

## POSITION DESCRIPTION

**Position Title:** President

**When elected:** Every 3<sup>rd</sup> Fall Meeting

**When Term Begins:** Immediately following election

**Term of Office:** 3 years

**Responsibilities with Timetables (as necessary):**

**Time**

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Serve as the official head and public spokesman of the Chapter.</li> <li>2. Preside at all meetings of the Chapter, Board of Directors, and Executive Committee.</li> <li>3. Serve as a delegate to the Association's House of Delegates.</li> <li>4. Submit an annual report of the Chapter's activities to the Board of Directors of the Association and such other reports as may be requested from time to time.</li> <li>5. Update Action Tracker after each meeting.</li> <li>6. Write bi-monthly President's Message for the Bayou Bulletin.</li> <li>7. Attend APTA Component Leadership Meetings, and the Annual Chapter Presidents meetings with the APTA Executive Committee</li> <li>8. Fill any vacant positions through the Board of Directors.</li> <li>9. Establish Task Force and Ad Hoc Committees through Board of Directors.</li> <li>10. Shall appoint Committee chairmen through Executive Committee.</li> <li>11. Shall appoint Chapter Ethics Committee Chairman through Executive Committee.</li> <li>12. Submit President's report to membership at each General Membership meeting.</li> <li>13. Organize agenda/schedule for all meetings.</li> </ol> | <p>Annual Conference</p> <p>February 15</p> <p>1st of month<br/>of publication</p> <p>Spring &amp; Fall<br/>Meetings</p> <p>Retreat, BoD, EC,<br/>General Membership</p> |
|---|--|

## POSITION DESCRIPTION

**Position Title:** Vice-President

**When elected:** Every 3<sup>rd</sup> Fall Meeting in the year preceding election of the President

**When Term Begins:** Immediately following election

**Term of Office:** 3 years

**Responsibilities with Timetables (as necessary):**

**Time**

1. Shall serve as an officer of this chapter, as a member of the Executive Committee, and as a member of the Board of directors.
2. Maintain the Strategic Plan.
3. Preside over membership meetings.
4. Serves as liaison to LPTB and attends one LPTB meeting per quarter. (Wednesday night)
5. Serve as liaison to LAPT Board Members filling positions nominated by LPTA.
6. Maintain job descriptions

Spring & Fall  
Chapter Meetings

## POSITION DESCRIPTION

**Position Title:** Secretary

**When elected:** Fall Meeting in same year as President

**When Term Begins:** Immediately following election

**Term of Office:** 3 years

**Responsibilities with Timetables (as necessary):**

**Time**

1. Shall serve as an officer of the chapter, as a member on the Executive Committee and the Board of Directors.
2. Record and maintain minutes of all proceedings of the Chapter, the Board of Directors and the Executive Committee.
3. Send copies of all Chapter Business Meeting minutes to the Association according to Association policy.
4. Serve as an officer of the Chapter.



## POSITION DESCRIPTION

**Position Title:** Treasurer

**When elected:** Fall Meeting in same year as Vice-President

**When Term Begins:** Immediately following election

**Term of Office:** 3 years

**Responsibilities with Timetables (as necessary):**

**Time**

- |    |  |   |
|----|--|---|
| 1. | Shall serve as an officer of the chapter and serve on the executive committee and the Board of Directors   |   |
| 2. | Be responsible for keeping true and accurate accounts of all receipts and disbursements of the Chapter.  |   |
| 3. | Make a full financial report to the Board of Directors and to the Chapter membership.  | At the Spring and Fall Chapter Meetings.                            |
| 4. | Prepare a budget outline and submit to Board of Directors.   | Prior to Fall Meeting   |
| 4. | Present the following fiscal year budget to the general membership.  | Fall Meeting  |
| 5. | Provide for an annual review of the Chapter's financial record by an accountant and send a copy to the APTA according to Association policy.   |   |
| 6. | Serve as Chairman on the Finance Committee to inform members of policies and procedures pertaining to Chapter financial matters for their information, opinion, or vote.   | Chairman of Financial Committee is appointed by Executive Committee |
| 7. | Direct and oversee preparation of the Chapter's income tax return by an accountant and filing the return.  | May 15  |
| 8. | Oversee the Audit Committee/Peer Review in its duty to annually audit the LPTA financial statements and accounting practices. The Audit Committee will consist of at least the Past Treasurer and one member, preferably from the Finance Committee. | 1 <sup>st</sup> Quarter of each year                                |
| 9. | Send a report to the APTA at the conclusion of the audit   |   |

## POSITION DESCRIPTION

**Position Title:** Chief Delegate

**When elected:** Fall Meeting in uneven numbered years

**When Term Begins:** January 1 of following even numbered year

**Term of Office:** 3 years

**Responsibilities with Timetables (as necessary):**

**Time**

- |   |                        |
|---|------------------------|
| 1. Serve as member of the Board of Directors.   |                        |
| 2. Attend the annual and special meetings of the House of Delegates of the Association.   |                        |
| 3. Attend Chief Delegate Forums   |                        |
| 4. To vote at the meeting of the House of Delegates or on voting sheets in accordance with the instructions or policies of the Chapter. | Spring & Fall Meetings |
| 5. Submit a Delegate's report to the membership at each General Membership meeting.   | Spring & Fall Meetings |
| 6. Hold Delegate's Meeting in the Spring.   |                        |
| 7. Other duties as described in Chapter Reference Manual.   |                        |
| 8. Attend Southern Caucus in the Fall.  |                        |

## POSITION DESCRIPTION

**Position Title:** Government Affairs Committee Chairperson

**When elected:** Fall Meeting in even numbered years

**When Term Begins:** January 1 of next uneven numbered year

**Term of Office:** 2 years

### Responsibilities with Timetables (as necessary):

### Time

- |   |  |
|---|--|
| 1. Serve on the Board of Directors  | Attend January Retreat, and Spring/Fall Meetings |
| 2. Chair the Government Affairs Committee meetings<br>Establish date of meetings and agenda.              | Spring/Fall Meetings<br>Other meetings as needed |
| 3. Ongoing communication with LPTA lobbying group   | As needed  |
| 4. Develop legislative strategy with LPTA lobbying group<br>Board of Directors, and GA Committee members. | Prior to legislative session                     |
| 5. Develop legislation approved by LPTA Board of Directors.   | Prior to legislative session                     |
| 6. Communicate with membership appropriately regarding legislative activities.                            | Ongoing  |
| 7. Develop and maintain Legislature/LPTA.   | Ongoing  |
| 8. Review bills sent by LPTA lobbying group that impact the profession of PT and LA PT practice act       | Legislative session                              |
| 9. Attend Spring and Fall Chapter Meeting   | Spring and Fall, annually                        |
| 10. Participate in lobbying legislature during session  | During Session, as needed                        |
| 11. Report at Spring/Fall Chapter meetings and BOD mtgs.  | Spring/Fall, as needed                           |
| 12. Attend APTA State Payment & Advocacy Forum  | Annual   |
| 13. Meet with stakeholder regarding legislative issues  | On going   |

## POSITION DESCRIPTION

**Position Title:** Nominating Committee Chairman

**When elected:** Fall Meeting in even numbered years

**When Term Begins:** January 1 of even numbered year of 2<sup>nd</sup> year of term.

**Term of Office:** 1 year Nominating Chair Elect, 2 years Nominating Chair

**Responsibilities with Timetables (as necessary):**

**Time**

1. Shall serve as committee member-at-large for the first year.
2. Shall serve on the Board of Directors.
3. Prepare a slate of one or more candidates for all elected positions at least thirty (30) days prior to the Fall Chapter Meeting in the year of their election.
4. Ensure candidates are qualified to run for office according to the Chapter Bylaws.
5. Educate potential candidates on respective job description.
6. Educate potential candidates on the election process, to include:
  - a. Write a position statement
  - b. Introduction at Fall chapter meeting
  - c. General election procedure
7. Write Call for Nominations for Bayou Bulletin.
8. Solicit nominations from the floor for all elected positions.
9. Obtain position statements from nominees for Bayou Bulletin and to be posted at Fall Meeting.
10. Recruit members to assist with elections at meetings.
11. Coordinate with executive staff regarding conducting elections, posting position statements having ribbons for candidates, and preparing ballots.
12. Send results of elections to the Chapter Secretary and executive staff.

April issue

Fall Meeting

August issue

## POSITION DESCRIPTION

**Position Title:** District Chairs

**When elected:** Fall Chapter Meeting every other year

**When Term Begins:** January 1 following election

**Term of Office:** 2 years

**Responsibilities with Timetables (as necessary):**

**Time**

- |  |   |
|--|---|
| 1. Shall represent the district on the Board of Directors.   |   |
| 2. Shall coordinate all district activities including at least 3 meetings per year.  | Within 45 days after Spring & Fall Meetings |
| 3. Shall conduct district elections.   | Within 45 days after Fall Meeting           |
| 4. Shall appoint District Committee Representatives if the District does not elect anyone one to one or more of these committees.                                      |   |
| 5. Shall serve on all standing committees in absence of an appointee   | By December 1 in election year              |
| 6. Submit a list of new officers and committee reps to the LPTA executive staff.   | At the Spring and Fall Chapter Meetings     |
| 7. Submit a written report of the District's activities to the Board of Directors and Membership of the Association.   | 1st of the month of publication.            |
| 8. Submit a written report of the district's activities to be published in the Bayou Bulletin.   |   |
| 9. Conduct a minimum of one community based public relations activity per year and report activity in the Bayou Bulletin (Goal 2, Objective A, Strategy 1 and 2).      | Within 2 weeks of meeting                   |
| 10. Submit reimbursement requests to Chapter office for district meeting needs.  |   |
| 11. May have additional duties as outlined in the Chapter Reference manual or assigned by the Association, the membership, Board of Directors, or Executive Committee. |   |



## POSITION DESCRIPTION

**Position Title:** Bylaw Committee Chairman

**When elected:** Appointed

**When Term Begins:** January 1

**Term of Office:** Two years

**Responsibilities with Timetables (as necessary):**

1. Maintain Chapter Bylaws in compliance with APTA Bylaws.
2. Make changes to Chapter Bylaws as done during the annual HOD at APTA annual conference. Follow APTA Bylaw Procedure Flowchart.
3. Attend any training provided by APTA.

**Time**

6 months following  
APTA Bylaws changes

## POSITION DESCRIPTION

**Position Title:** Ethics Committee Chairman

**When elected:** Elected within its membership

**When Term Begins:** January 1

**Term of Office:** 1 year

**Responsibilities with Timetables (as necessary):**

**Time**

1. Research or answer questions concerning Procedural Document on Disciplinary Action or the Guide for Professional Conduct.
2. Chapter contact person for APTA Judicial Committee for information and updates on status of complaints.
3. Move and/or guide complaint process according to the Procedural Document on Disciplinary Action.
4. Inform committee members on stage of complaint process and schedule hearings via telephone or in person.
5. Ensure proper documents are submitted to APTA Judicial Committee.

## POSITION DESCRIPTION

**Position Title:** Membership Development Committee Chairman

**When elected:** Appointed

**When Term Begins:** January

**Term of Office:** 2 years

**Responsibilities with Timetables (as necessary):**

**Time**

- |   |   |
|---|---|
| 1. Submit written/verbal report as requested by the Board of Directors or Executive Committee.                        |   |
| 2. Submit budget request.   |   |
| 3. Hold Committee meeting annually and as needed.   |   |
| 4. Submit strategic plan for committee.   |   |
| 5. Preside over monthly membership status tracking; calculate growth and retention rate.                              |   |
| 6. Evaluate and revise membership development plan.   | Annually                                |
| 7. Send in information for newsletter.  | 1 <sup>st</sup> of month of publication |
| 8. Perform additional duties as specified in Reference Manual or by the Board of Directors or Executive Committee.    |   |
| 9. Recruit, train, orient, and energize the membership development committee.   |   |
| 10. Identify target groups and initiate at least one membership drive per year to recruit, retain, or engage members. |   |
| 11. Collaborate with APTA's membership development department   |   |

## POSITION DESCRIPTION

**Position Title:** Payment/Practice Committee Chairman

**When elected:** Appointed

**When Term Begins:** January 1

**Term of Office:** Two years

**Responsibilities with Timetables (as necessary):**

**Time**

- |  |   |
|--|---|
| 1. Attend annual APTA Reimbursement Forum  | Annually-usually in the Fall                |
| 2. Responsible for submitting a budget to the Treasurer                                  | Annually in July                            |
| 3. Submit a written report for the Chapter membership meetings                           | Prior to Spring & Fall Meetings             |
| 4. Submit articles or committee updates in the newsletter                                | 1 <sup>st</sup> of the month of publication |
| 5. Coordinate, implement, and oversee grant needs related to payment and practice issues | As needed                                   |

## POSITION DESCRIPTION

**Position Title:** Public Relations/Newsletter Committee Chairman

**When elected:** Appointed

**When Term Begins:** January 1

**Term of Office:** 2 years

**Responsibilities with Timetables (as necessary):**

**Time**

- |  |                         |
|--|-------------------------|
| 1. Must have access to and be able to work with Microsoft Publisher.   |                         |
| 2. Shall serve as a non-voting member of the Board of Directors.   |                         |
| 3. Submit a written/verbal report to the Board of Directors and/or Executive Committee.                                    | Biannually for meetings |
| 4. Email LPTA Board and Committee members every other month with a specific date for which Bayou Bulletin reports are due. | Every other month       |
| 5. Contact district and committee chairs to request update regarding their district's or committee's activities.           | Monthly                 |
| 6. Seek pertinent information from APTA to be included in <i>Bayou Bulletin</i> .  | Monthly                 |
| 7. Prepare and/or assist editor in collecting/screening information to be printed in the newsletter.                       | Monthly                 |
| 8. Approve proof before print.   | Every other month       |
| 9. Oversee any public relations initiatives of the LPTA.   |                         |

## POSITION DESCRIPTION

**Position Title:** Research Committee Chairman

**When elected:** Appointed

**When Term Begins:** January 1st

**Term of Office:** 3 years

**Responsibilities with Timetables (as necessary):**

**Time**

1. Coordinate research activities at the Fall Meeting.
2. Submit a bi-yearly research committee article to the Newsletter.
3. Correspond with RC members from each district about research committee activities.

