



Board Member and Committees'

JOB  
DESCRIPTIONS

TRANSFORMING LIVES THROUGH MOVEMENT

ADVOCACY. EDUCATION. COMMUNITY

# Job Descriptions

for

Volunteer Positions  
Committee Chairs  
Board of Directors

Amended: Fall 2021

[Minor amendments and graphics update, Jan. 2023]



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## Meeting(s) Timeline:

Board meetings will be held at 6pm, the Friday night of the Winter, Spring, and Fall conferences, at the hotel of the conference, unless otherwise directed. Please visit the APTA MT.com continuing education page for future dates and sites.

- 1. The Fall planning, budgeting, and orientation board meeting** is usually held in October or early November, announced in Sept/Oct. : Sometimes combined with Winter meeting

**Membership meetings** will be held on the Saturday of the Winter, Spring, and Fall conferences, at the hotel of the conference, usually over lunch, unless otherwise directed. Please see the appropriate conference program on the website for full agenda with the exact time. This is also announced in advance on the home page of the website, and in the newsletter.

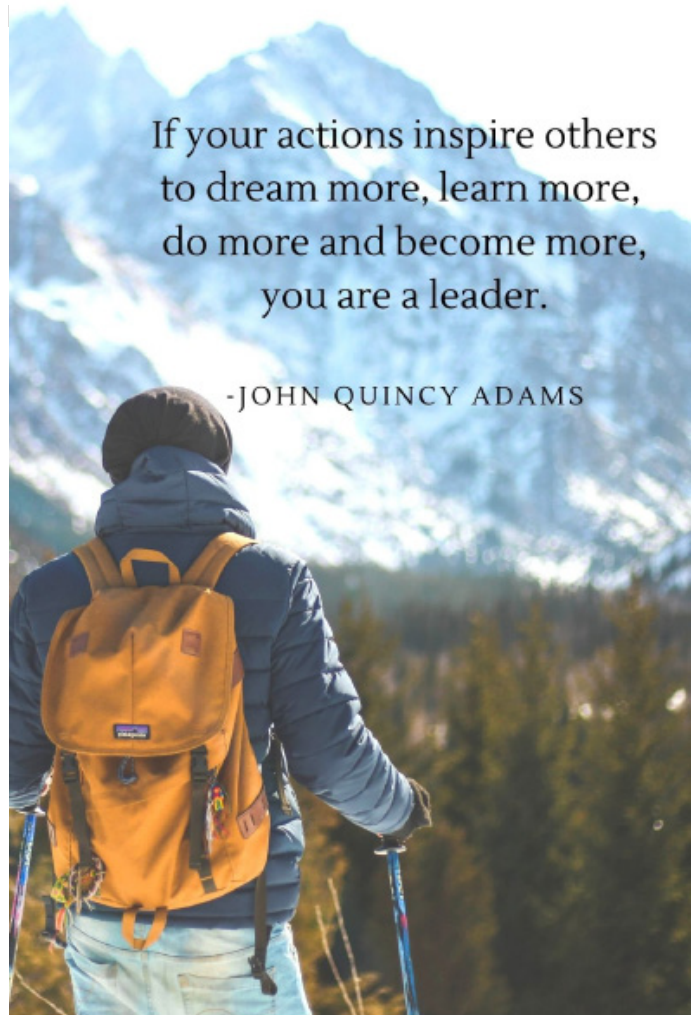
- 2. Other meetings:** Periodically, a special meeting will be called via audio conference for special matters that arise, especially during legislative session. Announcements are made via email.

## Other Assumptions

Board members are expected to remained informed and become involved on email discussions between meetings.

Board members and committee chairs will submit a written report, due 14-21 days prior to each board meeting. Template will be emailed, and is found in the back of this booklet.

All volunteers should familiarize themselves with APTA MT bylaws and the strategic plan, the APTA MT policies/procedure manual, and general orientation tips for board members, including DUTIES of



If your actions inspire others to dream more, learn more, do more and become more, you are a leader.

-JOHN QUINCY ADAMS

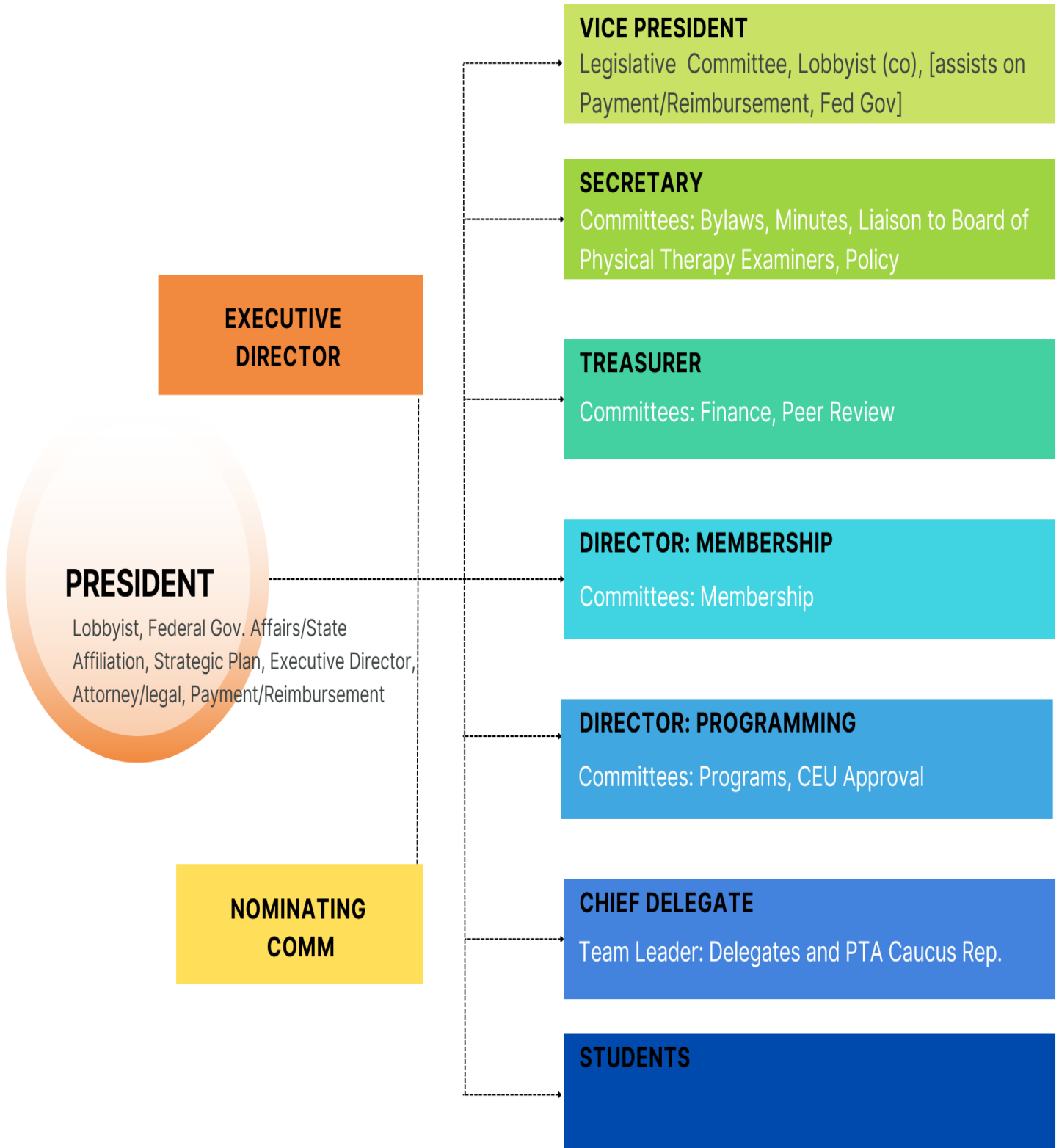


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**EXECUTIVE DIRECTOR**

**PRESIDENT**

Lobbyist, Federal Gov. Affairs/State Affiliation, Strategic Plan, Executive Director, Attorney/legal, Payment/Reimbursement

**NOMINATING COMM**

**VICE PRESIDENT**

Legislative Committee, Lobbyist (co), [assists on Payment/Reimbursement, Fed Gov]

**SECRETARY**

Committees: Bylaws, Minutes, Liaison to Board of Physical Therapy Examiners, Policy

**TREASURER**

Committees: Finance, Peer Review

**DIRECTOR: MEMBERSHIP**

Committees: Membership

**DIRECTOR: PROGRAMMING**

Committees: Programs, CEU Approval

**CHIEF DELEGATE**

Team Leader: Delegates and PTA Caucus Rep.

**STUDENTS**



## Length of Term/Time Commitment

Three (3) years, time commitment is 3-6 hours per week

Also plan to attend CSM and Annual APTA meetings.

## Position Objective

To provide leadership and direction to APTA MT and to promote the APTA MT and the profession of physical therapy through advocacy at the state, federal, and local levels.

## Benefits

You will have the opportunity to grow professionally by gaining a better understanding of all aspects of the physical therapy profession and the American Physical Therapy Association (APTA). You will be mentored, trained, and supported by staff and members of the APTA as well as APTA MT. You will develop leadership skills and relationships that will enhance your professional life.

## Overview of Responsibilities

The President oversees the Administrative services team, including the Executive Director, the Attorney, and the delegation to the APTA House of Delegates. In addition, the President serves as the liaison to the Montana Physical Therapy Board of Examiners (PTBOE). The President serves as official spokesperson for the chapter.

## Duties

- Organize and manage all meetings of the BOD and membership
- Serve as the primary contact for the APTA MT Attorney
- Maintain communication with PTBOE
- Serve as primary contact for APTA MT Executive Director
- Serve as ex-officio member of all committees

except Nominating

- Serve as liaison to other state associations
- Help to assure fiscal responsibility for the chapter
- Assists with all legislative and statutory activities

## Responsibilities

- Disseminate information to and about APTA/APTA MT budget and strategic plan each year.
- Coordinate a master calendar and schedule meetings
- Assure contracts with ED and Attorney are up to date
- Represent APTA MT at APTA leadership forums at CSM and Annual conference
- Serve as alternate delegate
- Disseminate information from PTBOE
- Create agendas for BOD and membership meetings and preside over meetings.
- Newsletter articles

## Qualifications

Must be a member of the Chapter, some experience on the APTA MT Board of Directors is preferable.

## Training and Supervision

APTA provides Leadership Forums, yearly for new component presidents and executive directors. One to two day leadership meetings are held at CSM and Annual conference. Webinars are frequently given on various leadership topics. An APTA BOD liaison is assigned to each chapter to assist with issues.

## Job Support

- APTA BOD liaison
- APTA State and Federal Advocacy team
- APTA Component Relations team



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# President

## **Evaluation**

Done annually at the budget/strategic planning meeting





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**President Elect**

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To be added



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## Vice-President

Reviewed Fall 2021

### Term

Two (2) years, elected fall of uneven years. Time commitment varies from 2-10 hours per month depending on time of year and legislative session.

### Position Objective

To provide leadership and direction to APTA MT and to promote the APTA MT and the profession of physical therapy through advocacy at the state, federal, and local levels.

### Benefits

You will have the opportunity to grow professionally by gaining a better understanding of all aspects of the physical therapy profession and the American Physical Therapy Association (APTA). You will be mentored, trained, and supported by staff and members of the APTA as well as the APTA MT President. You will develop leadership skills and relationships that will enhance your professional life.

### Overview of Responsibilities

This leadership position assumes all duties of President if that person is absent or incapacitated, as well as assisting the President with all duties of that office. The vice-president (VP) shall serve as the the Board Representative to the Government Affairs and Practice Services Team (Legislative committee, Reimbursement/Practice committee, and Federal Advocacy Liaison) (move this to pres??) and shall report to the President.

### Committee Oversight:

This position will delegate or serve as chair for committees found on the organizational chart on page 3.

### Duties

- Attend and participate in all BOD meetings, membership meetings
- Organize and manage all meetings of the legis-

lative committee

- Serve as the primary contact for the APTA MT Lobbyist
- Maintain communication with the Federal Advocacy Liaison
- Assists with all legislative and statutory activities

### Responsibilities

- Disseminate information to and about APTA/APTA MT legislative activities
- Coordinate Legislative activities, create legislative agenda
- Assure contract with Lobbyist is up to date
- Represent APTA MT at APTA State Government Affairs forum
- Convey information to BOD from FAL
- Write newsletter articles
- Act as President when the President is unavailable, or unable to perform duties.

### Qualifications

Must be a member of the Chapter, some experience on the APTA MT Board of Directors and/or Legislative committee is preferable.

### Training and Supervision

APTA provides State and Federal Advocacy Forums, yearly for Legislative committee chairs. APTA Webinars are frequently given on various leadership topics.

### Job Support

- APTA State and Federal Advocacy team
- APTA Component Relations team

### Evaluation

Done annually at the budget/strategic planning meeting



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## Secretary

**Term** Elected two-year term

### Position Objective

To provide leadership and direction to APTA MT and to provide essential communication within APTA MT & with APTA.

### Benefits

You will have the opportunity to interact with APTA MT board members, gain an overall understanding of how the MT component functions, and provide leadership to the chapter. You will gain a better understanding of chapter bylaws and how they help to shape the chapter and provide structure to our association. You will be mentored, trained, and supported by staff and members of the APTA as well as APTA MT. You will develop leadership skills and relationships that will enhance your professional life.

### Overview of Responsibilities

The Secretary shall maintain the Chapter's records and archives including keeping current the chapter bylaws and the Chapter's policies and procedures. The Secretary shall take a written history of all motions made at General business meetings and board meetings.

**Committee Oversight:** This position will delegate or serve as chair for committees found on the organizational chart on page 3.

### Duties

- Travel to the four scheduled APTA MT board meetings each year, and three membership meetings.
- Record, maintain and distribute board and general business meeting minutes.
- Chair the Bylaws committee and facilitates bylaws changes as necessary.
- Serve as member of the executive committee
- Work with Executive Director to maintain record of policies and procedures

- Serve as BOE liaison, including sitting in on their meetings and reporting back to BOD and membership

**Responsibilities:** Read the previous meeting minutes at each board and membership meeting. Minutes are voted upon for final approval.

- Take a written (or electronic) history of reports presented and motions made at all General Business meetings and Board meetings. Minutes are distributed as a 'draft' to the Montana BOD for review within one week of the meetings and once finally adopted (following the proceeding meeting), sent to APTA via email within 30 days.
- The secretary oversees the Bylaws Committee. This Committee initiates requested or mandated changes to the Chapter Bylaws in accordance with the procedures outlined for amendments in the Bylaws. The Committee chair submits the Bylaws annually or as needed to APTA to ensure that Chapter Bylaws are in compliance with APTA Bylaws. The Committee coordinates publication of proposed Bylaw revisions with the Executive Director in accordance with Bylaw requirements.
- Organize and maintain standing rules, procedures and APTA correspondence.
- Implement House policies at the Chapter level with the help of the Delegates.
- Submit annual report on bylaws activity at the annual meeting of the chapter if needed.
- Governance Services Team leader- coordinate, supervise and direct committees and activities as assigned by the Board of Directors as needed.
- Write newsletter articles, as needed
- Serve as BOE liaison, including sitting in on their meetings and reporting back to BOD and membership

### Qualifications

Must be a member of the Chapter.





## **Training and Supervision**

In addition to training offered by your component, APTA has a liaison available for consult. Supervision opportunities will be identified and conducted by selected component leadership.

## **Job Support**

- APTA Secretary Manual (in hard copy and online)
- APTA website "communities", Leadership/nominating committees (discussions and resources)
- APTA Component Relations Staff

## **Evaluation**

Done annually at the budget/strategic planning meeting



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# FUTURE Treasurer

## Term

2 years, time commitment is 2-4 hours per quarter

## Position Objective

To provide Leadership and direction to APTA MT and to maintain, manage, and communicate the status of the chapter's financial interests.

## Benefits

You will have the opportunity to grow professionally by gaining a better understanding of the physical therapy profession and the APTA. You will interact with all board members in preparing and managing the budget.

## Overview of Responsibilities

The Treasurer is the Financial Services Team leader and coordinates, supervises, and directs the following committees: budget, finance, auction and reimbursement (payment/policy). The treasurer works with and answers to the Board of Directors of the APTA MT.

## Committee Oversight:

This position will delegate or serve as chair for committees found on the organizational chart on page 3.

## Duties

- Coordinate the production of an annual budget that is reviewed and adopted by the APTA MT BOD in November
- Help to assure fiscal responsibility for APTA MT
- Review and revise financial policies and procedures, as needed
- Maintain communication with the Reimbursement/Practice Committee

## Responsibilities

- Oversee an annual peer audit
- Actively participate in planning and conducting a yearly auction
- Assure submission of tax returns
- Keep an accurate account of receipts and reimbursements
- Facilitate an external audit, as directed by the BOD
- Convey information to BOD from Reimbursement/Practice Committee

## Qualifications

Must be a member of the Chapter, previous experience with budgets is desirable.

## Training and Supervision

In addition to training and education by the APTA MT Executive Director, APTA component services and APTA Treasurer are available as resources.

## Job Support

- APTA liaison
- APTA Treasurer

## Evaluation

Annually at the budget/strategic planning meeting



Board Member and Committees'

## JOB DESCRIPTIONS

# Director: Membership Services

TRANSFORMING LIVES THROUGH MOVEMENT

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### Term

2 years, elected on even numbered years, serving no more than 2 consecutive terms; time commitment is 2-4 hours per quarter

### Position Objective

To provide leadership and direction to APTA MT and to promote the profession of physical therapy and the activities of APTA and APTA MT to the public and to physical therapists in the state.

### Benefits

You will have the opportunity to grow professionally by gaining a better understanding of APTA MT and the APTA and the services provided by these organizations. You will interact with members and several committees to facilitate involvement in the association.

### Overview of Responsibilities

The person fulfilling this leadership position oversees and acts as board liaison to the Membership Committee, Marketing and Sales committee, Public Relations Committee, and the Newsletter Committee. The Director at Large over membership is responsible for attracting and seeing to the needs of potential and current members, including students.

### Committee Oversight:

This position will delegate or serve as chair for committees found on the organizational chart on page 3.

### Duties

- Attend and participate in BOD and membership meetings
- Provide leadership to, supervise, and communicate with the Membership Committee, Marketing and Sales Committee, Public Relations Committee, and the Newsletter Committee.
- Serve as BOD liaison to the above committees

### Responsibilities

- Submit and monitor a budget and calendar for

membership services

- Relate, in writing, the activities of the above committees for meeting reports and the newsletter, as needed
- Facilitate implementation of the committees' activities
- Participate in APTA Webinars for membership
- Communicate with BOD as well as students, members and nonmembers to determine needs of members and potential members
- Provide membership information for newsletter
- Oversee Newsletter Committee
- Oversee PR Committee
- Attend meetings and socials to confer with members
- Attend Quarterly board meetings
- Mentor and direct committee members
- Keep up-to-date information on members only APTA MT website
- Adhere to membership directed goals and objectives in APTA MT strategic plan
- Ensure that APTA MT strategic plan meets the current needs and goals of the APTA MT membership

### Qualifications

Must be a member of the Chapter.

### Training and Supervision

In addition to Chapter support, APTA Component relations, Membership, and Public Relations Departments are available.

### Job Support

- APTA "Brandbeat"
- APTA Webinars
- APTA membership development department

### Evaluation

Annually at APTA MT budget/strategic planning meeting



Board Member and Committees'

## JOB DESCRIPTIONS

# Director: Program Services

TRANSFORMING LIVES THROUGH MOVEMENT

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Last update: Fall 2021

### Term

The Member-at-Large Director serves a (2) year term of office and may be elected no more than 2 consecutive terms. This position is elected by membership vote during the odd-numbered years. Time commitment is 3-6 hours per quarter, depending on the time of year and attendance at the three board and membership meetings (conference weekends), and a strategic planning session held every other year.

### Position Objective

To provide leadership and direction to APTA MT and to promote the APTA MT and the profession of physical therapy through educational outreach services for APTA MT membership.

### Benefits

You will have the opportunity to assist in developing and coordinating the continuing education in the chapter. You will also help develop new leadership for the chapter in identifying and recruiting candidates for the subcommittees. You will interact with all board members and network/communicate with the APTA MT membership to identify educational and special/research projects and needs within the organization. You will also receive information and training from APTA and APTA MT to help provide evidence-based continuing education members.

### Committee Oversight:

This position will delegate or serve as chair for committees found on the organizational chart on page 3.

### Duties

- Attend and participate in all BOD meetings, membership meetings
- Provide leadership to, supervise, and communicate with the Chairs Program Committee, the Continuing Education Endorsement Committee, and the Special Projects/ Research Committee
- Serve as the BOD liaison for the three committees

- Submit and monitor budget and calendar on behalf of the Educational Services Team

### Responsibilities

- Find speakers and negotiate pricing for APTA MT Winter, Spring, Fall Conferences. Once agreement is reached, send information to office. The office will coordinate marketing and speaker communication from that point.
- Be present at APTA CE programs for onsite facilitation and if not available, assist office to find committee members or other volunteers to assist.
- Provide ongoing communication with Committee Chairs in the following areas: Program, CEU Approval, and Special Projects/Research regarding goals, objectives, strategies, budgets, timeliness and committee activities.
- Report, in writing, to the Board of Directors and Chapter membership on a regular basis the activities and accomplishments of the three committees you oversee, including reports and newsletter articles.
- Bring committee motions, proposals and/or recommendations to the Board of Directors and/or Chapter membership as appropriate.
- Initiate and facilitate regular meetings among Education Services Team committees.

### Qualifications

Must be a member of the Chapter. The director should have the ability to communicate well with members and presenters; and good organizational skills are needed.

### Training and Supervision

In addition to training offered by the chapter, APTA Component Relations will provide various training opportunities and materials.

### Job Support

- APTA website "communities", Component Leadership (discussions and resources)

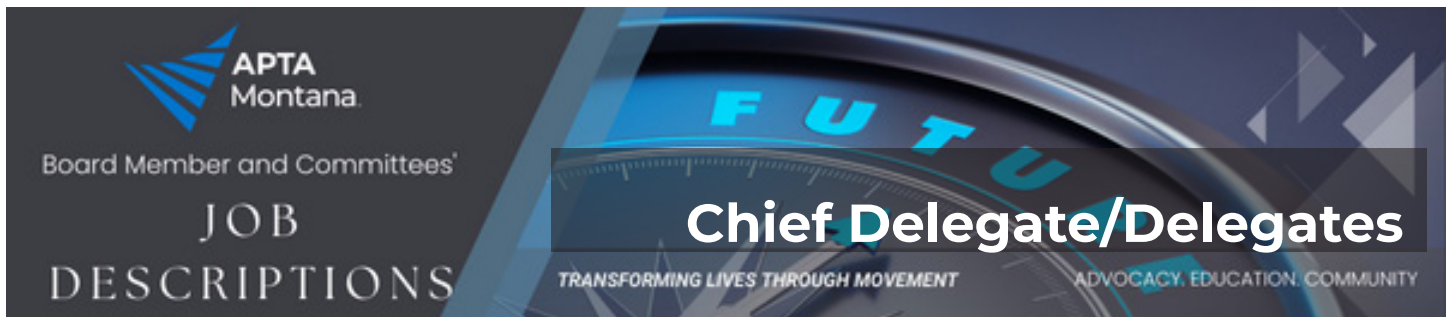


- APTA Component Relations Staff
- APTA "Membership & Leadership Webinars"

## **Evaluation**

Annually at the budget and strategic planning meeting.





Last update: Fall 2021

## Term

2 years on the APTA of MT BOD (preceded by 2 years serving as the 4- year Delegate), time commitment is variable, must attend APTA House of Delegates and APTA Montana BOD meetings.

## Position Objective

To provide leadership and direction to APTA MT, to represent APTA of MT at the House of Delegates, and to serve as an information conduit between the Chapter and National Leaders/House.

## Benefits

You will have the opportunity to grow professionally by learning about, and influencing APTA and APTA MT policy. You will be mentored and educated during the 2 -year process as the 4-year Delegate by your Chief Delegate and by APTA delegates, staff members and APTA House Officers on site at the House of Delegates.

## Overview

The Chief Delegate oversees and facilitates communication among the Montanan delegation to the HOD, including PTA caucus representative. The Chief Delegate is responsible for organizing communication between the delegation, the BOD, and the Chapter members.

## Duties

- Organize/facilitate delegation meetings.
- Represent the delegation at BOD meetings.
- Represent Montana at the HOD meetings.
- Participate in Western State Caucus meetings, representing APTA of MT.

## Responsibilities

- Orient and mentor new delegates.
- Attend Virtual Town halls leading up to the House.
- Update the Delegate Roster.
- Cosponsor motions, when applicable and place

motions on the Consent Calendar per the delegation's input.

- Participate in formation of candidate questions for upcoming APTA national elections,
- Educate members on upcoming motions to the House and solicit input from members and directors concerning RCs or potential RCs.
- Hold Delegate forum prior to the HOD.
- Report election results and HOD actions at the Membership meeting and in the newsletter.
- Submit 3 newsletter items to APTA MT per year.

## Qualifications

Must be a Physical Therapist member who has been an Association member in good standing for no fewer than the 2 years immediately preceding the start of the House session.

## Training and Supervision

APTA provides onsite and power-point presentations for delegates. Support is provided on the HUB, the online community and through the Western Caucus.

## Job Support

APTA staff and House Officers. RC liaison.

## Evaluation

Annually at the budget/strategic planning meeting.

## Delegates and PTA Caucus Representative.

The 4-Year, 1 Year delegate and PTA Caucus representative act as one of 4 liaisons between MT Chapter membership and the APTA House Of Delegates. Duties include keeping abreast of the APTA House Cycle and governance and participating in that cycle which may include voicing opinions on proposed motions, seeking information from motion makers, or bringing forth motions before the House. Additionally, delegates vote for APTA Board of Directors and Nominating Committee. The delegates and PTA Caucus representative attend the House of Delegates. Delegates vote on RCs brought forth at the House representing APTA MT. In executing their duties, the delegates seek feedback from APTA MT membership (PTA caucus) in order to best represent the chapter.



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## Nominating Committee

### Term

Elected Three-year term; serve as committee chair and on the Board of Directors during the third year.

Time commitment varies 2-4 hours/month

### Position Objectives

To recruit and slate high quality candidates; to oversee elections; to recruit and select candidates for awards; and to oversee memorials.

### Benefits

You will have the opportunity to recruit and develop new leadership for the chapter. You will interact with all board members to identify personnel needs within the organization. You will also receive information and training from APTA to help you engage members in positions that match their knowledge and skills.

### Overview of Responsibilities

The Nominating Committee Chair is responsible for developing new leaders for the chapter as well as providing recognition for outstanding members and for those who have passed. The Nominating committee interacts with members to determine their abilities and interests to enhance involvement in a committee, task force, or elected office.

### Duties

- Serve as non-voting member of the APTA MT BOD at all BOD meetings
- Develop and implement a Nominations Plan for Chapter leadership;
- Solicit nominations and select candidates for awards
- Maintain memorials

### Responsibilities

- Communicate with BOD to determine need for committee members
- Solicit nominations for candidates and awards in newsletters and eblasts, coordinate with

office

- Provide a slate of candidates and candidate statements in the Summer newsletter
- Attend meetings and socials to confer with members
- Keep list of members with potential and desire to serve
- Mentor and direct committee members
- Run the nominations and elections
- Provide election results in the newsletter and/or blast
- Keep up-to-date information on members only APTA MT website

### Qualifications

Must be a member of the Chapter. Interest in, and ability to communicate with members is important.

### Training and Supervision

In addition to training offered by the chapter, APTA Component Relations and Nominating Committee and will provide various training opportunities and materials.

### Job Support

- APTA website "communities", Leadership/nominating committees
- APTA Component Relations Staff
- APTA Webinars
- APTA Nominating Committee

### Evaluation

The Chapter President will evaluate this position and feedback will be solicited during and at the end of the term.



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# Federal Affairs Liaison

## Term

2 years; time commitment 1-2 hours/month, attend Federal Government Affairs Forum.

## Position Objective

To provide leadership to APTA MT by promoting communication and action concerning Federal advocacy.

## Benefits

You will have the opportunity to grow professionally by gaining a better understanding of Federal issues that affect practice and by establishing relationships with members of congress.

## Overview of Responsibilities

The Federal Affairs Liaison provides information from the state to the APTA Federal Government Affairs Committee as well as disseminates information to APTA MT members about APTA activities.

## Duties and Responsibilities

- Organize and maintain contact with APTA Key Contacts for Montana
- Write APTA MT newsletter articles about federal issues
- Encourage grassroots action concerning Federal issues via enews or the list serve
- Attend the Annual Federal Government Affairs Forum
- Coordinate with APTA MT Legislative Committee Chair concerning networking, policy development, and identification of emerging issues

## Qualifications

Must be a member of the Chapter.

## Training and Supervision

Training occurs yearly at the Annual Federal Government Affairs Forum

## Job Support:

- APTA Federal Advocacy staff
- APTA Federal Government Affairs Committee
- APTA MT Vice President

## Evaluation

annually at the budget/strategic planning meeting



Board Member and Committees'

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# PTA Caucus Representative

TRANSFORMING LIVES THROUGH MOVEMENT

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*Reviewed and updated: Fall 2021*

### Term

2 years, with no more than 2 consecutive terms. Time commitment is 3 hours per quarter, APTA MT Delegation meetings, and attendance at the PTA Caucus.

### Position Objective

To provide leadership and direction to APTA MT, to represent APTA MT at the PTA Caucus and to serve as an information conduit between Chapter and National PTA Leaders.

### Benefits

You will have the opportunity to grow professionally by learning about, and influencing APTA and APTA MT policy. You will be mentored and educated by APTA staff, PTA Caucus members, and APTA House Officers.

### Overview of Responsibilities

The PTA Caucus Representative serves the Chapter by providing information and feedback representing the PTA perspective on issues as they arise. In addition, the PTA Caucus Representative is a liaison between the PTA Caucus and the APTA MT delegation.

### Duties and Responsibilities: MT

- Advise the APTA MT BOD on issues pertaining to PTA's
- Participate in Chapter Delegation functions including: development of RC's; strategic meetings, delegate forums, HOD activities as directed by the Chief Delegate
- Inform the Chief Delegate of PTA Caucus issues and positions
- Inform the PTA Caucus of APTA MT issues and positions
- Report on PTA Caucus activities in the APTA MT Newsletter

### Duties and Responsibilities: From APTA

- Propose business items to PTA Caucus Chief Delegate.
- 2. Participate in scheduled conference calls.
- Participate in committees, task forces, and work groups, if appointed.
- Participate throughout the year in in all chapter delegation functions.
- Communicate with chapter Chief Delegate concerning issues raised in meetings with colleagues, including PTA Special Interest Group (SIG) and regional caucuses.
- Attend APTA's House of Delegates, candidate interviews, and related meetings and events.
- Support chapter and section Physical Therapist Assistant SIGS.
- Report business and actions of the PTA Caucus to components, Chapter Delegates, and PTA members.

### The purpose of the PTA Caucus is to:

- Represent the interests of PTA members.
- Provide recommendations and input related to PTA issues via the PTA Caucus Delegates to APTA's House of Delegates, APTA's Board of Directors, and to APTA staff.
- Elect five PTA Caucus Delegates and an Alternate Delegate to the APTA House of Delegates.

### Activities of the PTA Caucus include:

- Elect PTA Caucus Delegates.
- Advise and make recommendations to the PTA Caucus Delegates on issues of interest to the PTA, PT/PTA Team, Association, and profession, including motions to APTA House of Delegates.
- Identify and communicate issues pertinent to PTAs, PT/PTA Teams and the profession to APTA Board of Directors, APTA House of Delegates, and staff.





- Elect three PTA Caucus Nominating Committee members.

**Qualifications** Must be a member of the Chapter

### **Training and Supervision**

By prior PTA Caucus representatives, by officers of the PTA Caucus, and APTA Staff

### **Job Support**

APTA MT Board, PTA Officers, and MT Chief Delegate

### **Evaluation**

Annually at the budget/strategic planning meeting





Board Member and Committees'

## JOB DESCRIPTIONS

# Program Committee Chair

TRANSFORMING LIVES THROUGH MOVEMENT

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### Report to

Member at Large, Education Services

### Term

Two-year term; time commitment varies based on time of year, generally 2-4 hours per month.

### Position Objective

Coordinate and create conferences and programs to foster improvement and development of the physical therapy profession.

### Benefits

You will have the opportunity to lead the team who will determine the continuing education courses to be offered by APTA MT and manage, or delegate, on-site tasks. You will communicate and interact with speakers and work with the Executive Director to establish meeting objectives and logistics. You will also be able to attend the courses that you organize free of charge.

### Overview of Responsibilities

Oversee a programming committee to plan 3 meetings per year to provide continuing education opportunities as well as member involvement in APTA MT. You serve as the liaison between the membership and the board regarding current topics of interest.

### Duties

- Organize 3 membership meetings annually in various locations throughout the state with associated continuing education opportunities
- Organize other sources of programs when need arises for continuing education purposes or non-dues revenue needs (video, etc)
- Promote professional interest in physical therapy continuing education and professional status of chapter members
- Provide opportunities for socialization and fellowship of members

- Compile financial summaries following each program and assist in budgeting projections for each fiscal year

### Responsibilities

- Solicit input from members regarding program topics and speakers
- Establish dates and locations (city) for each conference at least 1 year in advance
- Select and coordinate speakers for Fall, Winter, and Spring Conferences including; work with the Executive Director in negotiating speakers' fees and expenses, follow-up on travel arrangements, handout materials and audio visual needs.
- Work with the ED to develop a schedule for each conference, incorporating the Board of Director' and membership meetings, as well as other committee needs, and social events
- Arrange for a Summer program if needed
- Provide the Executive Director with conference details approx 4 mo prior to conferences dates, and assist in developing advertising
- Assign member as the coordinator for exhibitor check-in
- Apply for CEU endorsement from Continuing Education Committee 1 month prior to meeting
- Report a financial summary after each program within 60 days to the Member-at-Large, over Education
- Communicate regularly with the Member-at-Large regarding committee activities
- Write Newsletter articles and advertisements for upcoming programming.

### Qualifications

Must be a member of the Chapter. Have excellent organization skills and a strong interest in continuing education.



## **Training and Supervision**

Member-at-Large, Education services will provide training and support.

## **Job Support**

- APTA programs

## **Evaluation**

In addition to the evaluation opportunities specified by your component, the Member-at-Large, education services will contact you before the completion of your term for feedback on your Programs committee chair role. This will be used to update and Programs Committee chair job description, improve the position, and develop tools that will better train the next programs committee chair.



Board Member and Committees'

## JOB DESCRIPTIONS

# Reimbursement Committee

TRANSFORMING LIVES THROUGH MOVEMENT

ADVOCACY. EDUCATION. COMMUNITY

### Report to

The Treasurer and BOD

### Term

2 years, appointed by the Board of Directors

### Position Objective

1. To provide information to chapter members concerning payment/ reimbursement issues including changes in: federal or state regulations, third party payor policy, and workman's compensation.
2. To advocate for reasonable payment through legislative efforts as well as through contact with payors.

### Benefits

You will learn the depth and breadth of payment/ reimbursement issues. You will become a valued resource for both physical therapists and payors.

#### Overview of Responsibilities

Oversee a committee that actively pursues reasonable payment for physical therapy services and actively opposes unreasonable reductions in or restrictions for payment. Work with the legislative committee and administrative services on payment issues.

### Duties

- Create a plan for addressing payment issues
- Create a plan for dissemination of information regarding payment
- Work with the legislative committee on payment issues
- Develop relationships with state, federal, and private payors

### Responsibilities

- Send regular updates to APTA MT list serve and/or website members only page
- Write reports for BOD and membership meetings
- Write newsletter articles on payment issues at least once per year
- Attend at least one APTA webinar on reimbursement/payment per year

### Qualifications

Must be a member of the Chapter.

### Training and Supervision

You will work with the Vice President and Reimbursement committee to find opportunities for mentoring within the state. You will have APTA staff in the Advocacy department to assist you.

### Job Support:

- APTA's Payment Policy & Advocacy Department

### Evaluation:

yearly, by the Vice President and BOD



Board Member and Committees'

## JOB DESCRIPTIONS

TRANSFORMING LIVES THROUGH MOVEMENT

ADVOCACY. EDUCATION. COMMUNITY

# PR Committee Chair

## Report to

Director at Large, Membership Services

## Term

Two-years, may serve 2 terms; time commitment varies based on responsibilities.

## Position Objective

To promote the physical therapy profession and the APTA in Montana, using various public relations initiatives

## Benefits

You will have the unique opportunity to influence public perception about the physical therapy profession and the physical therapist brand. You will be able to apply your passion for physical therapy to crafting public relations messages for the media, health care professionals, consumers, and your colleagues. Through detailed information and training provided by APTA, you will be able to engage in various public relations activities that support the physical therapy profession and the physical therapist brand. You will have access to APTA Public Relations staff who will guide you in your responsibilities and provide the information and materials you will need to engage in successful public relations strategies that support the physical therapist brand.

## Overview of Responsibilities

The Public Relations Chair is responsible for serving as a Public Relations resource to the chapter and developing communications strategies that incorporate the physical therapist brand messages to Component members and consumers. The Public Relations Chair may also act as a coordinator for Component community events, including National Physical Therapy Month. The Public Relations Chair must utilize [www.apta.org/brandbeat](http://www.apta.org/brandbeat), employ the brand's key messages, "tone of voice," and vocabulary in communications.

## Duties

- Develop and implement a Public Relations Plan for Chapter;
- Develop materials that include brand messaging;
- Conduct local media relations by developing a media list, issuing press releases, and monitoring pickup

## Responsibilities

- Participate in one Orientation Webinar and at least on PR "How-to" Webinar
- Be familiar with and utilize PR Tools and Resources page on [www.apta.org](http://www.apta.org);
- Ensure that brand messages are included in communications materials;
- Develop a "stock close" for press releases that includes brand messaging;
- Assist Chapter in incorporating brand messages, look, and tone on Web site;
- Be familiar with APTA's Community Awareness Grant program
- Mentor and direct committee members
- Collaborate with Membership Committee Chair

## Qualifications

Must be a member of APTA MT. Writing interest and ability as well as interest in coordinating community activities is a plus.

## Training and Supervision

In addition to training offered by your component, APTA Public Relations will provide various training opportunities and public relations materials. Supervision opportunities will be identified and conducted by selected component leadership.

## Job Support

- APTA MT Director at large for Membership Services



- APTA MT Executive Director
- PR Tools and Resources page on [www.apta.org](http://www.apta.org)
- Tools and resources on [www.apta.org/Brand-Beat](http://www.apta.org/Brand-Beat)
- PR Chair instructional Webinars
- APTA customizable press releases and APTA Public Relations staff

## Evaluation

In addition to the evaluation opportunities specified by your component, APTA Public Relations will contact you before the completion of your term for feedback on your PR Chair role. This will be used to update the PR Chair job description, develop appropriate materials, and effectively educate the PR Chair.





Board Member and Committees'

## JOB DESCRIPTIONS

TRANSFORMING LIVES THROUGH MOVEMENT

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# PT Student Liaison

### Report to:

APTA MT President and Executive Director

**Term:** One Year

### Position Objective:

To provide a connection between the APTA MT BOD and the students of the University of Montana to inform physical therapy students of current events and keep the APTA MT membership informed of the students activities.

### Benefits:

Opportunity to learn about current issues facing the physical therapy profession. Develop skills as a leader and advocate for physical therapy.

### Overview of Responsibilities:

Attend all APTA MT meetings to relay information to students regarding current issues. Provide reports to APTA MT regarding student activities. Attend Budget Meeting to request funding for student travel. Train incoming student liaison.

### Duties:

- Attend APTA MT Spring Conference and Meeting with outgoing student liaison.
- Submit student report to President approximately two weeks before the Spring, Fall, and Winter meetings detailing student activities and bring poster board with pictures and updates on student activities.
- Attend APTA MT Fall Conference and Meeting with help from former student liaison. Attend all activities outside of the Continuing Education course.
- Organize student participation at APTA MT Fall Conference.

- Provide any interested students with information regarding National Student Conclave in October.
- Provide reports from APTA MT meetings to students at PTSA meetings.
- Ask second and third year students to submit budget proposals for travel to be presented at the APTA MT Budget Meeting.
- Attend Budget Meeting in October/November. Submit budget proposals for second and third year travel requests.
- Report on NSC attendance if applicable.
- Attend the Winter Conference and Meeting.
- Begin recruitment for new APTA MT Student PT Liaison in March. Hold elections at the April PTSA Meeting.
- Train new student liaison of new duties and responsibilities, including attending Spring and Fall Meetings with newly elected student liaison. Assist new liaison with poster presentations, presentations, and introductions.
- Forward the Expense Reimbursement Voucher to the appropriate class upon receiving approval for funds. Funds cannot be released until the year they are needed, no sooner than three months in advance. Funds will not be released without this form.

### Qualifications:

Must be a member of the Chapter and a student entering his/her second year of PT school at the University of Montana.

### Training and Supervision:

The student will be elected in March and will attend the Spring conference and meeting with the outgoing student liaison to learn duties, and meet other board members. The outgoing liaison will also attend the Fall conference meeting with the newly elected liaison to ensure understanding and resolve any other questions.



Board Member and Committees'

# JOB DESCRIPTIONS

TRANSFORMING LIVES THROUGH MOVEMENT

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## **Job Support:**

- Former Student Liaison
- APTA MT Executive Director
- APTA MT President

## **Evaluation:**



Board Member and Committees'

**JOB  
DESCRIPTIONS**



**Ethics Committee Chair**

TRANSFORMING LIVES THROUGH MOVEMENT

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to be added



Board Member and Committees'

# JOB DESCRIPTIONS



to be added



Board Member and Committees'

# JOB DESCRIPTIONS

## Awards/Memorials Committee

TRANSFORMING LIVES THROUGH MOVEMENT

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to be added





## What is the Key Contact Program?

The Key Contact Program was started in the Spring of 1987. The goal is to have an APTA member develop a close working relationship with every U.S. Representative and Senator. The Key Contact Program is a grassroots lobbying network of physical therapy practitioners who serve as the primary contact with their Federal Representative. The purpose of this program is to establish valuable relationships with legislators to increase their awareness of the physical therapy profession. These friendships are crucial to keep Congress aware of the issues that face physical therapy both on a daily basis and in the long term.

## What is a Key Contact Responsible For?

- Establishing and maintaining a relationship with their Member of Congress and key members of their staff.
- Providing information on critical physical therapy issues to their Member of Congress.
- Participate in Practice Visits, District Meetings, Town Hall Meetings, and Campaign Events sponsored by PT-PAC to Build Your Relationship with Your Member of Congress.
- Establishing a network of physical therapists that live in the State/Congressional District of individual Members of Congress who will send e-mails or make telephone calls to those Members in support of a legislative priority.



Board Member and Committees'

# JOB DESCRIPTIONS

## Board & Committee Report Template

TRANSFORMING LIVES THROUGH MOVEMENT

ADVOCACY. EDUCATION. COMMUNITY

Due: 21 days prior to Board Meeting

Submit to: APTA MT Office

*Instructions: Please complete the following questions (please refrain from copying/pasting or attaching your section of the strategic plan; refer to items in written format). Not all sections need to be completed if not applicable to you.*

Office/Committee/Task Force:

Date of Report:

Name of Person Reporting:

1. Summary of committee activities since last report:
  
2. Status of activities related to strategic plan:
  
3. Items/requests requiring Board Action (Hint: provide in the form of a motion)
  
4. Items/requests requiring Discussion (Hint: item you need board input on, but is not a motion)
  
5. Announcements/Information items: (Hint: item you want Board to be aware of, but doesn't require discussion or a motion)
  
6. Next scheduled Committee meeting (if any):
  
7. Names of current committee members:



Board Member and Committees'

# JOB DESCRIPTIONS



TRANSFORMING LIVES THROUGH MOVEMENT

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