

POSITION DESCRIPTION

Vice President

1.0 INTRODUCTION

The purpose of this position description is to establish and define the functional role, requirements, reporting relationships, and authority of the Vice President of APTA Idaho.

2.0 FUNCTIONAL ROLE AND AUTHORITY

- 2.1 The Vice President serves to support the President and serves as Delegate to the APTA House of Delegates.
- 2.2 The Vice President is responsible for maintenance and tracking of the chapter's strategic plan.
- 2.3 The Vice President serves as an advisor to the Nominating and Bylaws committees, along with all the District Chairs.
- 2.4 The Vice President helps distribute information to the membership and serves to assist district chairs in organizing meetings and contacting members.
- 2.5 The Vice President functions as the parliamentarian during the APTA Idaho Chapter, Board of Directors (BoD) and Executive Board meetings.
- 2.6 The Vice President shall assume the duties of the President in his/her absence, resignation or removal from office.
- 2.7 The Vice President 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.
- 2.8 The Vice President has the authority to speak on behalf of the chapter concerning chapter structure, membership, policies and positions.
- 2.9 **Term:** The Vice President 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 e-mail is essential. Knowledgeable of APTA and APTA Idaho and procedures. Knowledge and ability to follow parliamentary procedure.

4.0 REPORTING RELATIONSHIPS

- 4.1 The Vice President is elected by the membership at large.
- 4.2 The Vice President reports to the Executive Committee and the Board of Directors.
- 4.3 Bylaws Chair, Nominating Chair, and District Chairs report to the Vice President.