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***DISTRICT CHAIR***

Board of Directors Composition &Term: The Board of Directors is composed of the APTA Kentucky Executive Committee (President, President-Elect, Vice President, Secretary, Treasurer, and Chief Delegate) and the PTA Caucus Representative who are elected by the chapter membership and one Chairperson representing each of the five APTA Kentucky districts who are elected by district membership. The term of office for members of the Board shall be three years, with the exception of the PTA Caucus Representative who serves a 2-year term or until their successor is elected; the President-Elect shall serve a 1-year term elected during the final year of the current President’s term.

Benefits: Serving on the APTA KY Board is an excellent way to have a substantial impact in your community and your profession. You serve as a leader and advocate for the Association’s mission and vision. You gain experience in organizational dynamics, board room etiquette, and grow your professional network. It gives you the chance to develop collaborative, teamwork skills with a set of highly accomplished peers, and gain new perspectives by engaging with others. APTA KY board members receive free or heavily discounted registration to APTA KY conferences, webinars and other events.

Financial Considerations: Travel on behalf of the board or district may be reimbursable, if the budget allows. Any expenses not reimbursable are fully tax deductible. Up to two days off work (per year) may be required in order to attend board meetings or retreats.

Qualifications: a District Chair must be a physical therapist or physical therapist assistant member in good standing of APTA Kentucky.

Duties:

The District Chair serves as a member of the APTA Kentucky Board of Directors:

* Actively participates in each board meeting (one held in-person, three held virtually, additional virtual meetings may arise to discuss emergent issues).
* Comes to each meeting prepared, having read and reviewed any materials provided to board members in advance of the meeting.
* Stays up-to-date on APTA Kentucky news and issues by reading the digital newsletter, *Physical Therapy Now*, and other correspondence sent to membership.

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* Participates in board retreats, strategic planning sessions, and other special meetings of leadership.
* Submits a report of district activity to the board prior to each board meeting.

The District Chair leads in their district by:

* Holding a minimum of two (2) meetings annually.
* Each meeting shall consist of a district business meeting and either an educational or social component.
* When an educational component is held at the district meeting, the district chair shall take a record of attendance and ensure the Executive Director receives the record so that CEUs can be awarded.
* Recording or delegating the recording of minutes at each district meeting.
* Notifying the Executive Director of a district meeting at least 14-days in advance of the meeting.
* Either by appointment or by election, ensuring a District Vice-Chair and Secretary are maintained.
* Ensuring elections are held to fill the position of District Chair upon completion of term.
* Ensures the financial independence of the District through fundraising.
* Any cash or checks received shall be sent to the Executive Director for deposit into the district’s reserve account.

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