

OPTA President-Elect / President Job Description

Term of Office: Two, one-year terms. The President-Elect is elected at the Fall Meeting and takes office on January 1 of the following year. The President-Elect shall automatically assume the office of President at the end of the President-Elect term.

Bylaws Qualification: The President-Elect 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. In addition, the President-Elect, must have served a minimum of 1 year on the OPTA Board of Directors within the past 2 elective years.

Other Qualifications: Have a general knowledge of the physical therapy profession in Oregon, including practice and reimbursement issues, etc. Be willing to plan an active role in chapter activities on an on-going basis. While the chapter executive office handles much of the daily administration, the president needs to be available for consultation and advice on committee activities and other chapter matters.

Chapter Responsibilities:

- Develop agendas for Board and Chapter meetings for executive office to distribute. Prior to each Chapter meeting (approx. 2-4 weeks), committee chairs need to be reminded to submit written reports summarizing committee activities, future goals and how these relate to Strategic Plan.
- Mentor board and committee chairs.
- Prepare President's Report for each Board and Chapter Meeting, reviewing current local and national issues, pertinent correspondence, etc.
- Preside over Board and Chapter meetings, maintaining proper decorum at each.
- Monitor activities of the executive office on an ongoing basis. Communicate with the executive staff concerning correspondence, current committee activities and scheduled events. Be available to advise executive staff regarding routine office problems.
- Along with the executive director, respond to or delegate response to correspondence from members, national office, other association components and other interested parties.
- Write quarterly President's message for each issue of *The LOG* or delegate to appropriate guest writer. Help editor develop new items for each issue.
- Guide annual process of setting goals and objectives, strategic plan and budget. The Board of Directors accomplishes this through the annual budgeting and strategic planning process.
- Review and evaluate annual contracts with the executive staff and government affairs representative.
- Authorized check signer. *Note: all authorized signers must be listed on the OPTA bank account. These signers must provide their names and social security numbers and they must put their signatures on file with the bank.*

APTA / National Responsibilities:

- May act as a delegate to annual APTA House of Delegates and attend all related meetings, caucuses and candidate interviews as scheduled. Communicate with the Chief Delegate to insure appropriate representation by the Oregon delegation (4 days).
- Attend Council of Chapter Presidents/Leadership meetings at Combined Sections (February) and Annual Conference (June).
- Complete annual Chapter Activity Report due to APTA.

Time Commitment: Approximately eight hours per month (and may fluctuate depending on Chapter activities). Attendance at two full-day business meetings, one day Board retreat and Board of Directors and Executive Committee meetings.

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.