

Job Description: President

Authority:

The Bylaws of the Association and the Chapter

Duties and Responsibilities:

1. To serve as a member of the Chapter BOD and Executive Committee, to be a member *ex-officio* of all committees except the Nominating Committee and Ethics Committee
2. To serve as official head and public spokesperson for the Chapter
3. To preside at all meetings of the Chapter, Chapter BOD and Exec Com
4. To prepare the Agenda for all meetings of the Executive Committee, and BOD
5. To prepare the Agenda, in cooperation with the Chapter BOD, for Chapter Business Meetings
6. To serve as Chapter Delegate to the House of Delegates (HOD) of the American Physical Therapy Association
7. To keep members of the BOD informed between meetings by letter, telephone, or e-mail, with the assistance of the Executive Director
8. To select the time and place for all meetings of the BOD, Executive Committee, and Chapter, the number of said meetings to be in accordance with the Chapter Bylaws
9. To keep the Vice President informed of all matters, by correspondence, telephone, or e-mail
10. To assign specific duties to the Vice President to assist in carrying out Chapter business
11. To route correspondence or other duties to appropriate Chapter officers, District/Committee, Chairmen, SIG Chairs or Task Force Chairs, with assistance from the Executive Director
12. To keep the Membership informed via a minimum of two Newsletter articles annually
13. To carry out other duties as assigned by Chapter BOD.
14. To review duties and responsibilities of the Chapter officers and monitor their execution
15. To report to the Chapter BOD and Membership on activities of the APTA
16. To serve as immediate supervisor of the Executive Director
17. To orient one's successor to the contents of the President's files and the duties of the office
18. To submit an annual budget for the office of President
19. To report at each meeting of the BOD and at the Annual Meeting of the Chapter
20. To act as liaison for the Office of Licensed Allied Health Professionals, with assistance from a designated BOD person
21. To attend President's meeting before CSM and HOD. If the president can not attend, a substitute representative may be appointed by the board
22. To represent the chapter at the federal affairs forum in Washington, DC. If the President can not attend, a substitute representative may be appointed by the board.

Estimated Time Commitments:

Two year term

8-10 hours per week for chapter and committee activities

Attend Combined Sections Meeting annually (2-3 days)

Attend Annual Meeting and House of Delegates (5-6 days)

Attend Northeast Caucus in May

10 BOD meetings per year