



## **POSITION DESCRIPTION**

### President

#### **1.0 INTRODUCTION**

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

#### **2.0 FUNCTIONAL ROLE AND AUTHORITY**

- 2.1 The President serves as the official leader and public spokesperson for the chapter.
- 2.2 The President leads and directs the Executive Committee.
- 2.3 The President organizes and conducts the business of the Board of Directors.
- 2.4 The President maintains ongoing communication with the chapter lobbyist.
- 2.5 The President represents APTA Idaho with the Idaho Legislature and the Idaho Physical Therapy Licensing Board and provides testimony on behalf of the chapter during hearings.
- 2.6 The President works with the Executive Director to oversee the daily operations of the chapter.
- 2.7 The President signs contracts and other legal documents on behalf of the chapter.
- 2.8 The President conducts the following meetings: Executive Committee, Board of Directors, and Chapter Meetings, and works with the Executive Director to prepare agendas for those meetings..
- 2.9 The President attends the APTA in-person Component Leadership Meetings as the representative of the chapter.
- 2.10 The President will serve as an alternate delegate to the APTA House of Delegates and assist the APTA Idaho delegation at caucuses and with analysis of issues to be voted on during the House of Delegates.
- 2.11 The President submits articles as requested or desired for the Idaho Insight.

- 2.12 The President provides direction and assistance to the State Legislative Chair and committee about state legislative issues.
- 2.13 The President fields inquiries from the members and directs them to the appropriate committee or office as needed.
- 2.14 The President represents the interests of all APTA Idaho members and responds to any situation that the members, via the Board of Directors or Executive Committee, recognize as important to the mission and vision of the chapter.
- 2.15 **Term:** The IPTA President is elected to a 2-year term during annual elections held in the Fall on even numbered years.

### 3.0 REQUIREMENTS

- 3.1 **Membership:** APTA Idaho chapter member in good standing for at least 2 years as previous service as a delegate required. May be a PT, or PT Life, or PT Retired 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 APTA and APTA Idaho and procedures. Strong public speaking and interpersonal skills. Knowledge and ability to follow parliamentary procedure.

### 4.0 REPORTING RELATIONSHIPS

- 4.1 The President reports to the Board of Directors.
- 4.2 All committees, except for the Nominating Committee, report to the President.