



Standards for Officers

APTA AZ Officers shall:

- Attend 75% of Executive Board meetings annually. Officers shall submit written reports if unable to attend Executive Board meetings.
 - *Regular attendance and participation in Executive Board meetings ensure appropriate involvement in the governance of the chapter.*
- Attend 50% of Membership Business meetings annually. Officers shall submit written reports if unable to attend Membership Business meetings.
 - *Regular attendance and participation in Membership meetings ensures appropriate involvement in the governance of the chapter.*
- Submit a year-end report to the chapter office by December 31st annually.
 - *Communication and accountability are essential for effective Chapter programming and business operations.*
- Attend at least two District meetings annually.
 - *Participation at the District level enhances networking, representation of member concerns and interests, and fosters member recruitment.*
 - *Development of leadership skills is essential for effective Chapter programming and business operations.*
- Establish and maintain a Board Liaison relationship with their assigned committee chairs.
 - *Officers are expected to serve as advisors for their assigned Committee Chairs, as well as to provide oversights of committee activities.*
- Communicating about Executive Board activities to the membership enhances engagement and perception of the value of membership.

Adopted May 1996, Revised December 2019

STANDARDS FOR AND DUTIES OF THE APTA AZ PRESIDENT

The President of the APTA AZ shall:

1. Serve as an official leader and public spokesperson for the Chapter.
2. Preside at all meetings of the Chapter Membership, Executive Board, and Executive Committee.
3. Be familiar with and follow the principles of Parliamentary Procedure based on Robert's Rules of Order Newly Revised.
4. Represent and articulates Chapter interests, policies and positions to internal and external constituencies.
5. Maintain continual and periodic communication with members of the Executive Board, committees, special interest groups, and staff.
6. Present to the Executive Board and the membership communications from the APTA, reports, and other announcements for information, discussion and/or vote.
7. Establish, with other members of the Executive Board and leadership, short and long-range goals for the Chapter.
8. Sets the priorities of the Executive Director.
9. Prepare a list of Committee Chair nominees to the Executive Board for approval when vacancies arise due to term conclusion or resignation.

10. Appoints members of the Executive Board to serve as committee liaison.
11. Direct all other members of the Executive Board to monitor and advise their assigned committees.
12. Serve as an ex-officio member of all committees except the Nominating and Committees.
13. Call Executive Board, Executive Committee, and Chapter Membership meetings according to Chapter bylaws or policy rules.
14. In conjunction with the Executive Director, prepare the agenda for all meetings of the Executive Board and Executive Committee and, along with the Board, prepare the agenda for Chapter Membership meetings.
16. Call special meetings of the Chapter as determined by Chapter bylaws.
17. Appoint special committees and task forces as needed or required.
18. Have signature authority for checks on behalf of the APTA AZ and assign an Executive Board member to sign checks.
19. Maintain appropriate records of activities and reports generated in the capacity of the official head of the Chapter.
20. Respond to correspondence from members, the APTA and external constituencies, review formal correspondence prepared by staff, and review and approve communications issued to the chapter membership.
21. Represent the Chapter at APTA's Combined Section Meeting and annual conference when possible.
22. Submit, in collaboration with the Chapter Executive Director, an annual report of Chapter activities to the APTA.
23. Notify and prepare the Vice President in the event of an inability to perform any duty.
24. Institute appropriate action when general responsibilities are not carried out by chapter officers, committee chairs or appointed persons.
25. Submit an annual budget to the Treasurer In conjunction with the Finance Committee.
26. Encourage members to participate in Chapter and APTA activities and programs.
27. Review annually the organizational structure and policies of the Chapter.
28. Ensure with the Treasurer the Chapter's financial viability, adherence to the budget, and maintenance of financial records according to generally accepted accounting procedures.
29. Ensure that the Chapter maintains compliance with all APTA directives.
30. Submit a request for reimbursement to the Treasurer within, 30 days of the expenditure.
31. Attend at least two (2) District meetings annually.
32. Review and revise this section of the Chapter Operations Manual before the end of the term of office.
33. Carry out other duties as assigned by the Chapter Executive Board.

Approved April 1998, Revised December 2019

STANDARDS FOR AND DUTIES OF THE APTA AZ PAST PRESIDENT AND PRESIDENT-ELECT The APTA

AZ Past President and President-Elect shall:

1. Serve as a member of the Executive Board.
2. Advise the President on matters regarding Chapter and Association.
3. Monitor and direct the activities of Committees as directed by the President.
4. Act as an ex-officio member of Committees and/or task forces as assigned by the President.
5. Serve as an advisor to the President and Executive Committee.
6. Submit requests for reimbursement to the Treasurer within 30 days of the expenditure.
7. Attend at least 75% of the scheduled Executive Board.
8. Attend at least 50% of the Membership Business meetings annually.
9. Attend at least two District meetings annually.
10. Submit written reports if unable to attend Membership Business meetings and a year-end report by December 31st annually.
11. Establish a partnership with their liaison committee chair(s).

Adopted October 1993, Revised December 2019

STANDARDS FOR AND DUTIES OF THE APTA AZ VICE PRESIDENT

The APTA AZ Vice President shall:

1. Preside at meetings in the absence of the President or at the President's request.
2. Assist the President in the discharge of duties.
3. Attend Committee meetings and/or act as an ex-officio member as requested by the President.
4. Direct and monitor activities of the Program Committee.
5. Act as a liaison to any other standing committees or task forces as assigned by the President.
6. Attend at least 75% of the scheduled Executive Board meetings.
7. Attend at least 50% of the scheduled Membership Business meetings annually.
8. Coordinate the Executive Director evaluation annually.
9. Be a member of the Executive Committee.
10. Submit reimbursement requests to the Treasurer within, 30 days of the expenditure.
11. Attend at least two District meetings annually.
12. Submit written reports if unable to attend Membership Business meetings and a year-end report by December 31st annually
13. Communicate with Program Chairpersons as frequently as needed.
14. Attend the Program Committee meetings as needed.
15. Be responsible for preparing and monitoring budgets for all programming.
16. Assist Executive Director in selecting locations for all APTA AZ-sponsored programs.
17. Be responsible for the focus and assist with designing the format of APTA AZ-sponsored programs.
18. Identify Chairpersons as needed for events and oversee the coordination of the event.

Approved October 1993, Revised December 2019

STANDARDS FOR AND DUTIES OF THE APTA AZ TREASURER

The Treasurer of the APTA AZ shall preside over the financial integrity of the Chapter and shall:

1. Oversee the maintenance of accurate financial records, checking and savings accounts, and investment portfolios of the Chapter funds and the Scholarship funds in accordance with standard bookkeeping practices. The actual maintenance of the above will be carried out by administrative or contract staff.
2. Review monthly financial reports of income and expenses as prepared by administrative or contract staff.
3. Report at all meetings of the APTA AZ Executive Board and the APTA AZ Membership Meetings as to the financial status of the Chapter.
4. Monitor the reconciliation of the transmittal of Chapter dues income from APTA.
5. Sign checks for expenditures of the Chapter as provided within the bylaws and act as custodian of all Chapter funds.
6. Present any expenditure exceeding the budget over \$100 to the Executive Board for approval.
7. Present any unbudgeted request for funding to the Executive Board for approval.
8. Arrange for the Chapter's financial records to be audited every 3 years by a Certified Public Accountant or an Audit Committee.
9. Submit in conjunction with the Finance Committee a proposed budget for the subsequent fiscal year to the Executive Board and the membership by the Fall State Meeting.
10. Provide assistance to all Executive Board members and Committee Chairpersons as needed to establish appropriate budgets.
11. Determine the number of scholarship funds available for awards on an annual basis.
12. Oversee the filing of all incorporation papers and tax returns annually in a timely manner.
13. Oversee the filing of new bank signature cards annually or as needed due to office transitions.
14. Submit projected lobbying expenses form and component dues confirmation form to the APTA on or before the established deadlines.
15. Oversee the filing of financial reports to the APTA.
16. Serve as an ex-officio member of the Finance Committee and the Scholarship Committee.
17. Serve as a member of the Executive Committee.
18. Attend at least two District meetings annually.
19. Submit written reports (including year-end report by December 31st) if unable to attend meetings.

20. Orient successor Treasurer of duties and responsibilities and turn over Treasurer's files to successor.

Approved May 1998, Revised December 2019

STANDARDS FOR AND DUTIES OF THE APTA AZ SECRETARY

The Secretary of the APTA AZ shall act as official Secretary of the Chapter and shall:

1. Maintain a record of the proceedings of all meetings of the Chapter and Executive Board.
2. Monitor follow-through activity on all motions passed.
3. Be responsible for the Chapter records, Chapter books, Chapter bylaws, Charter, Seal and Certification of Incorporation (held by the Executive Director).
4. Notify officers of their election and committee chairpersons of their appointments.
5. Record all motions passed and organize them annually with the Executive Director's assistance.
6. Notify committee chairpersons of governance and procedural changes in writing.
7. Distribute annual calendar to the Executive Board and Committee Chairmen.
8. Direct and monitor the activities of Committees as directed by the President, and establish a partnership with their liaison committee chairpersons.
9. Act as ex-officio member of Task Forces as assigned by the President.
10. Submit reimbursement requests to the Treasurer within 30 days of the expenditure.
11. Assist the President in organizational matters as requested.
12. Submit written reports if unable to attend Membership Business meetings, and a year-end report by December 31st annually.

Adopted October 1983, December 2019

STANDARDS FOR AND DUTIES OF THE APTA AZ EXECUTIVE COMMITTEE

The Executive Committee of the APTA AZ shall:

1. Be comprised of the Chapter President, Treasurer, Secretary and the Vice President. The fifth person shall be the President-elect or the Immediate Past President. In the years that there is no President-Elect or Immediate Past President, a current member of the Board will be voted in by the remaining board members for service for that year.
2. The Secretary shall record minutes of the Executive Committee meetings.
3. Make decisions for the APTA AZ in emergency situations when input from the entire Executive Board is not possible due to time constraints.
4. Report decisions made at the next Board meeting.
5. Conduct an annual performance review of the Executive Director.
6. Review and prioritize the agenda prior to Executive Board meetings.

Revised December 2019

DUTIES OF THE CHIEF DELEGATE TO THE APTA

The APTA AZ 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.
7. Make available to the membership at the Fall State Meeting a summary of delegate votes.
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.
9. Be responsible for arranging caucus time and meetings for Delegation.
10. Act as ex-officio member of task forces and/or act as a Board liaison to committees as assigned by the President.
11. Submit requests for reimbursement to the Treasurer within, 30 days of the expenditure.
12. Attend at least 75% of the scheduled Executive Board meetings and Membership Business meetings annually.
13. Attend at least two Regional meetings annually.
14. Submit written reports if unable to attend Membership Business meetings, and a year-end report by December 31st annually.

Approved October 1983, Revised December 2019

STANDARDS FOR AND DUTIES OF THE APTA AZ DISTRICT REPRESENTATIVES

The APTA AZ District Representatives shall:

1. Serve as a member of the Chapter Executive Board.
2. Chair at least four "Town Hall" meetings each year serving all members of the respective District and call additional meetings as requested.
3. Abide by the APTA AZ Chapter Bylaws.
4. Serve as an official liaison between the District and the Chapter.
5. Keep District membership apprised of all current information including new officers and bylaw changes.
6. Serve as a member of task forces and board liaisons to committees as assigned by the President.
7. Send out meeting notices to District members with the assistance of the Executive Director.
8. Communicate with the Nominating Committee and the President to recruit candidates for offices, task forces and committees.
9. Attend at least 75% of the combined Executive Board meetings.
10. Attend at least 50% of the scheduled Membership Business meeting annually.
11. Serve on the Membership Committee.
12. Submit requests for reimbursement to the Treasurer within 30 days of the expenditure.
13. Submit written reports if unable to attend Membership Business meetings and a year-end report by, December 31 annually.

Revised December 2019

APTA AZ COMMITTEE CHAIRPERSON GENERAL DUTIES

Committee Chairpersons are appointed by the Executive Board for a three-year term and are responsible to the designated officer liaison. Appointment to more than two consecutive terms will be determined by the President based on performance. The Chair will be responsible for training a potential successor. Committee Chairpersons shall:

1. Call and conduct committee meetings as necessary.
2. Prepare a written report addressing committee activities progress toward accomplishing goals, and issues requiring attention and submit the report to the responsible officer (Executive Board liaison) before each Executive Board Meeting as needed or requested.
3. Attend meetings of the Executive Board upon request.
4. Attend at least two Region meetings annually.
5. Attend a minimum of 50% of the scheduled Executive Board and Membership Business Meetings annually.
6. Obtain permission from the Executive Board before the release of any Chapter report to persons other than Chapter members.
7. Submit written reports to the membership if unable to attend Membership Business meetings and a yearend report in December annually.
8. Maintain an electronic file including annual plans, meetings, committee members, programs and activity reports.
9. Coordinate committee activities and collaborate with Region Representatives.
10. Turn over files with accurate and complete records to the successor of your committee.
11. Prepare Program Plans and Budget requests by the established deadline in consultation with the Executive Board liaison.
12. Submit requests for reimbursement to the Treasurer within 30 days of the expenditure.
13. Submit a written report or be prepared to offer an oral report of committee activities at each Membership Meeting.

Approved April 2010, Revised December 2019