



CHIEF DELEGATE POLICY & PROCEDURE

ELECTION:

Elected by the Chapter membership at the Annual Meeting in uneven years for a three-year term.

MEMBER OF:

Executive Committee, Board of Directors

DUTIES AND RESPONSIBILITIES:

- A. Attend Executive Committee, Board of Directors, and membership meetings
- B. Call meetings with one other member of the Executive Committee provided at least five (5) day's notice is given to all members.
- C. Submit report for each BOD meeting, Executive Committee meeting, and an annual report to the Chapter.
- D. Prepare an annual budget for the chapter delegation.
- E. Assist in strategic planning process and update assigned tasks throughout the year.
- F. Confer with successor regarding responsibilities of Chief Delegate, provide access to the Chief Delegate and Delegate policies and procedures and to the APTA TN bylaws and transfer files.
- G. Assure all delegates are oriented to HOD policies, procedures and information.
- H. Continually seek input from the membership regarding issues and concerns they believe need to be addressed by the HOD.

- I. Attend all chief delegate meetings at Combined Sections Meeting (CSM) and at the HOD, and represent the chapter at meetings of the Southern Regional Caucus or Chief Delegate meetings that may occur outside of CSM and HOD annual meeting. Attend, with all delegates, all interview sessions and sessions of the HOD.
- J. Ensure the delegates are performing their duties and responsibilities.
- K. Reassign delegates in those circumstances an elected delegate is unable to serve.
- L. Submit a report of proceedings of the HOD to the Executive Committee, Board of Directors (BOD) and chapter membership.
- M. Conduct an orientation of delegates and alternates delegates. Provide delegates with materials regarding their duties and responsibilities, Chapter policies and the process of serving as a delegate.
- N. Organize meetings of all the delegates prior to and during the HOD to distribute information and to allow discussion of the issues and the candidates.
- O. Be knowledgeable of proper processing of credentials at registration and inform the delegates of these processes.
- P. Be familiar with "Robert's Rules of Order".
- Q. Represent the chapter to other delegations, association officers, members and staff.
- R. Be financially responsible, informing all of the delegates of the travel reimbursement policy prior to conference and reviewing all of the delegate's expense vouchers when submitted after conference to ensure their adherence to the policy.
- S. Prepare a summary of HOD activities to be published in the *Volunteer Voice*.
- T. Liaison to PTA SIG and Nominating Committee.

Amended: April 2018