

ACADEMY DELEGATES

I. DELEGATE ROLES

- a. The Academy shall have two Delegates to the APTA House of Delegates with voting privileges
 - i. Chief Delegate – member elected, Board member
 - ii. Academy Delegate – member elected
 - iii. Alternate Delegate – Board President
- b. Delegate term is 3 years. No member shall serve more than two complete consecutive terms or a total of six consecutive years, in any combination of the roles of Chief Delegate, Academy Delegate, or Alternate Delegate.
- c. An Academy Delegate may not, in the same year, serve as Chapter or Assembly Delegate.
- d. If any Delegate term is vacant, the Board of Directors will appoint an individual to complete the term of office.

II. DUTIES AND RESPONSIBILITIES

- a. The Delegates to APTA House of Delegates will be the Chief Delegate and Delegate. The Academy President will serve as the alternate.
- b. Delegates shall be members in good standing in the Academy.
- c. The Delegates will meet regularly during the House cycle to discuss motion development, participation in the House, and the elections.
- d. The Delegates will participate in the online motion discussions and attend the virtual meetings as scheduled by the House Officers leading up to the House. Attendance at the House of Delegates session is required.
- e. The Delegates will collaborate in representing the voice of the Academy in motion discussions and will seek guidance from the Board on House matters of particular importance. The Chief Delegate will follow up with the Board prior to and after the meeting to review the House proceedings that are pertinent to the Academy.
- f. The Delegates will also keep the Academy membership informed about issues in the House of the Delegates both prior to and after meetings.

For more information on the House of Delegates, please refer to the APTA bylaws, Standing Rules, and Membership Rights

II. FINANCIAL

- a. Submits expense reimbursement request to the Executive Office per ANPT policy and instructions according to approved budget. Maintains account of expenses incurred during these duties. The Delegates and alternate delegate will be reimbursed in accordance with the Academy's

Honoraria and Reimbursement Policy and according to the amount as defined in the annual budget.

III. ORIENTATION OF SUCCESSOR

- a. The Academy Delegate is elected for a 3 year term, serving in an 'elect' designation for the first 6 months, from July 1 to December 31. The Academy Delegate will assume full responsibilities for the House of Delegates beginning January 1 of the year following election.
- b. The current Academy Delegate will fulfill all roles/responsibilities related to the House of Delegates through December 31 and receive funding per the Honoraria and Reimbursement policy to do so. The current Academy Delegate will not receive funding for other Academy initiatives during the elect time frame.
- c. The Academy Delegate provides for smooth transition by acquainting the newly elected Academy Delegate with pertinent information, materials, and procedures. This should occur within six (6) weeks of election. The template for orientation includes, but is not limited to:
 - i. mission/vision/core values/strategic initiatives
 - ii. job duties
 - iii. timelines
 - iv. current House of Delegates initiatives
 - v. current challenges