

**SECTION EIGHT**  
*(revised 5/94)*

I. District Chairman

I. District Chairman: The District Chairmen preside over all their district's meetings and are responsible for communicating the official Association policies and recommendations within and outside the Association to their membership.

A. General Duties:

1. Presides over all meeting of districts.
2. Voting member of the Board of Directors to assist in policy and decision making that affects our state organization and its members.
3. Serve as the liaison between the Board of Directors and the individual district represented.

B. Specific Duties:

1. Duties in Relation to Meetings

- a. Attend the Board of Directors as a voting member and provide a voice of representation from particular district.
- b. Stay abreast of information pertinent to contemporary topics be they legislative, educational, financial, etc. This information may be provided by Newsletter, Government Affairs Bulletin, Professional Journal, or any other periodical of public use.
- c. Carry information from the Board of Directors to the district level for discussion and feedback.

2. Duties Toward the Board of Directors

- a. Assimilate the ideas, concerns, or opinions of his/her particular district and present them to the Board of Directors at the earliest meeting for hearing and due process.
- b. Provide assistance in seeking committee members from the district to serve in a particular capacity.
- c. Be available to provide district information to Board of Directors upon request.
- d. Serve as member of the awards committee.

3. Duties Toward Officers

- a. Provide assistance at the district level if requested to complete Board of Director functions.

C. Reports:

1. Verbal reports to be presented to the Board of Directors on district activity at each meeting.
  2. Written reports to be presented to Publications for newsletter, etc.
- D. Expenditure/Budget: Submits approved expenditures for Board Meeting to the treasurer for reimbursement on the appropriate forms.
- E. Award Committee
1. Creation

To honor the contribution of outstanding Missouri Physical Therapy Association members, the first awards were awarded in 1980.
  2. Purpose

The purpose of the Award is to acknowledge and honor members of the Missouri Physical Therapy Association whose contributions in the area of Education, Research, Administration, Practice, and Service to the Profession have been of exceptional value.
  3. Eligibility
    - a. Nominees for the Award must be members in good standing of the Missouri chapter of the APTA.
    - b. Members of the Board of Directors and members of the Awards Committee considering the award shall not be eligible for the Award during their respective periods or terms of service.
  4. Nominations
    - a. Nominations for the Award may be submitted by any individual member of the MPTA or district component.
    - b. Nominations shall be submitted in writing, using the form obtained from the MPTA office.
    - c. Completed nominations must be received by December 1 to be considered for the Award in the following year. Completed nomination forms are to be addressed to the Chair of the District Chairs
    - d. Individuals nominated and not selected for the Award may be nominated again, in any subsequent year or years, by completion and submission of nomination forms with current information. Previously submitted nomination forms will not be reconsidered and will not be returned to the senders.

- e. A copy of the nomination form and criteria will be published in the fall newsletter or bulletin each year.

## 5. Criteria

The member's contributions are of exceptional value to the Association:

- a. In the area of Education, Research, Administration, Practice, and Service to the profession.
  - 1. Education: The recipient has fostered the development of quality learning experiences that promote sustaining and improving the physical therapy profession. The learning experiences can be a part of entry, academic or clinical, continuing education or graduate education.
  - 2. Research: The recipient has fostered research, laboratory and/or clinical, that has promoted the development of the physical therapy profession.
  - 3. Administration: The recipient has fostered the development of policies and procedures for the delivery of physical therapy services.
  - 4. Practice: The recipient has consistently provided quality physical therapy services as direct provider or consultant.
  - 5. Service to the Profession: The recipient has fostered the development of the APTA and its goals, serving in elected or appointed roles in Chapter and National Associations.
  - 6. Affiliate Member: The recipient is an affiliate member who has shown outstanding contribution in any of the above areas.
- b. Will be judged on the basis of the results of an individual's service, and not merely the duration or continuity of that service.
- c. Are to be documented by supporting statements from other individuals accompanying each completed nomination form. Supporting statements by other individuals should consist of an original statement. There should not be copies of the statement used by the originator of the nomination.
- d. Nominations by individual members should have the support and/or endorsement of the Districts Board of Directors.

## 6. Selection and Award

- a. The District Chairmen of the five districts will consider the nominations. The district chairman will make recommendations to the Board of Directors at the meeting of the chapter Board of Directors. All nominations must be original, not duplicates. No more than one Award in

each category will be given each year. Awards are not necessary every year.

- b. Any member of the Awards Committee or Board of Directors closely associated with a nominee or recommended recipient in work of any kind germane to the purpose of the Award be excused from the discussion and voting on the Award. The Awards Committee will vote on the nominee(s) with selection based on a confidential majority vote.
- c. The Award will be presented at the Spring-Missouri Physical Therapy Association following the final selection of the Awardee by the Board of Directors. Selection for the Award is not contingent upon attendance at the Spring Meeting.
- d. Each Awardee shall receive a plaque in recognition of their accomplishments.
- e. A composite record of the recipients of the Award shall be maintained at the Association's office.
- f. The reason for the nomination of the awardee will be part of the Award and will be part of the permanent record of the awardee.