

DISTRICT DIRECTOR

The duties and responsibilities of the District Director are to:

1. Serve as a member of the Chapter Board of Directors as the official representative of the district or appoint a representative in his/her absence according to district bylaws.
2. Serve as advisor to the Chapter's officers and members.
3. Serve as liaison among the APTA, the Chapter and the component districts. This includes the communication of information from the district to the Chapter, from the Chapter to the districts and from the APTA to the districts throughout the year.
4. Make a report in writing at each meeting of the Board of Directors and at the Annual Meeting of the Chapter.
5. Maintain regular communication with the Chapter President.
6. Orient successor the duties of the District Director. Provide all district files, records and the PPTA Policy and Procedure Manual to successor.
7. Provide a list of all scheduled district meetings to the Chapter Office.
8. Ensure submission of the minutes of district meetings to the Chapter Office within 60 days after the meeting.
9. Forward complaints of Physical Therapy Practice Act violations to the Chapter Office.
10. Educate district members regarding the purposes of the PPTA Advocacy Fund and the PAPTPAC while simultaneously promoting membership participation.

11. Organize and advertise at the district level (1) PAC fundraiser and (1) Advocacy Fund fundraiser per year. Submit all contributions to the Chapter Office.
12. Assure district representation at the APTA House of Delegates by holding elections annually for district delegates. Use the Chapter Office to conduct all Delegate elections.
15. Serve as the Chair of the District Executive Committee.
16. Submit for Board approval the names of district members for appointment to Chapter committees.
17. Submit two (2) Chapter newsletter articles annually.
18. Respond to any and all charges from the Board of Directors.
19. Ensure that all District committee vacancies are filled within 60 days of their vacancy.
20. Use the Chapter Office to conduct all Delegate elections.
21. Work in concert with the District Membership Committee Chairs to ensure focus on the need for membership recruitment and retention.
22. Ensure that all district continuing education is offered in accordance with PPTA policies and procedures.
23. Approve and submit the district annual budget to the PPTA Treasurer by July 1 annually.