



Thank you for your willingness to serve APTA Acute Care Physical Therapy. The Nominating Committee is here to assist you in the application process. Please reach out to any member of the Nominating Committee if you have any questions.

Tips:

- **Before entering your responses into the on-line system, use a Word document as this allows you to spell/grammar check, etc. You may cut and paste into the online form. We will not edit your submission!**
- **The on-line system does not allow you to begin, stop, and save. Once you start it, you will be required to complete the process at one time, so make sure you have uninterrupted time.**
- **Uploading a headshot – there are no specifications or size requirements**

Timeline:

- The **call for nominations** for open elected positions begins in **April**. Complete the following using the online form found on the APTA Acute Care webpage:
 - Your first/last name
 - Your APTA number
 - Position you are interested
 - E-signature to acknowledge consent to serve and promotional restrictions
 - Your APTA Acute Care membership dates
 - All positions and/or activities you previously held for APTA Acute Care
 - Your APTA membership dates
 - All positions or activities you held at APTA (State and National)
 - Brief biographical statement (max 250 words)
 - Concise biographical paragraph to introduce yourself
 - Introduce yourself and summary of your accomplishments
 - Write in 3rd person
 - Topics to consider including are your accomplishments, experiences, and/or service that are relevant to the position you are applying
 - Candidate statement (max of 250 words)
 - Write in 1st person
 - Be concise
 - Topics to consider including:
 - Tell us why you are running for this position.
 - Describe what you plan to accomplish
 - Make it memorable – inform members

- Upload a current headshot – no requirements of file type or size
- The call for nominations is open for 30 days; however, the timeline may be extended at the discretion of the Nominating Committee (unforeseen exceptions, i.e., pandemic, etc.) When the call for nominations closes, the Nominating Committee reviews all applications and validates the potential candidate eligible for election. The Nominating Committee will determine if each candidate will be slated. The Nominating Committee will send you a letter of acknowledgement 30 days after the call closes.
- **Slate of Candidates.** The Nominating Committee Chair will present the slate to the membership at least 105 days prior to the election date, which is the Annual Meeting. Additional candidate(s), if otherwise qualified, may be placed on the ballot at the written or email petition of ten (10) APTA Acute Care members, provided such petition is postmarked or electronically submitted to the APTA Acute Care office at least 75 days prior to the Annual Meeting.
- **Elections.** Election for the open positions will be held electronically. Ballots shall be distributed to members no later than sixty (60) days prior to the election date, which is the Annual Meeting. Write-in votes are allowed.
- Candidates will be notified of election results within 5 days after the votes are tallied and reported to the Executive Committee.
- Elected candidates will be sworn in at Annual Members' Meeting at CSM

Nominating Committee 2021-2022

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