

## **BOARD OF DIRECTORS – JOB DESCRIPTIONS**

**PTWA Board Approved 9/18/99; revised 3/6/2010**

### **Definitions:**

**Board:** The governing body of the Association, all of whom are elected. The voting board is composed of the following (9) positions: President, Vice-President, Treasurer, Secretary, Special Interest Group (SIG) Panel Director, Practice Panel Director, Professional Enhancement Director, Western and Eastern Washington Directors.

**Committee:** Long standing group, members are appointed; reports to the appointed Board member liaison.

**Task Force:** Group with a defined, temporary term and a defined purpose of accomplishing definite objectives; members are appointed; reports to the establishing entity.

## **PHYSICAL THERAPY ASSOCIATION OF WASHINGTON BOARD MEMBER JOB DESCRIPTIONS**

### **Responsibilities**

Board members shall serve on the Board of Directors with duties as prescribed in Article VII, Section 5, A of the PTWA Bylaws.

### ***Constitutional Responsibilities***

The Board of Directors will:

#### 1. Execute:

- a. The mandates and policies of the Chapter as determined by the membership, in accordance with the policies and procedures set forth in these bylaws.
- b. Revisions and reviews of the current Chapter policy and procedure manual for consistency of intent and language with that of new policies which are adopted both nationally and within Washington State.
- c. Have full power and complete authority to transact all business for and on behalf of the Chapter subject to the provisions of chapter and association bylaws, and all resolution and enactments of the membership except for duties specifically retained by the membership.

#### 2. Appoint:

- a. Special committees and task forces and may direct their activities or act as liaison.
- b. A chair to: Standing committees, task forces and advisory boards, except for that of the Nominating Committee.
- c. A three (3) person committee prior to the legislative session, composed of the Legislative committee chair and any two of the following: President, Vice-President, President-Elect, Secretary, or Treasurer, who may make compromise changes in emergency situations when legislation is in jeopardy.
- d. and employ an association manger who shall be the administrator for the headquarters

and

be responsible to the BoD

#### 3. Provide:

- a. nominees to National Office Positions, Committees and Task Forces to include at minimum, Chief Delegate, and Chapter President.
- c. a list of recommended candidates for appointment to the Washington Department of Health PT Licensing board.

- i. This list may include both Chapter members and nonmembers
    - ii. The approved list will be submitted to the Governor of the State of Washington for consideration for appointment to the PT Licensing Board.
  - d. to the membership at any regular or special meeting:
    - i. communications from the Association for information, discussion, and/or vote
    - ii. actions of the Board of Directors for Information, discussion, and/or vote
  - e. leadership mentoring for filling vacancies on the Board of Directors and on appointed groups
  - f. maintenance of a headquarters of PTWAS and assume responsibility for personnel policies,
  - g. for publication of the official newsletter of the Association
  - h. maintenance of official webpage of the Association.
- 4. Be responsible for:
  - a. filling vacancies on the Board of Directors and on appointed groups except as otherwise provided in bylaws and standing rules,
  - b. program, time, and place of the annual Spring and Fall Conferences of the Association
- 5. Ensure, prior to rendering a decision on a proposal that may affect the schedules, activities, or duties of another PTWA committee, subcommittee, or staff, that a representative of each affected party is informed of the proposal under consideration in order to discuss and evaluate its impact on them.
- 6. Facilitate communication to and from constituents and the Board of Directors:
  - a. Make contact with constituents prior to each Board meeting, to obtain input on agenda items and bring new issues before the Board
  - b. Bring issues to the board agenda by 2 ½ weeks prior to each meeting. Items need to be framed in the form of a motion or action item. Include any appropriate background information for the board packets so that the board can make informed decisions.
  - c. Convey the results of the Board meeting to constituents.
  - d. Oversee and direct the activities of constituents between board meetings, including facilitating articles for the newsletter when appropriate. This may include but not be limited to attending, SIG or District meetings, e-mail or phone communications, advising Task Forces, etc.

### ***Corporate Responsibilities***

The Board of Directors provides leadership in the deliberations of the Associates on policies, financial matters, major issues and is responsible for Association strategic planning and ongoing evaluation of the effectiveness of that planning. To fulfill these responsibilities Board members shall:

1. Know Association policies and governance procedures
2. Be responsive to members needs
3. Assess environmental factors affecting the Association and the profession, and
4. Assure that the Association's fiscal resources are allocated wisely and that the fiscal integrity of the Association is maintained.

### ***Individual Responsibilities***

In order to fulfill the constitutional and corporate responsibilities of the Board of Directors, each board member shall:

1. Prepare for Board meetings
2. Attend all of the Board and Chapter meetings each year. If special circumstances force a Board member to miss a meeting, permission must be obtained for the President ahead of time.
3. Maintain interaction with members and the public throughout the year

4. Avoid actions or situations that are or could be perceived to be conflicts of interest and notify the President of the Association when conflicts of interest arise
5. Abide by all decisions of the Board of Directors (individual Board members may express dissent, but must abide by the collective decisions(s) of the Board of Directors)
6. Monitor and evaluate the implementation and outcomes of board actions
7. Advocate the Association's vision and interests
8. Serve as liaisons to assigned committees and task forces
9. Interact effectively with Association staff
10. Fulfill any additional responsibilities accepted e.g. appointed group membership, liaison to appointed groups(s), mentor to newly appointed Board members(s), etc.

### **Satisfactions**

Board members report service on the Board of Directors to be a rewarding experience. Some of the reasons and benefits are:

1. It offers a chance to Serve and make a contribution to the profession of Physical Therapy,
2. It offers a chance to learn and grow as a professional
3. It offers opportunities to interact with colleagues all over the country and throughout the world
4. It offers the opportunity to be a catalyst for change and to make an impact on health care now and in the future
5. Board members may receive half off the cost of one PTWA Conference per year for the Board member's use only.

### **Time and Financial Commitments**

The responsibilities of serving on the Board of Directors usually demand the following time commitments.

#### ***Time Commitments***

1. Board and Chapter meetings: Board of Directors are expected to attend four (4) full day weekend Board meetings per year. One of which may be a two-day retreat. They are also expected to attend both chapter meetings at spring and Fall Conferences, and depending on their duties may be required to attend both days of the conference.
2. District/committee/SIG meetings: Board of Directors are usually expected to attend their assigned district/committee/SIG liaison meetings. This can add anywhere from 5-20 additional meetings throughout the year, some of these may be attended via teleconferencing (see specific position's job descriptions for further details.)
3. Other work: An average of four hours a week is required to read and research issues and to interact with members to discuss topics, answer questions, etc. Members of the Executive Committee average more hours of work per week as a consequence of their particular positions (see specific position's job descriptions for further details.)

#### ***Financial Commitments***

Board members are reimbursed for direct expenses related to attendance at Board of Directors meetings and Chapter meetings. In addition, Board members may register at half the published registration cost for one Chapter conference course per year. The President is reimbursed in addition for attendance at CSM and National Conference. Board members must bear the following additional expenses:

1. Time away from practice settings: Depending on the practice setting, this can result in lost income, loss of vacation time, etc. Because of the variety of Board members'

- practice settings no average cot can be estimated for time away from the practice setting.
2. Other Financial items: Board members may incur additional costs such as additional child care costs, pet care cot, clothing costs and entertainment costs. Some may feel obligated to make more or larger donations to the Foundation for Physical Therapy, PT-PAC, etc. Others feel obligated to attend special meetings, dinners, fund-raisers. Each board member's additional cost will be different.

## **BOARD OFFICERS: PRESIDENT**

### ***Constitutional Responsibilities***

The president shall preside at all meetings of the Board of Directors and of the Executive Committee and shall be an ex officio member of all committees appointed by the Board of Directors. Only the President or his/her designee shall serve as the official spokesperson of the Association.

### ***Individual Responsibilities***

1. Ultimate responsibility for PTWA
2. Responsible for On-going close communication with the Executive Director
3. Responsible for on-going, close communication with the Lobbyist
4. Conducts quarterly PTWA Board of Director meetings
5. Conducts annual strategic planning meeting
6. Conducts bi-annual chapter meetings
7. Represents PTWAs before the Washington State Legislature
8. Represents PTWA at political and other official functions
9. Responsible for providing opinions representing PTWA
10. Writes a column for each PTWA newsletter (10 per year)
11. Serves as chair of the Personnel Committee
12. Performs an annual performance appraisal for the Executive Director
13. Writes official communication letters representing PTWA
14. Signs various state corporate filing reports and bank signature cards
15. Negotiates annual contract for payer liaison
16. Negotiates biennial contract for lobbyist

#### At National Conference/House of Delegates

1. Attends leadership reception
2. Attends all-day leadership meetings
3. Attends leadership luncheon
4. Attends PAC luncheon
5. Contributes to APTA PAC
6. Attends House of Delegates as a delegate
7. Performs capitol hill visits when HOD is in Washington DC
8. Networks with other delegates, chief delegates, presidents, and APTA staff and officers.

#### At Combined Section Meeting

1. Attends leadership reception
2. Attends all-day leadership meeting
3. Attends leadership luncheon
4. Attends PAC luncheon
5. Attends all poster presentations of Washington Members and students
6. Networks with other presidents and APTA staff and officers.

### ***Additional Time and Financial Commitments***

#### Annual time commitments

1. Three eight- hour board meetings quarterly

2. One 1 ½ day retreat in September
3. Two two- day chapter conferences
4. Attendance at APTA house of delegates and leadership meetings – five days
5. Attendance at legislative action day in January in Olympia – one full day
6. Testimony before Senate and House Healthcare committees – one-three days
7. Attendance at political events with lobbyist two to four events of approximately one hour each
8. Negotiating annual and biennial contract for the payers liaison and lobbyist, respectively.
9. Daily email and voicemails – 30-60minutes daily
10. See Delegate Job Description for the time commitment for delegate.

#### Financial commitments

1. APTA –PAC support (suggested Eagle level)
2. WPT-PAC support and auction support

### **BOARD OFFICERS: PRESIDENT-ELECT**

1. Works closely with the President as special assistant on State and national affairs.
2. Becomes familiar with the job of president through such things as maintaining a presence through email correspondence.
3. Officiates for the president when requesting to do so or as provided for in the bylaws
4. Serves as a non-voting member of the Board of Directors
5. Serves on the Personnel Committee
6. Serves as Delegate to House of Delegates
7. Attends the following: Leadership Meeting as Combined Sections and House of Delegates, APTA Component Leadership Forum or APTA Government Affairs Forum as directed by the Board of Directors.

#### Financial commitments (suggested)

1. WPT-PAC support as some level

### **BOARD OFFICERS: VICE PRESIDENT**

#### ***Constitutional Responsibilities***

The Vice President shall keep informed of Presidential duties and activities and shall assist the President in the discharge of those duties; in the absence of the President or the President's inability to act, the Vice President shall perform the same duties and functions as the President. In the event of a vacancy in the office of President or President-Elect, the Vice President shall succeed to the position for the unexpired portion of the term until the next election cycle.

#### ***Individual Responsibilities***

1. Timekeeper at Board meetings and Chapter meetings
2. Coordinates presenters for Professional Issues Forum at Chapter meeting
3. Serves as a member of the Personnel Committee
4. Facilitates, coordinates and updates Annual Leadership training materials
5. Coordinates annual awards in conjunction with PTWA staff. This includes special awards (PT and PTA of the year, Clinical Excellence Award and Friend of Physical Therapy) and awards for outgoing leaders.
6. Prepares Newsletter article on all awards given
7. Keeps track of national Awards given to PTWA members and coordinates recognition of these awards at Chapter meeting, etc.

8. Is Board Liaison to the following: Parliamentarian/Bylaws chair; Chief Delegate, Nominating Committee.
9. Signs various state corporate filing reports and bank signature cards
10. Serves as Delegate to House of Delegates in years where there is no President-Elect
11. Signs contracts on behalf of the Chapter or giving verbal approvals with written follow-up documentation to the Executive Director to do so in the absence of the President.

***Additional Time and Financial Commitments***

Time Commitments: Varies between one to five hours per week depending on pending activities.

1. Additional times may be needed prior to and after chapter meetings where awards are presenting
2. One to two hours prior to Annual Leadership Training
3. Two to three hours and prior to Annual Board Retreat three hours.
4. See Delegate Job Description for the time commitment for delegate.

Financial Commitments: Same as for Board of Directors.

**BOARD OFFICERS: SECRETARY**

***Constitutional Responsibilities***

The Secretary shall be responsible for the minutes of board meetings and chapter meetings. A copy of these minutes must be proved to the Association within 45 days following each meeting.

***Individual Responsibilities***

1. Maintain the legal records of all Board and Chapter meetings of PTWA
2. Submit these minutes to the Executive Director of PTWA within (45 or 14)days following each meeting
3. Act as the liaison from the Board to the Public Relations Committee and Archivist
4. Acts as Champion of Strategic plan living document. Communication with BoD members as their assigned goals, objectives and actions change and update.

***Additional Time and Financial Commitments***

1. 1 hours each for minutes review post BoD meetings and Business meetings
2. Attend two Chapter meetings per year – two 2 day meetings Spring and Fall

**BOARD OFFICERS: TREASURER**

***Constitutional Responsibilities***

The Treasurer shall be the Chair of the Finance Committee and is responsible for the fiscal policies of the Chapter, preparing an annual budget to be presented to the Chapter membership at each Fall Chapter meeting.

***Individual Responsibilities***

1. Develops a balanced annual budget with the Executive Director and the Finance Committee that addresses membership needs and the goals of the Chapter
2. Presents the annual budget for approval by the Board of Directors
3. Organizes budget meetings as indicated by Chapter Policies and procedures.
4. Monitors the Chapter's Finances on a regular basis to assure compliance with the annual budget.
5. Submits quarterly and annual financial reports to the Board of Directors and membership.
6. Coordinates an annual financial review or audit b a professional auditor and a peer review.
7. Monitors, reviews and reallocates the Chapter's investments to meet the needs of the Chapter and to assure compliance with the Chapter's Investment Policy

8. Reviews and modifies as needed the Chapter's Financial Policies and Procedures.
9. Serves on the Personnel Committee

***Additional Time and Financial Commitments***

**Time Commitments**

1. Meet with Executive Director for general orientations, develop the budget, and organize the audit and other meetings as needed.
2. Meet with the Finance Committee to develop the budget and other meetings as needed

**Financial Commitments**

1. Support of PTWA and PAC fundraising activities is strongly encourage

**BOARD OFFICERS: PROFESSIONAL ENHANCEMENT PANEL DIRECTOR**

***Corporate Responsibilities***

The Professional Enhancement Panel Director seeks to assure that activities of PTWA that pertain to education, research, and the dissemination of information are carried out in a professional, objective, and ethical manner, and to the extent possible are based on valid, current evidence.

***Individual Responsibilities***

1. Act as the liaison between the Staff/Board and the education committee and the Editorial Advisory Committee
2. Represent the interests of the Education Committee and the Editorial Advisory Committee to the Board of Directors
3. Assist PTWA staff with the archives as needed
4. Support research activities as needed.

**BOARD OFFICERS: SPECIAL INTERST GROUP (SIG) PANEL DIRECTOR**

***Constitutional Responsibilities***

The SIG Panel Director shall act primarily as a liaison of the BoD and SIGs and student liaisons and secondarily with related health care organizations and activities.

***Individual Responsibilities***

1. Acts as the liaison between the staff/Board and the Special Interest Groups
2. Represents the interests of the SIGs to the Board
3. Assists the Student Board Liaisons as needed
4. Serve on planning committee for annual board retreat
5. Coordinates the Roundtable discussions during conferences

***Additional Time and Financial Commitments***

1. Meet with Executive Director for general orientation and GIG communications/updates as needed
2. Maintain contact with SIG leaders on a minimum of a quarterly basis, for updates, activities and in preparation to communicate updates and initiatives between BoD and SIG activities
3. Support SIG activities when and where necessary
4. Review PTWA website and other communications for SIG leadership and calendar updates
5. Act as a conduit of resources by monitoring related health care groups, activities, and initiatives that have similar interests to PTWA SIGs, student, and other related activities.
6. Participate in PTWA meetings, PAC and other activities specified under general board of director activities

**BOARD OFFICERS: PRACTICE PANEL DIRECTOR**

***Individual Responsibilities***

1. Liaison to the BoD for reimbursement committee and payer liaison
2. Liaison to BoD for legislative committee and lobbyist
3. Liaison to BoD for Labor and Industries liaison
4. Liaison to BoD for Public Schools Liaison
5. Liaison to BoD for the State Agencies Technical Advisories Group (TAG)
6. Liaison to BoD to Referral for Profit Committee
7. Contact for the Washington State Physical Therapy Licensing Board.
8. Answer questions from PT's/public or refer to appropriate resource, as needed
9. Write an article annually for PT newsletter regarding goals 2, 3, 4 and or other occasional articles as appropriate

***Additional time and Financial Commitments***

1. Time spend researching questions for the membership and answering e-mails.
2. There may be costs associated with occasional long distance phone calls

**BOARD OFFICERS: EASTERN AND WESTERN WASHINGTON AT-LARGE DIRECTORS**

***Individual Responsibilities***

1. Act as the liaison between the staff/Board and the Eastern or Western Washington members and district chairs.
2. Serve as co-chairs of the Membership Committee
3. Coordinate and facilitate district chairs within Western or Eastern Washington districts
4. Assist with formation of new districts as needed
5. Present motions related to the membership committee to the Board
6. Execute and implement both national and local campaigns regarding membership
7. Represent the interests of the districts to the Board
8. Promote and facilitate increased membership participation in APTA/PTWA issues and activities
9. Provide for annual meeting(s) with the applicable teaching staff and students as each state PT and PTA school to inform them of the importance of professionalism and membership of themselves and the students in the APTA/PTWA.
10. Coordinate district chair meetings at state conferences
11. Encourage district chairs to attend state conferences goal of 100 percent participation
12. Coordinate leadership training activity at Fall Conference
13. Conference attendance is encouraged.

***Additional Responsibilities and Time Commitments***

1. Attend 2-5 meetings per year with local PT, PTA schools coordinated with educational staff to present membership related issues to students. – 4-10 hours per year
2. Attend as many district meetings as you are able, or as needed by the district – 0-5 hour every 2-3 months
3. Membership committee meetings – approximately 1 hour per month, likely via teleconferencing
4. Material preparation/review – 2-4 hours/month
5. Work related to BoD responsibilities – 5-10 hours/month

***Financial Commitments***

1. BoD related travel is paid for by PTWA as previously described
2. Support of PTWA and PAC fundraising activities is encouraged

## **BOARD OFFICERS: PT STUDENT LIAISON TO THE BOARD OF DIRECTORS**

### ***Minimum Qualifications***

Current student membership in APTA and PTWA

Elected or appointed by the member's academic program/student

### ***Constitutional Responsibilities***

The selection process for the PT Student Liaison to the PTWA Board of Directors rotates the responsibility for providing the PT student liaison to a different school each year in the following order respectively UW, UPS, EWU. The appointment of the PT student liaison will coincide each year with the PTWA Fall Conference.

1. The PT Student Liaison Acts as the PT liaison between the Board of Directors and the PT students from the 3 PT programs in the state
2. Emails an update for the PT students to the above program directors following each board meeting and attendance at the APTA House of Delegates/National Conference

### ***Individual Responsibilities***

1. Encourage PT students to become members of the Association.
2. Works with Eastern and Western At-Large Directors to coordinate exposure for the PT students of all programs to PTWA and APTA membership benefits
3. Encourages PT students to attend professional conferences in and out of state.
4. Attends all PTWA Board of Director meetings and Chapter meetings
5. Attends the Washington State delegation meetings (usually teleconference)
6. If attends APTA HOD/annual conference
  - a. Participates with the delegation during house recess
  - b. Joins the delegation for formal delegation dinner
  - c. Emails program directors/PT program student representatives HOD summary
  - d. Oral/written report to PTWA Board of Directors at September Board meetings
7. Updates PTWA Board of Student Liaison projects/activities
  - a. cc to SIG Panel Director and Executive Director on all of the above bullets
8. Maintains close communication with PTA student liaison

## **BOARD OFFICERS: PTA STUDENT LIAISON TO THE BOARD OF DIRECTORS**

### ***Constitutional Responsibilities***

The selection process for the PTA Student Liaison to the PTWA Board of Directors rotates the responsibility for providing the PTA Student liaison to a different school each year, in the respective order with additional schools added to the bottom of the following list.

Greenriver, Spokane Falls, Whatcom, Olympic,

The appointment of the PTA student liaison will coincide each year with the PTWA Fall Conference.

### ***Constitutional Responsibilities***

1. Acts as the PTA Liaison between the Board of Directors and the PTA students from all PTA programs in Washington State.
2. Emails an update for the PTA students to the above programs directors following each board meetings and attendance at the APTA House of Delegates/National Conference.

### ***Individual Responsibilities***

1. Encourages PTA students to become members of the Association
2. Works with the Eastern and Western At-Large Directors to coordinate exposure for the PTA student of all program to PTWA and APTA membership benefits

3. Encourages PTA students to attend professional conferences in and out of state.
4. Coordinates and chairs a meeting or student lunch with PTA student at PTWA Spring and Fall Conferences
5. Emails PTA program student representatives information on upcoming professional conferences
6. Act as liaison between the Washington PTA students and Student Assembly of the APTA
  - a. Contact s all PTA program directors/student representatives prior to National Student Conclave to assess issues of importance to PTA students.
  - b. Communicates with the Student Assembly PTA delegate regarding PTA student concerns or issues throughout the year.
  - c. Monthly communication throughout the year to PTA student members
7. Attends all PTWA Board of Director meetings and Chapter meetings
8. Attends the Washington delegation meetings (usually teleconference)
9. Attends APTA House of Delegates/Annual Conference)
  - a. Participates with the delegation during House recesses
  - b. Joins the delegation for the formal delegation dinner
  - c. Emails program directors/PT program student representatives HOD summary
  - d. Oral/Written report to PTWA Board of Directors at September Board meeting
10. Updates PTWA Board of Student Liaison projects/activities\
  - a. cc to SIG Panel Director and Executive Director on all of the above bullets
11. Maintains close communication with PT student Liaison