



PRESIDENT

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 and shall be ex-officio member of all committees, except the Nominating and Chapter Ethics Committees.

DUTIES AND RESPONSIBILITIES:

- A. Attend and preside at membership, Executive Committee and BOD meetings.
- B. Call meetings of the BOD in accordance with TPTA bylaws. At least two meetings per year are required.
- C. Call special meetings of the Chapter as determined by the Executive Committee.
- D. Call all regular business meetings, a minimum of one annually.
- E. Submit report for each BOD meeting and make an annual report to the Chapter.
- F. Prepare annual budget. The following activities may be included as finances permit:
 - 1. BOD Retreat.

2. Attendance at House of Delegates as well as Council on Chapter President's pre- and post-House.
3. Attendance at Council on Chapter Presidents at Combined Section Meeting.
4. Attendance by Parliamentarian at Chapter meetings.
5. Chapter officer training.
6. Contribution to Foundation for Physical Therapy.

G Assist in Strategic Planning process and update assigned tasks through the year.

H. Confer with successor regarding outline of routine duties and transfer files.

I. Assume leadership of Chapter activities and attempt to develop the Chapter in accordance with the APTA policies, membership needs and interests.

J. Turn over pertinent correspondence and communications to the Executive Director for filing.

K. Serve as the official spokesman for the Chapter to all groups and associations.

L. Act as immediate supervisor for Chapter's Executive Director.

M. Notify candidates of election results after elections.

N. Be named on the Annual Corporate Charter renewal forms as the Chapter's legal agent.

O. Present contractual arrangements made by the Chapter over \$500 to the TPTA Executive Committee for approval. These contracts should be signed by a member of the TPTA Executive Committee. Exception will be Exhibitor contracts.

P. In conjunction with Vice-President or Treasurer, authorized to negotiate and/or obligate TPTA to loans or other financial arrangements in accordance with

budget restraints, strategic planning or other BOD actions.

Q. Liaison to Ethics Committee and Legislative Committee