Central District Position Descriptions

Elections are to be held on September 15, 2011. The finalized slate of candidates must be set by September 1, 2011. If you are interested in running for a position, please contact Dayne Conley at Dayne@burkamrehab.com to sign a "consent to serve" form and provide a brief bio.

All candidates must be PT, PTA, or Life members in good standing. Terms will begin January 1, 2012 and end December 31, 2013. All elected positions are expected to attend district meetings (4-6 per year), the Annual Leadership Conference, and assist with event planning and/or execution for the district. Responsibilities specific to each position are listed below.

Vice Chair:

- Assist Chair as needed and complete Chair's term in event that the Chair cannot
- Review Policy and Procedure manual annually to update any changes and notify appropriate parties

Treasurer:

- Keep track of monetary ins/outs for the district
- Approve expenditures with the Chair in accordance with the budget
- Propose and submit an annual budget with the assistance of the district executive committee
- Meet with Chapter Finance Committee as needed

Secretary:

- Keep minutes of district meetings (4-6 per year)
- Submit meeting minutes for approval to district executive committee
- Maintain an attendance list and archive district events (photos, key hand outs, etc)
- Maintain contact information for the executive committee

Nominating Coordinator:

- Serve as district representative to the Chapter Nominating Committee
- Update members on openings in district executive committee
- Compile a slate of nominees for elections once each year
- Count election votes and report on outcomes