



## Special Interest Group Director Job Description Policy

Document #: A-200

Effective date: 4/2012

### **Purpose:**

To describe the role, responsibilities and activities of the Special Interest Group (SIG) Panel Director on the PTWA Board of Directors.

**Background:** The job description for the SIG Panel Director including the qualifications, election mechanism, term of office, duties and responsibilities are prescribed in the PTWA Bylaws.

### PTWA Bylaws

#### Article IV. Membership

##### Section 4.06 Chapter Representation:

No member or group of members of the Chapter shall profess or imply that it speaks for or represents the Chapter, unless authorized to do so in writing by the Board of Directors or as provided for in these Bylaws.

#### Article VII. Governance

##### Section 7.01 Composition:

###### (A) Board of Directors:

(1) The President, Vice-President, Secretary, Treasurer, one At-Large Western Washington Director, one At-Large Eastern Washington Director, one SIG Panel Director, one Practice Panel Director, and one Professional Enhancement Director shall constitute the voting members of the Board of Directors

##### Section 7.02 Qualifications:

Immediately preceding assumption of office the members of the Board of Directors shall have been:  
Panel Directors:

- 1) A Physical Therapist, Retired Physical Therapist, Life Physical Therapist, Physical Therapist Assistant, Retired Physical Therapist Assistant, or Life Physical Therapist Assistant member of the Chapter for six (6) months.
- 2) SIG Panel Director shall have been a member of a SIG.

##### Section 7.03 Terms and Vacancies:

- (A) All members of the Board of Directors shall assume office immediately following the Chapter Meeting.
- (B) No Board member shall serve more than four consecutive elected terms, nor more than two consecutive elected terms in the same position. Partial terms that occur by appointment or election to complete unexpired terms, or to fill a portion of a term due to organizational restructuring, shall not count toward the four consecutive elected terms or the two consecutive terms in the same position.
- (D) At-Large and Panel Directors:
  - (1) The term of office of At-Large and Panel Directors shall be two (2) years or until the election or appointment of their successor.
  - (2) The SIG Panel Director and the Practice Panel Director shall be elected by the membership at the Chapter Meeting in even calendar years.
  - (6) Vacancies: In the event, for whatever reason, there is no membership elected At-Large or Panel Director for a given position, or if before the expiration of the term for which a Director was elected, the Director dies, resigns, is removed or becomes disqualified, the

Board of Directors shall fill the vacancy by appointment for the unexpired portion of the term.

#### Section 7.05 Duties:

##### (A) Board of Directors:

- (1) Shall carry out the mandates and policies of the Chapter as determined by the membership, in accordance with the policies and procedures set forth in these Bylaws.
- (2) Shall have full power and complete authority to transact all business for and on behalf of the Chapter subject to the provisions of Chapter and Association Bylaws, and all resolutions and enactments of the membership except for duties specifically retained by the membership.
- (3) Shall appoint special committees and task forces and may direct their activities.
- (4) Shall bring before the membership at any regular or special meeting, or by correspondence, communications from the Association for information, discussion and/or vote.
- (5) Shall make an annual report to the Association and shall report to the Association any member not in good standing in the Chapter.
- (6) Shall bring before the membership at any regular or special meeting, or by correspondence, actions of the Board of Directors for information, discussion and/or vote.
- (7) Shall develop and maintain a Chapter policy and procedure manual.
- (8) Shall appoint Standing Committee Chairs, except for that of the Nominating Committee.
- (9) Shall appoint a three (3) person committee prior to the legislative session, composed of the Legislative Committee Chair and any two of the following: President, Vice-President, President-Elect, Secretary, Treasurer, or Practice Panel Director, who may make compromise changes in emergency situations when legislation is in jeopardy.
- (10) Shall prepare a list of recommended candidates for appointment to the Department of Health Board of Physical Therapy. This list may include both Chapter members and nonmembers. The approved list will be submitted to the Governor of the state of Washington for consideration for appointment to the Board of Physical Therapy.

##### (B) At-Large and Panel Directors:

- (1) Shall serve on the Board of Directors with duties as prescribed in Article VII, Section 7.05, A of these Bylaws.
- (2) Shall coordinate communication to and from constituents and the Board of Directors.
  - c. The constituents of the SIG Panel Director shall be the members of the Chapter SIGs.
- (3) Shall carry out policies and procedures as outlined in the Chapter policy and procedure manual.

#### Section 7.06 Conduct of Business:

##### Board of Directors:

- (A) The Board of Directors shall meet at least four (4) times annually. A majority of the voting members shall constitute a quorum.
- (B) Board members shall be notified of regular meetings no less than thirty (30) days in advance of the date, place and time of the scheduled Board meeting.
- (C) The Board of Directors shall automatically accept the resignation of any Board member who misses two (2) Board meetings in one calendar year without verbal or written permission of the presiding officer.
- (D) The President may call a special meeting of the Board of Directors provided all members of the Board have been notified of the time, place and date of such meeting prior to its occurrence. Special meetings shall not be considered to be applicable for automatic resignation purposes.
- (E) The President must call a special meeting of the Board of Directors upon written petition of 50% of the Board.
- (F) Only duly elected voting members of the Board of Directors may vote at Board of Director meetings.

#### Article X. Elections

##### Section 10.06 Election Schedule

- (A) Chapter Meeting of even calendar years: SIG Panel Director

Article XI. Finances

Section 11.02 Limitations on Expenditures

No officer, employee, or committee shall expend any money not provided for in the budget as adopted, or spend any money in excess of the budget allotment, except by order of the Board of Directors or as allowed for in these Bylaws. The Board of Directors shall not commit the Chapter to any financial obligations in the excess of its current resources.

**Policy:**

The SIG Panel Director shall act primarily as a liaison of the Board of Directors to all SIGs, student liaisons and secondarily with related health care organizations and activities.

Verification/Authorization/ Approval: PTWA membership and PTWA BOD

Revision History: 10/25/97; 4/25/98; 10/23/99; 4/29/00; 10/27/01; 4/20/02; 10/26/02 5/3/03; 2/01/05; 4/29/06; 4/28/07; 10/25/08; 4/17/10; 10/30/10; 4/12



## **Special Interest Group Director Job Description Procedure**

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**Background:** The job description for the SIG Panel Director including the qualifications, election mechanism, term of office, duties and responsibilities are prescribed in the PTWA Bylaws.

### **Procedures:**

#### *Individual Responsibilities*

1. Represents the interests of all PTWA members.
2. Acts as the liaison between the Staff and Board of Directors and the Special Interest Groups (SIGs).
3. Represents the interests of the SIGs to the Board of Directors.
4. Assists the Student Board Liaisons as needed.
5. Serve on planning committee for annual board retreat.
6. Coordinates the roundtable discussions during conferences.
7. Meet with Executive Director for general orientation and SIG communications and updates as needed.
8. Maintain contact with SIG leaders on a minimum of a quarterly basis, for updates, activities and in preparation to communicate updates and initiatives between Board of Directors and SIG activities.
9. Support SIG activities when and where necessary.
10. Review PTWA website and other communications for SIG leadership and calendar updates.
11. Act as a conduit of resources by monitoring related health care groups, activities, and initiatives that have similar interests to PTWA SIGs, student and other related activities.
12. Participate in PTWA meetings, PAC and other activities specified under general board of director activities.

#### *Financial Commitments*

1. As the budget allows, Board of Directors related travel is paid for by PTWA as previously described
2. Support of PTWA and PAC fundraising activities is encouraged

Verification/Authorization/Approval: PTWA BOD

Revision History: 4/12