

## **Physical Therapist Assistant (PTA) Council Representative**

### **I. DUTIES AND RESPONSIBILITIES**

- a. Serves as elected Academy representative to the APTA PTA Council, term of three (3) years.
- b. Liaises with the Director of Membership
- c. Attends the annual and special meetings of the PTA Council; in person and virtual
- d. Studies the matters that are brought before the PTA Council for deliberation and action and solicits guidance on such matters that are pertinent to the Academy from membership and the Board of Directors
- e. Presents to the PTA Council such matters as are directed by the Academy membership or Board of Directors
- f. Votes at meetings of the PTA Council in accordance with instructions and/or policies of the Academy
- g. Confers with the Board of Directors on relevant topics
- h. Keeps the Board of Directors and membership informed on issues that impact PTA practice
- i. Collaborates with the Membership Committee in support of member outreach and communications
- j. Engages with the Academy's delegates, providing APTA House of Delegates relevant input
- k. Reports to the Board of Directors regarding PTA Council activities

### **II. FINANCIAL**

- a. Submits expense reimbursement request to the Executive Office per ANPT policy and instructions. The PTA Council Representative 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 PTA Council Representative provides for smooth transition by acquainting the newly appointed PTA Council Representative with pertinent information, materials, and procedures, including a copy of the current Policy and Procedure Manual. This should occur within six (6) weeks of appointment. The template for orientation includes, but is not limited to:
  - i. mission/vision/core values/strategic initiatives
  - ii. job duties
  - iii. timelines
  - iv. current initiatives
  - v. current challenges