

## **SECTION FIVE**

### **OFFICERS** *(revised 09/07)*

- I. President
- II. President Elect
- III. Vice President
- IV. Secretary
- V. Treasurer
- VI. Directors
- VII. Chief Delegate
- VIII. Chapter Delegate

## OFFICERS

- I. President: The President presides over all meetings of the Membership, the Board of Directors, and the Executive Committee and is responsible for communicating the official association policy and recommendations within and outside the Association.

- A. General Duties:

1. Serves as the official head and public spokesperson of the chapter.
2. Delegates appropriately chapter business to officers, directors and committee chairmen.
3. Reports Association and chapter activities and pertinent proceedings of the Board of Directors and of the Executive Committee to chapter membership.
4. Answers all correspondence directed to the chapter or to the president: ex officio member of all committees except the nominating committee.

- B. Specific Duties:

1. Meetings:

- a. Designates the date, time and place of any special business meeting of the membership. Special meetings are called only for the purpose of discussing specific matters.
- b. Designates the dates, time and place for at least four (4) Board of Directors meetings. Board meetings are usually called prior to and/or after regular and special meetings and one meeting in July or August and one meeting in January or February.
- c. Designates the dates, time and place for any executive committee meetings. An executive committee meeting can substitute for one of the Board of Directors meetings.
- d. Plans the agenda for all meetings. Distributes or requests the Executive Officer to distribute copies of each agenda to the Board members at least two (2) weeks prior to the meeting.
- e. Presides at all meetings. Notifies the Vice-President to preside if unable to do so.
- f. Follows the principles of parliamentary procedure based on Robert's Rules of Order, Revised.

2. Appointments:

- a. Recommends committee chairman for board approval.
- b. Contact either by phone or letter individuals appointed as committee chairmen and informs them of their duties.

- c. Makes urgent decisions concerning appointments only after confirmation with the Executive Committee. All Board members should be informed of these decisions and assignments.
3. Elections:
    - a. Arranges with the nominating committee at least one month prior to the annual business meeting to hold Chapter elections.
    - b. Appoints a minimum of two (2) tellers at the beginning of the meeting if elections are to be held.
    - c. Arranges for a mail vote when a decision of the chapter is needed between meetings. Delegates the duplication and distribution of ballots indicating what the vote is for, the procedure for voting, when the ballots are due, and to what address they should be sent. Ballots are mailed to all active, life and affiliate members. The ballots are to be returned to the Chief Teller and are to be counted by a minimum of two (2) tellers appointed by the President. The President is to inform the membership of the outcome of the voting by publishing the results in the next edition of the newsletter.
  4. National Conference:
    - a. Serves as member of the Missouri Delegation in the House of Delegates.
    - b. Signs delegate credentials, cards, and gives them to the chief delegate.
  5. Communications:
    - a. Prepares or delegates preparation of News Bulletins for mailings during the eight (8) months when the newsletter is not published (i.e., January, February, April, May, July, August, October, and November). Determines content in accord with needed communications to membership concerning chapter activities, information of interest from A.P.T.A. component bulletin, government affairs bulletin, or issues of professional interest. Arranges for printing and distribution by the publication committee circulation manager.
    - b. Prepares a letter from the chapter president for the M.P.T.A. newsletter when appropriate.
    - c. Prepares and presents a Presidential address for the spring business meeting at his/her discretion.
    - d. Maintains regular contact with members of the Board and committee chairmen regarding their chapter activities.
- C. Reports: Prepares two (2) copies of the annual report on the forms sent from National Office. One copy is to be sent to National Headquarters by the stipulated date and the other copy is to be filed.
  - D. Budget Expenditures:

1. Assists the treasurer with questions concerning interpretation of fiscal policy and procedure.
2. Prepares the President's budget requests for the coming fiscal year and submits to the finance committee chairman.
3. Keep an accurate account of expenditures on the forms provided by the treasurer sending one copy to the treasurer for reimbursement and filing the other for the President's file.

- II. President-Elect: The president-elect shall be elected at the spring meeting every 3rd year (e.g. 1992, 1995, etc.). The elected person shall serve in this capacity for one full year, and, shall then assume the office of President at the close of the spring meeting which concludes the one year term of president-elect.
- A. General Duties - The president-elect shall in every way possible, observe the office and function of President in preparation for assuming that office.
- B. Specific Duties:
1. The president-elect shall attend the M.P.T.A. Executive and/or Board of Directors meetings. Attendance is as that of an observer. Although he may speak to issues, etc., the president-elect may not vote.
  2. The president-elect may perform functions for the Association and/or Board as directed by these membership bodies. Each delegated task must be specifically delineated, and should be assigned for a prescribed time period.
- C. Reports: N/A
- D. Expenditures/Budget:
1. Any approved expenses for attendance at Board of Directors meetings should be submitted to the treasurer on the appropriate form for reimbursement.
  2. Budget for president-elect should be prepared and submitted as requested by the treasurer (approximately September 15th).

III. Immediate Past President

#### IV. Vice-President: (revised 09/07)

The vice-president assumes any responsibilities of the president upon request and is primarily responsible for updating the procedure manual and bylaws.

##### A. General Duties:

1. Assumes the duties of the president in his absence, should keep informed of National, Chapter, and District happenings.
2. Assist the president in the discharge of his duties when so asked. Be ready to officiate at meetings when the president wants to step down from the chair.
3. In case of vacancy of the president, shall succeed to that office for the unexpired term.

##### B. Specific Duties:

1. Duties in Relation to the Chapter Procedure Manual
  - a. Develops a loose-leaf folder containing a detailed account of how the Chapter is to be run. The following sections are included: A.P.T.A. and M.P.T.A. organizational charts, National and Chapter bylaws; Board of Directors; Executive Committee; officers; standing committees; and District Chairmen, and other pertinent information. Every board member and chairman of any standing committee is to have a copy of the manual. Sub-committee chairmen will have a copy of all the procedures for the standing committee which they fall under.
  - b. Keeps the Procedure Manual current by annually revising it, indicating any changes that have been made in the National and Chapter bylaws, indicating any resolutions made by the board or membership that change chapter procedures; and indicating any procedure change made within the board, the executive committee, an office, or committee.
  - c. Revises manual by keeping informed of any bylaw or resolution which will change the Chapter procedures and including these in the proper section, and by getting any procedure changes from each officer and committee chairman. Will remind Board of Directors and all committee chairmen at the fall meeting that any procedure changes must be submitted in writing at the winter Board of Directors meeting. If another Board of Director's or committee chairman's procedures are affected by such a change, the Vice- President will notify them in writing. The Vice-President also revises the procedures of the Vice-Presidency.
  - d. Type revisions and instruct the Executive Officer to duplicate copies, sending one to all board members (and chairmen of the special committees if applicable) with directions as to where these revisions are to be inserted in the manual. All revisions will be dated at bottom right of each page.
2. Duties in Relation to Chapter Bylaws
  - a. Shall be chairman of the bylaw committee. Composition to include MPTA District Vice-Presidents.

- b. Responsible for revisions in the bylaws as directed by the Board of Directors.  
(See Executive Committee: Bylaws)
3. Duties in Relation to Open Forums
  - a. Discusses topics for Open Forum with President
  - b. Is responsible for directing the open forum at the fall and spring meetings.
  - c. May involve the president-elect for assistance.
  - d. Informs Executive Officer of topics for publication in Program for State Meetings.
4. Duties as the chair of the PT fund
  - a. The Vice-President is the chair of the PT fund.
  - b. The Vice-President will assume the chair of the BOD when PT fund issues are discussed.
  - c. Periodically the Vice-President will investigate the possibility of new investments for PT The fund.
  - d. The Vice-President may be involved in fund raising for the PT Fund.
5. Duties as Chair of the Scholarship committee
  - a. The committee to review scholarships shall be appointed by the Vice-President and ideally should include a represent all regions of the state.
  - b. When a decision is reached the Vice-president will inform the recipient, Executive Officer and the chair of the communication committee.
6. Duties as a point of contact for the legal representation for the MPTA (August, 2005)
  - a. The Vice-President will be informed of legal issues confronting the MPTA.
  - b. The Vice-President is encouraged to seek the advice of at least one Executive board member when deciding to involve an attorney.
  - c. The Vice-President serves as the administrator of the Legal Defense Fund and approve authorization of payment of other legal fees for the MPTA
  - d. The Vice-President is to give a report at the following Executive Board meeting and possibly the BOD meeting depending on the sensitivity of the action.
7. Reports:
  - a. Quarterly Report: Shall prepare a report prior to each Board of Directors meeting which contains an account of the activities of the Vice-President.
  - b. A similar report is submitted to the state newsletter editor for publication, as appropriate.

8. Expenditures/Budget:

- a. Shall keep an accurate account of expenditures on the forms provided by the treasurer, sending one copy for reimbursement and keeping the other.
- b. The Vice-President's budget for the coming fiscal year shall be prepared and submitted as requested by the treasurer (approximately September 15th).

V. Secretary: (revised 08/07)

The primary function of the secretary is to accurately record the minutes of official chapter meetings and to maintain permanent records of these meetings.

A. General Duties:

1. Shall record the minutes of Executive Committee, Board of Directors, and Chapter meetings.
2. Shall maintain policy log and prepared historical report for Chapter.
3. Shall assist the Chapter President at all meetings.

B. Specific Duties:

1. Recording of Minutes:

- a. Type of meeting
- b. Date, Time and place of meeting
- c. Name and office of each person present at every executive committee and Board meeting.
- d. Indicate if quorum is present at Chapter meetings
- e. All motions recorded verbatim and noted who made motion. Rationale given for each motion if not evident by wording. Record if each motion was carried or not. Withdrawn motions need not be recorded.
- f. Membership numbers and exact amount of checking and savings accounts are to be included.
- g. Entire slate of nominees for election are to be included and results of elections including tally. (Tally results need not be published.)
- h. Minutes are to be signed by the person taking them.

2. Distribution of Minutes:

- a. Original copy of minutes remains with Secretary
- b. Copies are e-mailed to the President and administrative staff within four weeks of the meeting.
- c. Copies of the Board meetings and Chapter meetings are e-mailed to the Communications Chairman by the next newsletter publication deadline.
- d. Copies of the Board meetings and Chapter meetings are mailed to APTA - Component relations within thirty days.

3. Reading of Minutes:

- a. The Secretary shall read the minutes of the previous meeting immediately after the President calls the present meeting to order.
  - b. Minutes need not be read if they have been published or distributed to Board Members via e-mail and may be dispensed with by a motion from the Secretary.
4. Maintenance of the Chapter File:
- a. The original copies of all previous minutes must be maintained in print and e-format
  - b. Other documents pertinent to each meeting shall be kept for at least five years, ie., agendas, committee reports, etc.
  - c. Maintain a current list of Chapter officers, the Board of Directors, and committee chairmen.
5. Maintenance of Policy Log
- a. The Secretary shall maintain and update the Chapter Policy Log biannually.
  - b. All Executive committee, Board and Chapter meeting motions and actions relating to Chapter policy shall be recorded in Policy Log under appropriate headings.
  - c. Secretary shall update Policy Log biannually and distribute copy to all Board members annually at the Summer Board of Directors meeting. Secretary shall bring Policy Log to all meetings for reference.
6. Maintenance of Historical Report
- a. The Secretary shall maintain and update annually the Chapter Historical Report.
  - b. The yearly summary shall included membership figures, financial summary, Presidential election results and all Chapter or Board activity deemed significant for that year.
  - c. Historical report shall be updated annually by the Winter Board meeting of the following year. This annual summary may be published in the newsletter.
- C. Reports: None other than records described above and Quarterly report.
- D. Expenditures/Budget:
1. Shall keep an accurate account of expenditures on the forms provided by the treasurer, sending one copy to treasurer and keeping the other.
  2. The Secretary's budget for the coming fiscal year shall be prepared and submitted as requested by the treasurer.

## VI. Treasurer (Revised 04/07)

The primary responsibility of the treasurer is to manage the finances of the Missouri Physical Therapy Association.

### A. General Duties

1. Oversees the finances for the Association.
  - a. Monitor budget variances and note when 75% of a line item has been spent for the year.
  - b. Maintains financial records.
  - c. Review the monthly financial statements to monitor expenditures
2. Serves as Chairman of the Finance Committee.
3. Maintains and revises the MPTA Procedural Manual as related to the Treasurer and Finance Committee.
4. Participates in strategic planning as designated by the Chapter President.
5. Attends Executive Board and Board of Directors Meetings.
6. Procedure for Annual Reports to APTA
  - a. Ensures reports related to finance requested by APTA are completed.
    - i. Component dues confirmation – July
    - ii. Lobbying percentage – July
    - iii. Annual financial report to APTA – June
7. Chart of Accounts (include info from finance committee)
  - a. A Chart of Accounts is the line items of the budget delineating the expenditures and receipts.
  - b. The Treasurer is responsible for maintaining the accuracy of the Chart of Accounts.
  - c. The Treasurer shall distribute the Chart of Accounts to the Executive accountant, MPTA Officers, Directors, Committee Chairmen, District treasurer and Chairmen, and Executive Officer.
8. Check Request – See Finance Committee
9. Ensures that the accountants complete all IRS Tax Forms; and the monthly financial statements.
10. Other duties as assigned by the President or Board.

### B. Duties in Relationship to District Treasures

1. Maintains an up to date list of current District Treasures.

2. Requests budget from District Treasurers.
3. Maintains ongoing communication with the District Treasurers seeking advice, making recommendations, providing information and encouraging active participation.
4. Reviews request for reimbursement forms submitted by District Treasurers.
5. Signs and mails reimbursement checks requested by District Treasurers.

C. Duties in relation to Finance Committee:

1. Serves as Chairman of the Finance Committee.
2. Serves as a member of the Finance Committee for at least two years as Past-Treasurer.
3. Serves as liaison between the Finance Committee and the MPTA Board of Directors.
4. Provides preliminary budget to the Finance Committee to obtain their recommendations
5. Obtains advice from Finance Committee on financial matters of concern to MPTA.

D. Duties in Relation to Budget

1. Requests budget requests for the next year from Officers, Chairmen and District Treasurers.
2. Sets deadline for return of budget information.
3. Compiles preliminary budget and distributes to Finance Committee for recommendations.
4. Presents budget with Finance Committee recommendations to Executive Board at Fall Board Meeting for approval.
5. Distributes approved budget to Executive Officer, District Chairs, District Treasures, Officers, and Chairman.
6. Provides copy of budget for distribution in Newsletter.
7. Maintains file containing monthly financial statements, copies of requests for reimbursement, deposits and check stubs.

E. Duties in Relation to Banking and Money Management:

1. When needed assists, in selecting an accountant, bank and investment broker.

2. Monitors money levels in all accounts arranging transfer of funds as needed. Amounts in checking over \$20, 000 should be transferred to an account with a better interest rate. An amount to cover monthly expenses is to be maintained in the checking account.
3. Monitors long-term investments and makes adjustments with advice from the Finance Committee, APTA and Board of Directors.
  - a. Seeks advice from APTA investment consultant
4. Signs and distributes checks to pay MPTA obligations.

#### F. Duties in Relationship to the Membership

1. Ensures that all money matters are managed in the best interest of the membership.
2. Prepares and presents budget to the membership.
3. Annually publish a financial report which shall include a breakdown of revenue and expenditures. Members may obtain a more detailed report by contacting MPTA Chapter Office.

#### G. Calendar for Treasurer

1. Prior to Summer Board meeting
  - a. Prepare notice for all Officers, Chairman, Directors, and Districts requesting budget information for the following year. Include deadlines for when the information should be forwarded to the Treasurer. The budget request must be submitted to allow time for the Treasurer to prepare a draft of the budget and present that to the Finance Committee.
2. After the Summer Board meeting
  - a. Prepare a draft of the budget based on requests submitted and the projected income. Determine the dues amount to be distributed to the Districts.
  - b. Submit the draft budget to the Finance Committee for review and recommendations.
  - c. Revise the budget per any recommendations from the Finance Committee.
3. At the Fall Board meeting
  - a. Present the budget for approval.
4. After the Fall Board meeting
  - a. Make any adjustments to the budget approved by the Board.
  - b. Distribute the approved budget to the accountant.

- c. Distribute the approved budget to the Chairman of the Communications Committee for printing in the newsletter.
  - d. Distribute the approved budget to any components requesting it.
5. Throughout the year
- a. Monitor spending
  - b. If expenditures exceed budget, present that information to the Board.
  - c. If the expenditures seem excessive at any time, especially if they exceed income, notify the President for consideration of a Board meeting to discuss how to manage the finances.
  - d. In June, APTA complete the request for confirmation of Component Dues. This report due mid July.
  - e. In June, APTA complete the request for lobbying Information. This report is due mid July.

VII. Director: The director shall serve as a liaison between membership, committees, and the Board. The Director is a full voting member of the Board of Directors.

A. General Duties

1. Responsibilities to the membership:
  - a. Prepares or assumes preparation of quarterly reports of activities of designated committees for the newsletter in narrative form.
  - b. Is available to district chairmen for district meeting presentations.
  - c. Is available to individual members for input to the board.
2. Responsibilities to the committees:
  - a. Prepares oral and/or written reports to committee chairman after each board meeting.
  - b. Attends at least one committee meeting per year.
  - c. Assists committee chairmen in development of action items to be brought before the Board and membership; development of strategic plans and yearly budgets; and in achieving participation from each district in committee activities.
  - d. Informs committee chairmen of activities of all committees and officers, especially those in related areas.
  - e. informs committee chairmen of chapter and Board activities and goals.
  - f. Invites committee chairmen to Board meetings at time of critical activities and encourages committee chairmen to attend one Board meeting per year.
3. Responsibilities to the Board:
  - a. Brings to the Board a report of their committee activities, plans and concerns using the strategic planning goals format.
  - b. Integrates activities and goals of committees, board and chapter.
  - c. Participates in Board strategic planning process.
  - d. Serves on a task force as needed, especially for those relevant to their area of responsibility.

### VIII. Chief Delegate: (revised 8/07)

The Chief Delegate is responsible for coordinating activities related to the House of Delegates (HOD).

#### A. General Duties

1. Stays informed about national issues
2. Monitors Chapter members' concerns about national issues
3. Attends Chapter and Board of Directors meetings, Midwest Caucuses and the House of Delegates
4. Presents written and oral reports to the Chapter Board of Directors
5. Prepares reports for publication in the Newsletter
6. Maintains a current file of materials related to national concerns
7. Participates in forums regarding national issues at Chapter meetings
8. Develops motions for House of Delegates
9. Assists in identification of candidates for national office
10. Prepares a budget for the office of Chief Delegate and the Missouri delegation

#### B. Specific Duties prior to HOD (starting immediately after the National Conference)

1. Prepares motions for the next HOD with Missouri Delegates
2. Identifies candidates for national office in order that they might be discussed/supported at the Fall Chapter Meeting (or at district meetings when no Fall chapter is held) and submitted in time to gather support, if necessary (particularly Missouri candidates), in cooperation with the Chapter nominating Committee.
3. Notifies districts at Fall Board Meeting, in the Newsletter, and/or through correspondence about need to elect active delegates and alternates for the following year by November 1 (based on previous year's delegations; District with largest number of delegates should be prepared to add or subtract a delegate based on plurality in election if size of delegation changes.)
4. Assists Nominating Committee in identifying candidates for affiliate delegate to be elected at Spring Business Meeting. Assists Executive Committee in appointment of an affiliate delegate if one is not elected at Spring Meeting.

5. Responds to National Office with names of delegates including Chief Delegate, Chapter President (if president desires to use option to automatically serve as delegate), active member delegates and alternates when notified of the size of that year's delegation (January 1<sup>st</sup>).
  6. Notifies National Office of name of affiliate delegate.
  7. Orients delegates throughout year.
    - a. Provide an updated Missouri Delegate Handbook
    - b. Inform of responsibility to attend all HOD meetings
    - c. Review Calendar of events including Chapter and Midwest Caucuses, orientations, candidate interviews.
    - d. Remind of materials to take to HOD. MUST HAVE CURRENT APTA MEMBERSHIP CARD, Handbook and Packets, minutes of previous HOD, and other pertinent materials.
    - e. Review procedure for preparing motions, amendments, speaking in House, elections (remind that their votes may be made public).
    - f. Inform delegates that they may be required by a 2/3 vote of the Chapter membership to vote for or against an issue or candidate. Such a motion will state: "The delegates are instructed to vote at the House of Delegates for (or against)."
    - g. Encourage delegates to actively participate in preparation and presentation of motions, nomination and selection of good candidates for office both before and after HOD.
    - h. Review procedure for travel, and reimbursement for expenses.
  8. Ensures that chapter delegates obtain credentials using the procedures identified by the HOD Officers or APTA.
  9. Stays informed of and attends Midwest Caucus activities.
  10. Prepares for activities assigned to the Missouri Chapter by the House Officers, HOD.
  11. Presents at the Spring Business Meeting issues that will or may be considered in the HOD, and nominees for national office. Elicits and is sensitive to the ideas and opinions of the chapter membership.
- C. Duties of Chief Delegate during House of Delegates
1. Delivers delegate credentials to delegates at meeting site as needed.
  2. Presents Chief Delegate credentials to the Secretary of the House of Delegate Registration; checks to see that all Missouri delegates have registered; claims vote of absent delegates (except affiliate delegate); reassigns active delegate votes.

3. Has on hand in the HOD: Roberts Rules of Order; Association Bylaws; Minutes; HOD Handbook and other materials as directed by the House Officers.
4. Answers roll call at all times for the Chapter Delegates.
5. Presents to the HOD any motion, resolution, or discussion regarding national policy which the Chapter wishes heard.
6. Calls Missouri Chapter Caucuses as needed to:
  1. Review schedules and procedures
  2. Discuss candidate interviews prior to elections
  3. Discuss changes in issues
  4. Prepare amendments, support statements, strategies
  5. Prepare to recommend position on issues, candidates for following year
  6. Attends Midwest Caucus and manages administrative details as assigned on a rotating basis to the Missouri Chapter

D. Duties of Chief Delegate following HOD

1. Reports
  - a. Prepares two (2) copies of a written report of the actions of the HOD. One copy kept for files, one provide for publication in the next Chapter Newsletter.
  - b. Presents an oral report regarding the HOD to the Chapter Membership at the Fall Chapter Meeting if a Fall Chapter Meeting is held.
2. Communicates with present delegation
3. Revises Procedure Manual for Chief Delegate and Delegates
4. Notifies the MPTA Nominating Committee, at Summer Board Meeting, of offices to be filled at the next HOD.
5. Prepares or assists in development of motions to be discussed at the Fall Chapter Meeting for submission to the HOD Reference Committee for consideration the next year. (Waiting until Spring Meeting is too late).
6. Updates Chief Delegates files which include:
  - a. Lists of chapter officers and committees and district officers
  - b. Chapter Bylaws and Procedure Manual
  - c. APTA Bylaws and Standards

- d. APTA Conference Reports
  - e. APTA House of Delegates Handbooks and Packets for preceding two years
  - f. Chief Delegate Budget and Expense records
  - g. Correspondence
  - h. Reports
  - i. Roberts Rules of Order
7. Manages budget and reimbursement of delegation for its activities
- a. Issues instructions to delegates regarding submission to chief delegate (who submits expenses to treasurer) of receipts for airfare and auto mileage to airport (mileage to National Conference site reimbursable up to equivalent of economy class airfare).
  - b. Submits individual delegate request for reimbursement including travel and per diem for delegates, and travel plus all expenses or per diem (whichever is greater) for the affiliate delegate. Requests are submitted on appropriate forms to the MPTA Accountant who forward them to the Chapter Treasurer.
  - c. Keeps an accurate account of expenditures on forms provided by the Chapter Treasurer.
  - d. Submits the Chief Delegate budget for the next fiscal year to the Treasurer of the Finance Committee by the date requested.

IX. Chapter Delegates (Active and Affiliate): *(revised 08/07)*

The chapter Delegates serve as official representative to the A.P.T.A. House of Delegates of the chapter and districts in which they are elected.

A. General Duties:

1. Represents the M.P.T.A. Chapter at the Annual Conference House of Delegates by serving as a liaison between Chapter/District members and the House of Delegates.

B. Specific Duties:

1. Duties in Preparation for House of Delegates (HOD) Meeting
  - a. Keeps informed of National matters, especially those which will be presented at the HOD by reading A.P.T.A. Publications, Delegate Handbook and other memoranda.
  - b. Becomes informed of district and chapter members' ideas and concerns regarding national issues by conducting and participating in formal and informal discussions with members.
  - c. Attends Spring State Meeting and delegate meetings preceding Annual Conference to receive delegate orientation, discuss issues and activities of the following HOD.
2. Duties Prior to and During HOD Meeting
  - a. Obtains delegate credential as informed by the APTA House of Delegates Officers or the Chapter Chief Delegate and is present at delegate registration for the HOD.
  - b. Review "Procedures for Delegates" in HOD Handbook.
  - c. Reports and facilitates discussion with the district membership the issues coming before the HOD each year in the elected position.
  - c. Attends all meetings of the HOD and Missouri and Midwest caucuses as instructed to attend.
  - d. Votes in National election.
  - e. Votes for (or against) those issues and candidates that are approved by two-thirds membership vote at chapter meeting on the motion that "the delegates be instructed to vote at HOD for (or against)..."
  - f. Brings to HOD: APTA Membership card, APTA Bylaws, Specified Progress Reports, HOD Handbook and other printed motions.
3. Duties Following HOD
  - a. Reports on outcome of motions and elections at district meeting.

- b. Carries out pre and post- House of Delegates assignments and activities including identification of candidates and development of motions related to national issues.