

Summary of Position Descriptions APTA Student Assembly Board of Directors

Qualifications:

- A good-standing member of the APTA for at least 3 months
- Prior leadership or management experience is very helpful, e.g., Core Ambassador (CA), Student Special Interest Group President, chair of class project committee, etc.
- Strong communication skills (spoken and written)
- The desire to increase your understanding of the Student Assembly, APTA, and the role of physical therapy in health care
- A desire to positively impact the greater physical therapy profession with your time, energy, and overall dedication
- Confidence with using most social media platforms, including video applications

General Student Assembly Board of Directors (SABoD) Responsibilities:

- Be knowledgeable and/or be willing to educate yourself concerning all APTA and Student Assembly policies and governance procedures
- Carry out mandates and policies as determined by the membership
- Foster the growth and development of the Student Assembly
- Attend and actively participate in all SABoD meetings, including but not limited to: orientation, conference board meetings, monthly conference calls, project committee calls, and task force meetings/calls, as applicable
- Represent the Student Assembly appropriately as an unbiased, unified board during all interactions at APTA national meetings (CSM, NEXT, and NSC), in the exhibit halls of national meetings, at the APTA House of Delegates, at chapter conferences, chapter meetings, educational program meetings, etc.,
- Attend social events and available programming at conferences to engage students about involvement and leadership
- Be an active liaison to pre-determined chapters (4-5), sections (2), and project committees. This includes at least monthly communication with these entities
- Participate in task forces created by the SABoD throughout the term
- Respond to all communication (email, phone, text, etc.) within 2 business days, or by given deadline
- Be available to mentor SABoD successors throughout their terms
- Use of personal social media accounts may be necessary when sharing SABoD content, and as an extension of the SABoD voice
- Share creative ideas with APTA staff and each other for how to more effectively and better communicate with student member

President:

- Represent the Student Assembly to APTA Board of Directors, CEO, and staff
- Prepare monthly meeting agendas with assistance from the executive director, as needed, and preside over all meetings of the Student Assembly and its Board
- Coordinate and oversee all actions of the SABoD
- Delegate tasks, as required, to other members of the SABoD

- Exhibit skills as a futuristic thinker, strong communicator (written and oral), able to present themselves as unbiased during group discussion and communication with the Student Assembly
- Join or host monthly SABoD live video chats, as needed
- **Time Commitment: ≥ 9 hours per week***

Vice President:

- Assume the responsibilities of the President at the request, absence, or incapacitation of the President
- Overseeing all activities and communications with Core Ambassadors (CAs), managing the national application process to find CAs for states that do not have one, and ensuring all state contact lists are up-to-date including faculty and student contacts.
- Provide regular updates to the Core Ambassador Facebook page
- Host monthly CA webinars to provide CA's with important information
- Maintain regular contact with CAs with an eye on how each can be best utilized
- Assist APTA's communications staff with topics to include in the monthly communication to CAs
- Attend all necessary meetings with the President, as requested
- Exhibit skills as a futuristic thinker, strong communicator (written mostly)
- Join or host monthly SABoD live video chats, as needed
- **Time Commitment: 6 - 9 hours per week***

Secretary:

- Record the minutes for all meetings and conference calls
- Maintain the Student Assembly archive and action tracker
- Exhibit skills as a detail-oriented, multi-tasker, able to meet deadlines consistently
- Join or host monthly SABoD live video chats, as needed
- Assist board members with additional projects, as needed
- **Time Commitment: 3 - 6 hours per week***

Director of Communications:

- Work closely with APTA staff to develop the monthly Student Assembly *Pulse Blog*, focusing primarily on providing ideas for content, contacting authors, as needed, and writing a brief monthly introduction
- Work closely with APTA staff to develop smart, thoughtful, trending social media content
- Exhibit the following skills: outgoing, adaptive, organized, tech-savvy, and strong public speaker
- Frequent use of all social media platforms to communicate and advertise APTA and Student Assembly initiatives
- Host monthly #XChangeSA chats (be the lead, schedule interviews, learn the technical functionality, and assist SABoD colleagues with hosting chats in their own content areas)
- Organize, plan, and facilitate video interviews to be conducted at conferences
- Utilize social media photo and video platforms/conduct interviews at conferences to engage student attendees and offer a portion of the experience virtually to those who can't attend in person
- Liaise with APTA staff on social media graphic designs, as needed, that promote events, national conferences, and other initiatives
- Perform advocacy-related activities and duties as assigned by the SABoD
- **Time Commitment: 10-15 hours per week on average***

Director of Membership:

- Work directly with Director of Communication to create mass media publications to educate about importance of membership and membership benefit awareness

- Collaborate with APTA membership team to improve current initiatives and foster new ideas
- Explore creative avenues for discussion between SA, APTA, and other components
- Facilitate growth as students transition into early career professional
- Educate prospective and current members on the value of being a member
- Utilize social media photo and video platforms to highlight membership and promote value
- Exhibit the following skills: detail-oriented, intrinsically-motivated, good interpersonal skills, organized and creative
- Facilitate collaboration between existing Student Special Interest Groups (SSIGs) and provide direction for states or sections establishing SSIGs.
- Perform advocacy-related activities and duties as assigned by the board
- **Time Commitment: 8 - 10 hours per week***

Director of SPTA Relations:

- Manages and creates initiatives to improve Student Physical Therapist Assistant engagement, involvement, and retention, while representing the interests of the Student Physical Therapist Assistant
- Maintain and direct efforts used to reach students regarding membership benefits and SA involvement and highlight PTAs and students that are making a difference across the country
- Included in PTA Caucus communications, attend PTAC meetings at NEXT, and serve as a resource to the PTAC
- Explore and implement opportunities to create value for SPTAs and advocate for SPTA /PTA inclusiveness throughout the profession.
- Educate prospective and current members on the value of being an APTA member
- Exhibit the following skills: detail-oriented, good interpersonal skills, organized and creative
- **Time Commitment: 3 - 6 hours per week***

SPT Delegate:

- Represent the Student Assembly at the APTA House of Delegates each year
- When appropriate, develop policies or position statements on behalf of the Student Assembly to present before the House
- Work closely with the members and leaders of the association concerning the House
- Must abide by the APTA House of Delegates Bylaws
- Exhibits strong communication skills (oral & written); is detail-oriented; and highly knowledgeable about APTA policies, the physical therapy profession in general, and diplomatic processes
- **Time Commitment: 3 - 6 hours per week* (increases prior to the House of Delegates during the late Spring months)**

There is a distinction between Advocacy and Policy. Advocacy is the responsibility of the student body as whole. This position has inherent drive for advocacy, as all members do, but the main role/responsibility of the SPT Delegate are policy/legislature driven.

General Nominating Committee Responsibilities:

- Review and oversee the annual elections process
- Actively pursue candidates interested in serving on the SA Board of Directors each year
- Present a slate of qualified candidates to the Student Assembly
- Revise the elections process and all pertinent documents, as needed

Nominating Committee Chair:

- Coordinate all actions of the Nominating Committee throughout the year

- Develop and/or delegate the development of all standardized communications with members of the Student Assembly concerning involvement and the elections process
- Participate in the development and scheduling of student events at conferences
- Preside over elections at National Student Conclave
- Mentor Nominating Committee Chair-Elect for the following year of service
- Fulfill all general responsibilities of the Nominating Committee
- Exhibit strong communication skills (oral & written); is organized, deadline-oriented, and possesses excellent social skills
- **Time Commitment: 5 - 8 hours per week* (increases after NEXT when the slating process begins)**

Nominating Committee Chair-Elect:

- Be actively willing to be mentored by the Nominating Committee Chair and President during the first year of service
- Fulfill all general responsibilities of the Nominating Committee
- Exhibit excellent social skills (written & oral). Be energetic and outgoing. Strong leadership skills and ability to engage interested students. Able to remain fair and unbiased in candidate selection
- **Time Commitment: 4 - 6 hours per week (increases after NEXT when the slating process begins)**

Nominating Committee Member:

- Fulfill the general responsibilities and support the Nominating Committee
- Exhibit excellent social skills (written & oral). Be energetic and outgoing. Strong leadership skills and ability to engage interested students. Able to remain fair and unbiased in candidate selection.
- **Time Commitment: 4 - 6 hours per week (increases after NEXT when the slating process begins)**

*** Determined via survey of SABoD members prior to 2019. All hourly commitments are subject to vary based upon individual task force commitments.**

Time and Financial Commitments:

- Approximately 1 – 2 weeks away from the school/clinical setting per year to attend orientation and conferences
- The President is expected to attend leadership events at CSM and NEXT, requiring a greater amount of time away from the school/clinic setting. Attendance at Orientation is required by all elected board members. All other attendance at conferences is determined individually per board member, beyond necessary days for scheduled student events and the SABoD meeting (usually a 2-3 day commitment from the school/clinic setting per conference)
- Minimum of 3-6 hours per week to fulfill board and specified position responsibilities
- Individual position requirements as described above may involve additional time. All positions require at least 3-6 hours per week, the role of President requires at least 9 hours per week
- Flight and costs for shared hotel rooms for four conferences (Orientation, CSM, NEXT, and NSC) are provided by APTA within annual budgetary guidelines and necessity of attendance per board position. Conference registration is typically paid for, as are incidentals like meals and transportation fees (taxis, shuttles, etc.). Baggage fees incurred while traveling on APTA business are also reimbursed