

Welcome to the Ohio Physical Therapy Association Student Special Interest Group (SSIG)!

Mission: To provide the driving force for advancing physical therapy practice.

Student SIG Purpose: To give students a voice in the OPTA.

The Student Special Interest Group provides students a way to meet, confer and promote the interests of student members, the OPTA and APTA. It is a vehicle by which valuable information can be disseminated to PT and PTA students about current events and issues affecting the profession. This guide will help you have the best possible experience as a volunteer and as part of the leadership of the SSIG. We are happy that you have joined us and are willing to be an integral part of your organization.

Please take the time to read the material and become familiar with your role in the association. We value your commitment to OPTA's SSIG!

VOLUNTEER EXPECTATIONS

As a part of the SSIG leadership, you have the responsibility to:

- Be reliable and responsible
- Communicate any issues or concerns which are likely to affect your volunteer duties
- Complete your duties as assigned and directed
- Accept guidance from the OPTA staff and Board of Directors, as needed
- Be willing to learn and participate in meetings, conference calls and other assignments
- Understand the role of the OPTA staff, maintain a smooth working relationship with them and stay within the bounds of the volunteer role
- Keep sensitive organizational information confidential
- Comply with the governing documents of the organization

You are expected to be in attendance at all monthly SSIG conference call meetings, OPTA's Annual Conference and Leadership Development Conference. You are *highly encouraged* to attend OPTA's OPTimize Fall Conference and any Advocacy Day events throughout your year on the board.



SSIG LEADERSHIP POSITIONS:

Co-Chairs PT and PTA Student

- Reports to the Student/Faculty Affairs Chair
- Serves as key contacts for each PT and PTA program in Ohio
- Directs discussion and creation of SSIG goals
- Prepares an agenda, including monthly officer reports, for monthly SSIG conference calls
- Presides at monthly SSIG conference calls

Vice Chair

- Assists with general communication between all SSIG officers and takes initiative to fill in when there is an absence of respective officer(s)
- Coordinates and welcomes incoming SSIG class/school representatives
- Serves as nominating chair to slate candidates for SSIG office and helps to coordinate SSIG elections with OPTA office

Secretary

- Records minutes from each SSIG meeting
- Sends meeting minutes to Student/Faculty Affairs Chair to be disseminated to the SSIG executive board, ACCEs, school representatives and OPTA staff liaison.
- Post-conference call/meeting posts on OPTA Students Facebook with updates, participating schools and other relevant information
- (Coordinates monthly e-newsletter – obtains and compiles articles to send to OPTA staff at least one week prior to publish date)

Website Coordinator

- Works with the Student/Faculty Affairs Chair and OPTA staff to keep Student page of the OPTA website up-to-date
- Monitors the OPTA Student Facebook group during monthly conference calls to field questions and assists OPTA staff in promoting student programming on the page.
- Coordinates volunteers for School of the Month initiative. Communicates with school representative to obtain needed information and photos, then sends to OPTA staff for upload to the School of the Month website.

Activity Coordinator

- Responsible for organizing extracurricular activities related to the OPTA student members in collaboration with the OPTA
- Duties range from organizing community events (walks, runs, charities) to keeping students updated about current events going on throughout the state on calls
- Assist in coordinating student meet-ups at national APTA events

Student Challenge Coordinator

- Responsible for organization of and running of the Student Challenge at the Annual Conference (held in spring)
- Solicits and organizes Student Challenge game questions prior to conference
- Coordinates game set-up, team registration (in conjunction with OPTA office) and presents the games rules before serving as emcee of the event
- Works with Student/Faculty Affairs Chair and OPTA staff for event logistics
- Forms a subcommittee within the SSIG to assist with Student Challenge duties



Core Ambassador to APTA Student Assembly

- Serves as Ohio's link between the APTA Student Assembly and Student Assembly Board of Directors
- Serves as a contact point throughout the Ohio chapter and for all PT and PTA programs
- Distributes all relevant information about becoming involved in the Student Assembly
- Works with Student/Faculty Affairs Chair to share info from APTA and the Student Assembly to students across the state
- Provides 1-3 presentations regarding APTA membership, the profession, etc.
- Performs at least one advocacy project during term
- Note: This position is elected at OPTA's Annual Conference, however, this position requires a three month overlap of incoming/outgoing officers for mentoring before the Core Ambassador term begins at the time of APTA's Annual Conference (consistent with other APTA components)