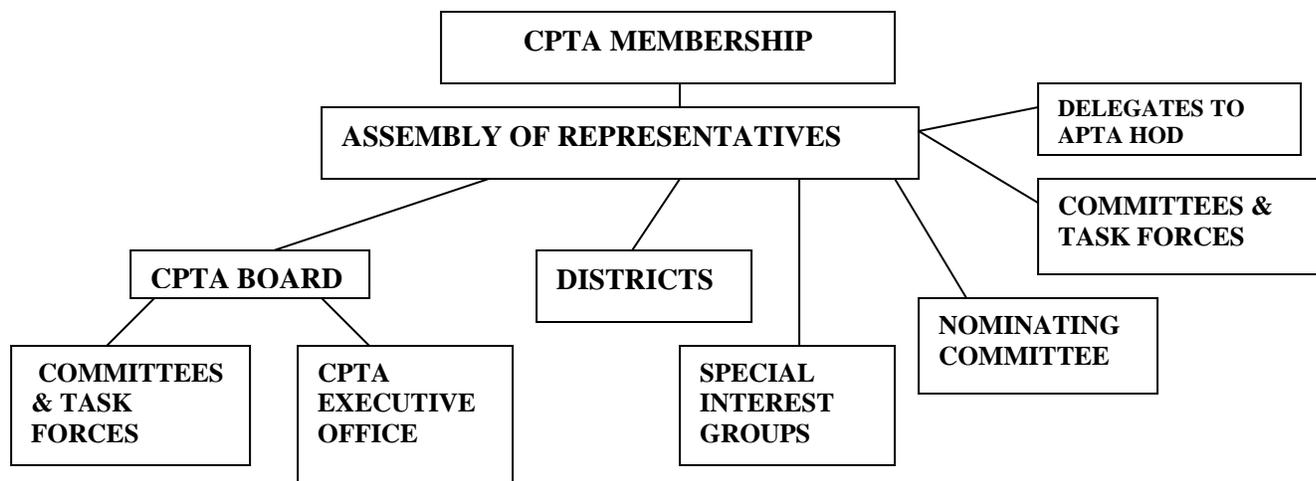


**CALIFORNIA PHYSICAL THERAPY ASSOCIATION (CPTA)  
ORGANIZATIONAL CHART**



The original Organization Chart was created in 1977 and revised in 1995. The basic structure has not changed. This is an update reflecting editorial changes in the organization's name and category titles.

**MEMBERSHIP**

The membership of CPTA consists of those APTA members assigned to CPTA. The voting membership elects members of the Board and Nominating Committee. This election is conducted by a mail ballot. (Note: the voting membership consists of Active, Life, and Affiliate members).

**DISTRICTS**

The membership of CPTA also constitutes the membership of the Districts within the Chapter. Each member is assigned to the District encompassing his or her address as found in the CPTA database. Districts are authorized by the Board upon petition from members in compliance with the Bylaws and policy requirements. Changes in District assignment may be approved by the Board upon request of individual members in compliance with provision of the Bylaws and APTA/CPTA policy.

**ASSEMBLY OF REPRESENTATIVES**

Districts elect a Chief Representative to the Assembly of Representatives. They also elect additional Representatives and Affiliate Representatives. The number of Representatives and Affiliate Representatives from each District is determined by the District membership in January of each year. The members of the Board are also members of the Assembly of Representatives. The Vice-President serves as Speaker of the Assembly. The Secretary services as the Secretary of the Assembly. Each CPTA Special Interest Group elects a non-voting Representative to the Assembly. Districts select non-voting Student and Student Affiliate Representatives from the education programs in their district.

The Assembly of Representatives is the basic legislative and policy making body of the CPTA. It has the power to amend and revise the Chapter Bylaws. The Assembly of Representatives meets once a year to consider matters of importance to the membership.

# **CALIFORNIA PHYSICAL THERAPY ASSOCIATION (CPTA) ORGANIZATIONAL CHART**

## **DELEGATES TO THE APTA HOUSE OF DELEGATES**

CPTA's Chief Delegate is elected by the voting membership for a two-year term. The additional Delegates are elected by the Assembly of Representatives. Current Assembly policy provides that each District shall elect one member to serve as a CPTA Delegate. Final admission of these elected members to the CPTA Delegation is contingent upon ratification of these members by the Assembly. Members of the CPTA Board may serve as Delegates, also subject to ratification by the Assembly. Additional Delegates and alternates are elected by the Assembly from an at-large slate, compiled by the Nominating Committee.

## **NOMINATING COMMITTEE**

The Nominating Committee prepares a slate for vacancies on the CPTA Board and Nominating Committee. This slate is reported at the meeting of the Assembly, where the Assembly may make additional nominations. The slate is also reported on the CPTA webpage and in *PT Interventions*. Districts and individual members are solicited for suggestions for candidates for these vacancies by the Nominating Committee, through special mailings, the CPTA webpage, and in *PT Interventions*. The Nominating Committee compiles a state of candidates for additional Delegates to the APTA House of Delegates and presents it to the Assembly at its regular meeting. The Nominating Committee reports directly to the Assembly.

## **CPTA BOARD**

The CPTA Board consists of five officers and four directors. The officers are the President, Vice President, Secretary, Financial Officer, and Chief Delegate. The laws provide that the CPTA Board make and carry out the mandates and policies of CPTA as approved by the Assembly of Representatives. The CPTA Board directs all business and financial affairs of CPTA (including a yearly budget), directs all CPTA committees except for Nominating and Reference Committees, is responsible for CPTA publications, for Annual Conference, and maintains the CPTA Executive Office. The CPTA Board carries out its functions using operational and strategic plans. The CPTA Board may establish an Executive Committee consisting of the President, Vice President, and Finance Officer. The duties of an Executive Committee include: 1.) Acting on behalf of the CPTA Board between its meetings; 2.) Serving as a personnel committee; and 3.) Performing such other duties as may be assigned by the CPTA Board. Currently, the CPTA Board holds three regular meetings. Additional conference call meetings are scheduled as needed in the intervening months.

## **COMMITTEES**

All committees, except the Nominating and Reference Committees, are responsible and report to the CPTA Board. The Finance and Ethics Committees are specifically authorized by the CPTA Bylaws, which list specific duties of these committees. All other Committees are established by the CPTA Board, which determines their functions and receives their reports. Committees are advisory to the CPTA Board and carry out only those activities authorized by Bylaws, Board Policy, or CPTA charges. All Committees exception the Nominating and Reference Committees submit reports to the Board for each of its meetings and at other times when requested in the manner prescribed in CPTA Board policies. All Committees function in compliance with their Committee Procedure Manual. These manuals prepared by the committees are subject to CPTA Board approval (except Nominating and Reference Committees). The CPTA Board appoints Board members to serve as liaisons to Committees and to serve as committee chairs, unless otherwise stipulated. Board liaisons to committees are appointed to facilitate communication and activities related to the CPTA Mission and Strategic Plan (except the Nominating, Reference, and Ethics Committees). The Assembly may similarly appoint and use committees to accomplish its business.

# **CALIFORNIA PHYSICAL THERAPY ASSOCIATION (CPTA) ORGANIZATIONAL CHART**

## **TASK FORCES**

Task Forces are created by the CPTA Board to perform specific tasks and are dissolved upon completion of the task and final action by the CPTA Board on their recommendation. Reports are required from each Task Force for each CPTA Board meeting upon a schedule given to the Task Force when its charge from the Board is transmitted. The CPTA Board appoints Board members to serve as liaisons to selected Task Forces to facilitate communication and activities. The Assembly may similarly utilize Task Forces.

## **SPECIAL INTEREST GROUPS**

Special Interest Groups are authorized by the CPTA Board and the Assembly of Representatives upon petition from members in compliance with Bylaws and policy requirements. Special Interest Groups are formed to support a special interest or segment of the membership and are similar on the CPTA level to the APTA sections at a national level.

## **CPTA EXECUTIVE OFFICE**

The CPTA Executive Office is the responsibility of the CPTA Board, which has assigned specific overview of its operation to the Executive Committee. Current activities of the CPTA Management Team include: membership records; government relations with the legislature and state agencies; relations with other professions; public outreach programs; continuing education and Annual Conference; publication and distribution of guidelines, reports, newsletters, and other documents; sales of sponsorships, ads, and exhibit space; webpage information; Business Partners program management; services to all CPTA Committees, Task Forces, Board, Assembly of Representatives, and Delegates; general correspondence; maintenance of financial records; mailings to Districts, Special Interest Groups, and California Physical Therapist and Physical Therapist Education Programs; servicing Districts, Special Interest Groups; and relations with APTA and other Component Executives.

The CPTA Executive Office is located at 2880 Gateway Oaks Drive, Suite 140, Sacramento, CA 95833; telephone (916) 929-2782 or (800) 743-2782; FAX (916) 646-5960; website: [www.ccapta.org](http://www.ccapta.org).