

SECTION SIX
(revised 9/07)

I. Executive Officer

- I. Executive Officer: The primary function of the executive officer is to provide to M.P.T.A. professional office management service. The agreement is to provide an understanding of each party to ensure an effective working relationship.

A. General Duties

1. Provides a liaison between John Bardgett and Associates (JBA) and M.P.T.A.
2. Accepts direction from M.P.T.A. regarding the scope of staff functions to be provided.
4. Submits report of activities on a scheduled time frame to M.P.T.A. chapter President.
5. Coordinates the Spring and Fall State Meetings.
6. Abides by the agreement signed by M.P.T.A. and John Bardgett and Association

B. Specific Duties:

1. Maintain current mailing addresses of members. Maintain list of non-member physical therapists and physical therapist assistants residing in Missouri whose membership lapsed, or who are potential new members.
2. Maintain list of all elected and appointed officers and committee members at chapter and district levels.
3. Maintain current list of job openings, distributing to physical therapists and physical therapist assistants as requested.
5. Coordinate logistics for at least one (annual Spring Meeting), but not more than three major meetings, including exhibits, and Board Meetings.
6. Maintain official chapter records, historical files, and property.
7. Make arrangements and attend Executive Committee, Board of Directors and Chapter Business Meetings of the MPTA.
8. Maintain chapter membership records including:
 - a. addition, classification, and deletion of members.
 - b. preparation of membership reports.
 - c. mailing new member information packets
9. Direct regular and special correspondence to members, and answer routine correspondence and inquiries.
10. Maintain chapter supplies and distribute as necessary.
11. Prepare and mail board meeting notices to arrive two weeks before meetings.

12. Maintain and update chapter procedural manual(s) and bylaws yearly as directed by chapter vice president.
13. Distribute public relations and membership recruitment materials as needed and/or directed by committee chairmen.
14. Make copies and or e-mail board correspondence and reports for distribution.
15. Type correspondence and reports as directed by chapter president.
16. Prepare report(s) for distribution at the annual chapter meeting.
17. Type, duplicate and distribute, but not record, minutes of board and chapter meetings.
19. Attend meetings, including APTA Annual Conference and/or Executive Directors' training sessions or other APTA meetings as directed by MPTA Board and provide reports to board; serve as liaison to appropriate health care organizations.
20. Be familiar with the physical therapy profession, State Board of Healing Arts in Missouri, and legislation governing physical therapy practice in Missouri.
21. Make arrangements for receptions or meetings with government officials, legislators, health care providers or other parties.
22. Prepare annual budget and quarterly reports for the Executive Officer position as requested by the Board.
23. Perform any duty requested by a member of the Board of Directors which will directly benefit the Board and the Chapter membership.
24. Maintain centralized post office address and telephone number for MPTA with telephone listing in Jefferson City directory.
25. Prepare and distribute invoices for meeting fees, exhibit fees, label costs, advertising in Newsletter.
26. Prepare financial reports, make deposits and process checks in a timely manner.