



# PREFACE

The Board of directors (hereafter referred to as “the BOD”) of the Tennessee Physical Therapy Association (hereafter known as “TPTA” or the “Chapter”) has the responsibility for carrying out the mandates and policies of the Chapter as determined by the membership and for directing all business and financial affairs on behalf of the chapter. To fulfill these responsibilities in accordance with the Chapter by-laws, a Policy & Procedure manual (hereafter referred to as the “P&PM”) has been adopted.

The P&PM, in accordance with Chapter by-laws and Board of Directors approval, outlines the organization structure, duties and responsibilities of the Board of Directors and provides a mechanism for carrying out these duties. A change in these procedures requires a resolution approved by the Executive Committee, the Chapter BOD or Chapter membership.

The P&PM represents a compilation of these procedures, plus information on structure, purpose, duties, and authority. This document shall be revised as necessary to reflect subsequent action of the chapter membership, BOD and the American Physical Therapy Association (hereafter referred to as “APTA” or “the Association”).