

PRESIDENT-ELECT

Job Summary:

1. Works closely with President to become familiar with responsibilities and workings of the office of President
2. Assumes any duties as assigned by the President
3. Assumes role of the President at the end of one-year term of president elect
4. Serves as a voting member of the Executive Committee and BOD

Term:

A one-year term in the second year of the current President's term

Responsibilities:

1. Works closely with President to become familiar with responsibilities and workings of the office of President
2. provide sufficient knowledge of presidential responsibilities and Chapter business to effect a smooth and efficient transition to the role of President
 - a) studies PTAG Bylaws, Strategic Plan, Policies and Procedures
 - b) increases familiarity with parliamentary procedures in accordance with *Robert's Rules of Order Newly Revised*
 - c) attends APTA Component Leadership Meetings
3. Assumes any duties and attends any meetings as assigned by the President
4. Assumes role of the President at the end of the one-year term
 - a) In the event that the office of the President is vacated, the Vice-President serves the remainder of the President's term.
5. Serves as a voting member of the Executive Committee and BOD
 - a) reports on duties assigned by the President
 - b) contributes to the establishment of PTAG strategic plans, objectives and goals
 - c) serves on committees, work groups, and/or task forces as assigned

Qualifications:

1. Experience in PTAG Leadership Team positions
2. Ability to work collaboratively and provide direction and leadership
3. Sound understanding of the health services delivery system, the profession, and the Association
4. Strong communication & interaction skills, including a knowledge of parliamentary procedure
5. Ability to be futuristic and visionary
6. Ability and willingness to devote the needed time to fulfill responsibilities

Commitments: Time and Financial

Time:

1. Approximately 4 hours per week average
 - a) Includes extensive communication by telephone and computer, travel, attendance at meetings

PTAG Policy & Procedures Manual

- b) Attend PTAG BOD Retreat, PTAG annual and BOD meetings, APTA Component Leadership meeting, and any other meetings as assigned by the President

Financial:

1. Minimal to no out of pocket expenses
2. Time away from work to fulfill required duties and attend meetings