



POLICIES & PROCEDURES MANUAL

OHIO PHYSICAL THERAPY ASSOCIATION

A Component of the American Physical Therapy Association

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OPTA POLICIES & PROCEDURES MANUAL

TABLE OF CONTENTS

Section 1 - INTRODUCTION	5
Section 2 – POLICIES OF THE OHIO PHYSICAL THERAPY ASSOCIATION	6
2.a. Simultaneous Service on OT/PT/AT Board	6
2.b. Members Working as Staff	6
2.c. Reimbursement of Expenses	7
2.d. Registration Discounts for New Members	8
2.e. Benefits for Past Presidents and Life Members	9
2.f. District Creation or Dissolution	9
2.g. Special Interest Group Creation or Dissolution	10
2.h. Conference and Meeting Exhibitors, Website, or Newsletter Advertisements	11
2.i. Opposition to Physician Ownership of Physical Therapy Services	12
2.j. Elections	13
2.k. Document Retention and Destruction Policy	13
2.l. Conflict of Interest Policy	14
Conflict of Interest Attestation and Disclosure Statement	17
2.m. Whistleblower Policy	18
2.m. Anti-Harassment and Discrimination	19
Section 3 – Board of Directors and Committees	21
3.a. Job Descriptions of Board Members	21
i. President	21
ii. President Elect	23
iii. Vice President	24
iv. Treasurer	25
v. Secretary	27
vi. Director (3)	28
vii. District Chair (6)	29
viii. Chief Delegate	31
ix. Representative to the PTA Caucus	33
3.b. Standing Committees/Liaisons (alphabetical)	34
i. Awards Committee	34
ii. Bylaws/Policies & Procedures Committee	36
iii. Conference Committee	38
iv. Continuing Education Committee	40
v. Ethics Committee	42
vi. Federal Affairs Liaison	43
vii. Finance Committee	44
viii. Membership Committee	46
ix. Nominating Committee	48
x. Personnel Committee	50
xi. Political Action Committee (PAC)	51
xii. Practice Chairs	53
xiii. Research Committee	54
xiv. State Affairs Committee	56

xv.	Student/Faculty Affairs Committee	58
xvi.	Tellers Committee	60
3.c.	Special Interest Groups (SIGs)	61
i.	Pediatric Special Interest Group	61
ii.	Sports Special Interest Group	63
iii.	Student Special Interest Group	65
iv.	New Professionals Special Interest Group	66
Section 4 – Online Resources		68
4.a.	OPTA Bylaws	
4.b.	OPTA Organizational Chart	
4.c.	OPTA New Board Member Orientation Manual	
4.d.	OPTA Continuing Education Policies & Procedures	
4.e.	APTA’s <i>Procedural Document on Disciplinary Action</i>	

OPTA POLICIES & PROCEDURES MANUAL

Section 1 | INTRODUCTION

This Policies & Procedures Manual has been developed to assist the Board of Directors, committees, and staff in fulfilling their responsibilities. The purpose is to expand and clarify the specific functions of the Chapter and each office or committee in keeping with the Bylaws of the Ohio Physical Therapy Association, Inc. (OPTA), approved by the American Physical Therapy Association. The Policies & Procedures Manual will be reviewed annually and updated as needed.

Each newly elected Board of Directors member should be familiar with the Chapter Bylaws and the Policies & Procedures Manual to provide continuity of Chapter activities, to facilitate Chapter functions, and to avoid duplication and confusion of responsibilities. Board Liaisons are responsible for contacting all committee chairpersons which they oversee immediately following appointment.

Each committee chairperson should know the proper procedures to follow within the Chapter organization and the responsibilities of his/her committee.

Each officer and committee chairperson should submit any needed revisions in the Policies & Procedures Manual or Chapter Bylaws to the appropriate direct report annually.

Section 2 | POLICIES OF THE OHIO PHYSICAL THERAPY ASSOCIATION

(2.a.) OPTA Policy on Simultaneous Service on OPTA Board and Ohio OT/PT/AT Board

Approved by Assembly of Representatives, March 22, 2002

Policy:

Given the potential conflict of interest and the potential appearance of said conflict, the Ohio Physical Therapy Association has the policy that it is a conflict of interest to serve simultaneously on the OPTA Board of Directors and the Ohio Occupational Therapy, Physical Therapy and Athletic Trainers (OT/PT/AT) License Board.

Procedures:

- A. If a current member of the PT Section of the OT/PT/AT Board is elected to serve on the OPTA Board of Directors, he/she will resign from the Licensure Board effective Dec. 31 prior to beginning the OPTA term of office.
- B. If a current member of the OPTA Board of Directors accepts appointment to the PT Section of the Licensure Board, he/she will resign from the OPTA office held, effective the day prior to beginning service on the Licensure Board.
- C. This rule applies to all voting members of the Board of Directors and to the Chair(s) of the OPTA State Affairs Committee, but not to other committee chairs, to committee members, or to Chapter Delegates.

(Section 2.b.) OPTA Policy on Members Working as Staff

Approved by Assembly of Representatives, March 6, 2003

Policy:

Given the potential conflict of interest and the potential appearance of said conflict, the Ohio Physical Therapy Association has the policy that it is a conflict of interest for a paid employee or independent contractor with the OPTA to serve simultaneously on the OPTA or APTA Board of Directors or on the Ohio OT/PT/AT Board.

Any physical therapist or physical therapist assistant who accepts a position as employee or independent contractor with the OPTA waives the right to hold the positions cited above. He or she retains the other rights of members in his/her class in the Association.

A therapist or assistant employed temporarily (up to 120 hours in a calendar year) will be exempt from this policy. Student members are also exempt from this policy.

Procedures:

- A. When a physical therapist or physical therapist assistant accepts a paid position (full or part time) with the Ohio Physical Therapy Association, that individual will immediately waive his/her rights to hold any office on the OPTA or APTA Board of Directors.
 1. If currently holding such office the employee (hereafter includes independent contractor) will resign from that office prior to beginning work.

2. No voluntary activity as a member will be included in wages as an employee, as determined by the OPTA Executive Director.
- B. If a current member of the PT Section of the OT/PT/AT Board is hired by or contracts with the OPTA, he/she will resign from the Licensure Board prior to beginning work with the OPTA.
- C. If a current employee of the OPTA accepts appointment to the PT Section of the Licensure Board, he/she will resign from the OPTA position prior to beginning work on the Licensure Board.

(Section 2.c.) OPTA Policy on Reimbursement of Expenses

Policy:

Budgeted expenses incurred by elected officers, delegates, or committee members in the process of conducting Chapter business will be reimbursed in accordance with annual budget.

Procedures for Determining Reimbursement Level:

- A. All elected officials (President, President Elect, Vice President, Secretary, Treasurer, Three Directors, Chief Delegate, PTA Caucus Rep, and Six District Chairs) are eligible for reimbursement for specified OPTA functions as approved in the annual budget.
- B. Specified OPTA officials (President, President Elect, Vice President, Secretary, Treasurer, Chief Delegate, PTA Caucus Rep, and Chairs of the Nominating Committee and Membership Committee) are eligible for reimbursement for specified APTA functions that require their attendance for national committee meetings as approved in the annual budget.
- C. District Budgets shall include specific line items relative to reimbursement in each district. District Chairs shall evaluate reimbursement levels annually in accordance with the annual budget.
- D. Committee budgets shall include specific line items relative to reimbursement for each committee. Committee Chairs shall evaluate reimbursement levels annually in accordance with the OPTA annual budget.
- E. Delegates shall be reimbursed for attendance at the APTA House of Delegates meeting based on the IRS determined rate for travel to specific cities, and in accordance with reimbursement levels in accordance with the annual budget.
- F. Treasurer/Finance Committee's budget shall include the cost of the annual tax preparation and independent audit, compilation or review, if deemed appropriate.

Budget request procedures:

- A. OPTA office will disseminate notice of budget requests and line item reports two months prior to presentation for approval of the upcoming annual budget.
- B. All expenses for Officers, District Chairs/Treasurers, Committee Chairs, Executive Director and the OPTA office shall be submitted via email to the Executive Director and Treasurer for

review by the Finance Committee one month prior to presentation for approval of the upcoming annual budget.

- C. All finance-related questions should be directed to the Executive Director and, if appropriate, Treasurer throughout the year.
- D. Additional requests made after current budget has been approved should be presented to the Board of Directors for approval.
- E. District Chairs and Treasurers may request payment for district events by completing the OPTA Check Request Form found on the OPTA website and submitting directly to the Executive Director.

Reimbursement requests for current budget:

- A. All requests are to be submitted to the OPTA office within 30 days of the expense.
- B. OPTA Reimbursement Form shall be completed and include receipts for expenses submitted, and sent electronically or via mail to the OPTA office. The reimbursement form can be found on the OPTA website.
- C. District Chairs are to submit reimbursement for their own expenses and may direct other district representatives appropriately on reimbursement submission.
- D. Hotel reservations will not be pre-paid by the chapter.
 - 1. Every individual (including speakers) will use his/her own credit card to pay initially and then will submit a receipt for reimbursement by the OPTA per above guidelines.
 - 2. The speaker agreement letter will reflect this policy.
 - 3. Any exception must be personally approved by the Executive Director.
 - 4. If hotel staff mistakenly informs the individual that no credit card is needed, the individual is expected to correct the hotel staff and to insist on paying with own credit card.

(Section 2.d.) OPTA Policy on Registration Discounts for New Members

Approved by Board of Directors, March 3, 2004

Policy:

The member discount in registration fees for any OPTA-sponsored event will be offered to any attendee who joins APTA during the event.

Procedures:

- A. Upon showing proof of application to join the APTA prior to an event's end, anyone registered for an event sponsored by the OPTA will be given the member discount.
- B. The new member will be reimbursed for the difference between the member and non-member registration fee.

(Section 2.e.) OPTA Policy on Benefits for Past Presidents and Life Members

Approved by Executive Committee, Nov. 4, 2005

Policy:

All past presidents and life members will receive complimentary registration to the Annual OPTA Conference (associated with the Annual Membership Meeting). This does not apply to pre-conference or other continuing education activities. All past presidents and life members will be offered a 25% discount to all OPTA-sponsored continuing education events.

Procedures:

- A. Upon completion of a president's term or upon chapter notification of a new life member, the office staff will send that individual a letter informing him/her of the above benefits.
- B. The office staff will verify the status when confirming that individual's registration.

(Section 2.f.) OPTA Policy on Creating or Dissolving a District

Approved by Board of Directors, Nov. 9, 2006

Policy:

A district will function as a constituent of the Chapter, to further the objectives and perform the functions of the Chapter and the Association.

The Board of Directors has full authority to add, alter the boundaries of, or dissolve districts within the geographic jurisdiction of the Chapter provided at least two-thirds (2/3) of the Board Members concur. In creating a new district, the Board shall act on application from members and shall consult with the Executive Committee of the district(s) to be subdivided. A district may be dissolved either by voluntary action of the district members or by action of the Board of Directors.

Procedures:

- A. Membership within a district.
 - 1. Chapter members are assigned to the district matching the mailing address provided to APTA (home address if both home and work are given).
 - 2. A member may request a change of district assignment by submitting written request to the Chapter Office.
- B. Creation of a district.
 - 1. A written request signed by 15 or more members in good standing living within the designated geographical area shall be sent to the Board of Directors to request formation of a district.
 - 2. The Board of Directors or Executive Committee shall act on the request at its first meeting following receipt of the request, starting by soliciting input from the Chair and other officers of the district(s) to be subdivided.
 - 3. If the request is approved, the territorial boundaries of the new district shall be determined by the Board in consultation with those members signing the request and with the Executive Committee of the district(s) to be subdivided.
- C. Dissolution of a district.

1. Voluntary dissolution.
 - a. A district may be dissolved by a petition (paper or electronic copies) signed by two-thirds (2/3) of its members eligible to vote. All copies of the petition must be filed with the Board within six months after the petition is first promulgated.
 - b. A district may be dissolved by a two-thirds (2/3) vote of those voting by paper or electronic mail ballot.
2. Dissolution by the Board of Directors.
 - a. A district that fails to comply with Chapter Bylaws or Policies & Procedures may be abolished by the Board provided the members are given the opportunity to be heard in their own defense following at least one month's written notice and provided at least two-thirds (2/3) of the Board of Directors concur.
3. When a district is dissolved by either method, the Board of Directors shall determine which other district(s) will absorb the members of the dissolved district.

(Section 2.g.) OPTA Policy on Creating or Dissolving a Special Interest Group

Approved by Board of Directors, Nov. 9, 2006

Policy:

A Special Interest Group (SIG) may be organized as a means by which members having a common interest in special areas of physical therapy may meet, confer, and promote the interest of the respective Special Interest Group.

The Board of Directors has full authority to approve the creation of or to dissolve a Special Interest Group.

Procedures:

- A. Formation of a special interest group.
 1. A petition identifying the unique area of physical therapy interest is submitted to the Board of Directors. The petition shall include:
 - a. A statement of purpose.
 - b. Signatures of at least 15 members in good standing representing no fewer than four districts.
 2. The Board of Directors may approve the Special Interest Group by a majority vote of its members.
- B. Any funds raised by the special interest group shall be sent to the Chapter office for deposit.
 1. The Special Interest Group will submit to the Treasurer a proposed budget by the announced deadline.
 2. The Special Interest Group will submit receipts for reimbursement of budgeted expenses.
- C. Dissolution of a special interest group.
 1. A Special Interest Group may dissolve pursuant to the provisions of its bylaws.
 2. A Special Interest Group may be dissolved by a two-thirds (2/3) vote of the Board of Directors if its membership remains less than 15 during any consecutive 12-month period.
 3. A Special Interest Group may be dissolved by a two-thirds (2/3) vote of the Board of Directors if the Special Interest Group fails to comply with Chapter Bylaws or Policies & Procedures.

- a. The Special Interest Group shall have been given timely notice of the charges against it.
- b. The Special Interest Group has been given the opportunity to be heard in its own defense.

(Section 2.h.) OPTA Policy on Conference & Meeting Exhibitors, Website or Newsletter Advertisements

Approved by Board of Directors, Nov. 9, 2006; revised June 20, 2007

Policy:

The Chapter will assure that exhibitors and advertisers in Chapter conferences, meetings, or publications will meet the objectives and standards of the OPTA and will not be in conflict with the vision and mission of the OPTA.

Procedures:

A. Purpose of OPTA exhibits and advertisements.

1. Exhibits and advertisements are intended for educational and informational purposes to improve physical therapy education, practice, and research.
2. Material/equipment may be non-specific to physical therapy but should be timely and relevant to PT, should not conflict with the vision and mission of the OPTA, and should contain no inaccurate or misleading information. The OPTA, its Conference Committee and BOD reserve the right to determine if an exhibit or advertisement meets the objectives and standards of the OPTA.
3. Exhibits and advertisements should complement the OPTA vision and mission by enabling physical therapists and physical therapist assistants to see, hear, examine, question, and evaluate the latest developments in equipment, supplies, and services relevant to physical therapy.

B. Eligibility to exhibit and advertise.

1. Exhibitors and advertisers must agree to meet the objectives stated above. All exhibitors are allowed to take non-binding orders in the exhibit hall. All companies whose primary products are educational materials are allowed to offer their product for purchase in the exhibit hall.
2. Prior to the OPTA contracting with an exhibitor or advertiser, all debts owed the Association by the potential exhibitor or advertiser must be paid in full. A contract will not be accepted and booth space will not be assigned to a company that has accounts (previous booth space, advertising, etc.) due the OPTA.
3. The Association reserves the right to determine the eligibility of a company or product for inclusion in the exposition or advertisement, either before or after the proper execution of the contract. In accordance to the APTA position in opposition to Physician Owned Physical Therapy Practices (POPTS), no contracts will be established between the OPTA and a physician owned physical therapy practice.
4. No product, apparatus, instrument, device, or drug that is the subject of litigation pending before the Food and Drug Administration may be exhibited; in cases of pending compliance or non-compliance with the FDA exhibitors may exhibit if a disclaimer is conspicuously posted stating: FDA listing pending.
5. All products or services exhibited must comply with all state and local regulations and with all current FDA regulations for such products and services.

C. General policies governing exhibits and advertisements.

1. The OPTA reserves the right to render all interpretations and decisions, should any questions arise, and to establish regulations as may be deemed necessary to the general success and well-being of the exposition as well as Association website and publications.
2. All matters and questions not covered in these guidelines and/or the contract are subject to the final judgment and decision of the Association and Director who oversees the Conference Committee. These officers will contact the President and/or Executive Director in a timely manner to discuss the issue.
3. The OPTA will inspect each booth prior to the opening of the exposition to insure that the exhibitor has adhered to the rules and regulations set down in this document and the terms agreed to by the exhibitor in the signed contract. The OPTA will inform the exhibitor of any infractions, and all corrections must be made before the exposition opens.
4. The OPTA reserves the right to restrict exhibits that may detract from the general character of the display. This reservation includes persons, objects, conduct, printed material, or anything of a character that may be objectionable to the exhibits as a whole.
5. Altercations in the exhibit area are not considered acceptable conduct. An exhibitor or representative of an exhibitor involved in such a disturbance may face an immediate one-year suspension from OPTA conferences and expositions; a second incident by the same individual may result in a longer suspension of that person from OPTA conferences and expositions and a probationary period of that individual's company.
6. Breaches or infractions of the exhibitor's contractual obligations could affect the status of the company's future eligibility to exhibit and/or result in the termination of the exhibitor's display privileges by the OPTA. Termination may become effective during the exposition, at which time the exhibitor must close his exhibit as soon as possible without disruption of the exposition. Expulsion of or restrictions placed on an exhibitor may not give rise to a claim for any refund or rentals or other exposition expenses.

(Section 2.i.) Opposition to Physician Ownership of Physical Therapy Services

HOD P06-03-27-25 (Program 19)

Whereas, The American Physical Therapy Association Vision Statement for Physical Therapy 2020 supports autonomy of physical therapist practice and judgment;

Whereas, Financial relationships and incentives between a patient's/client's physician and physical therapist represent an avoidable conflict of interest, reduce consumer choice, and diminish professional autonomy;

Whereas, There is evidence that such avoidable conflicts of interest affect delivery of care, utilization of services, and aggregate costs of treatment, and that patients/clients and payers would benefit from the elimination of such conflicts;

Whereas, In recent years, ownership of physical therapy services has been marketed to physicians as a means to recover revenues lost as a result of managed care, which has led to an accelerating trend of physician ownership of physical therapy services and referral of patients/clients to these services;

Whereas, The American Physical Therapy Association (APTA) opposes physical therapy services provided in practice settings in which the physician profits as a result of the referral;

Whereas, Numerous professions have successfully regulated ownership of their professional services through state legislative provisions; and

Whereas, APTA, through its Goals and Objectives and other documents, has identified and implemented comprehensive legislative strategies to ensure the public's right to direct access to physical therapy;

Resolved, that the American Physical Therapy Association opposes the ownership of physical therapy services by physicians, and supports federal and state laws and regulations that prohibit physician ownership of physical therapy services.

(Section 2.j.) Elections

Policy:

The Chief Teller is charged with maintaining the integrity of the annual election conducted by electronic ballot and validating the electronically tabulated results.

Procedures:

- A. Ballots may be cast only by members in good standing in the OPTA and only one vote is counted per member. (Exception – if there is only one nominee for each office, election is by voice vote of the members attending Annual Meeting).
- A. OPTA staff will provide the Tellers Committee with a time and date stamped summary of election results upon deadline to be verified by committee via conference call.
- B. Following verification by the committee, the OPTA office will send a copy of the official election results to the OPTA President and Chief Delegate for communication to all balloted candidates.
- C. Results will be posted in member communications.

(Section 2.k.) Document Retention and Destruction Policy

Approved by Board of Directors, March 29, 2012

Policy:

This Document Retention and Destruction Policy of the Ohio Physical Therapy Association identifies the record retention responsibilities of staff, volunteers, members of the Board of Directors, and outsiders for maintaining and documenting the storage and destruction of the Organization's documents and records. No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.

Procedure:

- A. Terms for retention.
 1. Retain permanently:
 - a. Governance records – Charter and amendments, Bylaws, other organizational documents, governing board and board committee minutes.

- b. Tax records – Filed state and federal tax returns/reports and supporting records, tax exemption determination letter and related correspondence, files related to tax audits.
 - c. Financial records – Audited financial statements, attorney contingent liability letters.
 2. Retain for ten years:
 - a. Government relations records – State and federal lobbying and political contribution reports and supporting records.
 3. Retain for four years:
 - a. Each original continuing education application for sponsors and individuals will be placed on file for four years. The OPTA shall maintain an ongoing list of all approved CE including CE name, CE number, CE provider, date of approval, date of approval expiration, and, when applicable, date of withdrawal of approval.
 4. Retain for three years:
 - a. Employee/employment records – Employee names, addresses, social security numbers, dates of birth, I-9, resume/application materials, job descriptions, dates of hire and termination/separation, evaluations, compensation information, promotions, disciplinary matters, time/payroll records, leave/FMLA, engagement and discharge correspondence, documentation of basis for independent contractor status (retain for all current employees and independent contractors and for three years after departure of each individual).
 - b. Lease, insurance, and contract/license records – Software license agreements, vendor, hotel, and service agreements, independent contractor agreements, employment agreements, consultant agreements, and all other agreements (retain during the term of the agreement and for three years after the termination, expiration, non-renewal of each agreement).
 5. Retain for one year:
 - a. All other electronic records, documents and files – Correspondence files, past budgets, bank statements, publications, employee manuals/policies and procedures, survey information.

B. Exceptions.

1. Exceptions to these rules and terms for retention may be granted only by the Executive Director or President.

(Section 2.1.) Conflict of Interest Policy

Approved by Board of Directors, March 29, 2012

Policy:

The OPTA is committed to conducting all of its activities in accordance with the highest ethical standards. The Board has adopted this Conflict of Interest Policy to implement that commitment and to provide guidance to Covered Persons. The attached Glossary defines certain terms used in this Policy. This Policy is intended to supplement but not replace any applicable laws or other OPTA policies. In case of any conflict between this Policy and a more specific OPTA policy the more specific policy shall control.

Conflicts

A Covered Person shall not exercise decision-making authority with respect to any decision by the OPTA

- to buy goods or services from,
- to sell goods or services to,
- to award a grant to, or
- to endorse goods or services offered by

the Covered Person or a company/party in which the Covered Person (or a Related Person) has a Substantial Interest.

In case of any such conflict, the Covered Person shall disclose his/her interest and shall refrain from participating in the decision. He/she shall not participate in or be present during deliberations or discussion prior to the making of the decision, except to the extent requested by his/her colleagues. He/she shall not be present when the colleagues make the decision or participate in making the decision.

Disclosure of Interests

Each Covered Person shall complete and sign, at least annually, a statement attesting that he/she has read and understands this Policy and disclosing whether he/she (or a Related Person) has a Substantial Interest in any company/party with which the OPTA conducts business.

Gifts

A Covered Person shall not accept gifts from a company/party that sells goods and services to the OPTA or is interested in doing so. However, a Covered Person may accept occasional noncash gifts provided that they (i) are consistent with customary business practices, (ii) are not excessive in value, and (iii) could not reasonably be construed as a bribe or kickback. A Covered Person must report any such gift to his/her Supervisor.

Procedures:

Covered Persons each year will sign a statement attesting that they have read this Conflict of Interest Policy and disclosing any Substantial Interest in a company/entity the OPTA does business with.

A copy of this Policy shall be included in the orientation materials for newly-elected Board members and shall be given to staff members who become Covered Persons.

GLOSSARY

1. Buy- The term “Buy” includes rent from.
2. Covered Person- A Covered Person is any of the following:
 - a member of the OPTA Board of Directors
 - the OPTA Chief Staff Executive
 - any OPTA staff position
3. Related Person- A Related Person, with respect to any Covered Person, is the Covered Person’s:
 - spouse or domestic partner

- child or grandchild
 - parent
 - sibling
4. Sell- The term “Sell” includes rent to.
5. Substantial Interest- A Substantial Interest in a company/party is (a) any direct or indirect ownership interest in a company/party whose cost or value exceeds \$50,000 or (b) any arrangement with the company/party involving compensation of more than \$25,000 in a year. The term “Substantial Interest” does not include an ownership interest of less than 5% in a company/party that is publicly traded or that has more than fifty owners.
6. Supervisor- The Supervisor of a Covered Person is the following individual:
- for the President – the Vice President
 - for any member of the Board of Directors other than the President – the President
 - for the Chief Staff Executive – the President
 - for any other staff member – the individual’s immediate supervisor.

CONFLICT OF INTEREST ATTESTATION AND DISCLOSURE STATEMENT

I hereby attest my answers to the questions below are truthful and complete. Terms used in this Attestation and Disclosure Statement have the meaning set forth in the Glossary attached to the Policy.

Question #1:

Have you read and do you understand the OPTA Conflict of Interest Policy?

Yes _____

No _____

Question #2:

Do you or anyone who is a Related Person have a Substantial Interest in any company/party with whom OPTA regularly conducts business?

Yes _____

No _____

If you answer Yes to Question #2, please explain in detail.

Print your name: _____

Signature: _____

Date: _____

(Section 2.m.) Whistleblower Policy

Approved by Board of Directors, March 29, 2012

Policy:

The OPTA is open and accountable to Association members and Association employees. The OPTA Board of Directors encourages the membership and employees to act ethically and to report honestly to the Ethics Committee and/or the officers of OPTA on any conduct or activity which they perceive to be contrary to the policies or ethics of OPTA. OPTA is committed to compliance with all laws to which it is subject and all current policies, and to act in all ways appropriate for organizations operating with the highest ethical standards. To that end, the Board of Directors adopts this policy regarding the reporting by members or employees of OPTA of any activity which they perceive to potentially violate law, policy or ethical standards.

This policy is intended to cover serious concerns that could have an impact on OPTA including but not limited to:

1. Actions that could lead to incorrect financial reporting that are unlawful, are
2. Inconsistent with the current policies and procedures or otherwise lead to serious misconduct.
3. Unethical business conduct
4. Sexual harassment
5. Discrimination based on race, color, religion, gender, sexual orientation, gender identity, pregnancy, marital status, age, national origin, disability, military status, citizenship or any other characteristic protected by federal, state or local law.

Every effort will be made to protect the confidentiality of any complainant and harassment or retaliation of any sort against the complainant will not be tolerated by this Association. While anonymous complaints will be accepted, members and employees are encouraged to identify themselves in order to increase the credibility of the complaint and to facilitate follow-up investigation.

Procedure:

If feasible, the members or employees are encouraged to present their complaint to one of the officers of OPTA. However, if the individual is not comfortable speaking with one of the officers, the individual is encouraged to contact the Ethics Committee. While the member or employee is not expected to prove the truth of the allegation, the member or the employee should be prepared to submit whatever evidence is available to support the allegation and also expect to be interviewed (unless the complaint is anonymous).

A prompt investigation will be conducted by an appointed independent investigator while maintaining the confidentiality of the complainant. The action taken will be dependent on the nature of the concern and might entail civil or criminal proceedings or termination of an appointment or service to OPTA.

(Section 2.n.) Anti-Harassment and Discrimination

Approved by Board of Directors February 3, 2017.

OPTA strives to maintain an environment free from discrimination and harassment, where volunteers and employees treat each other with respect, dignity and courtesy.

This policy applies to all phases of volunteer recruitment and employment, including but not limited to recruiting, testing, hiring, promoting, demoting, transferring, laying off, terminating, paying, granting benefits and training.

A. Prohibited Behavior

OPTA does not and will not tolerate any type of harassment of our volunteers, employees, applicants for employment, or our customers. Discriminatory conduct or conduct characterized as harassment as defined below is prohibited.

The term harassment includes, but is not limited to, slurs, jokes, and other verbal or physical conduct relating to a person's race, color, religion, national origin/ancestry, age, sex (gender, gender stereotyping and pregnancy), military status, genetic information, disability, or any other protected classification that unreasonably interferes with a person's work performance or creates an intimidating, hostile work environment.

Sexually harassing behavior in particular includes unwelcome conduct such as: sexual advances, requests for sexual favors, offensive touching, or other verbal or physical conduct of a sexual nature. Such conduct may constitute sexual harassment when it:

1. is made an explicit or implicit condition of employment
2. is used as the basis for employment decisions
3. unreasonably interferes with an individual's work performance, or
4. creates an intimidating, hostile or offensive working environment

The types of conduct covered by this policy include: demands or subtle pressure for sexual favors accompanied by a promise of favorable job treatment or a threat concerning employment.

Specifically, it includes sexual behavior such as:

1. repeated sexual flirtations, advances or propositions
2. continued and repeated verbal abuse of a sexual nature
3. sexually related comments and joking
4. graphic or degrading comments about an employee's appearance
5. displaying sexually suggestive objects or pictures including cartoons and vulgar email messages
6. any uninvited physical contact or touching, such as patting, pinching or repeated brushing against another's body

Such conduct may constitute sexual harassment regardless of whether the conduct is between members of management, between management and staff employees, between staff employees, or directed at employees by nonemployees conducting business with the organization, regardless of gender or sexual orientation.

B. Harassment by Nonemployees

OPTA will also endeavor to protect employees, to the extent possible, from reported harassment by nonemployees in the workplace, including volunteers, customers, clients and suppliers.

C. Complaint Procedure and Investigation

Any employee who wishes to report a possible incident of sexual harassment or other unlawful harassment or discrimination should promptly report the matter to the Executive Director. If the Executive Director is the alleged harasser, complaints should be directed to the President of the Board of Directors. No other employee is authorized to receive or to deal with such matters or to act as the complaining employee's spokesperson or representative.

OPTA will conduct a prompt investigation as confidentially as possible under the circumstances. Employees have an obligation to cooperate with OPTA in enforcing this policy and investigating and remedying complaints.

D. Duties of Others

Any volunteer or employee who becomes aware of any conduct which he/she believes constitutes sexual or other harassment under this policy is to report the same immediately to any one of the above-listed individuals. No volunteer or employee who becomes aware of any such conduct is to undertake any personal involvement beyond reporting it to one of those authorized to receive such reports. Each volunteer or employee also has a duty to completely and truthfully cooperate in any investigation under this policy.

Section 3 | BOARD OF DIRECTORS AND COMMITTEES

(Section 3.a.) Job Descriptions of Board Members

(Section 3.a.i) PRESIDENT

Qualifications:

- A. PT or PT life member.
- B. Member of the APTA for three years.
- C. Member in good standing of the OPTA for one year preceding the election.
- D. Demonstrated active leadership in the Association at state or national level (as determined by majority vote of the Nominating Committee).
- E. Consent to serve.

Election and Term of Office:

- A. Elected as President Elect one year prior to beginning term as President, by the membership via ballot, after the Annual Meeting
- B. Term is three years, beginning July 1 following one year as President Elect, or until successor is elected.
- C. May serve no more than two consecutive terms as President.

Responsibilities:

- A. Serve as official spokesperson of the Chapter or designate another individual to serve as spokesperson on particular issue.
- B. Preside at all meetings of the Board of Directors or Executive Committee.
 - 1. Set time and place of each meeting, with input from Board and staff.
 - 2. Organize and distribute agenda for each meeting.
 - 3. Have a copy of *Robert's Rule of Order* for reference at all meetings.
 - 4. Maintain continual and periodic communications with Board members and staff.
 - 5. Call special meeting of the Board at the request of four Board members, with notification to the Board at least three days prior to the meeting.
- C. Preside at the Annual Meeting of the Chapter members.
- D. As Chair of the Board of Directors, assure that Board members are fulfilling their duties.
- E. Serve as a member of the OPTA Personnel Committee.
- F. Serve as ex officio member of all Chapter committees except the Nominating and Ethics Committees. Serve as Board liaison to the Chief Delegate, the PTA Caucus Representative, and the Chair of the Nominating Committee to assure that all necessary communication occurs.
- G. Serve as an elected Delegate to the House of Delegates.

- H. Attend all component and chapter president meetings at Combined Sections and APTA Annual Meetings or designate an appropriate member of the OPTA Board of Directors to attend in the President's place.
- I. Serve as ex officio member of Ohio Physical Therapy Political Action Committee Board.
- J. Together with the Executive Committee, consult with OPTA Personnel Committee on employee benefits.
- K. Conduct annual performance evaluation with Executive Director, including input solicited from Board members and Personnel Committee.
- L. Appoint all non-elected Chapter committee chairs (Nominating Committee Chair is elected) and special project coordinators pending Board approval.
 - 1. Solicit recommendations from Nominating Committee on members qualified and willing to serve.
- M. By recommendation from the appropriate committee chair and upon approval by the Board of Directors, appoint all official representatives of the Chapter to outside organizations/boards/task forces/committees.
- N. Prepare a budget for President and submit to the Executive Director and Treasurer by announced deadlines.
- O. Orient President Elect to duties of the President.
 - 1. Turn over all Chapter correspondence to President Elect when leaving office.
 - 2. Provide President Elect a file of other pertinent Chapter materials.
- P. Carry out other functions and duties as mandated by the Board of Directors or members.

(Section 3.a.ii) PRESIDENT ELECT

Qualifications:

- A. PT or PT life member.
- B. Member of the APTA for three years.
- C. Member in good standing of the OPTA for one year preceding the election.
- D. Demonstrated active leadership in the Association at state or national level (as determined by majority vote of the Nominating Committee).
- E. Consent to serve.

Election and Term of Office:

- A. Elected as President Elect one year prior to beginning term as President, by the membership via ballot, after the Annual Meeting.
- B. Term is one year, beginning July 1, followed by three years as President, or until successor is elected.
- C. May serve no more than two sequential terms as President Elect.

Responsibilities:

- A. Assist the President in the conduct of all Chapter activities in accord with assignments made by the President.
- B. Become familiar with the job and responsibilities of Chapter President.
 - 1. Attend at least one of the following: Presidents' meeting at Combined Sections Meeting or APTA Annual Conference, APTA Component Leadership Forum, or APTA annual state government affairs/payment policy forum.
- C. Submit a report of activities prior to each Board of Directors Meeting.

(Section 3.a.iii) VICE PRESIDENT

Qualifications:

- A. PT or PT life member.
- B. Member of the APTA for three years.
- C. Member in good standing of the OPTA for one year preceding the election.
- D. Demonstrated active leadership in the Association at state or national level (as determined by majority vote of the Nominating Committee).
- E. Consent to serve.

Election and Term of Office:

- A. Elected by the membership via ballot, after the Annual Meeting.
- B. Term is three years, beginning July 1 following the election, or until successor is elected.
- C. May serve no more than two consecutive terms as Vice President.

Responsibilities:

- A. Preside at meetings of the Board of Directors or Executive Committee or at the Annual Meeting of the membership in the absence of the President or at the President's request.
- B. Serve as liaison between the Board of Directors and assigned committees.
 - 1. Maintain contact with chairs of assigned committees.
 - 2. Review with each chair and committee, their charge and goals for the coming year.
 - 3. Identify and encourage potential nominees for chair, and recommend same to the Board.
 - 4. Serve as interim Committee Chair during any temporary vacancy in the Chair position.
 - 5. Include in reports at each meeting of the Board of Directors and Annual Meeting of the membership a summary of each committee's activities. Submit all motions requested by assigned committees to the Board of Directors.
- Q. Prepare a budget for Vice President and submit to the Executive Director and Treasurer by announced deadlines.
- D. Submit a report of activities prior to each Board of Directors Meeting.
- E. Orient successor to duties of Vice President and provide a file of pertinent Chapter materials.
- F. Perform special duties or tasks as assigned by the President or Board of Directors.

(Section 3.a.iv) TREASURER

Qualifications:

- A. PT, PTA, PT life, or PTA life member.
- B. Member of the APTA for three years.
- C. Member in good standing of the OPTA for one year preceding the election.
- D. Consent to serve.

Election and Term of Office:

- A. Elected by the membership via ballot, after the Annual Meeting.
- B. Term is three years, beginning July 1 following the election, or until successor is elected.
- C. May serve no more than two consecutive terms as Treasurer.

Responsibilities:

- A. Work with the Executive Director to assure accurate recording of all receipts and disbursements of the Chapter.
 - 1. A checking account is established by the OPTA office under the name Ohio Physical Therapy Association and with the office address.
 - 2. Financial records of the Chapter are reviewed by May of each year by an independent accountant.
 - 3. An audit may be done within one month following any unscheduled change in the office of Treasurer or a change in position of Executive Director, with all costs paid by the Chapter.
 - 4. Assure that all necessary government forms are filed through the Chapter accountant.
- B. Serve as Chair of the Finance Committee.
 - 1. Publish an OPTA Financial Statement annually.
 - 2. Prepare a Chapter budget for the following year and present the proposed budget to the Board of Directors for approval at the Board Meeting.
 - 3. Serve as liaison between the Board of Directors and Finance Committee on matters pertaining to the Chapter's financial needs, growth, and stability, based on the committee's periodic review of income, expenditure, and investments.
 - 4. Develop, review, and revise an investment policy for the Chapter.
 - 5. Report current status of Chapter finances at each meeting of the Board of Directors.
- C. Serve as liaison between the Board of Directors and assigned committees.
- D. Serve on Board of Ohio Physical Therapy Political Action Committee.
- E. Serve on Personnel Committee, if necessary, to review the salary and benefits of Chapter Executive Director and provide recommendations of any changes to the Board of Directors.
- F. Prepare a budget for Treasurer and Finance Committee and submit to the Executive Director by announced deadlines.
- G. Orient successor to the duties of Treasurer and provide a file of pertinent Chapter materials.

H. Perform special duties or tasks as assigned by the President or Board of Directors.

(Section 3.a.v.) SECRETARY

Qualifications:

- A. PT, PTA, PT life, or PTA life member.
- B. Member of the APTA for three years.
- C. Member in good standing of the OPTA for one year preceding the election.
- D. Consent to serve.

Election and Term of Office:

- A. Elected by the membership via ballot, after the Annual Meeting.
- B. Term is three years, beginning July1 following the election, or until successor is elected.
- C. May not serve more than two consecutive terms as Secretary.

Responsibilities:

- A. Keep minutes of the proceedings of the meetings of the Executive Committee or Board of Directors.
 - 1. Submit the minutes of the Executive Committee or Board of Directors meetings to the OPTA office and to the Board members within 14 days and to the APTA within 45 days.
 - 2. If minutes need correction, submit a copy of changes to the OPTA office to be filed.
 - 3. Have forms for motions available at all Board of Directors meetings as well as providing the form online between meetings.
- B. Record minutes of the Annual Membership Meeting.
 - 1. Send minutes to the APTA within 45 days after completion of the meeting.
 - 2. Have forms for motions available at the Annual Meeting.
- C. Serve as liaison between the Board of Directors and assigned committees.
 - 1. Maintain contact with assigned committees.
 - 2. Review with all their charge and goals for the coming year.
 - 3. Coordinate committee functions during a temporary vacancy in the Chair position.
- D. Stay knowledgeable in the storage and filing of the Board of Directors meeting minutes and correspondence by the OPTA office staff.
- E. Prepare a budget for Secretary and submit to the Executive Director and Treasurer by announced deadlines.
- G. Orient successor to the duties of Secretary and provide file of pertinent materials.
- H. Perform special duties or tasks as assigned by the President or Board of Directors.

(Section 3.a.vi.) DIRECTOR

Qualifications:

- A. PT, PTA, PT life, or PTA life member.
- B. Member of the APTA for five years.
- C. Demonstration of active leadership in the Association at the state or national level.
- D. Consent to serve.

Election and Term of Office:

- A. Elected by the membership via ballot, after the Annual Meeting.
- B. Term is three years, beginning July 1 following the election, or until successor is elected, with one Director elected each year.
- C. May serve no more than two consecutive terms as Director.

Responsibilities:

- A. Serve as advisor to the President and Board in OPTA business and activities.
- B. Serve as liaison between the Board of Directors and assigned committees.
 - 1. Maintain contact with assigned committees.
 - 2. Review with all their charge and goals for the coming year.
 - 3. Coordinate committee functions during a temporary vacancy in the Chair position.
 - 4. Include in reports at each meeting of the Board of Directors a summary of each committee's activities.
 - 5. Submit all motions requested by assigned committees to the Board of Directors.
- C. Prepare to report on specified Director's activities to members of the Board of Directors prior to each regularly scheduled Board meeting.
- D. Prepare a budget for President and submit to the Executive Director and Treasurer by announced deadlines.
- E. Orient successor to the duties of Director and provide a file of pertinent Chapter materials.
- F. Perform special duties or tasks as assigned by the President or Board of Directors.

(Section 3.a.vii) DISTRICT CHAIR

Reports to: According to current Organizational Chart

Qualifications:

- A. PT, PTA, PT life, or PTA life member in good standing.
- B. Member of the District for at least one year immediately preceding the election.
- C. Consent to serve.

Election and Term of Office:

- A. Elected by District membership, by October 2.
- B. Term is three years, beginning Jan. 1 following the election, or until successor is elected.
- C. May serve no more than two consecutive terms as District Chair.

Responsibilities:

- A. Chair the District Executive Committee.
 - 1. Preside at all meetings of the District membership and District Executive Committee.
 - 2. Maintain District activities according to Chapter and Association Bylaws and Policies & Procedures.
- B. Serve as liaison between the District and the Board of Directors.
- C. Keep informed of Chapter activities and relate pertinent information concerning Chapter activities, projects, and policies to district members.
- D. Submit list of all District officers and committee chairs to the Executive Director upon election or appointment.
- E. Notify District members of opportunities to serve on Chapter committees or as delegate or officer.
 - 1. Submit to the Chair of the Chapter Nominating Committee recommendations for District members who are eligible and willing to serve as Chapter officer or delegate to the House of Delegates, by the announced deadlines.
 - 2. Submit to the Board of Directors and committee chairs recommendations for District members who are qualified and willing to serve on committees.
- F. Serve on the Awards Committee.
- G. Distribute an electronic or written report to members of the Board of Directors prior to each regularly scheduled Board meeting.
- I. Prepare a budget for the district and submit to the Executive Director and Treasurer by announced deadlines.
- I. Orient successor to the duties of District Chair and provide a file of pertinent Chapter materials.

J. Perform special duties or tasks as assigned by the President or Board of Directors.

(Section 3.a.viii) CHIEF DELEGATE

Reports to: President

Qualifications:

- A. PT member in good standing.
- B. Previous service as Delegate to the House of Delegates for at least two terms.
- C. Consent to serve.

Election and Term of Office:

- A. Elected by the membership via ballot, after the Annual Meeting.
- B. Term is three years, beginning July 1 following the election, or until successor is elected.
- C. May serve no more than two consecutive terms as Chief Delegate.

Responsibilities:

- A. Assure that OPTA has the full number of Delegates allowed, to attend each House of Delegates session.
 - 1. Submit to the Chair of the Nominating Committee recommendations for members who are eligible and willing to serve as Delegate.
 - 2. Appoint a qualified member of the Chapter to fill any vacant position for the remainder of that term.
 - 3. Assure that the names of Chapter Delegates are provided to APTA as required by the House of Delegates Standing Rules.
 - 4. Call for a vote by elected Chapter Delegates on the removal from office of any Delegate who fails to meet his/her responsibilities.
 - a. Notify in writing the Delegate in question at least 30 days prior to the vote.
 - b. Removal from office requires a two-thirds (2/3) vote of all the selected Delegates.
 - c. A Delegate removed has the right to appeal to the Board of Directors at its next regular meeting.
 - 5. Assign a qualified member of the Chapter as a substitute whenever an elected Delegate is unable to attend a particular House session.
- B. Coordinate activities throughout the year to prepare the OPTA Delegation for the upcoming House of Delegates.
 - 1. Schedule regular meetings of the Delegates and prepare agenda for each meeting.
 - 2. Prepare resolutions for presentation to the House, as instructed by the Board or membership vote, or as requested by a majority of the elected Delegates.
 - 3. Serve as liaison between the OPTA Delegates and the APTA and other chapter delegations to consider issues for the upcoming House.
 - a. Distribute information from the APTA or other chapters on candidates and resolutions to be considered at the upcoming House.
 - b. Provide feedback from the Ohio Delegates on proposed resolutions.
 - c. Formally endorse candidates or cosponsor resolutions if approved by a majority of the elected Delegates.
- C. Provide leadership to the Ohio Delegation during the House of Delegates.

1. Instruct all OPTA Delegates to register and to vote during the times provided.
 2. Present credentials of Delegates before the House of Delegates.
 3. Schedule caucuses of the Delegates before and during the House and inform the Delegates of all relevant regional caucuses.
 4. If any Delegate is unable to attend a scheduled portion of a House session, follow approved procedures to assume that Delegate's vote.
 5. Prepare a written summary of House actions for distribution to the Board of Directors and for publication.
- D. Distribute an electronic or written report on Delegates' activities to members of the Board of Directors prior to each regularly scheduled Board meeting.
- E. Prepare a budget for the Chief Delegate and Ohio Delegation and submit to the Executive Director and Treasurer by announced deadlines.
1. Provide a list of all Delegates or Substitutes who represented the Chapter at the House of Delegates, within 15 days of the close of the Annual Conference.
- F. Orient successor to the duties of Chief Delegate and provide a file of pertinent Chapter materials.
- G. Perform special duties or tasks as assigned by the President or Board of Directors.

(Section 3.a.ix) REPRESENTATIVE TO THE PHYSICAL THERAPIST ASSISTANT CAUCUS

Reports to: President

Qualifications:

- A. PTA or PTA life member in good standing.
- B. Member of the National Assembly for at least one year immediately preceding the election.
- C. Consent to serve.

Election and Term of Office:

- A. Elected by the membership via ballot, after the Annual Meeting
- B. Term is three years, beginning July 1 following the election, or until successor is elected.

Responsibilities:

- A. Fulfill all the rights and duties outlined in Article IX of the Chapter Bylaws.
- B. Act as spokesperson for the OPTA at the Annual Physical Therapist Assistant Caucus.
 - 1. Prepare and present motions to the Caucus as instructed by the OPTA membership and the Board of Directors.
- C. Act as a liaison among the Board of Directors and the PTA Caucus.
- D. Aid the Chief Delegate in identifying relevant PTA issues and pertinent Caucus resolutions.
- E. Publish a report outlining the annual Meeting of the PTA Caucus in the first available chapter publication.
 - 1. Distribute a written or electronic report to the Board of Directors.
 - 2. Publish a report of any updates in PTA Caucus issues in the chapter publication as they occur.
- F. Prepare a budget for Representative to the PTA Caucus and submit to the Executive Director and Treasurer by announced deadlines.
- G. Orient successor to the duties of Representative to the PTA Caucus and provide a file of pertinent Chapter materials.
- H. Perform special duties or tasks as assigned by the President or Board of Directors

(Section 3.b.) Standing Committees (alphabetical listing)

(Section 3.b.i.) AWARDS COMMITTEE

Reports to: President

Purpose:

Recognize and encourage service and leadership within the OPTA, the APTA, and/or the professional community.

Composition:

- A. The Committee is composed of the chairs of all OPTA districts.
- B. The Committee Chair is elected annually by the members of the committee.
- C. Each member's term of office is commensurate with his/her term of office as District Chair.
- D. The President of the OPTA shall serve as an ex-officio member of the committee.

Duties and Responsibilities of the Committee:

- A. Review and revise criteria for each OPTA award.
 - 1. Outstanding Physical Therapist
 - 2. Outstanding Physical Therapist Assistant
 - 3. Outstanding Clinical Educator
 - 4. Outstanding Student
 - 5. Meritorious Service Award
 - 6. Emerging Leader
- B. Recommend to the Board of Directors any proposals for new Chapter award.
- C. Review and revise nomination forms as needed.
 - 1. Clarify that two and only two letters of recommendation must be submitted with each nomination. Letters of recommendation submitted by a member of the committee will not be accepted.
 - 2. Clarify that one individual may write a support letter for only one nominee for any given award.
- D. Solicit nominations for awards throughout the year, with deadline of 120 days preceding the Annual Membership Meeting.
 - 1. Publish "Call for Nominations" for Chapter awards in chapter publications
 - 2. Utilize multiple communication methods, such as district meetings and newsletters, to encourage nominations at the district level.
- E. Work with office staff to distribute copies of all nominations to committee members.
- F. Review and select award recipients, by majority vote of all committee members.
 - 1. Members of the OPTA Board of Directors are ineligible to receive an award while in office.

2. Committee members vote on all nominations except Outstanding Clinical Educator, prior to the Board of Directors meeting associated with the Annual Conference.
3. Provide nominations for Outstanding Clinical Educator to the Ohio Consortium of Physical Therapy Programs, whose members vote on that award.
4. Send recommendations for all awards, including Outstanding Clinical Educator, to the Board of Directors for their approval.

G. Notify award recipients and nominators and invite them to attend ceremony at OPTA Annual Meeting.

Duties and Responsibilities of the Chair:

- A. Coordinate all committee activities including the selection of award recipients.
- B. Prepare list of award recipients and nominees for announcement of names at ceremony associated with the Annual Membership Meeting.
- C. Distribute an electronic or written report of recommended award recipients to members of the Board of Directors prior to the Board meeting preceding the Annual Membership Meeting.
- D. Publish a report of award recipients in the chapter publication following the Annual Meeting.
- E. Prepare a budget for Awards Committee and submit to the Executive Director and Treasurer by announced deadlines.
- F. Orient successor to the duties of Chair of the Awards Committee and provide a file of pertinent committee materials.

(Section 3.b. ii) BYLAWS/POLICIES & PROCEDURES COMMITTEE

Reports to: According to current Organizational Chart

Purpose:

To assure that OPTA Bylaws comply with those of the APTA and that they meet the current needs of the members. Maintain a current Policies & Procedures Manual to promote continuity and clear understanding of Chapter functions, activities, and guidelines.

Composition:

1. The Chair may be PT, PTA, PT life, or PTA life member.
2. Subject to approval by the OPTA Board, for a three-year term and is eligible for re-appointment.

Duties and Responsibilities of the Committee:

- A. Receive and review proposals for Bylaw amendments from the OPTA Board of Directors, Committee Chairs, and individual members of the Chapter.
- B. Compose Bylaw amendments for presentation to the members at the Annual Meeting.
- C. Submit a copy of current Bylaw, proposed Bylaw amendments, and date of the next Chapter Meeting to the APTA Component Relations for parliamentary review.
 1. The info is submitted at least 60 days prior to giving notice to the membership.
 2. The parliamentarian will review the proposed amendments for any inconsistencies with Association Bylaws and the Model Component Bylaws, and provide written feedback to the Chapter within 30 days.
- D. Submit proposed Bylaw amendments (with revisions as recommended by the APTA Parliamentarian) to the Chapter office to be published in OPTA publications 30 days prior to the OPTA Annual Meeting.
- E. Present Bylaw changes to the members at Annual Meeting.
- F. Submit Bylaw changes approved by the members for approval of the APTA.
 1. Highlight additions, insertions, or substitutions in ***boldface and italics*** and deletions with ~~strikeover~~.
 2. Send to the APTA a copy of the amended Bylaws, including the date of adoption, within 30 days.
 3. The APTA Board of Directors or its designee will review the Bylaws as adopted and the results of the parliamentarian review; and within 30 days will send to the component a written approval or an explanation, if approval is not given.
 4. An appeal of the Board's decision not to approve Bylaw amendments may be forwarded to the APTA President.
- G. Revise Chapter Bylaws when required to comply with any APTA Bylaw amendment enacted by the House of Delegates.
 1. Submit the necessary amendments to the OPTA Board of Directors for approval.

2. Submit the amended Bylaws to the APTA's Component Relations.
 3. Report any mandatory amendments to the members.
- H. Annually review and revise the Chapter Policies & Procedures Manual to assure it is current.
1. Include any newly established policies or procedural changes.
 2. Actively solicit input from the Executive Director and committee chairs for suggested changes.
- I. Revise a policy or procedure immediately if the change(s) is of major concern or consequence to the Chapter, allowing immediate clarification for all members.

Duties and Responsibilities of the Chair:

- A. Schedule all meetings and conference calls of the committee.
1. A quorum for conducting business will be a majority of the committee members.
 2. Business is conducted by consensus or if necessary, by simple majority of members present.
- B. Prepare a budget for Bylaws/Policies & Procedures Committee and submit to the Executive Director and Treasurer by announced deadlines.
- C. Assure that an appropriate written record is kept of all committee meetings and maintain committee files.
- D. Prepare a written or electronic report of committee activities for each meeting of the OPTA Board of Directors as appropriate.
- E. Orient successor to the duties of Bylaws/Policies & Procedures Committee Chair and provide a file of pertinent Chapter materials.
- F. Identify any needed revisions to the Chapter Bylaws and submit them to the appropriate Director.
- G. Maintain an active log of any proposed changes to Policies & Procedures Manual throughout the year, to be referenced at the annual review, and submit to the appropriate Director.
- H. Submit the revised Policies & Procedures Manual to the Chapter office for distribution to the OPTA website, to all members of the Board of Directors, and to all Chapter committee chairs.

(Section 3.b. iii) CONFERENCE COMMITTEE

Reports to: According to current Organizational Chart

Purpose:

Work with OPTA staff to plan the OPTA Annual Conference and other events to provide continuing education for the Chapter.

Composition:

- A. The committee is composed of the Chair and at least seven members.
 - 1. The Chair may be PT, PTA, PT life, or PTA life member of the APTA and is appointed for a three-year term or until a successor is appointed.
- B. The President of the OPTA serves as an ex-officio member of the committee.

Duties and Responsibilities of the Committee:

- A. The committee members will divide the following responsibilities:
 - 1. Conference Planning
 - a. Identify and secure speakers for events.
 - b. Identify individuals to serve as moderators.
 - c. Solicit ideas and interest from students in all PT/PTA programs in Ohio.
 - 2. Research Symposium
 - a. Publish “Call for Poster/Platform Presentations” in OPTA publications.
 - b. Send call to all PT and PTA schools in Ohio.
 - i. Communicate with Student/Faculty Affairs and Research Committee Chairs
 - c. Review and select abstracts for platform presentations and posters.
 - d. Send acceptance/denial letters to applicants.
 - e. Assign times and locations for all presentations.
 - f. Assist with speaker recommendations.
- B. All SIG’s, consortia, and committees will be provided available time to meet on a day opposite the general membership meeting and/or the first day of conference. These groups must notify the meeting planner three months prior to the event.
- C. Participate in committee meetings in person, by conference call, videoconference or email.

Duties and Responsibilities of the Chair:

- A. Coordinate all efforts of the committee with the OPTA staff.
- B. Provide OPTA staff with speaker recommendations in timeframe to secure contracts.
- C. Review previous conference evaluation forms for attendee feedback and suggest programming changes for upcoming conferences.
- D. Be available on-site throughout the conference activities.

- E. Distribute a written or electronic report to members of the Board of Directors prior to each regularly scheduled Board meeting.
- J. Prepare a budget for Conference Committee and submit to the Executive Director and Treasurer by announced deadlines.
- J. Orient successor to duties of the Chair of the Conference Committee and provide a file of pertinent Committee materials.

(Section 3.b.iv.) CONTINUING EDUCATION (CE) COMMITTEE

Reports to: According to Current Organizational Chart

Purpose:

Provide counsel, direction, and dispute resolution for continuing education courses, programs and activities as managed by the OPTA Chapter office.

Composition:

- A. The committee is composed of the Chair and not fewer than four Members at Large.
 - 1. Members at Large
 - a. May be PT, PTA, PT life, or PTA life members of the APTA.
 - b. Are appointed by the OPTA Board for a three-year term and are eligible for re-appointment, for no more than three consecutive terms.
 - c. Terms of office shall be staggered so that no more than three committee members will be appointed in any one year.
 - 2. Committee Chair
 - a. Must be a PT member of the APTA.
 - b. Must have served on the CE Committee for at least one year prior to serving as Chair.
 - c. Is selected by the current members of the committee, subject to approval by the OPTA President, for a three-year term and is eligible for re-appointment.
- B. The President of the OPTA shall serve as an ex-officio member of the committee.
- C. The Executive Director and the CE Reviewers of the OPTA may serve as ad-hoc members, but shall have no vote.

Meetings

The committee shall hold meetings as necessary throughout the year. A majority of the committee must be present to conduct meetings.

Duties and Responsibilities of the Committee:

- A. Oversee the continuing education review process carried out by the OPTA for the Physical Therapy Section of the Ohio Occupational Therapy, Physical Therapy, Athletic Trainers Board by applying the “Standards for Approval of Continuing Education Courses, Programs and Activities for Physical Therapists and Physical Therapist Assistants in the State of Ohio” as set forth in the Ohio Revised Code, Section 4755.52-.53, the OPTA document, *Policies and Procedures for Continuing Education Approval*, and the *Memorandum of Understanding* between the PT Section and the OPTA on file in the Chapter office.
- B. Evaluate the quality of the review and processing of continuing education applications by the OPTA and the decisions of the OPTA CE Reviewers with regard to granting of CEUs by auditing a specified percentage of applications reviewed by the OPTA on a semi-annual basis.
- C. Hear and vote on all appeals by course sponsors and individual licensees on decisions made by the OPTA CE Reviewers about the awarding of Ohio-approved CEUs for continuing education courses, programs, and activities.

- D. With input from the OPTA Executive Director and Finance Committee, make recommendations to the OPTA Board of Directors to set reasonable and customary fees for processing and review of continuing education applications and maintaining a database of approved continuing education courses, programs, and activities.
- E. With ongoing input from the OPTA CE Reviewers, office staff, and Executive Director, revise and update the *Policies and Procedures for Continuing Education Approval*, related to the OPTA CE application, review, and audit process.

Duties and Responsibilities of the Chair:

- A. Coordinate all activities of the Committee.
- B. Communicate and consult on a regular basis with the Executive Director and office staff about the review and processing of CE applications or inquiries from course sponsors and individual licensees.
- C. Schedule all meetings of the committee.
- D. Be responsible for writing and maintaining an appropriate written record of all committee meetings and distributing a copy of meeting minutes to members of the committee and the liaison from the PT Section of the OT/PT/AT Board.
- E. Prepare a written report for each meeting of the OPTA Board of Directors.
- F. After each quarterly audit of CE applications by the Members at Large of the CE Committee, prepare a summary report of committee members' findings, issues raised, and actions taken and place the report on file with the OPTA office.
- G. With regard to the appeals process, write a summary of the committee's decision on an appeal submitted by a sponsor or an individual licensee and communicate this information to the OPTA office. Represent the committee if a sponsor or individual licensee elects to carry forward an appeal to the PT Section of the Ohio OT/PT/AT Board.
- H. Prepare reports for OPTA publications.
- I. Prepare a budget for Continuing Education Committee and submit to the Executive Director and Treasurer by announced deadlines.
- J. Orient successor to the duties of Chair of the CE Committee and provide a file of pertinent Committee materials.

(Section 3.b.v.) ETHICS COMMITTEE

Reports to: According to current Organizational Chart

Purpose:

Process ethics cases as referred by the Chapter President.

Composition:

- A. The committee is composed of three to five members appointed by the OPTA Board of Directors. The committee must be composed of an odd number of committee members.
 - 1. Member Qualifications:
 - a. PT or PT life member.
 - b. Member of the APTA for five years.
 - c. Member in good standing of the OPTA for three years preceding the election.
 - d. May not serve concurrently as President of the Chapter.
 - e. Consent to serve.
 - 2. Appointment and Term of Office:
 - a. Committee members are appointed by the OPTA Board for a three-year term and are eligible for re-appointment, for no more than three consecutive terms.

Duties and Responsibilities of the Committee:

- A. Investigate any complaints of violations of ethical principles or standards made against any member in its jurisdiction in accordance with APTA's *Procedural Document on Disciplinary Action* (see Section 4 | Resources).
 - 1. Upon a notice of charges issued by the Chapter President, the committee appoints an investigator.
 - 2. Committee reviews the evidence gathered.
 - 3. Committee decides whether to dismiss the charges or to recommend to APTA's Ethics and Judicial Committee that disciplinary action be imposed.
- B. Monitor disciplinary actions of the PT Section of the OT/PT/AT Board on a monthly basis and take appropriate action if involving an OPTA member.
- C. Distribute an electronic or written report to members of the Board of Directors prior to each regularly scheduled Board meeting.
- D. Routinely inform, educate, and respond to OPTA members about ethical matters, concerns, or inquiries.
- E. Prepare a budget for Ethics Committee and submit to the Executive Director and Treasurer by announced deadlines.

(Section 3.b.vi.) FEDERAL AFFAIRS LIAISON

Reports to: According to current Organizational Chart

Purpose:

Promote grassroots and member involvement in the APTA's federal government affairs process.

Appointment and Term of Office:

- A. Appointed by OPTA President, with approval of the Board of Directors, for a term of two years consistent with Congress's legislative session.
- B. May be PT, PTA, PT life, or PTA life member of the OPTA.

Duties and Responsibilities of the Federal Affairs Liaison:

- A. Provide input from the grassroots membership to the Federal Government Affairs Committee and to the government affairs staff of APTA and fill out annual critical issues survey.
- B. Disseminate information to the grassroots membership from the APTA Board of Directors, Government Affairs Committee, and government affairs staff of APTA.
- C. Assist in the identification of potential APTA Key Contacts for Congressional districts in Ohio.
- D. Attend regular OPTA Board meetings and the Annual Membership Meeting to relay legislative and regulatory information to the grassroots members of OPTA.
- E. Attend the Annual Federal Advocacy Forum.
- F. Recruit participants in APTA advocacy events, such as the Forum, rallies, or other grassroots activities.
- G. Coordinate practice visits in Ohio to bring Members of Congress into varied physical therapy practice settings.
- H. Coordinate with the Chair of the OPTA State Affairs Committee grassroots networks, policy development, and identification of emerging issues.
- I. Prepare a budget for Federal Affairs Liaison and submit to the Executive Director and Treasurer by announced deadlines.
- J. Orient successor to the duties of Federal Affairs Liaison and provide a file of pertinent materials.

(Section 3.b.vii.) FINANCE COMMITTEE

Reports to: Treasurer

Purpose:

Provide advice and counsel to the Board of Directors on financial matters.

Composition:

- A. The Chapter Treasurer serves as Chair of the Finance Committee.
- B. The committee is composed of the district treasurers from all six districts and the Chapter Executive Director.
 - 1. Each member's term on the committee is commensurate with the term as district treasurer.
 - 2. The name, address, telephone number, and email address of each district treasurer is submitted to the Chapter office by the district chair, prior to January of each year.
 - 3. The Chapter office shall issue a list to all committee members, of members' names and contact info.
- C. The President of the OPTA shall serve as an ex-officio member of the committee.

Duties and Responsibilities of the Committee:

- A. Meet in person or by conference call as needed.
 - 1. Conduct business by consensus or if necessary, by simple majority of members present.
 - 2. Maintain ongoing open communication among all Committee members throughout the year.
- B. Propose budget modifications for the current year to the Board of Directors as necessary.
- C. Prepare a realistic and detailed Chapter budget for the upcoming year.
 - 1. Notify Board of Directors and committee chairs of deadline for submission of proposed expenditures for next year's budget.
 - 2. Work with OPTA staff to prepare budget for the following year, including expenses as submitted by Board members, committee chairs, and staff.
 - 3. Submit budget to the Board of Directors for approval.
 - 4. Make the following year's budget available to any member requesting information.
- E. Develop best practices for submission to the Board of Directors and to the members.
 - 1. Review the Chapter income and expenditures and recommend revisions in Chapter dues structure to the Bylaws Committee.
 - 2. Provide input on the Chapter's investment strategies.
 - 3. Recommend Chapter policies on reimbursement of travel and meeting expenses for Board members, committees, and Delegates.
- G. Assist the districts, as needed, to plan, develop, and implement budgets within each district.
- H. Assure that district treasurers submit any needed information for OPTA tax reports.

Duties and Responsibilities of the Chair

See Responsibilities of Treasurer in **Section 3.a.iv.**

(Section 3.b.viii.) MEMBERSHIP COMMITTEE

Reports to: According to current Organizational Chart

Purpose:

Determine, implement, and evaluate the results of membership promotion, recruitment, and retention efforts.

Composition:

- A. The committee shall consist of the Chair and at least one member from each district.
 - 1. May be PT, PTA, PT life, or PTA life members of the APTA.
 - 2. Members are elected by district membership or appointed by the district's Executive Committee for a two-year term and are eligible for reappointment.
 - 3. The Chair is appointed for a term of three years, and may be re-appointed for subsequent terms.

- B. The President of the OPTA shall serve as an ex-officio member of the committee.

Duties and Responsibilities of the Committee:

- A. Actively participate in regularly scheduled Membership Committee meetings or conference calls to discuss membership activities and set new goals and objectives.

- B. Serve as liaison to Chapter office staff and Committee Chair for implementing membership initiatives and addressing membership issues at the district level.

- C. Disseminate information related to membership activities through regular contact with district members, attendance at district activities, and written updates in district communications.

- D. Within 30 days of receipt of "new member" and "transfer-in" lists, contact new and rejoined members in the district to invite active participation in district activities.

- E. Contact About to Renew members prior to their renewal date to encourage them to renew.

- F. Prepare and coordinate presentations to discuss hot topics in physical therapy and communicate the value and core benefits of APTA membership.

- G. Follow-up on referrals of prospects for APTA membership in the district to recruit new members through peer-to-peer contact.

- H. Focus on one of the following areas of membership development for the Chapter as a whole—recruitment, retention, member involvement, prospect list management, and new member welcome orientation.

Duties and Responsibilities of the Chair

- A. Serve as chair of the Membership Committee.
 - 1. Assist district chairs in identifying and recruiting coordinator of each district membership committee.

2. Schedule regular meetings or conference calls of the Chapter Membership Committee.
 3. Preside at each committee meeting or conference call to discuss membership activities and to set new goals and objectives to help move the Chapter's recruitment and retention activities forward.
 4. Develop guidelines for district membership coordinators to encourage their participation in grassroots efforts to promote membership recruitment and retention.
 5. Work with Board Liaison and the district membership coordinators to develop a strategic plan for membership activities.
- B. Coordinate activities between OPTA staff and district membership coordinators to promote membership and retention by:
1. Welcoming all new and transfer members, welcoming back all previous members who rejoin, and inviting all of these members to participate in OPTA activities. These activities might include:
 - a. Sending a welcome packet within 30 days of receipt of new member and transfer lists.
 - b. Notifying district chairs so they can personally follow up with an invitation to participate in district activities.
 2. Contacting all lapsed members 60 days after their renewal date to remind them that membership has lapsed and to encourage them to renew.
 - a. Member objections to renewal should be identified and addressed.
 3. Organizing the development, maintenance and follow-up of prospect lists.
- C. Serve as liaison between APTA headquarters staff and the OPTA regarding membership development.
- D. Upon taking office, review APTA's *Membership Development Plan*.
- E. Review monthly reports from the APTA Membership Department that include updated statistics such as total count by membership category, counts and lists of new members, renewals and transfers.
- F. Network with membership representatives from other chapters to share ideas and promotional materials related to membership development.,
- G. Submit written or electronic updates to the Board of Directors on issues such as membership numbers, recruitment and retention rates, budgetary requests, and activity updates related to membership recruitment and renewal initiatives.
- H. Publish reports on membership in chapter publications as needed or as requested by the Board of Directors.
- L. Prepare a budget for the Membership Committee and submit to the Executive Director and Treasurer by announced deadlines.
- M. Orient successor to the duties of Membership Committee Chair and provide a file of pertinent Chapter materials.

(Section 3.ix.) NOMINATING COMMITTEE

Reports to: According to current Organizational Chart

Purpose:

To identify and encourage qualified members to run for Chapter office and to present full slates of candidates to the members.

Composition:

A. OPTA Nominating Committee Chair

1. Qualifications:
 - a. PT, PTA, PT life, or PTA life member.
 - b. Member of the OPTA for at least three years immediately preceding the term of office.
2. Selection and Term of Office:
 - a. Elected by the membership via ballot, after the Annual Meeting
 - b. Term of office is three years, beginning July 1 following the election.

B. The Committee also includes one member (nominating coordinator) from each district.

1. Member Qualifications:
 - a. PT, PTA, PT life, or PTA life member.
 - b. Member of the OPTA for at least one year immediately preceding the term of office.
2. Selection and Term of Office:
 - a. Selected by the District members of Executive Committee prior to the Annual Chapter Meeting.
 - b. Term is two years, beginning July 1 following the selection.

Duties and Responsibilities of the Committee:

- A. Become acquainted with OPTA Bylaws and Policies & Procedures Manual, which list qualifications and responsibilities of each Chapter office.
- B. Determine the offices to be filled for the coming year.
- C. Prepare a list of nominees for offices to be filled, with inclusion of candidates' qualifications.
 1. Review the Chapter membership list prior to the regularly scheduled meetings of the committee to select names of members having the necessary qualifications for office.
 2. Solicit nominations from district members for each office to be filled.
 3. Obtain permission from potential candidates to present their names for consideration.
 4. Distribute the biographical form for nomination to district members interested in being nominated for office, with instruction for completion and return by a specific date.
 5. The slate shall consist of no more than two candidates for any vacancy, except Delegate to the House of Delegates.

Duties and Responsibilities of the Chair:

- A. Schedule all meetings and conference calls of the committee.
 1. Set date, time, and place of meeting.
 2. A quorum for conducting business will be a majority of the committee members.
 3. Business is conducted by consensus or if necessary, by simple majority of members present.

(Section 3.b.x.) PERSONNEL COMMITTEE

Reports to: President

Purpose:

To support and recognize OPTA staff by overseeing human resource issues.

Composition:

A. The Committee is composed of the President, Vice President and Treasurer.

Duties and Responsibilities of the Committee:

A. To oversee the selection, onboarding and termination of the Executive Director.

B. To oversee staff benefits, policies, onboarding, termination, and grievances upon recommendation of the Executive Director.

1. To recommend to the OPTA Executive Committee raises, bonuses, or other salary or benefit changes for the Executive Director.
2. To develop and implement a consistent procedure for employee grievances.

C. To ensure equitable employee policies are developed and maintained by the Executive Director.

1. To review updated OPTA Employee Handbook as needed and recommended by the Executive Director.

(Section 3.b.xi.) POLITICAL ACTION COMMITTEE (PAC)

Reports to: According to current Organizational Chart

Purpose:

Coordinate the collection and expenditure of funds for political campaigns in the state of Ohio, to support the legislative goals of the OPTA.

Composition:

- A. The committee responsible for PAC fundraising is referred to as the OPTA PAC and is composed of the PAC Chair, Treasurer, and one member from each district.
- B. The OPTA Executive Director acts as Treasurer for the OPTA PAC.
- C. The OPTA lobbyist and the OPTA Vice President serve as ex officio members of the OPTA PAC.
- D. The district members are appointed for two-year terms by their respective executive committees and may simultaneously serve as district coordinator on the OPTA State Affairs Committee.

Duties and Responsibilities of the OPTA PAC:

- A. Review and stay informed on Ohio General Assembly legislation presented by the Legislative Agent.
- B. Coordinate and facilitate district and statewide OPTA PAC fundraising activities to ensure that annual objectives are met or exceeded.
- C. Consider OPTA legislative goals and input from the OPTA Legislative Agent in determining expenditures from the OPTA PAC Fund.

Duties and Responsibilities of the Chair:

- A. Recruit district representatives for the OPTA PAC and ensure active participation of all committee members.
- B. Facilitate the development of committee objectives and strategies as part of ongoing OPTA Strategic Plan.
- C. Coordinate statewide OPTA PAC fundraising activities to ensure annual objectives are met or exceeded.
- D. Prepare a budget for Political Action Committee and submit to the Executive Director and Treasurer by announced deadlines.
- E. Orient successor to the duties of Chair of the Political Action Committee and provide a file of pertinent Committee materials.

Distribution of Ohio Physical Therapy PAC Funds:

- A. Contributions from the PAC will be sent to political candidates in Ohio at the discretion of the OPTA Executive Director and Legislative Agent, in consultation with the assigned Board Liaison.

- B. Criteria for determining recipients of OPTA PAC funds are approved by the OPTA Executive Committee.

(Section 3.b.xii) PRACTICE CHAIR

Reports to: According to current Organizational Chart

Qualifications:

- A. May be a PT, PTA, PT life or PTA life member.
- B. Appointed for a three-year term, with no more than two consecutive terms.
- C. Knowledge of specialty clinical practice and practice management is helpful.

Responsibilities:

- A. Develop and implement a Practice Agenda for the Chapter. The Practice Agenda would include those areas where action may be required.
- B. Develop materials and resources specific to the Chapter's specialty areas that will be helpful for Chapter members.
- C. Identify areas of PT practice within the Chapter that require the development of policy statements, fact sheets and other resources to advise members on best practice and others to enhance the quality of physical therapist care.
- D. Encourage the use of evidence-based practice, and function as a resource on the practice of physical therapy.
- E. Be familiar with the APTA Practice web site resources.
- F. Provide support, leadership, vision, and communication to members in the area of practice.
- G. Be familiar with the changing health care environment relevant to physical therapist practice and provide guidance to those members who are trying to adjust to those changes.
- H. Function as an informational resource to members when addressing their practice questions by developing a network of resources.
- I. Collaborate with other Chapters on issues and activities of common interest and concern.
- J. Provide mentorship to facilitate succession planning.

(Section 3.b.xii.) RESEARCH COMMITTEE

Reports to: According to current Organizational Chart

Purpose:

To promote and enhance clinical research in physical therapy.

Composition:

- A. The committee's Executive Board is composed of five positions – the clinical co-chair, academic co-chair, and at least three other members.
 - 1. The co-chairs are appointed for a two-year term or until successors are appointed. May be PT, PTA, PT life, or PTA life members of the OPTA, with at least one of the two co-chairs being an active or life member.

- B. Members-at-large
 - 1. Any OPTA member (PT, PTA, PT life, or PTA life, PT retired, PTA retired, corresponding, PT student, or PTA student) interested in participating and promoting the goals and objectives of the Research Committee may join the committee.
 - 2. Researchers affiliated with physical therapy programs in Ohio who are not eligible for membership in the APTA may be affiliate members of the committee.
 - 3. Any individuals meeting the above qualifications may join the Research Committee by notifying the recording secretary of their interest by written request or email.
 - 4. All members may attend meetings and will be included on the committee roster.

- C. The President of the OPTA shall serve as an ex-officio member of the committee.

Duties and Responsibilities of the Committee:

- A. Develop and implement plans to promote clinical research within the Chapter.

- B. Foster the coordination and facilitation of research activities in the Chapter.

- C. Develop mechanisms for sharing information about research processes and results.
 - 1. Work with Conference Committee and Student/Faculty Affairs Chair to plan the presentation of research topics at the research symposium.
 - 2. Provide recognition and rewards for the production of quality research.
 - 3. Promote an appreciation of research among OPTA members.

- D. Support the provision of education about research to the membership.
 - 1. Hold at least one membership meeting or educational session annually.
 - 2. Consider scheduling prior to OPTA Annual Meeting.

- E. Provide support for those interested in carrying out research.

- F. Promote standards of ethical and moral conduct in research.

- G. Represent the interests of researchers to OPTA decision makers.

Duties and Responsibilities of the Co-chairs:

- A. Serve as liaison between the APTA Department of Research, the OPTA, and districts of the OPTA.
- B. Prepare a report for chapter publications when appropriate.
- C. Prepare a budget for the Research Committee and submit to the Executive Director and Treasurer by announced deadlines.

(Section 3.b.xiv.) STATE AFFAIRS COMMITTEE

Reports to: According to current Organizational Chart

Purpose:

Work with the OPTA staff to ensure legislative and payment policy initiatives and activities are consistent with the goals and objectives of the Chapter.

Composition:

- A. The committee is composed of the Chair and one to two members from each district.
 - 1. May be PT, PTA, PT life, or PTA life members of the APTA.
 - 2. Members are appointed by each district's Executive Committee for a two-year term and are eligible for reappointment.
 - 3. The Chair is appointed for a three-year term or until a successor is appointed.
- B. The President of the OPTA serves as an ex-officio member of the committee.

Duties and Responsibilities of the Committee:

- A. Review and stay informed on Ohio General Assembly legislation presented by the Legislative Agent.
- B. Serve as liaison between the Board and the districts on legislative and payment policy matters.
 - 1. Direct legislative activities within the districts.
 - 2. Develop a structured mechanism (e.g. district meeting or district legislative committee) to ensure prompt and effective communication with membership.
 - 3. Ensure that district members are updated on legislative and payment policy issues related to the practice of physical therapy in Ohio.
 - 4. Encourage attendance at legislative events (e.g. Advocacy Day, etc.) to promote member education and involvement in legislative initiatives.
- C. Work with OPTA staff to build and maintain strong grassroots infrastructure.
 - 1. Establish key contact networks in their respective districts so that at least one member is responsible for communicating with each legislator.
- D. Participate in committee meetings in person or via conference call.
- E. Represent OPTA in activities related to the promotion of OPTA legislative initiatives or positions, including but not limited to:
 - 1. Campaigning for candidates that support OPTA legislative issues,
 - 2. Providing or organizing testimony, and
 - 3. Representing OPTA at legislative fundraisers.

Duties and Responsibilities of the Chair:

- A. Coordinate all efforts of the committee in working with the Legislative Agent and OPTA staff to advance the Chapter's legislative agenda.
 - 1. Build and maintain strong grassroots infrastructure.

2. Promote communication with OPTA membership and encourage active participation in legislative activities.
 3. Assist in the coordination of an annual legislative event (e.g. Advocacy Day, etc.) to promote member education and involvement in legislative and payment policy initiatives.
- B. Represent OPTA in activities related to the promotion of OPTA legislative initiatives and positions.
1. Provide testimony and work with the Executive Director and Board of Directors to select and contact in a timely manner member(s) needed to testify at legislative hearings.
 2. Campaign for candidates that support OPTA legislative issues
 3. Represent OPTA at legislative fundraisers.
- C. Attend (or assign designee to attend) State and Federal Government Affairs meetings annually, and encourage/support member and student attendance.
- D. Prepare a budget for State Affairs Committee and submit to the Executive Director and Treasurer by announced deadlines.
1. Volunteers that have been invited by the State Affairs Committee or Board of Directors to testify or provide a service to the OPTA will be offered the standard reimbursement for mileage.
 2. Volunteers' parking is reimbursed for the actual receipt at the event in which they are participating.
 3. Reimbursement for other expenses (e.g. lodging, meals) must be approved by the Board of Directors or Executive Director in advance.
 4. Mileage is reimbursed at the current IRS rate.
- E. Schedule and coordinate all meetings of the committee.
1. In conjunction with district chairs, solicit members of each district to serve actively on the State Affairs Committee.
 2. Be responsible for keeping an appropriate written record of all committee meetings.
- F. Prepare a written or electronic report for each meeting of the OPTA Board of Directors as needed, and in conjunction with the Legislative Agent, keep the Board updated on legislative issues related to the practice of physical therapy in the state of Ohio.
- G. Orient successor to duties of the Chair of the State Affairs Committee and provide a file of pertinent Committee materials.

(Section 3.b.xv.) STUDENT/FACULTY AFFAIRS COMMITTEE

Reports to: According to current Organizational Chart

Purpose:

To promote communication between the OPTA and PT/PTA students in Ohio.

Composition:

- A. The committee is composed of the Chair, one faculty representative, one representative from the PTA Consortium, and the Officers and Program Reps of the Student Special Interest Group.
 - 1. Committee Members
 - a. May be PT, PTA, PT life or PTA life member
 - b. Recommended by the Chair and appointed by the Board of Directors
 - c. Appointed for three-year term or until a successor is appointed
 - 2. Chair
 - a. May be PT, PTA, PT life or PTA life member
 - b. Appointed for three-year term or until a successor is appointed.
 - 3. Faculty Representative
 - a. May be PT, TPA, PT life or PTA life member
 - c. Appointed by the Board of Directors for a three-year term or until a successor is appointed.
 - 4. PTA Consortium Representative
 - a. May be PT, TPA, PT life or PTA life member
 - b. Appointed by the Board of Directors for a three-year term or until a successor is appointed.
 - 5. Student Special Interest Group Members
 - a. Shall be PT student or PTA student members of the APTA.
 - b. Appointed by each PT and PTA school for a one-year term and are eligible for reappointment.
- B. The President of the OPTA serves as an ex-officio member of the committee.

Duties and Responsibilities of the Committee:

- A. Serve as liaison between the OPTA and PT/PTA students in Ohio.
- B. Work in conjunction with the Conference Committee for programming at the Annual Conference.
- C. Through involvement in the Ohio Student Special Interest Group, encourage student participation in the APTA Student Assembly.
- D. Work with the Membership Committee to encourage student and student affiliate members to continue their membership in the APTA after graduation.

E. Participate in committee meetings in person or via conference call.

Duties and Responsibilities of the Chair:

A. Coordinate all efforts of the committee and Student Special Interest Group.

B. Maintain communication between the OPTA and the student members.

C. Serve as Student Coordinator on the OPTA Conference Committee.

D. Prepare a budget for the Student/Faculty Affairs Committee and submit to the Executive Director and Treasurer by announced deadlines.

E. Schedule all meetings of the committee and SIG.

F. Oversee Student SIG Recording Secretary in keeping an appropriate written record of all Committee/SIG meetings.

G. Work with SIG Website Contact and OPTA office staff to maintain and update the student link on the OPTA website.

H. Attend Board of Directors meetings whenever possible.

1. Submit a written or electronic report for each meeting of the Board to update the Board on student events and to represent the students' interest.
2. Communicate with Director to keep that Board liaison updated on student events.

I. Participate in Annual Chapter Leadership Conference.

J. Work with ACCE's to encourage student contributions to the chapter publications.

K. Submit column for chapter publication as appropriate.

L. Prepare a budget for Student/Faculty Affairs Committee and submit to the Executive Director and Treasurer by announced deadlines.

M. Orient successor to the duties of Chair of the Student/Faculty Affairs Committee and provide a file of pertinent committee materials.

(Section 3.b.xvi.) TELLERS COMMITTEE

Reports to: According to current Organizational Chart

Purpose:

To validate OPTA annual elections.

Composition:

- A. The Committee consists of the Chair plus two or more additional members.
 - 1. May be PT, PTA, PT life, or PTA life member of the OPTA.
 - 2. No Teller should have direct personal involvement as a candidate in the election.
- B. The Chief Teller is appointed by the by July 1 of each year.
- C. The remaining members of the committee are appointed by the Chief Teller.

Duties and Responsibilities of the Committee:

- A. Oversee the process of verifying and/or tabulating votes for the Chapter officers and Chapter Delegates, whether by electronic or paper voting.
- B. Prepare official Tellers Committee Report following each election.
 - 1. Submit a report to the Board of Directors and to the office staff for publication in the first chapter publication following the election.
 - 2. Send a report to the APTA Governance staff within 45 days following the vote deadline

Duties and Responsibilities of the Chair:

- A. Schedule all meetings and conference calls of the committee.
 - 1. Set date, time, and place of meeting.
 - 2. A quorum for conducting business will be a majority of the committee members.
 - 3. Business is conducted by consensus or if necessary, by simple majority of members present.
- B. Prepare a budget for Tellers Committee and submit to the Executive Director and Treasurer by announced deadlines.
- C. Orient successor to the duties of Tellers Committee Chair and provide a file of pertinent Chapter materials.

(Section 3.c.) Special Interest Groups (SIGs)

(Section 3.c.i.) PEDIATRIC SPECIAL INTEREST GROUP

Reports to: According to current Organizational Chart

Purpose:

To provide a forum for communication among pediatric physical therapists/physical therapist assistants in Ohio.

Composition:

- A. The Pediatric SIG is composed of all OPTA members who are interested or involved in the pediatric arena and who choose to join the SIG.
- B. The SIG Executive Committee includes Chair and SIG Representatives from each of the OPTA districts.

Qualifications of Executive Committee:

- A. May be PT/PTA or PT/PTA life members in good standing of the OPTA.

Consent to serve

Election and Term of Office:

- A. Term of office is for two years or until a successor is appointed.
- B. Elected by those members of the SIG who participate in the meeting or conference call at which the election is held (election is by affirmation if only one candidate is interested in the position).

Duties and Objectives of the Pediatric Special Interest Group:

- A. Assist in identifying issues relevant to the Pediatric PT/PTA.
 - 1. Provide a forum for pediatric therapists to address their areas of interest and concerns.
 - 2. Provide a communication link between the APTA/OPTA and pediatric PTs/PTAs in Ohio.
 - 3. Be pro-active with proposed regulatory changes affecting pediatric PTs/PTAs.
 - a. Alert the OPTA staff and Board of Directors to proposed regulations or changes that would affect pediatric physical therapy.
 - b. Provide information or direct testimony in the OPTA's efforts to affect regulations.
- B. Promote the growth of the SIG within the state and encourage the participation of PTs/PTAs in the APTA and OPTA.
- C. Promote networking with other pediatric therapists.
- D. Develop mechanisms for funding of the SIG.

Duties and Responsibilities of the SIG Executive Committee:

- A. Chair:
 - 1. Oversee and coordinate activities of the Pediatric Special Interest Group.
 - 2. Serve as liaison between the SIG and the OPTA.

3. Prepare agendas for the SIG membership and Executive Committee meetings (as needed).
4. Promote long-range planning for the SIG.
5. Submit information in chapter publications when appropriate.
6. Prepare a budget for Pediatric SIG and submit to the Executive Director and Treasurer by announced deadlines.
7. Attend APTA Section on Pediatrics meetings at national conferences as able.

B. District SIG Representatives:

1. Act as liaison between district members and Pediatric SIG – serve as initial contact for members with concerns which will then be sent to the Executive Committee.
2. Attend general district and chapter meetings.
3. Prepare reports on district activities/concerns for SIG Executive Committee.

(Section 3.c.ii.) SPORTS SPECIAL INTEREST GROUP

Reports to: According to current Organizational Chart

Purpose:

To provide a forum for communication among sports physical therapists/physical therapist assistants in Ohio.

Composition:

- A. The Sports SIG is composed of all OPTA members who are interested or involved in the sports arena and who choose to join the SIG.
- B. The SIG Executive Committee includes Chair and SIG Representatives from each of the OPTA districts.

Qualifications of Executive Committee:

- A. May be PT/PTA or PT/PTA life members in good standing of the OPTA.
- B. Consent to serve.

Election and Term of Office:

- A. Term of office is for two years or until a successor is appointed.
- B. Elected by those members of the SIG who participate in the meeting or conference call at which the election is held (election is by affirmation if only one candidate is interested in the position).

Duties and Objectives of the Sports Special Interest Group:

- A. Assist in identifying issues relevant to the Sports PT/PTA.
 - 1. Provide a forum for sports therapists to address their areas of interest and concerns.
 - 2. Provide a communication link between the APTA/OPTA and sports PTs/PTAs in Ohio.
 - 3. Be pro-active with proposed regulatory changes affecting sports PTs/PTAs.
 - a. Alert the OPTA staff and Board of Directors to proposed regulations or changes that would affect sports physical therapy.
 - b. Provide information or direct testimony in the OPTA's efforts to affect regulations.
- B. Promote the growth of the SIG within the state and encourage the participation of PTs/PTAs in the APTA and OPTA.
- C. Promote networking with other sports therapists.
- D. Develop mechanisms for funding of the SIG.

Duties and Responsibilities of the SIG Executive Committee:

- A. Chair:
 - 1. Oversee and coordinate activities of the Sports Special Interest Group.
 - 2. Serve as liaison between the SIG and the OPTA.

3. Prepare agendas for the SIG membership and Executive Committee meetings (as needed).
4. Promote long-range planning for the SIG.
5. Submit information in chapter publications when appropriate.
6. Prepare a budget for Sports SIG and submit to the Executive Director and Treasurer by announced deadlines.
7. Attend APTA Section on Sports meetings at national conferences as able.

B. District SIG Representatives:

1. Act as liaison between district members and Sports SIG – serve as initial contact for members with concerns which will then be sent to the Executive Committee.
2. Attend general district and chapter meetings.
3. Prepare reports on district activities/concerns for SIG Executive Committee.

(Section 3.c.iii) STUDENT SPECIAL INTEREST GROUP

Reports to: According to current Organizational Chart

Purpose:

To provide students with a means of building relationships with other students across Ohio, sharing ideas, exchanging information concerning the issues confronting the PT profession, and finding mentors in the profession.

Composition:

- A. All PT and PTA Student Members of the OPTA.
- B. Program Rep to be elected by each PT and PTA class in Ohio.
- C. The Chair of the OPTA Student/Faculty Affairs Committee serves in an advisory capacity.
- D. The Student SIG Executive Committee includes PT and PTA Co-chairs, Vice Chair/Treasurer, Secretary, and Website Contact

Election and Term of Office:

- A. All offices have term of one year.
- B. Nominations will be accepted from each PT or PTA Program.
- C. Candidate information will be posted on the student webpage.
- D. Candidates will be selected through an annual online voting system.

Duties and Responsibilities of the Executive Committee:

- A. Co-chairs (one PT and one PTA student)
 - 1. Work with Chair of the Student/Faculty Affairs Committee to assist in conference planning.
 - 2. Serve as key contacts for the PT and PTA Programs in Ohio and preside at monthly SIG conference calls.
- B. Vice Chair/Treasurer
 - 1. Work with Student Affairs Chair and OPTA Treasurer to develop strategies for fund-raising and for the Student SIG becoming financially independent.
 - 2. Give input to Student Affairs Chair and APTA Treasurer for SIG budget.
- C. Secretary
 - 1. Record minutes from each SIG meeting.
 - 2. Work with the Student/Faculty Affairs Chair in gathering articles for the OPTA publications.

Duties and Responsibilities of the Program Reps:

- A. Work with SIG Executive Committee to communicate information to and from their classmates.

B. Attend activities at the district level.

C. Work with SIG Co-chairs to increase student involvement in the OPTA and APTA.

(Section 3.c.iv.) NEW PROFESSIONALS SPECIAL INTEREST GROUP

Reports to: According to current Organizational Chart

Purpose:

To provide a forum for communication among New Professional (zero to five years post-graduation) physical therapists/physical therapist assistants in Ohio.

Composition:

- A. The New Professionals SIG is composed of all OPTA members zero to five years post-graduation who are interested and who choose to join the SIG.
- B. The SIG Executive Committee includes Chair and SIG Representatives from each of the OPTA districts.

Qualifications of Executive Committee:

- A. Must be PT/PTA in good standing of the OPTA.
- B. Consent to serve.

Election and Term of Office:

- A. Term of office is for two years or until a successor is appointed.
- B. Elected by those members of the SIG who participate in the meeting or conference call at which the election is held (election is by affirmation if only one candidate is interested in the position).

Duties and Objectives of the New Professionals Special Interest Group:

- A. Assist in identifying issues relevant to post-graduation issues of the PT/PTA.
 - 1. Provide a forum for new therapists to address their areas of interest and concerns.
 - 2. Provide a communication link between the APTA/OPTA and new professional PTs/PTAs in Ohio.
 - 3. Be pro-active with proposed regulatory changes affecting PTs/PTAs.
 - a. Alert the OPTA staff and Board of Directors to proposed regulations or changes that would affect physical therapy.
 - b. Provide information or direct testimony in the OPTA's efforts to affect regulations.
- C. Promote the growth of the SIG within the state and encourage the participation of PTs/PTAs in the APTA and OPTA.
- D. Promote networking with member therapists.
- E. Develop mechanisms for funding of the SIG.

Duties and Responsibilities of the SIG Executive Committee:

- A. Chair:
 - 1. Oversee and coordinate activities of the New Professionals Special Interest Group.
 - 2. Serve as liaison between the SIG and the OPTA.

3. Prepare agendas for the SIG membership and Executive Committee meetings (as needed).
4. Promote long-range planning for the SIG.
5. Submit information in chapter publications when appropriate.
6. Prepare a budget for New Professionals SIG and submit to the Executive Director and Treasurer by announced deadlines.
7. Attend relevant APTA Section meetings at national conferences as able.

B. District SIG Representatives:

1. Act as liaison between district members and New Professionals SIG – serve as initial contact for members with concerns which will then be sent to the Executive Committee.
2. Attend general district and chapter meetings.
3. Prepare reports on district activities/concerns for SIG Executive Committee.

Section 4 | RESOURCES

(Section 4.a.) OPTA Bylaws

(Section 4.b.) OPTA Organizational Chart

(Section 4.c.) OPTA New Board Member Orientation Manual

(Section 4.d.) OPTA Continuing Education Policies & Procedures

(Section 4.e.) APTA's *Procedural Document on Disciplinary Action*