the Board of Directors.
- 2.3 The Chief Delegate is responsible to present information to the Chapter regarding business coming before the APTA House of Delegates .
- 2.4 The Chief Delegate attends the HOD and additional national APTA meetings as requested.
- 2.5 The Chief Delegate helps distribute information to the membership and solicits input from the membership regarding issues coming before the HOD.
- 2.6 The Chief Delegate represents the chapter in all interactions of the HOD including and electronic communications that occur year round.
- 2.7 The Chief Delegate shall mentor new delegates to the procedures of the HOD and current issues.
- 2.8 The Chief Delegate has the authority to attend the National meetings as required and those requested by the President, subject to the limitations issued by the Board of Directors.
- 2.9 The Chief Delegate has the authority to speak on behalf of the chapter concerning professional organizational governance, positions, and policies.
- 2.10 **Term:** The Chief Delegate is elected to a 2-year term during annual elections held in the Fall on odd numbered years.

### 3.0 REQUIREMENTS

- 3.1 **Membership:** Current APTA Idaho member in good standing for at least 2 years required. May be a PT, PTA, Retired or Life Member.
- 3.2 **Experience:** Previous committee chair or leadership position in the chapter preferred.
- 3.3 **Skills, Knowledge, and Abilities:** Ability to function independently and interdependently and provide direction and leadership. Working knowledge and easy access to the internet and email is essential. Knowledgeable of parliamentary procedure and able to fulfill time commitment.

### 4.0 REPORTING RELATIONSHIPS

- 4.1 The Chief Delegate is elected by the membership at large.
- 4.2 The Chief Delegate reports to the Executive Committee and the Board of Directors.
- 4.3 Chapter Delegates, PTA Caucus Representative, Student Representative and the Licensing Board Liaison report to the Chief Delegate.