



APTA PTA Council Job Description

This document describes the qualifications and responsibilities of roles within the APTA Physical Therapist Assistant Council.

APTA councils are composed of component representatives who are selected or elected by APTA components for collaboration to advance the association. Councils have no annual participation fees. Councils are led by a chair and/or steering group, elected by the council members.

Councils are a national community of component volunteers tasked to promote member engagement in the association.

PTA Council

Council Representatives

Eligibility and Selection

Representatives are PTA members selected or elected by APTA components and confirmed annually. Each component may identify one representative to the council, for a total of up to 69 council members.

Terms

Components determine the term length for their representative and confirm the representative to APTA annually. It is encouraged that components consider term limits to promote inclusivity and engagement.

Responsibilities

Each component is encouraged to establish their own job description for their representative at the component level. In addition to specific responsibilities identified by the component, council representatives:

- Engage members across the association, increasing member value.
- Collaborate with other council representatives to highlight best practices and empower success.
- Meet quarterly as a council.
- Select delegates to the House of Delegates.
- Select council steering group and chair through annual elections process.
- Participate in council activities at the APTA Leadership Congress.
- Implement council initiatives at the component level.
- Seek opportunities for involvement within their component.
- Serve as ambassadors for their component and APTA.

PTA Council Steering Group

Eligibility and Selection

Current council representatives are eligible to run for chair and steering group positions to lead the council. The council representatives elect these positions. There are seven steering group members in addition to the chair.

Terms

Council steering group members serve a one-year term and may serve two years consecutively. Should the member cease to be their component's representative during their term on the steering group, they may fulfill the rest of their one-year term on the steering group, provided they remain a member in good standing and are fulfilling the duties as required.

Responsibilities

In addition to the responsibilities as a representative within the council, steering group members also:

- Lead council activities.
- Host quarterly council meetings, to include an on-site meeting at APTA Leadership Congress.
- Plan the PTA Town Hall at APTA CSM.
- Recruit new leaders.
- Oversee the candidacy process for delegates.
- Oversee the candidacy process for council leaders.
- May not concurrently serve as a PTA Engagement Group delegate.

PTA Council Chair

Eligibility and Selection

Current council representatives are eligible to run for chair to lead the council. The council representatives elect this position.

Terms

Council chairs serve a one-year term and may serve two years consecutively. Should the chair cease to be their component's representative during their term as chair, they may fulfill the rest of their one-year term as chair, provided they remain a member in good standing and are fulfilling the duties as required.

Responsibilities

In addition to the responsibilities as a representative and steering group member within the council, the chair also:

- Leads steering group and council activities.
- Prepares meeting agendas and presides over all meetings of the steering group and quarterly meetings of the council.
- Maintains regular communication with APTA's staff liaison.
- Represents council to the APTA Board of Directors and APTA staff.
- Attends APTA leadership events, as invited.
- Coordinates with PTA Engagement Group delegates to communicate about House motions specific to PTAs.
- Serves as an alternate PTA Engagement Group delegate for the APTA House of Delegates.

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