



## **Position Description: PT Member, Board of Directors**

### **Purpose**

1. Fosters the growth and development of the Chapter.
2. Oversees the governance of the Chapter.
3. Acts as the fiduciary for the Chapter and manages the affairs of the Chapter under law and the bylaws.
4. Provides the mechanism for carrying out the mandates and policies of the Chapter as determined by the Chapter membership.

### **Term of Office**

This is an elected three-year position. No board member 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 Article IV, Section 4, subparagraph B](#), and who have consented to serve, shall be eligible for election to office.

### **Other Qualifications**

1. Has good planning, organizational, and leadership skills.
2. Has effective written and oral communication skills.
3. Ability to function independently and collaboratively to provide direction and leadership.
4. Sound understanding of the health care delivery system, the profession, and the Chapter.
5. Ability to be a futuristic thinker.

### **Responsibilities**

As a board member, you are responsible for ensuring that the organization is managed properly. This includes adhering to the following guidelines:

1. Duty of Care - exercise reasonable care when making decisions on behalf of the organization.
2. Duty of Loyalty - act in the best interests of the organization and avoid any conflicts of interest.

3. Duty of Obedience - ensure that the organization is following its mission and adhering to all applicable laws and regulations. Direct all business and financial affairs for, and on behalf, of the Chapter.

Additionally, Board Members will be responsible for:

1. Dissemination of information to the membership.
2. Carry out the mandates and policies of the Chapter bylaws.
3. Serve on special task forces as assigned by the president.
4. Be visible to the membership throughout his/her term of office.
5. Provide an annual report of the financial status of the Chapter to the members.
6. Create and determine purposes and establish priorities for committees as it deems necessary to carry out the mandates and policies of the Chapter.
7. Read and abide by the APTA MN Policy and Procedure Manual.

### **Attendance/Workload Expectations**

1. Annual Conference attendance in person.
2. All 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.
3. Coordinating Council meeting and Business meeting (virtually).
4. Attend committee and workgroup meetings as needed to further the work of the committee/workgroup.

### **Time Commitment**

A Director may spend 1-3 hours/month on APTA MN-related tasks in addition to meeting attendance.

### **Resignation**

A Director may resign by providing written notice to the President and Board of Directors.

### **Dismissal**

A Director may be removed with or without cause in accordance with state law. Further, if a Director resigns or is expelled from Chapter membership, such person shall automatically cease to serve as an elected member 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 essential meetings, including the Board of Directors.

### **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.