



VOLUNTEER HANDBOOK

THE OHIO PHYSICAL THERAPY ASSOCIATION

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SECTION 1 - WELCOME

From the Executive Director...

Welcome to the Ohio Physical Therapy Association (OPTA)! Volunteers have always been a valuable resource for our members and staff. By volunteering, you'll not only help your professional organization, but also strengthen our profession and promote the value of physical therapy.

This guide will help you have the best possible experience as a volunteer. It provides critical information on the role of OPTA, the role of the volunteer member, and how this partnership is vital to the health of the organization. We are always available to answer your questions, listen to your suggestions and help make this experience beneficial to both the OPTA and you as an individual member.

Thank you for volunteering—I'm glad you've chosen to be a member of the OPTA team!

Sincerely,

*Victoria L. Gresh, CAE
Executive Director*

Why Volunteer?

Our members volunteer their time and service to OPTA for many reasons. Some seek *meaningful purpose*, while others seek *meaningful relationships*. Others want to make *meaningful contributions*, and others want to share *meaningful stories*. Whatever your reason or your passion, we have something for you at OPTA! From attending local district meetings and professional development events, to volunteering your unique talents on a committee or special interest group, we have opportunities to help you get the most out of your membership.

Ways to Volunteer

- Volunteer *your enthusiasm + excitement* for the profession by attending district, state and national events as an ambassador of OPTA.
- Volunteer *your talent* in a wide variety of committees, ranging from state affairs and awards, to membership and conference.
- Volunteer *your expertise* by helping with our continuing education or research committees.
- Volunteer *your time + leadership* as the chair of a committee or as a district leader.

No matter your experience level, the amount of time you have to commit or your abilities, we NEED you!

SECTION 2 – PURPOSE OF THE HANDBOOK & HOW TO USE IT

The OPTA Volunteer Handbook has been designed to help you become a satisfied and engaged volunteer. This book will share with you a little of our history, philosophy, practices, and policies, as well as all the benefits we will provide to you as a valued volunteer.

No volunteer handbook can answer all the questions you might have about our programs, so we encourage you to reach out to the staff, the Board, and your colleagues and friends at OPTA. We hope this handbook will allow you to feel comfortable with us and the goals we are trying to achieve: we depend on you, our members, to elevate the association and the profession!

The OPTA reserves the right to modify the policies in this handbook without prior notice. The policies described in this handbook replace all prior policies, handbooks, or policy guidance provided.

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

SECTION 3 – ORGANIZATIONAL INFORMATION

Founded in 1951, the Ohio Physical Therapy Association (OPTA) is a non-profit professional organization representing licensed physical therapists, licensed physical therapist assistants and students enrolled in physical therapy and physical therapist assistant programs in Ohio. OPTA represents approximately 3,400+ therapists and therapy students in Ohio. This organization is a chapter of the [American Physical Therapy Association](#), a national professional organization representing more than 95,000 members.

OPTA provides a platform for you to explore the physical therapy practice in our state. Network with other members, stay up-to-date with the latest news, find out about upcoming events and much more!

OPTA's Mission, Vision and Goals:

❖ Our Mission

***Our mission** is to provide the driving force for advancing physical therapy practice.*

❖ Our Vision

***Our vision** is for Ohio to be the model of excellence, led by the advocacy, leadership, and expertise of the members of the OPTA, for autonomous physical therapy practice.*

In order to achieve our Mission and Vision, we have established the following goals:

❖ Our Goals

- Recruit, mentor, and retain [members](#) and [leaders](#)
- [Advocate](#) for health and governmental policies that advance PT practice
- Improve the [reimbursement](#) climate for PT services
- Increase [public awareness](#) of the practice of PT
- Provide premiere [professional development](#) and programming
- Advance the [science](#) of PT practice

The Board of Directors and staff conduct all business in accordance with the OPTA Governing Documents—the OPTA Bylaws and the OPTA Policies & Procedures—which can be found on the OPTA website **My Profile > Groups > [assigned leadership group]**. Specific job duties/descriptions relative to the volunteer opportunities are found in these Governing Documents, and therefore we encourage ALL volunteers to become familiar with this information.

SECTION 4 – WHAT YOU SHOULD EXPECT FROM OPTA

As a volunteer, what should you expect from OPTA?

The organization is expected to ensure that you:

- Clearly understand your role as a volunteer, the performance expectations of that role, and the time commitment necessary to be successful in that role
- Receive adequate information and training, if needed, for your volunteer role
- Know the organization’s policy or protocol for handling complaints or any issues of concern
- Get guidance and support in your volunteer role
- Have an open line of communication with the OPTA staff and board liaisons, as outlined
- To have a role description and agreed hours of contribution

Complaint Process

Should a problem arise during your volunteer experience, we ask that you communicate the issue immediately with the Executive Director. The Executive Director, in turn, will communicate such issue to the Board of Directors if necessary. OPTA is committed to quickly resolving all issues with the utmost of consideration for all parties involved.

SECTION 5 – EXPECTATIONS FROM VOLUNTEERS

What can OPTA expect from you, the volunteer?

As a volunteer, you have the responsibility to:

- Be reliable and responsible
- Communicate any issues or concerns which are likely to affect your volunteer duties
- Do your duties as assigned and directed (according to this handbook, policies and procedures?)
- 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 paid 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
- This list is not exhaustive and may not cover every situation or provide you with a set of absolute standards

Removal from Service

In the event that a volunteer is not meeting expectations, and attempts have been made to rectify the situation, OPTA reserves the right to relieve the volunteer of his or her responsibility. OPTA will seek to do so in a manner which is least disruptive to the performance of its mission.

SECTION 6 – OPTA OPPORTUNITIES & TIME COMMITMENTS

How do I find the best fit?

In addition to roles on the Board of Directors and Delegates, OPTA offers many opportunities to serve as Chair or an active member of a committee or Special Interest Group. Please take a moment to review the expectations and time commitments involved with each position.

Volunteer Title	Expectations	Time Commitment
Awards Committee, Chair (District Chair)	<ul style="list-style-type: none"> • Schedule and attend all meetings, in person or via conference call • Maintain communication with board of directors 	<ul style="list-style-type: none"> • Meetings/conference calls throughout the year as scheduled • Attendance at OPTA Annual Conference and Leadership Development Conference • Additional time prior to Annual Conference for review of nominations
Awards Committee, Member	<ul style="list-style-type: none"> • Attend all meetings, in person or via conference call • Perform duties related to Awards Committee as outlined in OPTA Policies & Procedures handbook 	<ul style="list-style-type: none"> • Meetings/conference calls throughout the year as scheduled • Additional time prior to Annual Conference for review of nominations
Bylaws/Policies & Procedures Committee, Chair	<ul style="list-style-type: none"> • Schedule and attend all meetings, in person or via conference call • Maintain communication with board liaison • Prepare reports for OPTA Board meetings • Contribute an article to each issue of ACCESS 	<ul style="list-style-type: none"> • Meetings/conference calls throughout the year as scheduled • Attendance at OPTA Annual Conference and Leadership Development Conference
Bylaws/Policies & Procedures Committee, Member	<ul style="list-style-type: none"> • Attend all meetings, in person or via conference call • Perform duties related to Bylaws/Policies & Procedures Committee as outlined in OPTA Policies & Procedures handbook 	<ul style="list-style-type: none"> • Meetings/conference calls throughout the year as scheduled

Volunteer Title	Expectations	Time Commitment
Conference Committee, Chair	<ul style="list-style-type: none"> • Plan programming and attend Annual Conference and Symposium • Attend all meetings, in person or via conference call • Maintain communication with Board Liaison • Prepare reports for OPTA Board meetings • Contribute an article to each issue of ACCESS 	<ul style="list-style-type: none"> • Meetings/conference calls throughout the year as scheduled • Additional meetings as needed • Attendance at OPTA Annual Conference, Scientific Symposium and Leadership Development Conference
Conference Committee, Member	<ul style="list-style-type: none"> • Assist in securing speakers for Annual Conference and Symposium • Attend Annual Conference and Symposium • Attend all meetings, in person or via conference call • Perform duties related to conference coordination as outlined in OPTA Policies & Procedures handbook 	<ul style="list-style-type: none"> • Meetings/conference calls throughout the year as scheduled • Additional meetings as needed • Attendance at OPTA Annual Conference, Scientific Symposium and Leadership Development Conference
Continuing Education Committee, Chair	<ul style="list-style-type: none"> • Schedule and attend all meetings, in person or via conference call • Maintain communication with board liaison • Prepare reports for OPTA Board meetings • Contribute an article to each issue of ACCESS 	<ul style="list-style-type: none"> • Meetings/conference calls throughout the year as scheduled • Attendance at OPTA Annual Conference and Leadership Development Conference • Review of applications and denials by phone and email as necessary • Oversee CE audit
Continuing Education Committee, Member	<ul style="list-style-type: none"> • Attend all meetings, in person or via conference call • Perform duties related to continuing education as outlined in OPTA Policies & Procedures handbook 	<ul style="list-style-type: none"> • Meetings/conference calls throughout the year as scheduled • Review of applications and denials by phone and email as necessary • Perform CE audit
District Chair	<ul style="list-style-type: none"> • Schedule and attend all meetings, in person or via conference call • Maintain communication with board liaison • Prepare reports for OPTA Board meetings • Contribute an article to each issue of ACCESS 	<ul style="list-style-type: none"> • Meetings/conference calls throughout the year as scheduled • Planning and attending district events • Attendance at OPTA Annual Conference and Leadership Development Conference

Volunteer Title	Expectations	Time Commitment
Ethics Committee, Chair	<ul style="list-style-type: none"> • Schedule and attend all meetings, in person or via conference call • Maintain communication with board liaison • Prepare reports for OPTA Board meetings • Contribute an article to each issue of ACCESS 	<ul style="list-style-type: none"> • Meetings/conference calls throughout the year as scheduled • Attendance at OPTA Annual Conference and Leadership Development Conference
Ethics Committee, Member	<ul style="list-style-type: none"> • Attend all meetings, in person or via conference call • Perform duties related to the Ethics Committee as outlined in OPTA Policies & Procedures handbook 	<ul style="list-style-type: none"> • Meetings/conference calls throughout the year as scheduled • Member ethics reviews as required
Federal Affairs Liaison	<ul style="list-style-type: none"> • Maintain communication with APTA staff on national issues • Maintain communication with board liaison • Prepare reports for OPTA Board meetings • Contribute an article to each issue of ACCESS 	<ul style="list-style-type: none"> • Attendance at OPTA Annual Conference and Leadership Development Conference • Attendance at APTA Federal Advocacy Forum, and scheduling of legislative appointments as necessary
Finance Committee, Chair (OPTA Treasurer)	<ul style="list-style-type: none"> • Schedule and attend all meetings, in person or via conference call • Maintain communication with board of directors • Prepare reports for OPTA Board meetings • Contribute an article to each issue of ACCESS 	<ul style="list-style-type: none"> • Meetings/conference calls throughout the year as scheduled • Attendance at OPTA Annual Conference and Leadership Development Conference • Annual budget preparation with Executive Director
Finance Committee, Member (District Treasurers)	<ul style="list-style-type: none"> • Attend all meetings, in person or via conference call • Perform duties related to finance committee as outlined in OPTA Policies & Procedures handbook 	<ul style="list-style-type: none"> • Meetings/conference calls throughout the year as scheduled, usually during preparation time in August

Volunteer Title	Expectations	Time Commitment
Membership Committee, Chair	<ul style="list-style-type: none"> • Schedule and attend all meetings, in person or via conference call • Maintain communication with board liaison • Prepare reports for OPTA Board meetings • Contribute an article to each issue of ACCESS • Active participation with new members and lapsed membership via phone, email or in person interaction 	<ul style="list-style-type: none"> • Meetings/conference calls throughout the year as scheduled • Attendance at OPTA Annual Conference and Leadership Development Conference
Membership Committee, Member	<ul style="list-style-type: none"> • Attend all meetings, in person or via conference call • Perform duties related to Membership Committee as outlined in OPTA Policies & Procedures handbook 	<ul style="list-style-type: none"> • Meetings/conference calls throughout the year as scheduled
Nominating Committee, Chair (Elected)	<ul style="list-style-type: none"> • Schedule and attend all meetings, in person or via conference call • Maintain communication with board of directors • Prepare reports for OPTA Board meetings • Contribute an article to each issue of ACCESS • Attend annual conference and present candidates at membership meeting • Collect nominations and all required information from candidates 	<ul style="list-style-type: none"> • Meetings/conference calls throughout the year as scheduled • Attendance at OPTA Annual Conference and Leadership Development Conference • Additional time during the months of Nov.-Jan. to prepare OPTA ballot
Nominating Committee, Member (District Nominating Coordinators)	<ul style="list-style-type: none"> • Attend all meetings, in person or via conference call • Perform duties related to Nominating Committee as outlined in OPTA Policies & Procedures handbook 	<ul style="list-style-type: none"> • Meetings/conference calls throughout the year as scheduled • Additional time during the months of Nov.-Jan. to prepare OPTA ballot

Volunteer Title	Expectations	Time Commitment
OPT-PAC Committee, Chair	<ul style="list-style-type: none"> • Schedule and attend all meetings, in person or via conference call • Maintain communication with board liaison • Prepare reports for OPTA Board meetings • Contribute an article to each issue of ACCESS Attend Advocacy Day and PAC related events • Active participation with membership via email, phone or in person related to advocacy 	<ul style="list-style-type: none"> • Meetings/conference calls throughout the year as scheduled • Attendance at OPTA Annual Conference, PAC events and Leadership Development Conference • Planning and execution of PAC fundraisers in conjunction with state (spring and fall) conferences and district events
OPT-PAC Committee, Member	<ul style="list-style-type: none"> • Attend all meetings, in person or via conference call • Perform duties related to OPT-PAC committee as outlined in OPTA Policies & Procedures handbook 	<ul style="list-style-type: none"> • Meetings/conference calls throughout the year as scheduled • Planning and execution of PAC fundraisers in conjunction with state (Spring and Fall) and district events
Research Committee, Chair	<ul style="list-style-type: none"> • Schedule and attend all meetings, in person or via conference call • Maintain communication with board liaison • Prepare reports for OPTA Board meetings • Contribute an article to each issue of ACCESS • Reviewing submissions for Grant money 	<ul style="list-style-type: none"> • Meetings/conference calls throughout the year as scheduled • Attendance at OPTA Annual Conference and Leadership Development Conference • Review of grant applications August/September
Research Committee, Member	<ul style="list-style-type: none"> • Attend all meetings, in person or via conference call • Perform duties related to continuing education as outlined in OPTA Policies & Procedures handbook 	<ul style="list-style-type: none"> • Meetings/conference calls throughout the year as scheduled • Review of grant applications August/September

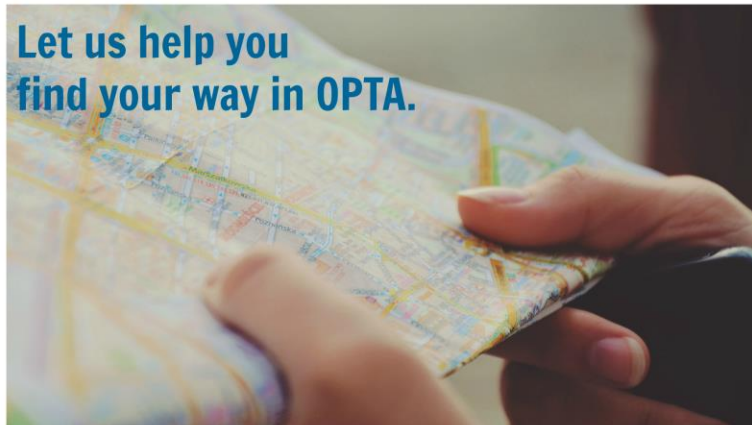
Volunteer Title	Expectations	Time Commitment
Special Interest Group (SIG), Chair	<ul style="list-style-type: none"> • Schedule and attend all meetings, in person or via conference call • Maintain communication with board liaison • Prepare reports for OPTA Board meetings • Contribute an article to each issue of ACCESS 	<ul style="list-style-type: none"> • Meetings/conference calls throughout the year as scheduled • Attendance at OPTA Annual Conference and Leadership Development Conference
Special Interest Group (SIG), Member	<ul style="list-style-type: none"> • Attend all meetings, in person or via conference call • Perform duties related to Special Interest Group as outlined in OPTA Policies & Procedures handbook 	<ul style="list-style-type: none"> • Meetings/conference calls throughout the year as scheduled
State Affairs Committee, Chair	<ul style="list-style-type: none"> • Schedule and attend all meetings, in person or via conference call • Maintain communication with board liaison • Prepare reports for OPTA Board meetings • Contribute an article to each issue of ACCESS • Active participation with membership via email, phone or in person related to advocacy 	<ul style="list-style-type: none"> • Meetings/conference calls throughout the year as scheduled • Attendance at OPTA Annual Conference and Leadership Development Conference • Attendance at legislative hearings/meetings as necessary • Participation in annual Advocacy Day event
State Affairs Committee, Member	<ul style="list-style-type: none"> • Attend all meetings, in person or via conference call • Perform duties as outlined in OPTA Policies & Procedures handbook • Active participation with membership via email, phone or in person related to advocacy 	<ul style="list-style-type: none"> • Meetings/conference calls throughout the year as scheduled • Attendance at legislative hearings/meetings as necessary • Participation in annual Advocacy Day event
Student/Faculty Affairs Committee, Chair	<ul style="list-style-type: none"> • Schedule and attend all meetings, in person or via conference call • Maintain communication with board liaison • Prepare reports for OPTA Board meetings • Contribute an article to each issue of ACCESS • Work with the Membership Committee to encourage student participation and future involvement in OPTA 	<ul style="list-style-type: none"> • Meetings/conference calls throughout the year as scheduled • Attendance at OPTA Annual Conference and Leadership Development Conference • Additional time prior to OPTA Annual Conference for election preparation and other activities

Volunteer Title	Expectations	Time Commitment
Student/Faculty Affairs Committee, Member	<ul style="list-style-type: none"> Attend all meetings, in person or via conference call Perform duties as outlined in OPTA Policies & Procedures handbook 	<ul style="list-style-type: none"> Meetings/conference calls throughout the year as scheduled
Student Special Interest Group, Officer	<ul style="list-style-type: none"> Schedule and attend all meetings, in person or via conference call Maintain communication with board liaison 	<ul style="list-style-type: none"> Meetings/conference calls throughout the year as scheduled Attendance at OPTA Annual Conference and Leadership Development Conference Additional time prior to OPTA Annual Conference for election preparation and other activities
Tellers Committee, Chair	<ul style="list-style-type: none"> Schedule all meetings, in person or via conference call Assemble committee annually to validate election results 	<ul style="list-style-type: none"> Meeting following election cycle (March-April) to verify election results
Tellers Committee, Member	<ul style="list-style-type: none"> Attend all meetings, in person or via conference call Perform duties related to Tellers Committee as outlined in OPTA Policies & Procedures handbook 	<ul style="list-style-type: none"> Meeting following election cycle (March-April) to verify election results

What if I can't find my exact match?

If you don't see your perfect opportunity, we'll help create one! OPTA has many additional micro-opportunities to help you find your passion. These include:

- Presenting at the OPTA Annual Conference and Scientific Symposium
- Presenting on the popular OPTA Lunch & Learn Webinar Series
- District engagement opportunities, including events, continuing education & PAC
- And opportunities that you help us create!



Volunteering with OPTA creates...

*meaningful purpose
 meaningful relationships
 meaningful contributions
 meaningful stories*



SECTION 7 – VOLUNTEER AGREEMENT SIGNATURE FORM

To be read, signed and returned to the OPTA office before beginning any volunteer activities. This form will be completed on an annual basis.

ACKNOWLEDGEMENT

I, _____ (print name), have received a copy of the OPTA Volunteer Handbook and agree to follow the policies and procedures listed in the handbook, and have discussed any questions I have with OPTA leadership or staff. I further understand that failure to perform in the capacity of volunteer may result in removal from service.

Signature of Volunteer

Date

Signature of OPTA Staff Member

Date

Please return to the OPTA office via email at opt@ohiopt.org or fax (614) 855-5914.