

# General Information

## **Qualification for elected position:**

- **Member in good standing for one-year preceding election**

## **Meeting Expectations:**

- Attend hour-long monthly or bi-monthly meetings depending on position and/or as requested
- Executive Committee and Board meetings alternate months
- Submit status report for elected position prior to Board meetings
- Attend Combined Sections Meeting
- Review new volunteer report and follow-up with membership as needed



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# President

Executive Committee Member – Voting Member of the Board of Directors  
Cycle 1

# President:

## Responsibilities:

- Primary Representative of APTA Acute Care
- Representative to APTA and on Council of Section Presidents
- Organize and preside over Executive Committee/Board meetings
- President's Message for publication in JACPT

Time Commitment: Variable depending on time of year –  
Average: 4 hours per week

# President:

## Expectations:

- Be responsive
- Develop connections between Board and members

## Skill Set:

- Leadership
- Organization
- Delegation
- Team building
- Flexibility



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# Bylaws Chair

Executive Committee Member – Voting Member of the Board of Directors  
Cycle 1

# Bylaws Chair:

## Responsibilities:

- Prepare bylaw amendments changes in preparation for presenting to membership
- Maintain the Academy bylaws in compliance with APTA's and advise the Board of changes needed
- Handle approval process for proposed amendments

Time Commitment: Variable – Approximately 1.5 hours every other month, increasing pending consideration of bylaws amendments

# Bylaws Chair:

## Expectations:

- Up-to-date in all matters related to APTA and Academy bylaws
- Work with Bylaws Committee to carry out responsibilities

## Skill set:

- Attention to detail
- Ability to explain bylaw language
- Experience in APTA governance
- Helpful to serve as delegate to the APTA House of Delegates
- Able to work with others



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# Nominating Member/Chair

Chair is an Executive Committee Member – Voting Member of the Board of  
Directors

Cycles 1, 2, and 3

# Nominating Committee Member/Chair:

## Responsibilities:

- Member is elected each year to the committee and will serve 3 years
- Senior member serves as chair

Time commitment: Approximately 1-2 hours per month

# Nominating Committee Member/Chair:

## Expectations:

- Responsible for preparing the slate annually for elected positions
- Work closely with administrative support to complete this task

## Skill set:

- Well-connected within Academy to identify potential candidates for particular positions, people-person, communication, organized, meet deadlines consistently



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# Delegate

Cycle 1

# Delegate:

## Responsibilities:

- Member of the Academy Delegation
- Attend the annual and special meetings of the House of Delegates
- Present matters to the House of Delegates as ordered by vote of Board and/or membership

Time Commitment: Variable with primary responsibilities during preparation period before House of Delegates

# Delegate:

## Expectations:

- Represent the best interest of the Academy
- Travel for meetings
- Educate membership on relevant delegate proposed motions
- Communicate with board and membership
  - The Delegate is not a member of the Board of Directors
- May not serve as Chapter or Assembly delegate in the same year

## Skill set:



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# Total Joint Replacement SIG Chair

Special Interest Group – Non-Voting participant of the Board of Directors  
Cycle 1

# Total Joint Replacement SIG CHAIR:

## Responsibilities:

- Creating a collaborative member environment for clinicians treating patients with total joint replacement / arthroplasty
- Update members on trends, policy, best practice, published research and application to
- Facilitate discussions on factors impacting outcomes, provision of services and coordination of care
- Advise and educate clinicians on resources related to the care and treatment of this patient population

Time Commitment: Approximately 4 hours per week

# Total Joint Replacement SIG Chair

## Expectations:

- Act as a Subject Matter Expert in the area of total joint replacement / arthroplasty
- Maintain ongoing knowledge of current practice
- Attend APTA CSM conference, including facilitating an in-person group meeting yearly
- Promote and provide quality information to Academy members

## Skill set:

- Leadership, clinical care, experience in acute care, communication, delegation, care coordination



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# Total Joint Replacement SIG Vice Chair

Special Interest Group – Non-Voting participant with the Board of Directors  
Cycle 1 in 2023 for a 2-year term and then will move to Cycle 2 for a 3-year  
term

# Total Joint Replacement SIG Vice Chair :

## Responsibilities:

- Serves as SIG Chair in the absence of the Chair
- Serves as liaison to the APTA Acute Care Program Chair to coordinate SIG programming at CSM
- Reviews the SIG Rules of Order biannually for consistency with the APTA Acute Care and the APTA and recommends appropriate revisions
- With the SIG Chair, or designee, prepares a SIG newsletter
- Other duties as assigned by the Chair

Time Commitment: Variable: 2-4 hours per month

# Total Joint Replacement SIG Vice Chair

## Expectations:

- Act as a Subject Matter Expert in the area of total joint replacement / arthroplasty
- Maintain ongoing knowledge of current practice
- Promote and provide quality information to Academy members

Skill set: Leadership, clinical care, experience in acute care, communication, delegation, care coordination



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# Total Joint Replacement SIG Secretary

Special Interest Group – Non-Voting participant with the Board of Directors  
Cycle 1

# Total Joint Replacement SIG Secretary:

## Responsibilities:

- Moderator of the Listserv
- Records and distributes minutes of all SIG officer and membership meetings.
- Maintains the SIG membership record.
- Completes routine official correspondence of the SIG including notification of meetings, elections results, etc.

Time Commitment: Variable: 2-4 hours per month

# Total Joint Replacement SIG Secretary

## Expectations:

- Review meeting minutes and agendas
- Act as a Subject Matter Expert in the area of total joint replacement / arthroplasty
- Maintain ongoing knowledge of current practice
- Promote and provide quality information to Academy members

Skill set: Strong organizational skills; strong communication skills;  
Collaboration



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# Residency & Fellowship SIG Chair

Special Interest Group – Non-Voting participant with the Board of Directors  
Cycle 1

# Residency & Fellowship SIG Chair

## Responsibilities:

- Facilitates all meetings of the SIG.
- Represents SIG at APTA Acute Care Board meetings and liaison to other Academies, Sections and organizations with approval of the APTA Acute Care Board or Executive Committee.
- Reports SIG functions to the SIG newsletter or Critical Edge.
- Appoints SIG task forces and committees, except the Nominating Committee.

Time Commitment: 2-3 hours per month

# Residency & Fellowship SIG Chair

## Expectations:

- Advocate for acute care residencies/fellowships
- Consultant for developing and existing Residency and Fellowship Programs

Skill set: Leadership; knowledge of residency education and curriculum design; collaborative; strong communication skills



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# Residency & Fellowship SIG Vice Chair

Special Interest Group – Non-Voting participant of the Board of Directors  
Cycle 1 in 2023 for a 2-year term will then move to cycle 2 for a 3-year term

# Residency and Fellowship SIG Vice Chair :

## Responsibilities:

- Serves as SIG Chair in the absence of the Chair.
- Serves as liaison to the APTA Acute Care Program Chair to coordinate SIG programming at CSM
- Reviews the SIG Rules of Order biannually for consistency with the APTA Acute Care and the APTA and recommends appropriate revisions.
- With the SIG Chair, or designee, prepares a SIG newsletter

Time Commitment: Variable: 2-4 hours per month

# Residency & Fellowship SIG Vice Chair

## Expectations:

- Advocate for residency/fellowship education
- Collaborate to insure Academy programming relevant to residencies and fellowships

Skill set: Leadership; organizational skills, knowledge of residency/fellowship education; strong communication skills



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# Residency & Fellowship SIG Secretary

Special Interest Group – Non-Voting participant of the Board of Directors  
Cycle 1

# Residency & Fellowship SIG Secretary :

## Responsibilities:

- Records and distributes minutes of all SIG officer and membership meetings.
- Maintains the SIG membership record.
- Completes routine official correspondence of the SIG including notification of meetings, elections results, etc.

Time Commitment: Variable: 1-2 hours prior to/following SIG meetings

# Residency & Fellowship SIG Secretary

## Expectations:

- Review meeting minutes and agendas
- Advocate for residency/fellowship education

Skill set: Strong organizational skills; strong communication skills; collaboration