**BOARD OF DIRECTORS**

**GOVERNANCE PROCEDURE MANUAL**

**OF THE**

**AMERICAN PHYSICAL THERAPY ASSOCIATION
DISTRICT OF COLUMBIA**

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PREFACE

The Board of Directors (the “Board”) of the American Physical Therapy Association District of Columbia (the “Chapter”) is given certain authority and duties in the Chapter’s bylaws. In order best to exercise this authority and fulfill these duties, the Board has adopted procedures to govern its affairs.

This *Board of Directors Governance Procedure Manual* contains the procedures adopted to govern the operations of the Board of Directors and the Executive Committee. The governance procedures in this manual represent responsibilities and obligations of the Board. These responsibilities and obligations are in addition to, and complement, any and all pertinent duties and responsibilities set forth in the Chapter’s Bylaws and Standing Rules.

INTEGRITY IN SERVING THE ASSOCIATION AND THE CHAPTER

Chapter members elected or appointed to positions of trust within APTA (the “Association”) and/or APTA District of Columbia (the “Chapter”) should understand that their elected or appointed positions may involve them in situations where the Association’s and/or Chapter’s interests will not be furthered or may be harmed by decisions which will further their own personal interests. When such situations arise, appointed and elected Chapter members have an affirmative obligation to ensure that they exert no direct or indirect influence on Association and/or Chapter decisions in these matters.

Chapter members serving the Association and/or Chapter in elected or appointed positions having or sharing in the authority to make decisions on behalf of the Association and/or Chapter, particularly decisions from which those serving might realize personal gain, and decisions affecting named individuals, components, institutions, and other entities with whom or with which those serving have a close association, should abstain, for the record, from deliberation and voting on any decision in which an actual or potential conflict of interest may arise or may appear to arise. Please refer to the Chapter’s Conflict of Interest Policy.

Chapter members serving the Association and/or Chapter in elected or appointed positions possessing or having access to confidential or privileged information received in the course of fulfilling their decision-making responsibilities, particularly when the possession of or access to such information can result in gain, personal or otherwise, for those who serve and/or for named individuals, components, institutions, and other entities with whom or with which those serving have a close association, should personally forswear the sue of any confidential or privileged information for any purpose other than that for which the information was received in the course of fulfilling their decision-making responsibilities. Please refer to the Chapter’s Whistleblower Policy.

**PROCEDURES GOVERNING OPERATIONS OF THE BOARD OF DIRECTORS**

**A. BOARD OF DIRECTORS**

 **1. Authority**

The authority of the Board of Directors (the “Board”) is vested in the Chapter’s Bylaws and Standing Rules. The Board of Directors consists of the President, Vice President, Secretary, Treasurer, Chief Delegate, and in alternate years, the President-elect.

 **2. Meetings**

 a. The Board shall meet at least three times a year.

b. Chapter members may attend any meeting of the Board of Directors, but are requested to notify the President in advance of the meeting of their intention to attend. Guests must request permission from the President to attend Board of Directors meetings. When the Chapter members or other guests are present, Board members are responsible for identifying items considered confidential before presentation and discussion at which time the Chapter members or other guests are to be excused. At no time during a meeting of the Board of Directors are the Chapter members or other guests permitted to attend the meeting to be given the right to speak unless the presiding officer invites their comments.

**3. Agenda and Conduct of Business**

 a. The President and the Executive Director shall prepare the agenda for each Board

meeting. Each Board member shall submit a written report that describes the member’s activities since the last Board meeting. The reports shall be submitted in a timely fashion so that the Executive director receives them by the last day of the month before the Board meeting. The agenda for each meeting, including the reports from Board members, shall be distributed to all members of the Board no later than five (5) days before each meeting.

b. Committee Chairs and the Chief Delegate may submit agenda items. The agenda items should
be in the form of a recommendation or motion and submitted, in writing, so that the Executive
Director receives it by the last day of the month before the Board meeting. The recommendation or motion will be distributed to all members of the Board along with the agenda and reports. Only recommendations or motions that have been reviewed by Board members prior to the Board meeting will be voted upon at the meeting, except in emergency cases.

c. A motion to adopt activities does not require a support statement. All other motions require a support statement. All motions require a second except those presented to and by the Board of Directors.

d. Each Board member has the prerogative to introduce a motion on any matter and to move for consideration any previous action taken by the Board.

e. Each Board member has the prerogative of speaking off the record. The person given permission to speak off the record should hold their remarks until non-Board members leave the room and should announce when the remarks made off the record are concluded. Motions will not be entertained while a Board member is speaking off the record.

 f. At the end of each Board meeting, all Board members are collectively

responsible for identifying actions to be considered confidential.

**4. Duties and Responsibilities – General**

 a. The Board shall, in addition to the duties otherwise prescribed in the

Bylaws and Standing Rules:

1. Carry out the mandates and policies of the Chapter as determined by the voting members. Between meetings of the Chapter, the Board, on behalf of the Chapter, may make and enforce policies that are not inconsistent with the mandates and policies established by the Chapter.
2. Direct all business and financial affairs for and on behalf of the Chapter that includes the responsibility for all of its property and funds and provide for an annual peer review audit.
3. Foster the growth and development of the Chapter.
4. Provide for the adoption of personnel policies.
5. Appoint and employ an Executive Director who shall be the administrator of the Chapter and who shall be responsible to the Board.
6. Provide for bonding of all persons handling money or other property of the Chapter.
7. Be responsible for filling vacancies on the Board and on committees, except as otherwise provided in the Bylaws and the Standing Rules.
8. Be responsible for the date and location of Chapter meetings.
9. Be responsible for official publications of the Chapter.
10. Provide for the development and maintenance of procedural documents related to the Bylaws and the Chapter’s work.
11. Determine the appropriate action to take regarding potential legal issues.
12. Review and revise existing Chapter policies for consistency of intent and language with new policies adopted from time to time by the Association and the Chapter
13. Be responsible for conducting performance evaluation of consultants.
14. Assign responsibility for issues to the appropriate Board members.
15. Prepare for Chapter and Board meetings; carefully review reports and other pertinent documents.
16. Attend all Chapter and Board meeting, including the Annual Meeting, participate effectively at the meetings, and approach new members to help them feel welcome at the meetings.
17. Consult with the Executive Director before scheduling any meetings/ activities to ascertain if there is a conflicting activity scheduled on the master calendar of events. It another activity is already scheduled on the master calendar of events. If another activity is already scheduled, the Board members should select another time, unless at the discretion of the Executive Director, it is determined that it is appropriate to schedule more than one event during a specific time slot.
18. Perform other duties, as may be assigned by the President.

 b. In addition, members of the Board of Directors shall:

1. Provide leadership in the deliberations of the Chapter on policies, financial matters, major issues, and long-range goals and objectives.
2. Consider areas of competence and cultural diversity when making appointments to committees, task forces, and other appointed groups.
3. Consider leadership roles members have developed outside the profession when making appointments.
4. Include the importance of cultural diversity to the profession and the Chapter when in formal presentation and publications.
5. Engage members in activities that foster minority participation.
6. Notify the President when conflicts of interest arise.
7. Support decision made by the Board.
8. Monitor and evaluate the implementation and outcomes of Board action.
9. Advocate the Chapter visions and interests to all levels of the Chapter and to the public.

**5. Duties and Responsibilities and Certain Meetings.**

 The Board shall take action on certain matters at certain meetings, as follows:

a. At the Board meeting immediately following the Annual Meeting:

1. Adopt, amend or rescind the purposes and goals of appointed groups, and make appointments to fill anticipated vacancies on appointed groups.

 b. At the Board meeting in January/February:

1. Review and amend, if necessary, the *Board of Directors Governance Procedure Manual*.
2. Review and discuss the Chief Delegate’s report containing the proposed bylaw amendments and main motion from the DC delegation for the House of Delegates.

c. At the Board meeting in August/September

1. Approve activities and budgets for the following year.
2. Approve a proposed income and expense budget for the Chapter to be presented to the membership for adoption at the Annual Meeting.

**6. Recording Attendance at Meetings, Corrective Action for Board Members Who do not Fulfill Responsibilities, and Excused Absences.**

a. The attendance record of Board members at Board and Chapter meetings shall be reported by the Secretary’s minutes.

b. Due to the nature of the business conducted by the Board, it is imperative that all Board members participate in Board activities and share equally in the decision making responsibilities of their position. For these reasons, it is necessary to define measures that may be taken in the event that a Board member has demonstrated lack of fulfillment of duties and responsibilities. Board members will also sign a commitment of responsibilities at the beginning of their term.

i. Initial Action: When Board members demonstrate that they are not fulfilling their duties and responsibilities, the President shall provide written communication regarding the problem areas(s) and request that the individual remedy the situation .

ii. Follow-up Action: If adequate improvement is not evident, the President shall intervene to determine if there are any barriers which prohibit the Board members from successfully completing their duties and responsibilities. If so, appropriate action shall be taken, when feasible.

 iii. Request for Resignation: If there are no identifiable barriers, or, if after

implementing strategies to remedy the situation adequate improvement is not evident, then the individual Board members shall be asked to resign from the Board.

c. Excused Absences: Absences from scheduled Board, Chapter and Annual Meetings
 for the following reasons will be considered excused absences, provided that prior
 notice is given to the Executive Director (except in case of emergency situations):

i. Vacation or personal leave (care should be taken to not consistently schedule leave during times of Board obligations.

 ii. Illness or other medical leave.

 iii. Bereavement leave.

 iv. Jury duty or military leave.

 **7. Other meetings and events.**

 Other meetings and/or retreats may be scheduled as necessary.

 a. New Board Orientation

New Board members are oriented to the operations of the Chapter, including all governing documents.

 b. Exhibit Hall Attendance

 Board members are required to participate in a brief visit to each exhibitor at Annual

Meeting. The Executive Director will assign Board members to specific exhibit booths. The assignments will be given to the Board members before they enter the exhibit hall.

 **8. Records of Meetings**

a. The minutes of each Board meeting are prepared by the Secretary and a copy submitted to APTA within 30 days of the meeting.

b. The minutes of each Board meeting will include a tally of individual Board members’ votes on each motion that is not passed or defeated unanimously.

c. Copies of the minutes of each Board of Directors meeting are sent to the Executive Director, the Association’s Component Relations Department, and the Association’s Board liaison.

d. Minutes of confidential actions, if any, are only sent to Board members and the Executive Director.

e. Copies of minutes shall be made available to other Chapter members upon request from the Secretary or the Executive Director.

 **9. Policies**

 a. Conflict of Interest

The purpose of this policy is to prevent the personal interest of staff members, officers, board members and volunteers from interfering with the performance of their duties in the APTA DC (Chapter) or its affiliated organizations, or result in personal financial gain, professional, or political gain on the part of such persons at the expense of the Chapter, its affiliated organizations, its members, supporters and/or other stakeholders.

The policy is signed by a Board member at the beginning of each term.

b. Whistleblower

The purpose of this policy is to have a record by members or employees of the Chapter of any activity that they perceive to potentially violate law, policy or ethical standards.

The policy is signed by a Board member at the beginning of each term.

c. Consent to Serve and Volunteer Agreement

The purpose of this policy is to align appointed volunteer terms with APTADC Board terms and to clarify the role of a volunteer acting on behalf of the Chapter.

The policy is signed by all committee members and volunteers.

  **PROCEDURES GOVERNING OPERATIONS OF THE BOARD OF DIRECTORS**

**B. LIAISONS**

The President appoints members of the Board to serve as liaisons to Chapter committees, task forces, councils, assemblies and special interest groups for the purpose of maintaining communication. The liaisons are appointed to committees that are not under the purview of a member of the Board of Directors or that do not have a participating member from the Board. Further, faculty and students from accredited physical therapy education programs in Maryland are encouraged to select liaisons to regularly attend Board meeting for the purpose of maintaining communication.

 **1. Board Liaisons to Committees**

Members of the Board who are assigned as liaisons to committees, task forces, councils, special interest groups and assemblies (collectively referred to as “the group”) serve as resource persons to the group, interpret relevant Board actions to the group, interpret the recommendations of the group to the Board, and attend meetings of the group, without vote, when attendance is justified.

The Board liaison is responsible for maintaining ongoing communication with the Chair of the group. The communication shall be in the form of a phone call and/or meeting at least on a monthly basis.

The Board liaison shall ensure that a written report on the group’s activities is submitted to the Board for each Board meeting.

 **2. Student Special Interest Group**

The chair(s) of the Student SIG will serve as liaisons, respectively, to the Board.

The Student SIG liaisons shall attend the regular meetings of the Board, but shall not vote.

The faculty and student liaisons are responsible for interpreting Board actions to their respective educational communities, and for interpreting the recommendations of their communities to the Board.

**APTA DISTRICT OF COLUMBIA’S BOARD POSITION DESCRIPTIONS**

Qualifications for serving on the Board of Directors: Only active and life members may serve as President, Vice President, and President-elect; active, life, affiliate and life affiliate members may serve in other offices. To be eligible to serve on the Board, members must have been an Association member in good standing for a minimum of two years immediately preceding election; been a Chapter member in good standing for at least one year immediately preceding the election; if applicable, been reinstated to Chapter membership following their employment by the Association, provided they were Chapter members for one year preceding their employment by the Association, and consented to serve.

**I. OFFICERS**

 **A. President**

 **1. Constitutional Responsibilities**

The President shall preside at all meetings of the Chapter, Board of Directors shall be an ex officio member of all committees appointed by the Board of Directors. Only the President or the Vice President shall serve as the official spokesperson of the Chapter.

 **2. Specific Responsibilities**

a. Represents and articulates Chapter interests, policies, and position to internal and external constituencies.

 b. Maintains continual and periodic communication with Board of Directors,

committees, special interest groups and assembly leadership, and staff.

 c. Serves as a resource regarding issues within the Chapter, Association and the

profession.

d. Provides leadership to the Chapter, Board of Directors, and staff regarding long-range planning for the Chapter and the profession.

 e. Presides at all Chapter, Board of Directors meetings.

f. Prepares agendas for meetings of the Board of Directors in conjunction with the Executive Director.

g. Attends meetings of Chapter committees appointed by the Board of Directors in ex officio capacity at the request of the chairman.

h. Represent the Chapter at memorial services, funerals, recognition ceremonies, commencement addresses, university presidential inauguration ceremonies, nation student conclaves, and other special events.

i. Response to correspondence from members, reviews responses prepared by staff, and reviews and approves general communications going out under the president’s name.

 j. Provides an orientation to newly elected Board members and Officers.

 k. Communicate with members throughout the year in Chapter eblasts,
 newsletters, and other appropriate publications.

 l. Assigns members of the Board as liaisons.

 o. Sets the priorities of the Executive Director.

 m. Carries on the official correspondence of the Chapter with the Secretary.

 n. Signs all contracts on behalf of the Chapter.

 o. Has check signing authority.

 p. Signs all checks over $3,500 with the Treasurer.

 t. Represents the Chapter at the Association’s Council of Chapter Presidents/

meetings, or designates a surrogate.

u. Serves as a delegate to the House of Delegates, if qualified as an active member delegate according to the Association’s Bylaws.

 v. Appoints the Chapter’s parliamentarian.

 **3. Additional Qualifications**

 a. Experience in Chapter leadership positions.

 b. Ability to function independently and interdependently and to provide
 direction and leadership.

 c. Sound understanding of the health care delivery system, the profession, the
 Chapter, and the Association.

 d. Strong communication and interaction skills, including a knowledge of
 parliamentary procedure.

 e. Ability to be a futuristic thinker.

 f. Ability and willingness to devote a large portion of time to fulfilling
 responsibilities.

  **4. Time and Financial Commitments.**

 a. Time Commitments.

The position of President requires spending an average of 5 hours per week on Chapter business. This includes evenings and weekends, multiple telephone calls, and extensive travel in addition to regularly scheduled Chapter meetings, Board meetings, DC delegation meetings, and attendance at the new Board Orientation. The time commitment may increase to 15 hours per week during certain activities, including but not limited to, the legislative session of the DC Council, the Chapter’s Annual Meeting, and APTA’s House of Delegates. The President may be expected to attend the Association’s Component Leadership Seminar.

 b. Financial Commitments

The primary financial impact results from the considerable time that is likely to be spent away from the work setting. As President, you receive 25% discounts on Chapter events and the APTA House of Delegates.

 **B. President-elect**

 **1. Constitutional Responsibilities**

The President-elect shall attend all Chapter and Board of Director’s meetings.

 **2. Time and Financial Commitments**

The President-elect may be expected to attend the Association’s Component Leadership Seminar.

 **C. Vice President**

 **1. Constitutional Responsibilities**

The Vice president shall assume the duties of the President in the absence of the President. In the event of a vacancy in the office of President, the Vice President shall succeed to the

Presidency for the unexpired portion of the term, and the office of Vice President shall be declared vacant.

 **2. Specific Responsibilities**

1. Presides at meetings of the Chapter, Board of Directors and Executive
 Committee in the absence of the President.

 c. Assists President in orienting newly elected Officers and Board members.

 d. Communicates with President and Executive Director through frequent calls.

 e. Serves as Board of Directors liaison to various task forces, committees, and
 other groups as assigned.

 f. Serves as Chair for the annual review of the Executive Director.

 g. Serves as the Board’s liaison for student affairs.

 h. Serves as the official spokesperson of the Chapter, if authorized by the
 President.

  **3. Additional Qualifications**

Because the Vice President may at any time need to assume the duties of President, the position requires the same additional qualifications:

 a. Experience in Chapter leadership positions.

 b. Ability to function independently and interdependently and to provide
 direction and leadership.

 c. Sound understanding of the health care delivery system, the profession, the
 Chapter, and the Association.

 d. Strong communication and interaction skills, including a knowledge of

parliamentary procedure.

 e. Ability to be a futuristic thinker.

 f. Ability and willingness to devote a large portion of time to fulfilling

responsibilities.

  **4. Time and Financial Commitments**

The Vice President attends meetings of the Chapter, Board and may be called upon by the President to serve as the President’s designee at various meetings or functions. The primary additional financial impact results for the time spent away from the work setting.

 **D. Secretary**

 **1. Constitutional Responsibilities**

The Secretary shall be responsible for keeping the minutes of the proceedings of the Chapter, and the Board of Directors.

  **2. Specific Responsibilities**

1. Records the proceedings of the Chapter and Board of Directors meetings.
2. Reports the attendance of board members at Board and Chapter meetings in
 each issue of the Chapter’s newsletter.

 d. Provides an annual written report for distribution.

 e. Serves on Board reviewers of Chapter and Association Bylaws, Standing
 Rules, Policies and Positions.

 f. Prepares the rules of order for the Annual Meeting in conjunction with the

Executive Director.

 g. Oversees, with the Nominating Committee, the elections process at Annual

Meeting.

  **3. Additional Qualification**

 a. Comprehensive knowledge of Chapter and Association Bylaws and Standing
 rules and House of Delegates and Board of Directors policies.

 b. Organizational skills.

 c. Writing skills.

 **4. Additional Time and Financial Commitments**

The Secretary attends meetings of the Chapter and Board of Directors. Spends time writing and distributing meeting minutes. The Secretary may be expected to attend the Association’s Component Leadership Seminar. The primary additional financial impact results from the time spent away for the work setting.

 **E. Treasurer**

 **1. Constitutional Responsibilities**

The Treasurer shall be responsible for reporting in writing on the financial status of the Chapter to the membership and the Board. The Treasurer shall also serve as a member of the Finance Committee.

1. Serves as Chair of the Finance Committee. Presents a proposed annual
 budget to the Board of Directors.

b. Meets with the Executive Director quarterly to review finances, reconcile accounts, and make any needed adjustments to present to the Board of Director.

c. Present reports to the Chapter on the financial status of the Chapter.

 c. Works with the Executive Director to arrange for an annual peer review
 audit.

 d. Has check signing authority.

 e. Signs all checks over $3,500 with the President.

 **3. Additional Qualifications**

 a. Thorough understanding of financial statements and accounting concepts.

 b. Not required but valuable: experience in strategic planning, organizational
 structure and business operation; previous experience ion the Finance
 Committee and/or Board of Directors.

**4. Additional Time and Financial Commitments.**

The Treasurer, as Chair, attends meetings of the Finance Committee in addition to regularly scheduled meetings of the Chapter, the Board and the Executive Committee. The Treasurer may be expected to attend the Association’s Component Leadership Seminar. The primary financial impact results from the time spent away from the work setting.

**II. CHIEF DELEGATE
 1. Constitutional Responsibilities**
 The Chief Delegate shall lead the delegation for the Chapter

**2. Specific Responsibilities**

a. The delegates shall represent the Chapter at the House of Delegates.

 b. The delegates shall prepare for the House of Delegates and attend all sessions for
 delegates before, during and after the House of Delegates.

 c. The Chief Delegate shall lead the delegation and taskforce to prepare motions, meet

 with the Reference Committee, and attend caucuses, as appropriate.

**3. Additional Qualifications**
 a. Organizational skills
 b. Team management skills
 c. Flexibility in schedule to meet expectations of office of chief delegate

**4. Additional Time and Financial Commitments.**
 a. The position of chief delegate elect’s time requirement on average is approximately

2 hours/month.
 b. Financial Commitments: The chief delegate receives financial support to attend
 national meetings including caucuses, APTA sponsored meetings for Chief Delegates,
 and the House of Delegates.

**III. Committee Chairs**

The Committee Chairs shall be for the following committees: community relations, education, government relations, membership, practice, and payment.

**1. Specific Responsibilities**

a. Chairs of Committees shall be responsible for developing, managing and evaluating other activities related to the general area under their purview.

 b. Chairs shall prepare goals, objectives and activities for their respective areas to be

submitted to the Strategic Planning Committee and the Board. These goals, objectives and activities shall enhance the Chapter’s ability to address present and future issues.

 c. Chairs shall only engage in activities authorized by the membership at Chapter
 meetings, by the Board in concert with the Strategic Plan. Authority shall not be
 exercised by Chairs on behalf of the Chapter or in the expenditures of funds, unless
 such authority has been officially granted by the membership at Chapter meetings or
 by the Board.

 d. Chairs and the groups that they manage shall not establish policy on behalf of the
 Chapter.

 e. Chairs should plan, manage and evaluate activities that serve as a source of non-dues

revenue.

 **2. Community Relations**

 a. Qualifications

1. well honed communication skills, verbal and written
2. creative thinker

b. Major committee: Community Relations Committee

 c. The Community Relations Committee is responsible for:

1. promoting volunteerism with Chapter members;
2. enhancing the public’s perception of the physical therapy profession;
3. collaborating and developing sustainable relationships with community partners

**3. Education**

 a. Qualifications

* + - 1. Broad perspective of education issues facing the profession. These issues include, but are not limited to: initial education preparation, continuing education, and graduate education for physical therapists and physical therapist assistants;
			2. knowledge of the process for obtaining continuing education units to meet the licensure renewal requirements in the District of Columbia;

 b. Major committee: Continuing Education Committee

The Continuing Education Committee is responsible for planning, managing and evaluating the Chapter’s continuing education programs, as well as the Chapter’s Annual Education and Business meeting, to meet the needs of the membership.

  **4.** **Government Relations**

 a. Qualifications:

1. understands the legislative process
2. well-honed communication skills, written and verbal
3. flexible schedule and ability to meet, on short notice, with members and staff of the DC Council and to attend hearings during the Legislative Session
4. recent active involvement on the Legislative Committee is recommended.

 b. Major committee: Legislative Committee

The Legislative Committee is responsible for:

1. monitoring, evaluating and developing positions on proposed DC legislation and regulations which affect the practice and profession of physical therapy and the profession’s role in the health care delivery system;
2. monitoring and evaluating issues addressed by the U. S. Congress and Senate that affect the profession of physical therapy;
3. developing and maintaining a phone network among members of the Chapter;
4. motivating members to become actively involved in the legislative process;
5. Develop proposed legislation that affects the practice of physical therapy, collaborating with other groups in the Chapter the need to develop legislation, and collaborating with external groups to develop coalitions, when appropriate.

 **5. Membership**

a. Qualifications: Chapter member

 b. Major committee: Membership Committee

 The Membership Committee is responsible for:

1. educating members and potential members in the benefits of membership to the APTA and APTADC
2. engaging members through social and networking events for PTs, PTAs, and student
3. developing events and activities to recruit new members and illustrate the benefits of belonging to APTA./APTADC
4. developing events and activities to recognize members for Chapter and professional accomplishments

**6. Payment**

 a. Qualifications:

1. broad perspective and experience with the practice of physical therapy
2. in-depth understanding of 3rd party coding, billing and reimbursement variations;
3. in-depth understanding of the scope of practice in DC as they pertain to the practitioner’s ability to seek reimbursement for physical medicine services.
4. well-honed negotiation and communication skills (written and verbal);

 b. Major committee: Payment Committee

The Payment Committee is responsible for addressing reimbursement issues for physical therapy services as they affect consumers, providers, employers and insurers. The committee addresses numerous reimbursement issues, including but not limited to, documentation, fee schedules/screens/caps, coding/billing issues, insurer and government health policy, consumer/provider/insurer education, mediation and the audit process for review of claims for physical therapy reimbursement.

**7. Practice**

 a. Qualifications:

1. general knowledge of health care policies, and in-depth understanding of current physical therapy practice issues;
2. broad perspective of and experience with the practice of physical therapy;

 b. Major committee: Practice Committee

 The Practice Committee is responsible for addressing issues concerning

the practice of physical therapy. These issues include but are not limited to:

1. enhancing and ensuring the delivery of quality physical therapy care;
2. assisting members in developing a process of Quality Assurance or Continuous quality Improvement appropriate for practice settings;
3. evaluating and making recommendations to address scope of practice issues raised by the Chapter and/or the Board.

*Draft reviewed by APTADC Board of Directors January 16, 2021*