



## Position Description: Chief Delegate

### Purpose

1. Represent APTA MN at the House of Delegates. <https://www.apta.org/HOD/>
2. Lead the APTA MN Chapter Delegation.

### Term of Office

This is an elected three-year position. No person shall serve more than three consecutive full terms and not more than two consecutive full terms in the same office. Duties are assumed January 1st.

### Bylaws Qualifications

Only physical therapist members of the Chapter as provided for [in the Association bylaws, Article III, Section 2, subparagraph C](#), and who have consented to serve, shall be eligible for election to office.

1. A Chapter Delegate must have primary chapter membership in Minnesota.
2. A Chapter Delegate may not serve concurrently as a delegate for any other delegation.
3. The Chief Delegate must have served as a Minnesota Chapter Delegate within the last three years.
4. Membership: Must be an APTA member for a minimum of 2 years immediately preceding the start of the HOD session. Any lapse in membership over 30 days excludes serving as a delegate.

### Other Qualifications

1. Commitment to the Chapter's strategic plan and goals.
2. Past service in APTA MN or APTA
3. Has good planning, organizational, and leadership skills.
4. Has effective written and oral communication skills.
5. Ability to function independently and collaboratively to provide direction and leadership.
6. Sound understanding of the health care delivery system, the profession, and the Chapter.

### Chief Delegate Responsibilities

1. Mentor new delegates

2. Plan and conduct meetings prior to HOD to prepare MN delegates for elections and motions
3. Attend C/S/A meetings online during the year / onsite at HOD and CSM (if in attendance)
4. Submit the official Roster of delegates to the HOD
5. Serve as a co-chair of the Midwest Caucus (this is a rotating position amongst Midwest Chief Delegates)
6. Represent APTA MN membership on House of Delegate (HOD) motions and elections for national office. (note: the MN delegation votes individually)
7. Stay abreast of HOD activities/discussions/decisions to inform and educate APTA MN members.
8. Seek input from APTA MN membership on HOD motions and elections before the HOD annual meeting
9. Participate as a member of APTA MN Board of Directors

#### **Financial Commitments (suggested):**

1. Promote and support the APTA MN PAC
2. Contribute to the PT-PAC (National Physical Therapy Political Action Committee)  
Note: 100% participation is strongly encouraged at the HOD annual meeting

#### **Attendance/Workload Expectations**

1. Annual APTA House of Delegate meeting.
2. Attend all HOD pre and post-meetings.
3. Attend all Chapter Caucus and Midwest Caucus meetings at the annual conference.
4. All APTA MN Board of Directors meetings (virtually plus 2 in-person meetings typically per year). The Board meets typically nine months per year. Meetings are typically 2 hours in length and scheduled in the evening.
5. Coordinating Council meeting and Business meeting (typically virtual).
6. APTA MN Annual Conference.

#### **Time Commitment**

The Chief Delegate may spend 2-4 hours/month on tasks in addition to meeting attendance.

#### **Resignation**

The Chief Delegate may resign by providing written notice to the President and Board of Directors.

#### **Dismissal**

The Chief Delegate may be removed with or without cause in accordance with state law. Further, if a member resigns or is expelled from Chapter membership, such member shall automatically cease to serve as an Officer of the Chapter.

Grounds for dismissal include

1. Noncompliance with Chapter policies and procedures or unethical conduct as outlined in the APTA Code of Ethics.
2. Failure to perform the duties as delineated in this position description.
3. Failure to attend the Board of Directors or other essential meetings.

**Position Benefits:**

1. Professional networking opportunities with local, state, and national leaders within APTA and other organizations with an investment in physical therapy.
2. Opportunity to advance current professional practices and positions through active participation.
3. Growth opportunities within personal life, transferring from professional experiences
4. Advancement of individual leadership skills for use in future professional and personal endeavors.