MEMBERSHIP AND COMMUNICATIONS COMMITTEE

Procedure Manual

I. ORGANIZATION

A. Created – The Member Services Committee was created by Chapter Board Action CB-98-Apr-27. The Communications Committee was created by Chapter Board Action CB-01-Jan-29. Chapter Board Action CB-06-Nov-42 combined these two committees into one committee.

B. Purpose(s) – To support and assist the Membership and Communications Program of the Chapter in areas of recruitment, retention, member benefits and services, and to improve communications between all levels of the Chapter organizational structure and communicate the importance of physical therapy to CPTA members and the public.

1. Support implementation of the Strategic Plan for Membership Development and recommend revisions to the CPTA Board when appropriate to keep the plan current.
2. Identify areas of specific need in relation to member recruitment and retention and/or member services; take action within the responsibilities of this committee and/or provide recommendations to the Chapter Board to meet those needs.
3. Ensure that CPTA communications are of sufficient quality to keep members fully aware of the efforts of the CPTA on their behalf; and advise the Chapter Board regarding possible changes for the effective delivery of Association news to CPTA members.
4. Develop and implement a public affairs campaign related to the CPTA’s strategic goal and initiatives, including promotion of the practice of physical therapy to the public; and develop resource materials and tools to support the campaign.
5. Support communications activities with and by CPTA components, to enhance understanding by the component’s members and to provide further avenues of communications with the public about physical therapy. The Committee members will serve as liaisons to the Districts and Special Interest Groups to facilitate communication between these components and the Chapter.
6. Review the CPTA strategic plan and incorporate the initiatives into Committee activities.
7. Provide comment to the Chapter Board for the next year’s strategic plan.
8. Review Chapter documents related to membership and communications, and provide recommendations to the Board for revision and/or amendment.
9. Submit material for inclusion in Chapter publications when requested.

C. Responsible to – The Committee is responsible to the Chapter Board through the Membership and Communications Program with staff support from the Chapter Office.

D. Constituency – The Committee will consist of at least six (6) members appointed by the Chapter Board, one of whom shall be the Board liaison. The Board may also appoint a student member. The Board will appoint the Committee Chair according to CBPOL-2. A Committee Recorder will be appointed by the Chairperson for each Committee meeting.
E. Appointment Procedures – New members will serve a three-year term. Terms will be staggered, to allow no more than two terms to expire in any given year, except for the Board Liaison and student member who shall be appointed for one-year terms. By November of each year the Committee will make recommendations to the Chapter Board regarding future appointments to the Committee.

F. Oath of Office

1. All Chapter members appointed to positions of trust with the Chapter sign the following: "I, ________, having been appointed to a Committee/Task Force by the Chapter Board, California Chapter, American Physical Therapy Association, do agree to exercise the duties of my position to the best of my abilities, to protect the rights and privileges of membership and to carry out the Policies of the Assembly of Representatives and Chapter Board. Confidential or privileged information gained by me during my appointment shall only be used for the purpose of fulfilling my Chapter decision-making responsibilities and shall not be used for personal gain. I will abstain from deliberation and voting on any decision in which an actual or potential conflict of interest may arise or appear to arise. I will repay with full measure the trust and confidence placed in me by the Chapter Board."

2. A Chapter Board appointment to a Committee shall be rescinded without additional action by the Chapter Board required if an appointee is unable to sign the Oath of Office.

G. Performance Expectations – If, in the opinion of the Chapter Board, Committee members do not perform up to expectation, they shall be counseled as to what is viewed as expected performance. If, following such counseling, performance does not improve the Committee member shall subsequently be asked to resign from the Committee.

H. Maintaining a Harassment-Free Work Environment

1. In order to provide a productive and pleasant working environment, it is important that the Chapter maintain an atmosphere of mutual respect. Conduct characterized as harassment involving staff and Committee members will not be tolerated.

2. Committee members must agree, as a condition of service, to abide by the terms of this policy and existing law.

I. Resignation – Resignation shall be in writing to the Committee Chair and Chapter President with an information copy to the Chapter Office.

J. Dismissal – Basis for dismissal of a member includes:

1. non-compliance with policies or procedures of the Committee or Chapter,

2. failure to perform assigned tasks,

3. failure to attend meetings.

K. Procedures for Dismissal – When a member of the Committee or other member of the Chapter has reason(s) to request the dismissal of an appointee, the written request should be submitted to the Chapter Board with a copy to the Chapter Office.

L. Appeal – Appeal of the dismissal must be submitted in writing to the Chapter Board with a copy to the Chapter Office.

II. OPERATIONS

A. Meetings
1. Meetings shall be scheduled by staff of the Chapter Office. Consideration is given to the time effectiveness of members and staff, and budgeted funds available to the Committee when meetings are planned. Committees and Task forces shall meet concurrently when possible.

2. Committee meetings shall be included in the annual Chapter Calendar when possible. Additional Committee meetings shall be scheduled by staff in consultation with the Committee Chairperson.

3. Committee and Task Force activities concurrent with Chapter Annual Conference shall be limited to exchange of information with members, Districts, or Special Interest Groups. Funding for such activities shall not be provided unless prior approval is granted, based on documentation that the activity cannot be accomplished without funding.

4. Meeting Notices and Agenda. The Chairperson shall provide information for an agenda to the Chapter Office in sufficient time to allow for its preparation by staff and distribution with a meeting notice to all Committee members no less than two weeks prior to the meeting date.

B. Preparation and Distribution of Minutes and Reports

1. Minutes – The Committee recorder shall send a draft of minutes of all Committee meetings to arrive in the Chapter Office no later than seven days following the meeting. The Chapter Office shall distribute the draft to Committee members for corrections/additions. Committee members shall use the form provided to send their corrections, additions, and action on approval of the minutes to the Chapter Office to arrive no later than seven days following distribution of the draft by the Chapter Office. The Chapter Office shall compile corrections, additions, and record actions to approve the minutes and distribute the approved minutes to all Committee members and President.

2. Report to the Chapter Board – Reports shall be prepared by staff based upon minutes of the Committee.

C. Policy Statement Log

Policies are adopted by the Chapter Board or the Assembly of Representatives. Adopted policies which affect the Committee will be incorporated into a Committee Action Log which will be maintained by the Chairperson.

D. Orientation of New Members

Orientation of new members will be the responsibility of the Committee Chairperson. The Chairperson will call all new members prior to the first meeting to discuss expectations and address any questions they have.

Adopted by Chapter Board December 20, 2006
Amended by Chapter Board

Most recent amendments appear in bold.