

SPECIAL INTEREST GROUPS

- I. Composition:
 - A. Membership shall be at least fifteen (15) active or affiliate members from across the Chapter.
 - B. The SIG membership elects its own Chair in accordance with the bylaws for the SIG.
- II. Purpose:
 - A. For exchange of ideas.
 - B. To provide a means by which members having a common interest in a special area of physical therapy may meet and confer.
 - C. To advocate for and advance the needs of SIG members, consumers, and members of the Chapter relative to the SIG's area of interest.
- III. Duties and responsibilities of the SIG:
 - A. Operate under bylaws which have been approved by the Board of Directors.
 - B. Be considered a Chapter component and entitled to all the rights thereof.
 - C. Be considered a Chapter component and held accountable for all the responsibilities thereof.
 - D. Not compel its members to belong to an APTA Section of like nature or similar interest.
- IV. Duties and responsibilities of the Chair:
 - A. Coordinate the efforts of the SIG.
 - B. Present for each Board of Directors meeting a written report of current activity, indicating any motions which are to come before the Board and the goal/objectives to which they relate.
 - C. Annually (by June 30th), review and revise the job description of the SIG Chair for the Policy and Procedure Manual; annually review and revise the Chapter policies related to the SIG and forward any requested revisions to the Chapter Secretary.

- D. Submit two newsletter articles annually.
- E. Notify the Chapter Executive Director of any SIG award recipients prior to Annual Conference.
- F. Coordinate with the Executive Director the purchase of awards.
- G. Present the awards to recipients at the Annual Awards Banquet.
- H. Maintain a listing of all award recipients.
- I. Respond to any and all charges from the Board of Directors.
- J. Orient a successor to the Chair's position and pass on to him/her all committee files.
- K. Execute all current charges to the Committee from the Practice and Research Committee and Board of Directors.
- L. Attend the Board of Directors meetings annually in the Fall as a non-voting member. SIG Chairs are welcome to attend other regular Board meetings at their own expense.
- M. Arrange and conduct SIG business and educational meetings, including at least one meeting in conjunction with Annual Conference.
- N. Communicate quarterly with the Chapter Secretary.
- O. Appoint a liaison to the Conference Planning Committee to provide input on potential speakers and topics for Annual Conference by April of the year preceding the conference.
- P. Provide SIG meeting information to the Executive Director and the Chapter Secretary by August preceding the Annual Conference.
- Q. Submit SIG goals and objectives to the Board of Directors and the Secretary for the coming year at least one month prior to the Spring Board meeting.
- S. Identify liaisons to the PPTA Payment Specialist and the PPAC to assist with issues as needed.