



## STANDARDS FOR AND DUTIES OF THE CHIEF DELEGATE TO THE APTA

The AzPTA Chief Delegate to the APTA shall:

1. Coordinate the activities of the Arizona delegation to the APTA House of Delegates.
2. Serve as a voting member of the Chapter Executive Board
3. Keep the membership and Executive Board informed of issues to be considered at the House of Delegates and disposition of past issues.
4. Present through written communications to the membership known issues and delegation opinions, pro and con, prior to the Spring State Meeting and, subsequent to the Spring State Meetings, as circumstances require.
5. Select advisors to the delegation as needed.
6. Submit motions to the APTA House of Delegates.
7. Make available to the membership at the Fall State Meeting a summary of delegate votes, upon request.
8. Obtain credentials from the Chapter President of APTA office, assure all Delegates have received their credentials and, if not, claim their votes for re-assignment to an alternate or to another Chapter Delegate. According to Karen Donahue the APTA office ensures that the credentials of all Delegates are current, not the Chapter President. Propose we strike this paragraph.
9. Receive from the APTA Governance Department the Delegate handbooks and credential cards for Chapter delegates, sign the credential cards and distribute them prior to the House of Delegates annually. According to Karen Donahue this is no longer APTA policy. The handbooks are retrieved electronically by each delegate and each delegate must register themselves. Credential cards have been abolished. Propose we strike this paragraph.
10. Be responsible for arranging caucus time and meetings for Delegation.
11. Act as ex-officio member of task forces and/or act as a Board liaison to committees as assigned by the President.
12. Submit requests for reimbursement to the Treasurer within 45 days of the expenditure.
13. Attend at least 75% of the scheduled Executive Board meetings
14. Attend at least 50% of scheduled Membership Business meetings annually.
15. Attend the annual Leadership Development Workshop.
16. Attend at least two Regional meetings annually.
17. Submit written reports if unable to attend Membership Business meetings, and a year-end report by November 25 annually.
18. Publish reports in APTAN at least twice annually.

*Approved October 1983*

*Revised January 1994*

*Revised May 1996*

*Revised September 2005*

*Updated December 2009*