

OPTA Chief Delegate Job Description

Term of Office: One year. The Chief Delegate is elected at the Fall Meeting and takes office on January 1 of the following year.

Bylaws Qualification: Chief Delegate shall have been a Physical Therapist member of the Association for the last three years, and a member of the OPTA for two years immediately preceding the election. The Chief Delegate shall have been a delegate to the House of Delegates (“House”) at least once.

Other Qualifications: Candidate must be willing to travel to the next scheduled APTA Combined Sections meeting and the House of Delegates meeting and be willing to cover incidental expenses, if any, which exceed the stipend for each meeting that are provided by OPTA. Candidates should have a working knowledge of House of Delegates procedure and recent activities. Familiarity with parliamentary procedure and Roberts Rules of Order is helpful.

Chapter Responsibilities:

- Attend all OPTA Board of Directors meetings as an active participant, including submission of written report.
- Attend OPTA member meetings as an active participant, including submission of written report.
- Prepare oral and/or written reports as necessary to keep the OPTA Board and membership informed of the activities of the office.
- Organize House of Delegates/Emerging Student Leader Award presentations, such as Mock House of Delegates or other appropriate activities, for the physical therapist and physical therapist assistant programs in Oregon.
- Contribute articles/content to OPTA publications as necessary.
- Coordinate Emerging Physical Therapist and Physical Therapist Assistant Student Leader Award selection and their attendance at Chapter meetings and House activities. (Student representative caucuses/meetings take precedence for student representatives over other scheduled meetings.)
- Mentor 1-2 potential successors for the chief delegate.
- Meet with successor to review responsibilities and activities of the office.

House of Delegates Responsibilities:

- Represent the Oregon Chapter in all House of Delegates activities, including contributing to ongoing House discussions, Virtual Town Halls, Chief/Section/Assembly (CSA) Delegate meetings, and pre-House and House events.
- Facilitate delegate preparation for the House, including orientation to House activities and schedule, using APTA House resources, attendance at Virtual Town Halls, organizing individual candidate interviews, and facilitating collaboration with other delegates and delegations.
- Organize at least 6-8 caucus meetings of the Oregon Delegation throughout the year,

both in the months leading up to the House and following the House, in alignment with the goals of year round government.

- Review main motions and bylaw amendments to be presented to the House with the OPTA Board at its meeting immediately prior to the APTA House of Delegates meeting.
- Arrive at annual conference the evening prior to the first day of scheduled House of Delegates events.
- Coordinate Delegate attendance at all appropriate House meetings, including motion discussion groups, regional caucus, candidate interviews, and the House proper.
- Call caucuses of Chapter Delegates on site as appropriate to discuss House issues.
- Lead the Western Regional Caucus when it is Oregon's turn in the rotation.
- Attend all meetings of the Western Regional Caucus before, during, and after the APTA House of Delegates.
- File an expense report with the OPTA executive staff upon return from the APTA House of Delegates, providing original receipts for appropriate expenses. Reimbursement up to the stipend amount approved by OPTA for expenses related to HOD participation will be provided only upon completion of this responsibility.

Time Commitment: Varies

Financial Considerations:

- Position-related expenses are reimbursed to the limit of the current year's budget for related items.
- Reimbursement for position-related expenses that are not within the chapter's budget may be reimbursable through other entities. Speak with a professional tax accountant for further information.

Position Benefits:

- Professional networking opportunities with local, state, and national leaders within APTA and other organizations with an investment in physical therapy
- Opportunity to advance current professional practices and positions through active participation
- Opportunities for professional exposure through publications as a representative of OPTA
- Growth opportunities. within personal life, transferring from professional experiences
- Advancement of individual leadership skills for use in future professional and personal endeavors