

PRESIDENT

The duties and responsibilities of the President are to:

1. Serve as a member of the Chapter Board of Directors and Executive Committee.
2. Preside at all meetings of the Chapter, the Chapter Board of Directors, and the Executive Committee.
3. Prepare the agenda, including a review of all motions submitted, for all meetings of the Chapter Executive Committee and Board of Directors. Notification shall be at least two (2) weeks prior to the meetings.
4. Prepare the agenda, in cooperation with the Chapter Board of Directors, for the Chapter business meeting.
5. Serve as official head and spokesperson for the Chapter.
6. Serve as a Chapter Delegate to the House of Delegates of the American Physical Therapy Association.
7. Keep members of the Board of Directors informed by letter, telephone, and/or electronic communication of pertinent matters between scheduled meetings of the Board.
8. Select the time and place for all meetings of the Board of Directors, Executive Committee and Chapter, the number of meetings to be in accordance with Chapter Bylaws.
9. Keep the Vice President informed of all matters by correspondence, telephone, and/or electronic communication.
10. Assign specific duties to the Vice President to assist in carrying out the business of the Chapter.
11. Route correspondence or other duties to appropriate Chapter Officers, District Chairs, Committee Chairs, SIG Chairs, or Task Force Chairs.
12. Appoint the Ethics Committee physical therapist members to serve as the Ethics Panel when directed by APTA's Ethics and Judicial Committee to begin processing of a case at the Chapter level, as per the Disciplinary Action Procedural Document.
12. Keep membership informed of Chapter/Association activities via a minimum of two newsletter articles annually.

13. Prior to the end of the term of office, review and revise this section of the PPTA Policy and Procedure Manual as indicated, sooner if changes are indicated. All such revisions are subject to the approval of the Chapter Board of Directors.
14. Review duties and responsibilities of Chapter Officers and be sure of their execution.
15. Report to the Chapter Board of Directors on activities of the APTA.
16. Serve as the immediate supervisor of the Executive Director.
17. Orient the successor to the contents of the President's files and to the duties of the office.
18. Submit an annual budget for his/her office, as well as for the position of President Elect, as part of the Chapter's current budgeting process and in the format required by the Treasurer.
19. Make a report in writing at each meeting of the Board of Directors and Executive Committee
20. Initiate contact with Legal Counsel on legal and/or legislative issues of importance to the Chapter.
21. Coordinate with the Vice President and the District Directors to create and implement a plan to visit each District during the term and have the Treasurer budget for adequate funding.
22. Respond to any and all charges from the Board of Directors.
24. Annually review President section of the PPTA Policy and Procedure Manual. Provide changes to the Secretary by June 30th of every year.
25. Provide an update on the state of PT at Annual Conference.
26. Consult with any related existing Chapter SIG Officer when requests for a liaison to an APTA Section is made.