Members
The PTA Caucus (PTAC) delegates shall consist of 5 PTA members elected by the PTAC representatives. One delegate shall be the chief delegate, elected as described below. The PTAC will also elect a nonfunded chief-elect who is mentored by the chief delegate for 1 year, and a nonfunded alternate delegate from the representatives who will be available to fulfill the responsibilities of a delegate should a vacancy arise. The alternate delegate will continue fulfilling responsibilities as the chapter representative.

Qualifications, Term, and Election of PTA Caucus Delegates
1. PTA members who have been APTA members in good standing for no fewer than 2 years immediately preceding the start of the House of Delegates (House) session in which they take office and who are able to attend the entire meeting of the House shall be eligible to serve as a PTAC delegate. A delegate may not serve as a PTAC representative concurrently. Delegates should have working knowledge of parliamentary procedures and construction of motions to the House.

2. PTAC representatives shall elect the PTAC delegates at the annual meeting of the PTAC, immediately prior to the annual session of the House. The PTAC delegates shall serve staggered terms. The chief delegate will serve a 1-year term as chief-elect and, then, 3 years as chief delegate. Delegates shall be elected over contiguous 3-year cycles. In the first year of a 3-year cycle representatives shall elect 2 delegates, in the second year 2 delegates, and in the third year 1 delegate. Delegate terms begin at the close of the House session. At the PTAC meeting held at the end of year 2 of the 3-year term of the chief delegate, PTAC representatives shall elect a chief-elect.

An incumbent chief delegate who wishes to serve as chief delegate beyond the 3-year term may be a candidate for the position of chief-elect. If the incumbent chief delegate wins the election, that person first shall finish serving their final year as chief delegate, then begin the second 3-year term as chief delegate. An incumbent chief delegate who is elected to the chief-elect position at the end of that person’s original 3-year term and then serves the 3 years of the new term, the chief delegate shall be deemed to have served 2 complete consecutive terms.

If an incumbent delegate who is not the chief delegate and who is in the first or second year of a 3-year term is elected chief-elect, a special election shall be held to elect a delegate to serve the remainder of the incumbent delegate’s original 3-year term.

PTAC delegates may serve no more than 2 complete consecutive terms.

3. The alternate delegate shall be elected annually for a 1-year term. The alternate delegate must be a PTAC representative who has been elected or selected to serve as a PTAC representative for the entire alternate delegate term.

Meetings and Activities
PTA Caucus Chief Delegate
The individual serving as chief delegate shall have the following responsibilities:
1. Develop meeting agendas and lead PTAC meetings, the PTA Town Hall meeting at CSM, and other PTA forums as needed.

2. Coordinate the activities of the PTAC, including assigning delegate liaisons to regional groups approving service opportunities for former PTAC representatives, scheduling reporting opportunities for PTAC members, and monitoring completion of the goals and objectives of the PTAC.

3. Lead the annual review and update of the PTA Caucus Procedure Manual.

4. Attend House of Delegates and related events.

5. Represent and articulate PTAC interests and positions in the House of Delegates.

6. Attend component leadership and House of Delegates activities at CSM.

7. Provide recommendations from PTAC and PTAC delegates through an annual report to the APTA Board of Directors.

8. Attend April APTA Board of Directors meetings.

9. Develop task forces and work groups, when appropriate, with charges and timelines for completion.

10. Represent or select a designee to represent the PTAC at national and chapter meetings as requested.

11. Attend and participate in candidate interviews for APTA national elections.

12. Schedule, organize, and lead conference calls with PTAC Delegates and/or representatives.

13. Attend other national meetings as able, or appoint attendees to represent the PTAC, including the Graham Sessions, State Payment and Policy Forum, and Federal Affairs Forum.

14. Lead annual review of the mission, goals, and objectives of the PTAC.

15. Initiate annual post-PTAC Annual Meeting and House of Delegates evaluation process.

16. Respond to requests from the APTA Board of Directors and APTA staff.

17. Participate in succession planning, including mentoring the chief-elect and other PTAs to serve in leadership roles.

PTA Caucus Chief-Elect
The individual serving as chief-elect shall have the following responsibilities:

1. Assist the chief delegate in developing meeting agendas and shadow the chief delegate, when possible, as he or she leads PTAC meetings, the PTA Town Hall meeting at CSM, and other PTA forums as needed.

2. Assist the chief delegate in coordinating the activities of the PTAC, including assigning delegate liaisons to regional groups approving service opportunities for former PTAC representatives, scheduling reporting opportunities for PTAC members, and monitoring completion of the goals and objectives of the PTAC.

3. Assist the chief delegate in the annual review and update of the PTA Caucus Procedure Manual.

4. Attend House of Delegates and related events.

5. Attend Component Leadership and House of Delegates activities at CSM with the chief delegate, if possible.

6. Assist the chief delegate in preparation of the Annual PTAC Report to the APTA Board of Directors.

7. Assist the chief delegate in developing task forces and work groups, when appropriate, with charges and timelines for completion.

8. Attend with the chief, if possible, national and chapter meetings as requested by the chief delegate.

9. Assist the chief delegate in scheduling, organizing, and leading conference calls with PTAC delegates and/or representatives.

10. Attend other national meetings with the chief delegate as able, including the Graham Sessions, State Payment and Policy Forum, and Federal Affairs Forum.

11. Assist the chief delegate in annual review of the mission, goals, and objectives of the PTAC.

12. Assist the chief delegate in annual post-PTAC annual meeting and House of Delegates evaluation process.

13. Assist the chief delegate in responding to requests from the APTA Board of Directors and APTA staff.

14. Perform any other duties delegated by the chief delegate.

Other PTA Caucus Delegates
Delegates who are neither the chief delegate nor the chief delegate-elect shall have the following responsibilities:
1. Attend PTAC meetings, House of Delegate, and related activities.
2. Represent and articulate PTAC interests and positions in the House.
3. Attend the PTA Town Hall meeting at CSM, when possible.
4. Represent the PTAC at national and chapter meetings as requested by the APTA Board of Directors.
5. Attend and participate in candidate interviews for APTA national elections.
6. Participate in conference calls with PTAC delegates and or representatives.

Funding
The APTA Board of Directors will determine funding for the PTAC through the annual APTA budget process.

Explanation of Reference Numbers:
BOD P00-00-00-00 stands for Board of Directors/month/year/page/vote in the Board of Directors Minutes; the "P" indicates that it is a position (see below). For example, BOD P11-97-06-18 means that this position can be found in the November 1997 Board of Directors minutes on Page 6 and that it was Vote 18.