

OPTA Vice President Job Description

Term of Office: One year. The Vice President is elected during the fall elections and takes office on January 1 of the following year.

Bylaws Qualification: Active/PT, Life/PT, Affiliate/PTA or Life Affiliate/PTA members of the APTA in good standing. The Vice President shall have been a member of the APTA for at least one year and OPTA for at least six months.

Other Qualifications: Have a general knowledge of the physical therapy profession in Oregon, including practice and reimbursement issues. Be willing to play an active role in chapter activities and in specifically assigned duties.

Responsibilities:

- Lead the effort to establish a culture of recognition and celebration within OPTA.
 - Manage a process to bestow Chapter awards (i.e. Mercedes-Weiss Award, OPTA Distinguished Service Award, etc) to deserving members.
 - Facilitate the creation of new Chapter awards to recognize and celebrate contributions of individuals within subgroups of OPTA membership (i.e. students, new professionals, minorities, specialty practice areas, rural leadership, innovations in practice, etc) as needed.
 - Make recommendations to the Board for strategic use of reserve funds for scholarship and grant programs to benefit our members. Manage a process to bestow scholarships and grants to deserving members.
 - Incorporate member recognition opportunities into membership meetings and other OPTA communications.
- Actively support the president in advancing the organization's strategic plan. Lead initiatives when requested or appointed that advance the strategic plan.
- Act as a liaison to members and on-going task forces, committees and groups when requested or appointed.
- Attend all Board of Directors meetings as an active participant including submission of written report when necessary. Be prepared to chair Board and Executive Committee meetings in the absence of the president.
- Attend all meetings of OPTA membership as an active participant including submission of written report when necessary. Be prepared to chair such membership meetings in the absence of the president.
- Prepare oral and/or written reports as necessary to keep the Board and membership informed of the activities of the office.
- Assume the position of OPTA President in the event such succession is necessary.
- Mentor 1-2 potential candidates to take over the Vice President position.
- Meet post-term with successor to review responsibilities and activities of the office.

- Periodically engage in one-to-one conversations with members and prospective members to build relationships.
- Attend annual Board retreat and participate in goal setting for the organization.

Time Commitment: Approximately eight hours per month (and may fluctuate depending on Chapter activities). Attendance at five (5) Board of Directors meetings, Executive Committee meetings when needed, two (2) full-day business meetings, and one (1) day Board 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.