Derived from the APTA PTA Caucus Policy and Procedure Manual (December 2019 version)

Duties and Responsibilities of PTA Caucus Representatives:

1. Propose business items to PTA Caucus chief delegate.
2. Participate in scheduled conference calls.
3. Participate in committees, task forces, and work groups, if appointed.
4. Participate throughout the year in in all chapter delegation functions.
5. Communicate with chapter chief delegate concerning issues raised in meetings with colleagues, including PTA Special Interest Group (SIG) and regional caucuses.
6. Attend APTA’s House of Delegates, candidate interviews, and related meetings and events.
7. Attend PTA Town Hall Meeting at Combined Sections Meeting (CSM), if possible.
8. Support chapter and section Physical Therapist Assistant SIGS.
9. Report business and actions of the PTA Caucus to components, chapter delegates, and PTA members.
10. Participate in succession planning, including mentoring other PTAs to serve in leadership roles.
11. Demonstrate willingness to serve as a PTA Caucus new representative mentor as requested by the chief delegate and/or APTA staff.
12. Report changes in PTA chapter leadership (PTA Caucus representative, PTA Caucus alternate representative, and PTA Special Interest Group Chair) to APTA staff.
13. Other duties as determined by the PTA Caucus.

Duties and Responsibilities of PTA Caucus Alternate Representatives:

1. Participate in chapter activities including business meetings and conference calls.
2. Communicate with the chapter PTA representative and the chapter delegates.
3. Participate in chapter PTA SIG.
4. Participate in scheduled PTA Caucus conference calls when appropriate.
5. Participate in a PTA Caucus regional group.
6. Attend PTA Caucus meetings, HOD and related activities, if possible.
7. Attend PTA Town Hall meetings at CSM, if possible.
8. Participate in succession planning, including mentoring other PTAs to serve in leadership roles.
9. Be prepared to assume the role of the PTA Caucus representative.