

American Physical Therapy Association of New Jersey

Officer Job Descriptions (Article VIII)

COUNCIL OF DIRECTORS

Each member of the APTAnj Council of Directors (COD) is elected by the members to fulfill the duties of a specific position of leadership. In addition each member of the Council is expected to meet the following responsibilities:

- Support the goals and objectives of the APTAnj.
- Follow the Strategic Plan of the APTAnj.
- Attend COD meetings and Association business meetings.
- Provide written reports as appropriate.
- Serve as liaison to committees, as assigned.
- Serve as a resource to and consult with staff in providing direction and expertise related to specific areas of responsibility.
- Coordinate with other members of the COD in areas of overlapping responsibility and mutual interest.
- Become familiar with Association Bylaws and Standing Rules, Association Operations Manual and policies of the APTAnj COD.
- Become familiar with the principles of parliamentary procedures based on *Robert's Rules of Order, Newly Revised*.

PRESIDENT

Term: 2 years

Elected: Seeking Re-election Odd Years

Duties and Responsibilities:

1. Serve as the official spokesperson and representative for the American Physical Therapy Association of NJ (APTAnj).
2. Assume leadership of all APTAnj activities and, working in coordination with the Executive Director, ensure that the organization serves the needs of its members.
3. Preside at all meetings of the COD and all APTAnj business meetings.
4. Serve as a voting member of the APTAnj COD's and serve as a member of the Executive Committee.
5. Serve as an APTAnj delegate to the House of Delegates and represent the NJ Chapter at national meetings.
6. Appoint all APTAnj Committee chairs.
7. Prepare President's Column for *Jersey Jargon*.
8. Prepare and present a report to membership for Annual APTAnj business meeting.
9. Conduct strategic planning with Council of Directors.
10. Serve as ex-officio member of aptanj Ethics Committee.
11. Maintain close liaison with officers, committee chairs, eliciting all required information and reports and delegating other duties as appropriate.

PRESIDENT-ELECT

Term: 6 months

Elected: Even years

Duties and Responsibilities:

1. Functioning under the direction of the President, serve a term of approximately six months preparing to assume the office of the Presidency.
2. Attend all COD meetings and other meetings, as requested, as a non-voting member of the Council.
3. Plan and organize for continuity of ongoing programs, implementation of new programs and committee appointments in order to enhance a smooth transition of APTAnj leadership.

VICE-PRESIDENT**Term: 2 years****Elected: Even years****Duties and Responsibilities:**

1. Serve as a voting member of the APTAnj COD's and serve as a member of the Executive Committee.
2. Oversee the responsibilities of the Executive Director and the staff.
3. With the Executive Director, oversee the orientation of new members of the COD.
4. Officiate for the President, when necessary, and assist the President in the discharge of the duties of the presidency.
5. Succeed, if necessary, to the presidency for the unexpired portion of the term and fulfill the duties and responsibilities of that office.

SECRETARY**Term: 2 years****Elected: Even years****Duties and Responsibilities:**

1. Prepare the agenda for all COD meetings.
2. Record, read, correct and maintain minutes of all meetings, forwarding minutes to the Association within 10 days of the meeting. *Note: Minutes are part of the public record and are subject to subpoena.*
3. Collect reports, memos, etc. for distribution by staff to the COD.
4. Conduct correspondence as requested by the President.
5. Serve as a voting member of the APTAnj COD's and serve as a member of the Executive Committee.

TREASURER**Term: 2 years****Elected: Odd years****Duties and Responsibilities:**

1. Prepare and distribute annual Action Plans and budget information to committees, task forces, SIGs, and Boards within the APTAnj.
2. Review and make recommendations on the yearly budget to the COD and membership.
3. Present the annual budget to the membership.
4. Coordinate all financial endeavors of the APTAnj with the Executive Director.
5. Work as the liaison with the APTAnj's accountant and stockbroker and with the APTA Finance Department.
6. Serve as a voting member of the APTAnj COD's and serve as a member of the Executive

Committee.

7. Chair the Finance Committee.

DIRECTOR AT LARGE (3) - each Director at Large will be elected by and serve as a COD liaison to one of the APTAnj Districts (Northern, Central, Southern).

Term: 2 years

Elected: Even years

Duties and Responsibilities:

1. Disseminate information and obtain feedback in order to ensure that viewpoints of District members are accurately and fairly represented within the COD.
2. Encourage participation of District members in order to promote balanced geographical representation on committees and task forces.
3. Engage District members in discussions or forums that will meet their educational/informational needs.
4. Offer to the COD recommendations for projects/activities based on the needs of members in the District.
5. Serve as a voting member of the APTAnj COD.
6. Prepare and submit to the COD an annual report of District activities and an annual Action Plan/Budget Request for the District.
7. Conduct District meetings, including those of the District officers, and organize regarding District elections.
8. Coordinate with District members of the APTAnj Nominating Committee regarding District elections.
9. In consultation with other District officers, fill any district leadership position vacated prior to the end of term of office and notify the staff of any District level officers changes.

DIRECTOR OF PRACTICE

Term: 2 years

Elected: Even years

Duties and Responsibilities:

1. Coordinate the efforts of the APTAnj to meet the clinical practice and professional needs of the members.
2. Work with the Professional Affairs Representative on regulatory issues impacting the practice of physical therapy.
3. Serve as a liaison to the APTAnj COD and the APTA Department of Practice in disseminating practice-related documents and information from the APTA.
4. Serve as COD liaison to the following committees:
 - Practice
 - Ethic
 - Research
 - Reimbursement
5. Oversee the organization of the APTAnj Payor Summit.

DIRECTOR OF GOVERNMENT AFFAIRS

Term: 2 years

Elected: Odd years

Duties and Responsibilities:

1. Monitor legislative initiatives which may, directly or indirectly, impact on the practice of physical therapy, particularly within the state of New Jersey.
2. Develop strategies for motivating APTAnj members to establish relationships and maintain channels of communication with state legislators and/or regulatory proceedings.
4. Coordinate with the APTAnj Professional Affairs Representative on state legislative and regulatory issues.
5. Serve as liaison to the National APTA in order to monitor Federal legislative initiatives which could impact the practice and/or profession of physical therapy.
6. Oversee the development, organization and maintenance of the APTAnj "grassroots" communication system.
7. Write for APTAnj publications and prepare editorial responses as appropriate.
8. Educate and assist APTAnj members to participate in the governmental process.
9. Oversee the activity of and promote participation in PT PLAN by APTAnj members.
10. Communicate regularly with the Legislative Agent of the APTAnj.
11. Serve as the COD liaison to the Legislative Committee.
12. Oversee the organization of APTAnj Town Meetings for members.

DIRECTOR OF COMMUNICATIONS

Term: 2 years

Elected: Odd years

Duties and Responsibilities:

1. Coordinate, make recommendations for and implement services and activities that will promote timely communications between the association and its members, among individual members, and with other healthcare associations.
2. Develop and update a long-range plan for APTAnj publications.
3. Recommend publishing policies of the APTAnj.
4. Manage financial affairs of APTAnj publications, including budget development, production management, and advertising sales.
5. Serve as a resource to staff for all APTAnj publications.
6. Serve as the COD liaison to the:
 - Website Committee
 - *Jersey Jargon*
 - *Trenton Talk*

External Communications:

1. Implement public relations strategies that will promote the recognition and interests of the association and foster a positive image of the physical therapy profession among consumers.
2. Oversee the production of audiovisual programs and news release designed to increase an understanding of the role of physical therapy professionals within the healthcare arena.
3. Oversee the organization of the APTAnj Annual Golf Outing.

DIRECTOR OF MEMBERSHIP

Term: 2 years

Elected: Odd years

Duties and Responsibilities:

1. Develop public relations strategies that will promote the recognition and interests of the association and foster a positive image of the physical therapy profession among consumers.
2. Monitor membership trends making recommendations to the COD and implementing strategies to retain and recruit association members.
3. Develop and implement strategies that will enhance and promote the value of association membership.
4. Provide mentoring and direction to current and future association leaders.
5. Serve as the COD liaison to the:

- Membership/PR Committee
- Nominating Committee

7. In the years in which it is presented, oversee the organization and presentation of the APTAnj Student Conclave.

DIRECTOR OF PROGRAMMING

Term: 2 years

Elected: Odd years

Duties and Responsibilities:

1. Develop, coordinate and oversee the association's professional development and educational projects.
2. Determine appropriate format and approaches for professional development and continuing education for membership.
3. Work with staff and members representing diverse areas of physical therapy to determine professional education issues and activities.
4. Identify and respond to the strategic issues in education and for the association.
5. Coordinate activities of the Special Interest Groups within the overall organizational structure of the APTAnj.
6. Serve as COD liaison to the:

- Continuing Education Committee
- Annual Conference Committee
- APTAnj Special Interest Groups

7. Oversee the educational programming for the APTAnj Annual Conference and Fall Meeting.

CHIEF DELEGATE

Term: 2 years

Elected: Even years

Duties and Responsibilities:

1. Serve as a voting Member of the COD.
2. Serve as the APTAnj liaison with APTA in all matters pertaining to the House of Delegates

business.

3. Present material from the House of Delegates to the COD and to the APTAnj membership for discussion, opinion and/or vote.
4. Insure that all delegates are properly registered at the annual House of Delegates.
5. Coordinate the New Jersey delegation's activities and keep all delegates informed of the House of Delegates activities.
6. Prepare a report of Conference activities to be presented, in writing, at the first COD meeting following Conference; and present this report for publication in the next issue of the *Jersey Jargon*.
7. Assume responsibility for total voting strength of the APTAnj delegation and assure that charges by the membership of the New Jersey Chapter to vote a certain way are carried out.
8. Attend all sessions of the House of Delegates and oversee attendance of NJ delegates at all meetings and caucuses.
9. Schedule and conduct pre- and post- House of Delegates meetings and New Jersey delegation Caucuses.
10. Present to the House of Delegates such matters as are ordered by the COD or APTAnj membership.
11. Follow-up on any unfinished House of Delegate's business as might pertain to New Jersey.

NOMINATING COMMITTEE

Members: 3...one member from each district as elected by the Chapter members of each district. [Elected for 2-year term at the Business Meeting of Annual Chapter Meeting.]

- Central District - odd years
- Northern and Southern District - even years

Council Liaison: Director of Membership

Meetings: Chapter and District elections; committee meetings 1- 2 yearly; some activities may be accomplished by telephone, electronic communication and correspondence.

Purpose: To provide a slate of candidates for all Chapter and District offices and delegates to the House of Delegates, and to conduct Chapter and District elections

Tasks:

1. Identify, contact and network with potential candidates for offices.
2. Provide candidates with job descriptions for the position each is seeking and Consent-to-Serve Forms.
3. Inform candidates regarding the need and deadline for candidate Position Statements.
4. Contact members to ask for recommendations of potential candidates.
5. Conduct elections as a committee at Chapter meetings (2x annually) following established election procedures.
6. Conduct District elections at designated district meetings following established election procedures.
7. Report to the membership at the Annual Business Meeting the number of members contacted to run for each office, and the number who consented to run.
8. Maintain accurate calendar of positions to be elected, with assistance of staff.

Work other than at meetings: communicate with members and potential candidates.

Qualifications:

Chairperson - previous experience as a Nominating Committee member is preferred but not mandatory. Elected from and by the three elected Nominating Committee members.