

## **PRESIDENT**

The duties and responsibilities of the President are to:

1. Serve as chair and a member of the Chapter Board of Directors and Executive Committee.
2. Preside at all meetings of the Chapter, the Chapter Board of Directors, and the Executive Committee.
3. Prepare the agenda, including a review of all motions submitted, for all meetings of the Chapter Executive Committee and Board of Directors. Notification of the meeting shall be at least two (2) weeks prior to the meetings.
4. Prepare the agenda, in cooperation with the Chapter Board of Directors, for the Chapter business meeting.
5. Serve as official representative and spokesperson for the Chapter on issues related to PPTA.
6. Serve as a Chapter Delegate to the House of Delegates of the American Physical Therapy Association.
7. Keep members of the Board of Directors informed by letter, telephone, and/or electronic communication of pertinent matters between scheduled meetings of the Board.
8. Select the time and place for all meetings of the Board of Directors, Executive Committee and Chapter, the number of meetings to be in accordance with Chapter Bylaws.
9. Keep the Vice President informed of all matters by correspondence, telephone, and/or electronic communication.
10. Assign specific duties to the Vice President to assist in carrying out the business of the Chapter.
11. Route correspondence or other duties to appropriate Chapter Officers, District Chairs, Committee Chairs, SIG Chairs, or Task Force Chairs.
12. Appoint the Ethics Committee physical therapist members to serve as the Ethics Panel when directed by APTA's Ethics and Judicial Committee to begin processing of a case at the Chapter level, as per the Disciplinary Action Procedural Document.
13. Keep membership informed of Chapter/Association activities via a minimum of two times per year using available communication methods of newsletter, weekly update, virtual town hall, webinars and other electronic or print communications.
14. Annually (by October 1) and ,prior to the end of the term of office, review and revise this section of the PPTA Policy and Procedure Manual. All such revisions are subject to the approval of the Chapter Board of Directors.
15. Review duties and responsibilities of Chapter Officers and be sure of their execution.
16. Report to the Chapter Board of Directors on activities of the APTA.

17. Orient the successor to the contents of the President's files and to the duties of the office.
18. Submit an annual budget for his/her office, as well as for the position of President Elect, as part of the Chapter's current budgeting process and in the format required by the Treasurer.
19. Make a report in writing at each meeting of the Board of Directors (January, April and October) and Executive Committee (August).
20. Initiate contact with Legal Counsel on legal and/or legislative issues of importance to the Chapter.
21. Coordinate with the Vice President and the District Directors to create and implement a plan to visit, either in person or electronically, each District during the term of office.
22. Respond to any and all charges from the Board of Directors.
23. Provide an update on the state of PT at Annual Conference.
24. Consult with any related existing Chapter SIG Officer when requests for a liaison to an APTA Section is made.
25. Attend APTA sponsored conferences on behalf of the PPTA: CSM, NEXT, State Payment Policy Forum, Northeast Caucus meetings. Participate in calls and webinars from APTA to support functions and roles of the Chapter.
26. Provide new Board orientation as needed and prior to the January meeting.
27. Monitor and remain active participant on Chapter President HUB on APTA Communities.
28. Serve as board liaison for the Student Group/SIG and ex officio member of the Ethics Committee.
29. Coordinate the performance evaluation for the executive director and chapter office management services. In the event of a change in chapter office staffing, coordinate the transition including the new search.

## **PRESIDENT-ELECT**

The duties and responsibilities of the President-Elect are to:

1. Preside at all meetings of the Chapter in the event of the absence, resignation, or death of the President.
2. Support the President in fulfilling the goals and objectives of the Chapter and attend all meetings at the state and national level as the President.
3. Formulate future programs for his/her Presidency.
4. Review and propose revisions of Chapter goals and objectives.
5. Serve as "ex officio" member and Board liaison to the Chapter Finance and Public Policy and Advocacy (PPAC) Committees. Interact frequently with the Chairs of these Committees in order to learn the processes/key issues pertinent to the operation of the Chapter.
6. Review and provide feedback on the annual budget for this office.
7. Attend all meetings and events with the President.
8. Annually, at the end of the term, review and revise President Elect section of the PPTA Policy and Procedure Manual.

## **VICE PRESIDENT**

The duties and responsibilities of the Vice President are to:

1. Serve as a member of the Chapter Board of Directors and Executive Committee.
2. Officiate in the absence of the President or President-Elect at Chapter meetings, Chapter Board of Directors' meetings, and Executive Committee meetings.
3. Carry out any duties specified and/or requested by the Chapter Board of Directors and/or the President. This may include serving as an "ex-officio" member of Chapter Committees or Chair of ad hoc committees.
4. Develop policies for the PPTA Policy and Procedure Manual for any newly formed standing committee or any ad hoc committees.
5. Serve as the Board liaison to the Conference and Continuing Education Committee (CCEC). As such, coordinate all educational programs sponsored by the Chapter in consultation with the Conference and Continuing Education Committee and others as indicated.
6. Succeed to the Presidency for the unexpired portion of the term of the President in the event that a vacancy should occur and there is no President-Elect in office.
7. Appoint all Committee members with input from District Directors and Committee Chairs. Obtain approval of these appointments from the Board of Directors. Review Committee Chair job descriptions and Committee policies in the PPTA Policy and Procedure Manual annually. All such changes are subject to the approval of the Chapter Board of Directors.
8. Annually (by October 1) and prior to the end of the term of office, review and revise this section of the PPTA Policy and Procedure Manual as indicated. All such changes are subject to the approval of the Chapter Board of Directors.
9. Keep the membership informed of Chapter/Association activities via newsletters or other PPTA communication as necessary.
10. Submit an annual budget for his/her office by the Fall meeting as part of the Chapter's budgeting process and in the format required by the Treasurer.
11. Make a report in writing prior to each meeting of the Board of Directors, which occur in January, April, and October and for the Executive Committee meeting in August.
12. Review charges to each committee with the appropriate committee chair.
13. Orient the successor to the contents of the Vice President's files and to the duties of the office.

14. Conduct orientation to Chapter policies and procedures for all new Board members and committee chairs.

15. Assist the Secretary and the Executive Director in review of the PPTA Policy and Procedure Manual after each Board of Directors meeting.

16. As an Executive Committee member, support any legal action of the Chapter deemed appropriate by the President.

17. Respond to any and all charges from the Board of Directors.

18. Represent the PPTA Board of Directors at the APTA Federal Affairs Forum. As such, attend the yearly meeting and also be the BoD representative to all activities coordinated by the Federal Affairs committee.

19. Annually review the Vice President section of the PPTA Policy and Procedure Manual. Provide changes to the Secretary by October 1<sup>st</sup> of each year.

20. Serve as board liaison to the Pennsylvania State Board of Physical Therapy. As such, coordinate a PPTA presence at the meetings, assure the PA SBPT is aware of PPTA members' issues and concerns, and keep the PPTA Board of Directors informed regarding any relevant actions of the SBPT.

## **TREASURER**

The duties and responsibilities of the Treasurer are to:

1. Serve as a member of the Chapter Board of Directors and Executive Committee.
2. Serve as Chairperson of the Finance Committee. A meeting of this committee is to be held at least annually in person or virtually.
3. Utilize the Finance Committee as a resource for the development of the annual budget. This includes, but is not limited to, oversight of all expenditures as well as the development of revenues.
4. Utilize the margin of 5% greater than two (2) years of expenses exceeding income to indicate the need for a dues increase.
5. Develop, review, and revise an investment policy for the Chapter at least once during each term.
6. Be fiscal steward of all Chapter funds and investments.
7. Oversee the chapter accountant to ensure an accurate record of all income and expenditures.
8. Present books for audit on request of the Board of Directors.
9. Prepare an Annual Treasurer's Report for the APTA, a copy of which shall be retained in the Treasurer's file, and another copy in the Chapter's permanent file (Executive Director).
10. Prepare the annual budget to present to the Board of Directors for approval.
11. Make appropriate allocation of APTA dues to districts to support their membership service activities in alignment with the chapter's strategies, goals, and objectives.
12. Maintain quarterly treasurer's reports including starting balance, income, expenses, and closing balance.
- 13.. Working with the Chapter accountant, oversee all financial accounts.
14. Report in writing the financial status of the Chapter at the Board of Directors and Executive Committee meetings.
15. Submit an annual budget for his/her office.
16. Annually (by October 1) and prior to the end of the term of office, review and revise relevant sections of the PPTA Policy and Procedure Manual as indicated. All such changes are subject to the approval of the Board of Directors.
17. Arrange for an annual independent financial review/audit of Chapter financial records.
18. Arrange for a satisfactory bond for the Treasurer in coordination with chapter staff.
19. Orient the successor to the contents of the Treasurer's file and to the duties of the office.

20. Keep membership informed of Chapter/Association finances via a minimum of one newsletter articles annually.

21. Respond to any and all charges from the Board of Directors.

22. Coordinate with the Chair of Conference and Continuing Education Committee regarding the location and anticipated income/expenses for each annual PPTA conference.

## **SECRETARY**

The duties and responsibilities of the Secretary are to:

1. Serve as a member of the Chapter Board of Directors and Executive Committee.
2. Carry out any duties specified and/or requested by the Chapter Board of Directors and/or the President. This may include serving as a member of Chapter ad hoc committees or task forces.
3. Approve and catalogue the minutes of the proceedings of meetings of the Executive Committee, Chapter Board of Directors, and Chapter Annual Meeting and ensure the distribution to the Board and Membership. In the absence of the Executive Director, designate another member of the Chapter Office to take the minutes of these meetings.
4. As requested, summarize the pertinent business conducted at meetings of the Chapter Board of Directors for publication in the Chapter newsletter. ("Board Briefs")
5. Communicate with the Executive Director regarding all Chapter minutes and publications.
6. Submit an annual budget for his/her office as part of the Chapter's budgeting process in the format required by the Treasurer.
7. Annually (by October 1) and prior to the end of the term of office, review and revise this section of the PPTA Policy and Procedure Manual as indicated. All such changes are subject to the approval of the Chapter Board of Directors.
8. Endeavor to keep all motions before the Board of Directors so that timely action can be taken. All motions require reference to the applicable Chapter goal(s) and objective(s).
9. In conjunction with the Vice-President and the Executive Director, review the PPTA Policy and Procedure Manual after each Board of Directors meeting.
10. Make a report in writing prior to each meeting of the Board of Directors, which occur in January, April, and October and for the Executive Committee meeting in August.
11. Serve as liaison to the Chapter Special Interest Groups. Review charges to each SIG with the appropriate SIG Chair.
12. Serve as liaison to the Membership Committee. Review charges to the committee with the Membership chair after each BOD meeting
13. Orient the successor to the contents of the Secretary's files and to the duties of the office. Provide successor with all Secretary records and the PPTA Policy and Procedure Manual.
14. Coordinate efforts of those interested in forming Chapter Special Interest Groups.
15. Respond to any and all charges from the Board of Directors.
16. Serve as the liaison to members who are serving as liaisons to outside organizations such as the Geriatric and Pediatric sections of the APTA, PA Association of Nutrition and Activity, and the Department of Aging.



17. Conduct a review of the PPTA Policy and Procedures manual yearly to ensure accuracy.

## **CHIEF DELEGATE**

The duties and responsibilities of the Chief Delegate are to:

1. Serve as a member of the Chapter Board of Directors and Executive Committee. Review each motion to come before the Board of Directors and provide consultation as needed to the motion maker and the Board.
2. Serve as Chair for the Chapter delegates at all meetings of the House of Delegates.
3. Maintain accurate records of the number of delegates allocated to each district.
4. Submit the Chapter's official delegate roster and register delegates onsite at the House of Delegates.
5. Vote at the meetings of House of Delegates, and record same on voting sheets, in accordance with policies of the Chapter. When no Chapter policy exists on an issue, consult with other Chapter delegates, other Chapters, and leaders of the APTA to determine what best serves the Chapter and its relation to the APTA and the interests and standards of the entire profession and chapter members.
6. Call any special meetings of the delegation deemed necessary.
7. Prepare resolutions as instructed by the Chapter Board of Directors and/or the Chapter membership, to be presented to the House of Delegates by the Chapter.
8. When a delegate is not in attendance at a session of the House of Delegates, the Chief Delegate will assume the vote in accordance with the rules of the House of Delegates and the Chapter bylaws.
9. Provide relevant information regarding the actions of the House of Delegates to the Chapter Board of Directors and the Chapter membership through reports, publications, or other educational venues.
10. Prepare bylaw amendments when necessary and notify the membership at least 30 days prior to the Chapter's annual business meeting.
11. Annually (by October 1), and prior to the end of the term of office, review and revise all components of the PPTA Policy and Procedure Manual related to the Chief Delegate or Chapter delegates as indicated. All such changes are subject to approval by the Board of Directors.
12. Make a report in writing prior to each meeting of the Board of Directors, which occur in January, April, and October and for the Executive Committee meeting in August.
13. Orient successor to the contents of the Chief Delegate's file and to the duties of the office. Provide successor with all Chief Delegate records and the PPTA Policy and Procedure Manual.
14. Submit at least one article for the newsletter as requested.
15. Submit an annual budget for his/her office as part of the Chapter's current budgeting process and in the format required by the Treasurer.

16. Submit nominations on behalf of PPTA for APTA offices as recommended by the PA delegates and/or nominations approved by the PPTA Board of Directors or PPTA Executive Committee.

17. Respond to any and all charges from the Board of Directors.

18. Have a copy of Robert's Rules of Order available for reference at all meetings of the Chapter, the Board of Directors, and the Executive Committee along with the Chapter Bylaws and Standing Rules.

## **MEMBER-AT-LARGE**

The duties and responsibilities of the Member-at-Large are to:

1. Serve as a member of the Chapter Board of Directors and Executive Committee. Participate in any discussions to review agenda items prior to Board meetings. Each motion to come before the Board of Directors must contain in the support statement a reference to its pertinent Chapter goal(s) and objective(s).
2. Represent the concerns of the District Directors to the Executive Committee.
3. Serve as Chair of the Awards Committee and work with staff at Chapter Office to arrange for the presentation of PPTA Chapter Awards. Present the Chapter Awards at the PPTA Annual Conference meeting.
4. Monitor APTA and PPTA activities and disseminate the information to the District Directors when appropriate.
5. Submit an annual budget for his/her office as part of the Chapter's budgeting process and in the format required by the Treasurer.
6. Annually (by October 1), and prior to the end of the term of office, review and revise this section of the PPTA Policy and Procedure Manual as indicated. All such changes are subject to the approval of the Chapter Board of Directors.
7. Orient successor to the duties of the Member-at-Large. Provide successor with all pertinent documents and the PPTA Policy and Procedure Manual.
8. Submit articles for the newsletter as requested by the Chapter Office and Board of Directors.
9. Respond to any and all charges from the Board of Directors.
10. Hold at least 3 meetings of the District Directors each calendar year.
11. Keep District Directors informed of charges from the Executive Committee and Board of Directors.

## **BOARD OF DIRECTORS**

### **I. Composition**

- A. The district chair from each district in the Chapter elected by the membership of the respective districts.
- B. The Chapter officers – President, President-Elect (when applicable), Vice President, Secretary, Treasurer and Chief Delegate – elected by the Chapter membership.

### **II. Duties and responsibilities**

The Board of Directors shall:

1. Assist in carrying out the mandates and policies of the Chapter as determined by the membership.
2. Perform all acts and transact all business for and or behalf of the chapter in accordance with Chapter Bylaws and the bylaws of the APTA.
3. Create, appoint, and direct such special committees and task forces as deemed necessary to carry on the business of the chapter.
4. Take appropriate disciplinary action against any district and/or Special Interest Group which fails to comply with the bylaws or policies of the Chapter.
5. Approve the annual Chapter budget and maintain fiduciary responsibility to enact and maintain the finances of the PPTA.
6. Approve selection of the chairs and members of all standing committees with the exception of the Nominating Committee who are elected by the membership.
7. Approve selection of the Observational Appointees to the PPTA board of Directors.
8. Direct the activities of all task forces, ad hoc, and standing committees with the exception of the Nominating and the Ethics committees.
9. Develop and implement, as approved by the membership, the PPTA goals and objectives.
10. Execute all duties of the Board of Directors as indicated in the Chapter bylaws and all charges from APTA to the Board.
11. Annually review the SBPT members for expiration of term of office of their appointees and make recommendations for the SBPT, when able, for known PPTA members who qualify for an upcoming vacancy.

## **DISTRICT DIRECTOR**

The duties and responsibilities of the District Director are to:

1. Serve as the member of the Chapter Board of Directors as the official representative of the district or appoint a representative in his/her absence according to District Rules of Order.
2. Serve as advisor to the Chapter's officers and members.
3. Serve as liaison among the APTA, the Chapter and the component districts. This includes the communication of information from the district to the Chapter, from the Chapter to the districts and from the APTA to the districts throughout the year.
4. Make a report in writing prior to each meeting of the Board of Directors, which occur in January, April, August and October and for the Executive Committee meeting in August.
5. Maintain regular communication with the Chapter President.
6. Orient successor to the duties of the District Director. Provide all district files, PPTA Bylaws, the PPTA Policy and Procedure Manual and the District Rules of Order to the successor.
7. Provide a list of all scheduled district meetings and events to the Chapter Office.
8. Ensure submission of materials from district meetings to the Chapter Office within 60 days after the meeting.
9. Forward complaints of Physical Therapy Practice Act violations to the Chapter Office.
10. Educate district members regarding the purposes of supporting PPTA advocacy initiatives and promote membership and attendee participation.
11. Organize and run one fundraiser each year to support PPTA legislative advocacy efforts. Submit all contributions to the Chapter Office or PAPTPAC as appropriate.
12. Identify members to serve on the District Executive Committee according to the District Rules of Order and serve in the role of Chair.
13. Submit for Board approval the names of district members for appointment to Chapter committees.
14. Submit content for newsletter articles to the Chapter when requested.
15. Respond to any and all charges from the Board of Directors.
16. Ensure that any open District committee positions are filled within 60 days of their vacancy.
17. Work in concert with the District Membership Committee Chairs to ensure focus on the need for membership recruitment and retention.
18. Consistent with the District Rules of Order and in consultation with the District Executive Committee, create and appoint individuals to District Committees and work groups to conduct the business of the district.

19. Ensure that all district continuing education is offered in accordance with PPTA policies and procedures.

20. Approve and submit the district annual budget to the PPTA Treasurer by July 1 annually.

## **SPECIAL INTEREST GROUPS**

### **I. Composition**

- A. Membership shall be at least fifteen (15) active or affiliate members from across the Chapter.
- B. The SIG membership elects its own Chair in accordance with the Rules of Order for the SIG.

### **II. Purpose**

- A. For exchange of ideas.
- B. To provide a means by which members having a common interest in a special area of physical therapy may meet and confer.
- C. To advocate for and advance the needs of SIG members, consumers, and members of the Chapter relative to the SIG's area of interest.

### **III. Duties and responsibilities of the SIG**

- A. Operate under Rules of Order which have been approved by the Board of Directors.
- B. Be considered a Chapter component and entitled to all the rights thereof.
- C. Be considered a Chapter component and held accountable for all the responsibilities thereof.
- D. Not compel its members to belong to an APTA Academy or Section of like nature or similar interest.

### **IV. Duties and responsibilities of the Chair**

- A. Coordinate the efforts of the SIG.
- B. Make a report in writing prior to each meeting of the Board of Directors, which occur in January, April, August and October and for the Executive Committee meeting in August.
- C. Annually review and revise the job description and Chapter policies related to the SIGs and forward any requested revisions to the Chapter Secretary (by Oct 1), updating the SIG Onboarding Manual once the changes have been approved by the BOD
- D. Submit newsletter articles when requested.
- E. Notify the Chapter Executive Director of any SIG award recipients prior to Annual Conference.
- F. Coordinate with the Executive Director the purchase of awards.
- G. Present the awards to recipients at the Annual Conference, at the time determined by the Conference schedule. .
- H. Maintain a listing of all award recipients.



- I. Respond to any and all charges from the Board of Directors.
- J. Orient a successor to the Chair's position and pass on to him/her all committee files.
- K. Execute all current charges to the Committee from the Practice and Research Committee and Board of Directors.
- L. Attend the Board of Directors meetings in January, April and October as a non-voting member
- M. Arrange and conduct SIG business and educational meetings, including at least one annual meeting, in person at Annual conference or via webinar.
- N. Attend monthly GoTo meetings of the SIG Work Group. Each Chair will record minutes on a rotating basis.
- N. Communicate as needed with the Chapter Secretary.
- P. Via the SIG Work Group Coordinator, provide SIG meeting and continuing education session information to the Conference and Continuing Education Committee Chair, Executive Director, and the Chapter Secretary by the date determined annually by the Conference and Continuing Education Committee Chair.
- R. Identify liaisons to the PPTA Payment Specialist and the PPAC to assist with issues as needed.

V. Duties and Responsibilities of the SIG Work Group Coordinator:

Composition:

1. SIG Leadership will make recommendations to the Board of Directors for appointment of an individual to serve as the SIG Leadership Work Group Coordinator
2. The SIG Leadership Work Group Coordinator will be approved by the Board of Directors to serve a 3 year term with a 2 consecutive term limit.
3. The individual recommended and chosen to serve in this position shall have served as an officer of a PPTA SIG.

Duties and responsibilities:

1. Facilitate innovative projects to advance the work of the PPTA SIGs in order to advance practice for PTs and PTAs in Pennsylvania and enhance membership involvement in PPTA.
2. Serve as member of the PPTA Conference and Con Ed Committee to propose, facilitate development of educational tracts in specialty areas of practice and represent the interests and responsibilities of the SIGs. Provide SIG meeting and continuing education session information to the Conference and Continuing Education Committee Chair, Executive Director, and the Chapter Secretary by the date determined annually by the Conference and Continuing Education Committee Chair.
3. Assure that all current charges from the Practice and Research Committee and PPTA Board of Directors related to SIG Leadership are addressed.

4. Facilitate, coordinate, or maintain the work of the SIGs in areas including, but not limited to:
  - a) Schedule and Chair any regularly scheduled and special meetings of the SIG Leadership Work Group
  - b) SIG Continuing Education Webinars;
  - c) SIG Awards process;
  - d) SIG webpage updates on [www.ppta.org](http://www.ppta.org);
  - e) SIG Leadership contact information;
  - f) Onboarding Manual orientation and updates
  - g) Orientation of new SIG Leadership/officers
  - h) Development of annual SIG goals and objectives
5. Represent the concerns of the SIG Leadership (officers) to the Board of Directors.
6. Respond to any and all charges from the Board of Directors.
7. Attend any Board of Directors meeting as a non-voting member, as directed by the PPTA Board of Directors.
8. Make a report in writing prior to each meeting of the Board of Directors, which occur in January, April, August and October and for the Executive Committee meeting in August.
9. Communicate monthly, as needed, and at least quarterly, pertinent activities and concerns with the Chapter Secretary, who serves as the SIG Leadership Work Group liaison.
10. Submit an annual budget for his/her position by the Fall meeting as part of the Chapter's budgeting process and in the format required by the Treasurer.
11. Provide SIG Leadership Work Group information to the Executive Director and Chapter Secretary as needed.
12. Annually, or as needed, appoint a member of SIG Leadership to maintain and update the SIG Onboarding Manual, including revisions to Chapter policies related to SIGs and procedures adopted by the SIGs or initiated by the Board of Directors.
13. Communicate any pertinent information from the SIG Leadership to Chapter Office Staff.
14. Annually (by October 1) review and revise the job description of the SIG Leadership Work Group Coordinator for the Chapter Policy and Procedures Manual.
15. Orient the successor to the duties of the SIG Leadership Work Group Coordinator. Provide successor with all pertinent documents, the PPTA Policy and Procedure Manual, and the SIG Onboarding Manual

## **OBSERVATIONAL APPOINTEE**

The purpose of this position is to:

- A. Involve a student or new professional in the governance of the PPTA as a non-voting member of the Board of Directors.
- B. Mentor a student or new professional into leadership by availing him/her the opportunity to see first-hand how the Board of Directors operates, understand the issues the Board of Directors face and observe the process of creating solutions.

Position requirements:

- A. Student or new professional as defined by <5 years in practice
- B. Attend three Board of Directors meetings per year in January, April and October

Duties:

- A. Review the agenda, motions and board reports prior to the board meeting which will be distributed via email prior to the meeting.
- B. Read emails regarding board business that occur between meetings.
- C. Attend GoToMeetings to which they are invited that occur between meetings.
- D. Participate in discussions during the board meeting.
- E. Utilize information learned in this role to promote membership and professional involvement in the PPTA.
- F. Submit reimbursement for expenses incurred to attend the Board of Directors meeting as per the PPTA guidelines within the timeframe dictated by PPTA policy.

## **AWARDS COMMITTEE**

### **I. Composition**

A. This Committee is composed of 5 members. One member is the Member-at-Large, one member is a Board member appointed by the President who serves for the tenure of his or her term. The additional three members are appointed by the Board of directors to three-year terms, one of those members is a past recipient of the Service Award, one member is a past recipient of the Carlin-Michaels Achievement Award and one member is appointed at large from among the general membership. The Board, specifically the President, is notified prior to the honorees being announced.

B. The Member-at-Large serves as the Committee Chair.

### **II. Purpose**

A. Solicit and review nominations for PPTA Chapter Awards and select the recipients of each award. Chapter Awards include: (1) Carlin-Michaels Achievement Award, (2) Service Award, (3) Humanitarian Award, (4) J. Kent Culley Fellowship Award, and (5) Steve Kolumban Award

### **III. Duties and responsibilities of the Committee**

A. Solicit potential award recipients (See appendix for appropriate forms)

B. Meet at least yearly to review nominations and select recipients.

C. Call for nominations annually via publication on the Chapter website and electronically via electronic emails and newsletters.

D. Hold all qualified nominations for consideration for a period of three years.

E. Notify the nominators in each case where a nominee was either not qualified for the award or was qualified but not selected. The Committee will also notify the nominator of the need to resubmit the nominee's name for consideration in subsequent years if so desired.

F. Assist the SIGs in the call for nominations for SIG awards. Selections for the SIG awards will be coordinated by the SIG leadership.

G. Respond to any and all charges from the Board of Directors.

### **IV. Duties and responsibilities of the Chair**

A. Coordinate the efforts of the Committee.

B. Make a report in writing prior to each meeting of the Board of Directors, which occur in January, April, and October and prior to the Executive Committee meeting in August.

C. Present a written report of activity to the membership at the Annual PPTA Membership Meeting.

D. Annually prepare and present to the Chapter Treasurer a committee budget proposal; monitor committee expenses throughout the fiscal year.

- E. Annually review and revise the job description of the Awards Committee for the Policy and Procedure Manual.
- F. Submit newsletter articles as requested by Chapter Office staff and the Board of Directors, which at a minimum will include solicitation of nominations for Chapter awards and an announcement of award winners.
- G. Notify the Chapter Executive Director of the award recipients prior to Annual Conference.
- H. Coordinate with the Executive Director the purchase of awards.
- I. Present the awards to recipients at Annual Conference.
- K. Orient a successor to the Chair's position and pass on to him/her all committee files.
- L. Execute all current charges to the Committee from the Board of Directors.

## **CONFERENCE AND CONTINUING EDUCATION COMMITTEE**

### **I. Composition**

- A. The Committee is composed 5 members including the Chair, plus a consulting Board member.
- B. The Board shall appoint the Chair of the Committee.

### **II. Purpose**

- A. Work with the Association staff in the planning, development and operation of the Chapter's conference and continuing education offerings.

### **III. Duties and Responsibilities**

- A. Develop, organize, and present the educational program at the PPTA Annual Conference and other programs as directed by the Board of Directors. Feedback from the prior conference should be reviewed and incorporated as operationally feasible.
- B. Plan student programming in conjunction with Annual Conference
- C. Coordinate scheduling of district continuing educational programs throughout the Chapter with each district's Continuing Education Committee responsible for reporting program plans to the Chapter Committee.
- D. Serve as a resource to district Continuing Education Committees and Special Interest Groups.
- E. Respond to any and all charges from the Board of Directors.
- F. Coordinate approval process for contact hours within the Commonwealth of PA

### **IV. Duties and responsibilities of the Chair**

- A. Coordinate the efforts of the Committee.
- B. Attend Board of Directors meetings at the request of the board.
- C. Make a report in writing prior to each meeting of the Board of Directors, which occur in January, April, August and October and for the Executive Committee meeting in August.
- D. Annually prepare and present to the Chapter Treasurer a committee budget proposal: monitor committee expenses throughout the fiscal year.
- E. Annually (by October 1) review and revise the job description of the Continuing Education Committee and the Chapter Conference Policies for the PPTA Policy and Procedure Manual.
- F. Oversee and monitor contracts with all PPTA Fall Conference speakers.
- G. Communicate monthly with the consulting Board member.
- H. Communicate regularly with the district Continuing Education Committees and the SIG's.
- I. Submit names of recommended individuals to the Board of Directors as Committee members rotate off.

J. Orient a successor to the Chair's position and pass on to him/her all committee files and PPTA Policy and Procedure Manual.

K. Execute all current charges to the Committee from the Board of Directors.

## **ETHICS COMMITTEE**

### **I. Composition**

The Ethics Committee shall be a five-person committee, and each member shall serve for four years. Four members shall be physical therapists, with one appointed annually by the Board of Directors. The physical therapist member with the most seniority in the committee shall serve as chair. The fifth member of the committee shall be a physical therapist assistant (PTA) who will not be eligible to serve as the Chair. The committee shall be charged with investigating any ethics complaints according to the Association's stated procedures and with educating the membership and the public regarding ethical vs. unethical practices in physical therapy.

### **II. Purpose**

- A. This Committee shall be responsible for fostering ethical practice in physical therapy as defined in APTA's Code of Ethics. The committee shall educate the membership and the public regarding ethical practices in physical therapy, shall provide a visible presence for the membership, the public, the insurance industry and the legislature regarding activities to prevent and curtail unethical practices in physical therapy, and shall be responsible for adjudicating ethical complaints against members in accordance with APTA's Disciplinary Action Procedural Document.

### **III. Duties and responsibilities of the Committee**

- A. This Committee shall foster standards of ethical practice of physical therapy, as defined in APTA's Code of Ethics.
- B. This Committee shall respond to inquiries from members, non-members, and the public regarding ethical vs. unethical standards of physical therapy practice. Consistent with APTA Ethics and Judicial Committee (EJC) guidelines and standards in the Disciplinary Action Procedural Document, individuals requesting consultation or advice must disclose their identity. The Committee will not respond to anonymous inquiries.
- C. The physical therapist members of this Committee shall, in accordance with the Disciplinary Action Procedural Document, respond to the Chapter President's appointment and serve as the Ethics Panel to investigate allegations of an ethical complaint against members of the Association when APTA's Ethics and Judicial Committee determines that it is appropriate to begin the processing of a case at the Chapter level.
- D. This Committee shall educate the membership regarding ethical vs. unethical practices in physical therapy through presentations at Chapter, District, and Special Interest Group educational meetings, and through information prepared for both Chapter publications and the Ethics page on the PPTA website.
- E. This Committee shall educate non-members and the public regarding ethical vs. unethical practices in physical therapy through efforts coordinated with the Chapter, PPTA Committees, and APTA's Ethics and Judicial Committee.



F. This Committee shall represent the Chapter's interest in promoting the highest standards of ethical practice in physical therapy by providing a visible presence for the members, non-members, the public, the insurance industry and the legislature in activities to prevent and curtail unethical practices in physical therapy.

G. This Committee functions within guidelines set forth by APTA's Ethics and Judicial Committee and in accordance with the Disciplinary Action Procedural Document.

#### IV. Duties and responsibilities of the Chair

A. Coordinate the efforts of the Committee as listed in Section II and III.

B. Attend the annual fall PPTA Board of Directors meeting and other Board meetings as deemed necessary by the President or Board of Directors.

C. Make a report in writing prior to each meeting of the Board of Directors, which occur in January, April, August and October and for the Executive Committee meeting in August.

D. Maintain close contact with the Chapter President and APTA's Ethics and Judicial Committee regarding inquiries and/or complaints regarding ethical standards of practice. Maintain confidentiality regarding inquiries and investigations, as per APTA's Disciplinary Action Procedural Document.

E. Notify and forward to the EJC a copy of any final (fully adjudicated) public disciplinary action taken by a licensing board or government agency against an APTA member, as outlined in APTA Disciplinary Action Procedural Document.

F. Notify and forward to the EJC a copy of any final, (fully adjudicated) public federal action (e.g., U.S. Department of Health & Human Services) taken against an APTA member, as outlined in APTA's Disciplinary Action Procedural Document.

H. Annually and prior to the end of the term of office, review and revise this section of the PPTA Policy and Procedure Manual as indicated and revise sooner if changes are indicated.

I. Orient new Committee Chair and Committee members to functions, duties, and responsibilities of this committee. Provide records, files and Ethics Committee Handbook to successor.

J. Submit an annual budget to the Chapter Treasurer, as requested.

## **FINANCE COMMITTEE**

### **I. Composition**

- A. The PPTA Treasurer serves as Chairperson of this Committee.
- B. This Committee is composed of at least three appointed members with a staggered 3-year term such that one new committee member is appointed annually.

### **II. Purpose**

- A. This Committee shall advise the Chapter Board of Directors on matters pertaining to the Chapter's financial needs, growth, and stability based on periodic review of income, expenditures, and investment.

### **III. Duties and responsibilities of the Committee**

- A. Make a report in writing to the Board of Directors and membership of the Chapter upon request.
- B. Submit a proposed annual budget.
- C. Investigate Chapter investments and non-dues revenue.
- D. Annually (by October 1), and prior to the end of the term of office, review and revise this section of the Policy and Procedure Manual as indicated; sooner if changes are indicated. All changes are subject to the approval of the Board of Directors.

### **IV. Duties and responsibilities of the Chair**

- A. Conduct a Finance Committee meeting at least annually in person or virtually.
- B. Solicit budget information from all PPTA Officers, Directors, Committee Chairs, and other components.
- C. Serve as liaison to the District Directors, Committee Chairs, and other chapter components to address budget or ongoing actual vs. budgeted financial analysis.
- D. Recommend diverse non-dues revenue options to optimize the fiscal health and future outlook of the chapter.

## **MEMBERSHIP COMMITTEE**

### **I. Composition**

A. This Committee shall be composed of one member from each district appointed by the Board, one Board-appointed member, plus a consulting Board member.

B. The Board-appointed member shall serve as Chair of the Committee.

### **II. Purpose**

A. Promote an overall membership growth corresponding with APTA's Strategic Plan for Membership Development.

1. Act as a contact point for new and existing members looking to increase their involvement, voice concerns, and/or promote the profession of physical therapy.

B. Create a cohesive structure in which to receive active participation from all districts and leadership.

C. Empower physical therapists and physical therapy assistants to educate the community regarding the role of physical therapy and its role in an individual's overall health.

### **II. Duties and Responsibilities of the Committee**

A. Analyze and report Chapter membership statistics and trends.

B. Promote membership interest and involvement in APTA and PPTA activities including but not limited to PT Month, local district meetings, and Mini CSMs.

C. Develop and promote leadership involvement in APTA and PPTA.

D. Identify barriers to participation in APTA and PPTA and propose solutions.

E. Promote increased membership for physical therapists and physical therapist assistants.

F. Promote increased student membership through outreach in local schools

G. Respond to any and all charges from the Board of Directors.

H. Contribute to the growth and impact of social media sites

I. Maintain a liaison with district Membership Committee Chairs including a quarterly Go-To-Meeting.

J. Attend local district meetings and events

K. Communicate with physical therapist/physical therapist assistant program directors and student liaisons from each program regarding APTA and PPTA activities and benefits of membership.

L. Promote the nomination and implement the selection process for the PPTA Student Leadership Award and the Dr. Tom Stewart Award.

M. Submit names of recommended individuals to the Board of Directors as Committee members rotate off.

### **III. Duties and Responsibilities of the Chair**

A. Coordinate the efforts of the Committee.

- B. Attend Board of Directors meetings on request and as deemed necessary by the President or Board of Directors.
- C. Make a report in writing prior to each meeting of the Board of Directors, which occur in January, April, August and October and for the Executive Committee meeting in August.
- D. Provide updates for the PPTA website regarding membership opportunities, community education/activities, and continuing education opportunities for members.
- E. Annually prepare and present to the Chapter Treasurer a committee budget proposal; monitor committee expenses throughout the fiscal year.
- G. Annually (by October 1) review and revise the job description of the Membership Committee for the PPTA Policy & Procedure Manual.
- H. Communicate monthly with the consulting Board member.
- I. Submit newsletter articles as directed by the Board.
- J. Maintain a liaison with district Membership Committee Chairs including a quarterly Go-To-Meeting.
- K. Communicate with physical therapist/physical therapist assistant program directors and student liaisons from each program regarding APTA and PPTA activities and benefits of membership.
- L. Publish student membership and conversion rates in the Chapter Newsletter annually
- M. Working with the Awards Committee, administer the nomination and selection process for the PPTA Student Leadership Award and the Dr. Tom Stewart Award, including presentation of the awards at the Annual Membership Meeting.
- N. Submit names of recommended individuals to the Board of Directors as Committee members rotate off.
- O. Orient successor to the Chair's position and pass on to him/her all committee files and the PPTA Policy and Procedure Manual.
- P. Execute all current charges to the Committee from the Board of Directors.

## **NOMINATING COMMITTEE**

### **I. Composition**

- A. The Nominating Committee is composed of 3 members who are elected by the membership.
- B. The senior member chairs the committee.

### **II. Purpose**

- A. To ensure robust recruitment of nominees for all offices and valid nomination and election processes

### **III. Duties and responsibilities**

- A. Provide a slate of at least two (2) eligible candidates for each chapter office, if possible, from those who consent to serve.
- B. Work with Chapter Office and follow the election processes as described in the “Nominating Committee On-boarding Manual” to insure valid election processes.
- C. Reference source documents (APTA and PPTA Bylaws, District and SIG Rules of Order) and consult with Chapter leaders as needed for novel situations.
- D. Provide assistance to district nominating committees and SIGs to insure candidate slates for district, delegate and SIG positions.
- E. Assist the PTA SIG in preparing a slate of candidates for the PTA Caucus Representative to the representative body of the National Assembly of Physical Therapist Assistants.
- F. Present the prepared slate of officers during the Chapter Annual Meeting, and accept nominations from the floor, if any.

### **IV. Duties and responsibilities of the Chair**

- A. Schedule and conduct all Committee meetings.
- B. Orient newer committee members to committee processes and ensure their involvement in all nominating committee activities.
- C. Prepare and post minutes of each meeting on Base Camp.
- D. Make a report in writing prior to each meeting of the Board of Directors, which occur in January, April, August and October and for the Executive Committee meeting in August.
- E. Attend at minimum, the April and October Board of Directors meetings and additional meetings as requested by the President and/or Board of Directors, including monthly virtual working group meetings.
- F. Maintain an accurate calendar of elections and post this and other documents on Base Camp for easy reference by other leaders and committee members.
- G. Review draft budget annually and provide feedback to Chapter Treasurer.
- H. Review the job description of the Nominating Committee annually and provide revisions to the Chapter Secretary by October 1.

I. Execute all charges to the Committee from the Board of Directors.

J. Orient successor to the duties of the office.

## **PRACTICE AND RESEARCH COMMITTEE**

### **I. Composition**

- A. The Committee is composed of 6 members including the Chair, a student liaison from a Pennsylvania accredited physical therapy program, plus a consulting Board member.
- B. The Board shall appoint the Chair of the Committee.
- C. Other members shall have a level of expertise or specialty in Outcome Measures, Evidence Based Practice, research or content expertise in various areas of practice.

### **II. Purpose**

- A. Enhance dissemination of information related to practice and research to membership
- B. Examine the potential roles of Physical Therapists in the Affordable Healthcare model
- C. Assist the membership in understanding, complying with, and utilizing the Physical Therapy Practice Act.
- D. Serve as a resource for research activities, processes, and education for the membership.
- E. Coordinate the process and for submissions for research opportunities at State conference.
- F. Provide recognition for Chapter members involved in quality research.
- G. Promote clinical research and evidence-based practice within the Chapter with use of internet/web-based resources and data bases.
- H. Define and promote the research scholarship available through the PPTA
- I. Promote prevention and wellness in the community and health care settings by physical therapists.

### **III. Duties and Responsibilities of the Committee**

- A. Serve as a resource for the membership and Board of Directors with regards to issues of Physical Therapy practice.
- B. Respond to inquiries from members regarding the practice of physical therapy.
- C. Provide current practice updates, on an as needed basis, on the Chapter's website (PPTA.org), as per the PPTA web page policies.
- D. Develop and maintain a list of the special clinical experts, representing various areas of clinical practice. Provide regular postings for the recruitment of these individuals on the web pages and newsletters.
- E. Annually administer the assessment and presentation of research (poster and platform presentations) at the Annual PPTA Conference.
- F. Provide recognition and reward for the production of quality research.

G. Provide education and information on web-site and at formal state seminars/conferences on the physical therapist's role in prevention and wellness.

H. Support the provision of education about research to the membership.

I. Respond to the appropriate charges of the Board of Directors.

#### IV. Duties and Responsibilities of the Chair

A. Coordinate the efforts of the Committee.

B. Attend Board of Directors meetings on request

C. Make a report in writing prior to each meeting of the Board of Directors, which occur in January, April, August and October and for the Executive Committee meeting in August.

D. Annually prepare and present to the Chapter Treasurer a committee budget proposal; monitor committee expenses throughout the fiscal year.

E. Annually (by October 1), review and revise the job description of the Practice and Research Committee for the PPTA Policy and Procedure Manual.

F. Communicate at least quarterly with the consulting Board member.

G. Submit newsletter articles as requested.

H. Execute all current charges to the Committee from the Board of Directors.

I. Communicate periodically with the other committees of the Association regarding practice and research needs for the membership.

J. Serve as a liaison with APTA's Department of Research to disseminate APTA database network information and to encourage Chapter members to participate.

K. Administer the Research Fund Grant applications.

L. Maintain a listing of Research Award winners.

M. Maintain a listing of Research Fund Grant recipients.

N. Submit names of recommended individuals to the Board of Directors as Committee members rotate off.

O. Orient a successor to the Chair's position and pass on to him/her all committee files and the PPTA Policy and Procedure Manual.



## **PUBLIC POLICY AND ADVOCACY COMMITTEE**

- I. Composition
  - A. The Committee is composed of up to 5 members including the Chair, plus a consulting Board member. Payment specialist(s) fall under the committee however are not counted in the members.
  - B. The Board shall appoint the Chair of the Committee.
  - C. Other members shall have a level of expertise or specialty in payment policy and reimbursement issues, health care policy, legislative issues.
- II. Purpose
  - A. Provides strategic advice, counsel, and options to the Board of Directors regarding how PPTA can be responsive to and advocate for society's needs for health care, rehabilitation, and other services provided by physical therapists in Pennsylvania.
  - B. Maintain and implement a plan for identifying, prioritizing, and managing current and emerging public policy issues impacting the provision of physical therapy, rehabilitation, and health care services, including, but not limited to, delivery systems, payment for services, public health, quality, research, education, and access to care.
  - C. Maintain the Legislative Ambassador Network (LAN) to advance the profession within public policy arenas, including but not limited to legislative and regulatory venues.
  - D. Recognize public policy opportunities and challenges for physical therapy and provide advice and counsel as requested to the Board of Directors and staff regarding the development of strategies on how to best position the physical therapy profession to meet the needs of society and the profession.
  - E. Assess advocacy and member needs required to empower members with information to be engaged in association policy efforts.
- III. Duties and Responsibilities of the Committee
  - A. Maintain an active Legislative Ambassador Network of at least 80% of Pennsylvania Legislators. Provide ongoing educational and orientation programs to the LAN and the Chapter Membership as needed. Activate the LAN upon direction of the Chapter President or Legal Counsel.
  - B. Identify and recommend public policy priorities for PPTA to the Board of Directors. This work will be conducted to coincide with the session of the Pennsylvania House and Senate.

- C. Provide education and/or training sessions to members to be engaged in association policy efforts.
- D. Organize and advertise an Advocacy fundraiser annually
- E. Plan Legislative Advocacy Day in Harrisburg with board members, staff office, and others.
- F. Unify efforts with the Federal Affairs Liaison in order to align talking points between the Federal and State levels.

#### IV. Duties and Responsibilities of the Chair

- A. Attend Board of Directors meetings at the request of the Board
- B. Make a report in writing prior to each meeting of the Board of Directors, which occur in January, April, August and October and for the Executive Committee meeting in August.
- C. Facilitate the ongoing activity of the Legislative Ambassador Network.
- D. Annually prepare and present to the Chapter Treasurer a committee budget proposal; monitor committee expenses throughout the fiscal year.
- E. Submit newsletter articles as appropriate.
- F. Work with Legal Counsel to:
  - a. Review and coordinate disposition of current legislation, regulations, notices of hearings, etc. Coordinate attendance at political fund raisers
  - b. Maintain, educate and activate the LAN (Members of LAN to provide documented contacts at least 2 times per year.)
  - c. Inform and recommend action to the Board of Directors re: proposed legislation and regulations that affect health care delivery and the practice of physical therapy.
- G. Provide information on Pennsylvania legislative issues to APTA.
- H. Monitor publications of other associations, businesses, commissions, etc., whose activities impact on health care delivery and the practice of physical therapy.
- I. Recommend establishing liaisons with associations, agencies, boards, commissions, etc., whose activities impact on health care delivery and the practice of physical therapy.

- J. Submit names of recommended individuals to the Board of Directors as Committee members rotate off.
- K. Orient a successor to the Chair's position and pass on to him/her all committee files and the PPTA Policy and Procedure Manual.
- L. Execute all current charges to the Committee from the Board of Directors.
- M. Maintain current information on the PPTA Web Page and Fax on Demand related to state and federal legislative issues.
- V. Duties and Responsibilities of the Payment Specialist:
  - A. Read and distribute information provided by APTA's Monthly electronic newsletters dedicated to payment typically delivered the fourth Friday of every month:  
<http://www.apta.org/FridayFocus/>
  - B. Deliver presentations at component meetings such as chapter/district meetings.
  - C. Update Component Leadership on any payment issues in a timely fashion including reports requested by leadership on a regular basis.
  - D. Develop and maintain a specific "payment page" on the component web site to include contact hyperlinks.
  - E. Develop and maintain a resource list for members related to payment.
  - F. Identify payers, particularly local payers for Chapters and problematic payers for Sections. Maintain a database of local payers including updated contact information to direct members to the appropriate contacts for their issues.
  - G. Hold and attend payor forums with a variety of local and regional payers
  - H. Meet individually with major payers on a regular basis (annually, biannually)
  - I. Maintain ongoing dialogue with relevant members of the insurance industry regarding coverage for physical therapy, fair co-pays, and other issues that may affect the provision

and payment of physical therapy services. Inform PPTA Legal Counsel as necessary regarding these discussions.

- J. Review and develop best practices for communication and dissemination of payment information to members and component leadership, including monthly email blasts, live seminars and webinars.
- K. Attend APTA Payment and Policy meetings, webinars and conferences as determined by component leadership