

## OPTA PTA Caucus Job Description

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

**Bylaws Qualification:** PTA representative candidates shall have been a member in good standing who have been members of the OPTA/APTA for at least one (1) year immediately preceding their election, or selection, and who have consented to serve are eligible to serve as RBNA representatives.

**Other Qualifications:** Candidates must be willing to travel to attend annual and special meetings of the PTA Caucus, and be willing to cover incidental expenses, if any, which exceed the stipend amount approved by the OPTA Board.

### **Responsibilities:**

- Participate in sessions of the PTA Caucus. Attend the Caucus meeting at the APTA Annual Conference (approximately 2 days ) Observe APTA candidate interviews and HoD (~ 3 days) in addition to the 2 day PTA Caucus.
- Participate in the election's process for PTA caucus positions.
- Work closely with the chief delegate and delegation from OPTA.
- Provide feedback to regional directors on state activities and initiatives.
- Foster PTA Special Interest Groups (PTASIGs), and encourage participation with help from states having more successful PTASIGs.
- Propose suggested motions for action to PTA Caucus and Oregon delegation.
- Attend and participate in the state caucuses.
- Present to the PTA caucus such matters as are ordered by the OPTA Board of Directors, OPTA PTA members, and voting body of OPTA
- Vote at meetings of the PTA Caucus in accordance with the instructions and policies of OPTA.
- File an expense report with the OPTA executive staff upon return from the Caucus meeting, providing original receipts for appropriate expenses. Reimbursement up to a \$1,200 stipend for expenses related to the APTA meeting participation will be provided only upon completion of this responsibility.
- Attend all OPTA Board of Directors meetings as an active participant. Prepare a written report of activities for BoD/business meetings.
- Attend OPTA membership/business meetings as an active participant.
- Prepare newsletter reports as necessary to keep the OPTA Board and membership informed of the activities of the office.
- Mentor 1-2 possible candidates to run for this office. Meet with successor to review responsibilities and activities of the office.

**Time Commitment:** 2-5 hours per month. Five days attending APTA annual meeting.

**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