



DISTRICT CHAIRPERSON

ELECTION:

By each respective district at the first district meeting held in the fall of odd numbered years for Upper Cumberland, Chattanooga, Knoxville, and Memphis districts and in even numbered years for Jackson, Nashville, South Central and Tri-Cities districts. Office to be assumed within 30 (thirty) days of election.

MEMBER OF:

District Executive Committee, Chapter Board of Directors

DUTIES AND RESPONSIBILITIES:

- A. Attend Board of Directors and membership meetings.
- B. Submit report for each Board of Directors meeting and an annual report to the Chapter.
- C. Prepare an annual budget.
- D. Assist in Strategic Planning process and update assigned tasks through the year.
- E. Confer with successor regarding outline of routine duties and transfer files.
- F. Lead the respective districts in accordance with Chapter bylaws, Rules and Regulations.
- G. Preside at all District, District Executive, and District Board of Directors meetings.
- H. Communicate feelings and needs of the District membership to the Chapter Board of Directors.

- I. Report to the district membership information from the Chapter BOD meeting and business meetings.
- J. Upon receipt of new members list from Executive Director, write and welcome new members to the state and identify for them District Board of Directors and notification of next meeting.
- K. Hold District meetings a minimum of three times annually.
- L. Assist District Committee chairmen in learning committee responsibilities and priorities when indicated.
- M. Act as a resource for current events and developments in professional governmental, legal, and social changes which can impact upon the practice of physical therapy.