

DELEGATE

Job Summary:

1. Represents PTAG membership during the annual APTA House of Delegates (HOD) meetings by participating in all activities related to the HOD
2. Votes on issues and candidates in a manner that represents the views of the PTAG membership
3. Assists Chief Delegate in soliciting and presenting association issues to the membership
4. Prepares for participation in the HOD by completing relevant assignments and attending PTAG delegation meetings

Term: Two (2) years of service

Reports to: Chief Delegate

Responsibilities:

1. Participates in network and Annual conference meetings to obtain and provide information related to membership issues of interest and needs regarding the APTA
2. Participates in delegation meetings with the membership to solicit information from the membership and to provide information related to HOD issues
3. Attends all scheduled meetings of the delegation throughout the term of office, including
 - a) meetings held prior to, during, and following the HOD
 - (1) Meetings generally held at least monthly: January, February, March, April, May, June
 - (2) At least one meeting July – December
 - (3) May be held in various cities and may involve travel
 - b) meetings related to HOD held at Annual Conference, e.g. interviews and receptions with candidates, Pre-House Forum, regional caucuses, etc.
 - c) virtual town hall meetings, discussion boards in HOD communities organized by APTA house officers
4. Prepares for business in the HOD, including
 - a) participate in drafting motions and amendments to motions
 - b) review all identified, relevant materials as scheduled for delegate meetings
 - c) solicit and/or disseminate information as needed by the delegation
 - d) serves as liaison to another delegation(s) as determined by the delegation
 - e) participates in the identification of potential nominees for National Offices and presentation of the nominees to the PTAG membership
5. Participate in the HOD, including
 - a) vote on motions and candidates in a manner that represents the interests of the PTAG membership
 - b) speaking to motions and providing information in a manner that represents the interests of the PTAG membership
6. Participates in the development of policies and procedures related to delegate responsibilities and the HOD, as indicated
7. Delegate will be removed from office and replaced with an alternate delegate if:

- a) misses more than two scheduled meetings or attendance at PTAG annual conference for reasons other than illness or an extreme emergency, or
- b) otherwise repeatedly fails to meet assigned responsibilities

Qualifications:

- 1. APTA/PTAG member in good standing (must be active member in previous two years with no lapse in membership)
- 2. Strongly recommended that a member actively participate at PTAG meetings prior to considering running for delegate

Commitments: Time and Financial

Time:

- 1. Responsible for attending and participating in numerous meetings throughout the year. Most of these meetings are concentrated between February and June of each year. The intensity of the meetings is typically contingent upon the activity of the Georgia Chapter (e.g: motion proposals/issues) and APTA agenda items
- 2. Attends and participates in:
 - a) approximately 4-6 chapter delegate meetings per year and the annual PTAG meeting in the Spring. The HOD (approximately 1 week in June)
- 3. Assists the Chief Delegate with disseminating information to the membership

Financial:

- 1. Delegates may receive a fixed stipend from PTAG to defray APTA HOD meeting expenses. This stipend is determined on an annual basis depending on PTAG budget. Historically at least 50% of the Delegate's expenses are covered by the stipend. The stipend may not cover all of the Delegate's expenses.
- 2. Time away from work to fulfill required duties and attend meetings
- 3. Registration fees, travel and expenses to attend PTAG Annual Conference and other meetings

Alternate Delegate

- 1. Will have same responsibilities and qualifications of a Delegate