

OPTA Nominating Committee Member Job Description

Term of Office: Three years on an alternating basis. One committee member is elected at each Spring Meeting to replace a current member who is completing his/her term. Term commences at the conclusion of such meeting. The chair of the committee rotates so the person in their 3rd yr term becomes the chair for 1 year term.

Bylaws Qualification: Active/PT or Life/PT Members of APTA in good standing. The candidate shall have been an APTA member for two years and an OPTA member for at least one year immediately prior to election.

Chapter Responsibilities:

- Draft a slate of officers to be voted upon by the association membership at each biannual Meeting. Slate shall be drafted and submitted to the executive office on or before OPTA bylaws established deadline in order to be submitted to the membership prior to the election.
- Conduct the voting for officers at each biannual Meeting, maintaining established procedures and recording tallied votes. Voting records signed by committee members together with all ballots cast, shall be forwarded to the executive office for safekeeping.
- Establish and maintain a notebook of elected and appointed position job descriptions so that potential candidates can be given copies to review when considering their interest in serving a particular capacity. Review this information and update for board of directors annually.
- Review voting processes and procedures annually and recommend any necessary changes or updates needed with OPTA board of directors (i.e. including nomination form)
- Develop and maintain mechanisms to mentor students, new graduates, committee members, new and current members and past candidates in leadership roles for OPTA. This could include campaign strategy tips, lists of identified future leaders and review of current membership lists, fostering leadership development forums (public speaking, parliamentary procedure, component governance, etc.)
- Schedule and hold NC meetings throughout the year to assist in candidate identification, development and mentoring. Establish and maintain contact with APTA and other components chairs in NC roles.
- Post in newsletter and on OPTA website, announce at component business meetings component positions open for election and appointed positions committees chairs open. Give enough advance on these announcements (i.e. 4-6 months ahead a possible target)

- Present regular reports to OPTA board of directors on # candidates reviewed, # declined/consented to run per position and be an active participant in OPTA board of directors meetings.

Time Commitment: Average 4 to 6 hours per month plus attend business meetings and Annual Retreat

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