

BOARD OF DIRECTORS POLICIES

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BOARD OF DIRECTORS POLICIES

I. ADMINISTRATIVE

A. Administration of Section Office

The Board of Directors shall be responsible for the Executive Director position job description and qualifications as well as his/her annual evaluation. The Executive Director shall be responsible for the internal organization of the Section's office and the approval of all employee job descriptions and qualifications other than the job description and qualifications for the Executive Director. The Executive Director will have full authority to hire and dismiss employees.

B. Plan in Absence of Executive Director

In emergency situations, the Executive Director has designated the following priority order as acting Executive Director: Executive Associate, Manager of Journals/Newsletters. In non-emergency situations and from time to time the Executive Director may designate the Executive Associate as acting Executive Director.

C. Advertising in JOSPT

i. Complementary Advertising Space

JOSPT agrees to provide the SECTIONS with complimentary 4-color advertising space, not to exceed one page, which meets the JOSPT materials specifications included in the JOSPT Advertising Rate Card, in each monthly issue of the Journal. This complimentary advertising space has an annual value of approximately \$33,000.00. If the Orthopaedic Section fails to use its monthly complimentary advertising space, the monthly advertising space lapses and may not be redeemed at a later date.

ii. Purchasing Advertising Space

The Orthopaedic Section may purchase additional advertising space at a 20% discount from the 12-time rate published on the JOSPT Advertising Rate Card, and if the ad is in color, at a 20% discount from the color charge published in the JOSPT Advertising Rate Card.

D. APTA Nominations

Nominations for National office will be brought forth to the Board of Directors and upon approval, the President will complete an NC-1 form for nomination.

E. Orthopaedic Section Web Site

i. Monthly Review of Information

The Web Site Committee (OP Editor, Board of Director member, Membership Chair, and one other Section member) shall review and approve a list of items for the website.

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ii. Online Postings of CVs, Position Openings, and Conference/Course Announcements

- **Description of Listings**

Course Listings include announcements of professional development and continuing education courses, conferences, workshops, and seminars.

Job Listings include recruitment announcements and other positions that are available.

Positions Wanted includes items posted by individuals seeking employment or other similar situations.

Miscellaneous Listings include items such as used equipment or practices for lease/sale, fellowships/scholarships available and networking or volunteer opportunities available. Product advertisements are **not** accepted for posting.

- **Rates Per 4-week Listing**

Basic Listing: \$25 for Orthopaedic Section members who provide a valid membership ID number that matches the billing information; \$35 for APTA members who provide a valid membership ID number that matches the billing information; \$50 for non-APTA members (up to 500 characters, including spaces)

Additional characters: \$75 (501-750 characters, including spaces)

Hyperlink: \$75

Additional Characters with Link: \$150

- **Advertising Policies**

Advertisements are accepted when they conform to the ethical standards of the APTA. The Orthopaedic Section does not verify the accuracy of claims made in advertisements, and publication of an ad does not imply endorsement by the Orthopaedic Section or APTA. Acceptance of ads for professional development courses addressing advanced-level competencies in clinical specialty areas does not imply review or endorsement by the American Board of Physical Therapy Specialties.

The Orthopaedic Section prohibits preferential or adverse discrimination in advertising on the basis of race, creed, color, gender, age, national or ethnic origin, sexual orientation, disability, or health status in all areas including, but not limited to, its qualifications for membership, rights of members, policies, programs, activities, and employment practices. The Orthopaedic Section is committed to promoting cultural diversity throughout the profession.

II. GOVERNANCE

A. Advisory to the Board of Directors

The Education, Research, and Practice Chairs are considered advisory members to the Board of Directors. Their role is to attend all meetings of the Board of Directors and give input and advice as appropriate including all electronic Board communication. All travel and per diem expenses will be covered by the Section according to the Section's reimbursement policy. The

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1 Education, Research and Practice Chairs may make motions, second motions, and
2 debate/discuss, but may not vote.
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4 B. Duties of Principal Officers 5

6 **President:**

- 7 • Call to order and preside over all Section meetings.
- 8 • Call special meetings of the Board of Directors.
- 9 • Presides at all meetings of the Board of Directors.
- 10 • Serves as an ex-officio member of all committees except the nominating committee.
- 11 • Submits an Annual Report to the Section and such other reports as may be required by
12 the Section Board of Directors.
- 13 • Presides over weekly conference call with Vice-President and Section Executive
14 Director.
- 15 • Writes President's message for publication in OPTP.
- 16 • Oversees progress and implementation of the Section's strategic plan and provides an
17 update on strategic plan progress to Section membership.
- 18 • Serves as the direct supervisor of the Executive Director.
- 19 • Performs annual evaluation of the Section Executive Director, with Vice-President, at
20 Board of Directors Fall Meeting.
- 21 • Serves as Section Historian with Section Executive Director.
- 22 • Attends Component Presidents Meeting at CSM and AC each year.
- 23 • Attends the annual House of Delegates.
- 24 • Attends Annual August Finance Committee Meeting at Section office.
- 25 • Serves as the official spokesperson for the Section.
- 26 • Serves as the primary liaison between the Section and APTA, Board of Directors and
27 Staff.

28 **Vice-President:**

- 29 • Assumes duties of the President if President is absent or incapacitated.
- 30 • Performs other duties as assigned by the President.
- 31 • Serves as an ex-officio member of all designated committees as outlined in the Strategic
32 Plan adopted by the Board of Directors.
- 33 • Serves as the Chair of the Awards Committee.
- 34 • Presides over the Section's annual Awards Ceremony at CSM.
- 35 • Oversees the SIG/EIG Policies and Rules of Order.
- 36 • Participates in weekly conference call with President and Section Executive Director.
- 37 • Performs annual evaluation of the Section Executive Director, with President, at Board
38 of Directors Fall Meeting.
- 39 • Performs annual evaluation of ISC and OPTP Editor at CSM and May conference call.
- 40 • Serves as Board Liaison to and evaluates performance of:
 - 41 ○ Journals/Newsletters Committee
 - 42 ○ Independent Study Courses Advisory Panel
 - 43 ○ Osteo-Blast Advisory Committee
 - 44
 - 45

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Treasurer:

- Oversees the maintenance of complete and accurate financial records, which shall be audited annually by a Certified Public Accountant.
- Submits the audited report in writing to the Board of Directors.
- Submits an annual financial report and proposed budget to the Board of Directors.
- Presents a State of the Section Finances report annually at the Section's Membership meeting at CSM.
- Oversees the collection and disbursement of funds as mandated by the Board of Directors.
- Serves as the Chair of the Finance Committee.
- Provides oversight of internal controls in Section office regarding finances.
- Oversees the Sections investment portfolio.
- Reviews and signs off on monthly income and expense reports generated by the Executive Director.

Directors 1 and 2:

- Performs special tasks assigned by the President
- Serves as Board Liaison to Committees, SIGs, EIGs, and professional organizations as assigned by the President (*See C. Board Liaison Appointments for listing*)
- Provides report on performance of assigned Committees, SIGs, and EIGs at CSM Board of Directors meetings, the Fall Board of Directors meetings and any other scheduled face to face meeting of the Board of Directors.
 - All committee, SIG, and EIG chairs/representatives will email a report to their Board Liaison five (5) weeks prior to CSM. The report will provide a summary of activities/accomplishments for the past year as well as current and upcoming projects or issues.
 - The Board Liaison will review the reports and if necessary contact the chairs/representatives for clarification of the report, prior to sending the report to the Section office.
 - If the Board Liaison has not received a report four (4) weeks prior to CSM, the Board Liaison will contact chairs/representatives directly to request the report.

C. Board Liaison Appointments

- The President will appoint a Board of Director Liaison for each of committee, special interest group, education interest group, task force, advisory panel, ad hoc committee, and other Board of Director approved groups listed below.

Section Committees

- Membership
- Education
- Journals/Newsletters
- Research

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- Finance
- Practice
- Independent Study Courses
- Public Relations/Marketing
- Awards
- Nominating
- Bylaws
- Osteo-Blast
- ICF
- Residency/Fellowship

Education Interest Groups

- Knee Patellofemoral
- PTA
- Primary Care
- Manual Therapy
- Imaging

Special Interest Groups

- Occupational Health
- Foot and Ankle
- Pain Management
- Performing Arts
- Animal Rehabilitation

Advisory Panels/Task Forces/Ad Hoc Committees

- Web Site Advisory Committee
- Ad Hoc Committee to Review Grant Applications for Practice Analysis
- APTA Outcomes Data Collection Advisory Group
- National Orthopaedic Physical Therapy Outcomes Database Task Force
- Clinical Research Network Task Force

Other Liaisons

- Orthopaedic Specialty Council
- Student Assembly Liaison to the Section
- Section Historian
- APTA Board of Directors
- APTA Nominating Committee

D. Liaisons to External Organizations

- i. The President with approval of the Board of Directors shall appoint one member of the Section's Board of Directors as the liaison to designated external organizations.

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- 1 a. Current external organizations with appointed liaison
2 i. AAOMPT
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4 ii. The liaison to any external organization shall carry out duties, such as attendance at the
5 external organization's annual conference, as outlined in the policy pertaining to liaisons to
6 SIGs, committees, and external organizations.
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8 iii. Length of term shall be no greater than two (2) consecutive three (3) year terms.
9

10 iv. A report shall be submitted to the Board of Directors within 30 days of any meeting
11 attended by the external liaison.
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13 v. The liaison will request funding according to the Section's normal budgeting process.
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15 E. Office Operation Involvement 16

17 Communication regarding office operations should be directed to the Executive Director
18 through the President.
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20 F. Policy on Endorsements by the Orthopaedic Section 21

22 The Orthopaedic Section will entertain proposals from commercial companies and interest
23 groups only through the following scheduled time frame:
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25 **Six weeks before the scheduled meeting:** An electronic copy of the proposal will be
26 submitted to the Section office. The document must include a one-page summary that
27 addresses:

- 28 1) What is the essence of the proposal and the benefits to be derived by Section
29 members?
30 2) What will the company or group provide?
31 3) What must the Section do or provide to obtain the benefits, ie, mail brochure, handle phone
32 messages, follow-up, etc.?
33 4) What is the cost to the Section?
34 5) What is the cost to the members?
35 6) What will the income be to the Section?
36

37 **Five weeks before the scheduled meeting:** copies of the proposal and cover sheet are sent to
38 the Board of Directors, Finance Committee, and the accountant.
39

40 **Four weeks before the scheduled meeting:** Board of Directors must respond as to whether
41 they desire personal representation by a company representative at the meeting. Failure of a
42 Board member to respond, results in a no vote cast. If 60% of the Board desires the company
43 representative, the representative is notified.
44

45 **Three weeks before the scheduled meeting:** Proposal is slated on the agenda, if a
46 representative is requested, they are scheduled for a 20-minute time period (10-minute
47 presentation, 10 minute discussion period).
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AT THE MEETING

The proposal is slated in the New Business portion of the agenda for a specific time. If a representative is present at the time arranged, all business stops and the proposal is presented and discussed. At the end of discussion, the proposal is **automatically tabled** until the next regular meeting of the Board of Directors. Prior to this next meeting the Section will submit a written request for approval of any proposed endorsement of a product or of a members benefit to the APTA Board of Directors before engaging in any contractual agreements. Once APTA approval is granted a vote can be taken.

RATIONALE

Endorsements by the Section are serious contracts, which can have long-range repercussions or effects. The Board of Directors should be able to become aware of the facts and have time to solicit member response to the proposal before adopting any contract.

G. Annual Policy Review

All Orthopaedic Section policies will be reviewed on an annual basis.

Procedure

1. The time table for review of the individual policies is as follows:

- April Membership, Education, International Partners
- May ICF, Residencies, all SIG Cover Pages
- June Research, Practice, PR/Marketing
- July Board of Directors, Officers/Committees/SIGs
- August ISC, Journals/Newsletters, Awards, Osteo-Blast
- September Finance, Nominating, SIG EIG

2. For those policies that are related to a Committee (Membership, Education, Research, Practice, Public Relations/Marketing, Independent Study Courses, Journals/Newsletters, Finance, Awards, Nominating, Special Interest Groups, Web Site) or have a Board appointed Coordinator (ICF and Residencies), the Committee Chair or Coordinator, along with the appointed Board Liaison, will review the policy three (3) months prior to the presentation of the policies to the Board of Directors. Recommended changes will be submitted to the Section President and Executive Director two (2) months prior to the policy presentation to the Board. The President and Executive Director will have one (1) month to review the policy and send suggested changes or questions back to the Chair/Coordinator and Board Liaison. The Chair/Coordinator and Board Liaison will have one (1) month to make final recommendations regarding the policy. The final revised policy will be circulated to the Orthopaedic Section Board of Directors one (1) week prior to the conference call during which the policy will be reviewed and approved by the Board.

3. For the remaining policies that do not have a Chair/Coordinator (SIG/EIG, Board of Directors, Officers/ Committees/SIGs, Osteo-Blast, International Partners), the appointed Board Liaison along with the President and Executive Director will review the policy two

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1 (2) months prior to the Board review of the policy. The final revised policy will be
2 circulated to the Orthopaedic Section Board of Directors one (1) week prior to the
3 conference call during which the policy will be reviewed and approved by the Board.
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5 H. Orthopaedic Section Contracts/Agreements 6

7 Board Member(s) of the Orthopaedic Section may not enter the Section, by his/her word or
8 signature, into an oral or written agreement/contract without going through the following
9 specific steps:

- 10 • The Board Member must provide the Board of Directors with full disclosure of any
11 proposed contractual arrangement or agreement with any third party/entity.
- 12 • The Board must be given complete copies of any proposed contracts or agreements and be
13 given the opportunity to meet, discuss, and vote on the same if applicable in accordance
14 with the Bylaws of the Association.
15

16 I. Annual Bylaws Review 17

18 The Section Board of Directors will review the Section bylaws annually at the Fall Board of
19 Directors meeting in the years when there is no strategic planning meeting.
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22 **III. MEETINGS** 23

24 A. Consent Calendar 25

26 A consent calendar will be sent out 1 week prior to each Board conference call meeting and
27 each face to face Board meeting. The following procedure will be used for placing
28 motions/items on the consent calendar:

- 29 • The Section office prior to the Board meeting will solicit potential motions or items for the
30 consent calendar.
- 31 • The President, Vice-President, and the Executive Director will review the submitted
32 motions/items and determine those that will be placed on the consent calendar. The consent
33 calendar is then sent to all Board members for their review. Any item on the calendar can
34 be requested to be moved onto the meeting agenda as a separate discussion item.
- 35 • Once the consent calendar items have been finalized, one item will be added to the agenda
36 to approve the entire calendar. This item will be the first order of business after approval of
37 the previous meeting minutes and the agenda.
- 38 • Any time sensitive items on the consent calendar will be handled via an e-mail vote prior to
39 the next Board meeting.
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41 B. Motions at Meetings 42

- 43 i. At a Board of Director's Meeting any Board member including the Education, Research or
44 Practice Chair present can bring forth a motion. Anyone present at the meeting can discuss
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- 1 the motion but only the voting members of the Board of Directors can vote on the motion.
2 The President's vote will determine whether or not a motion passes when there is a tie vote.
3 ii. At the Annual Business Meeting motions may be brought forth by any Orthopaedic Section
4 member. Any individual recognized by the meeting Chair may speak to the motion or
5 respond to questions. Only Orthopaedic Section members may vote.
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7 C. Minutes

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9 i. Minutes are recorded at all regular and special meetings of the Board of Directors and
10 Annual Business meetings by the Executive Director.
11 ii. Copies of all Board of Director and Annual Business meeting minutes are kept on file at the
12 Section office.
13 iii. Minutes from Executive Session Meetings are approved during Executive Session and are
14 not published.
15 iv. Board of Director and Annual Business meeting minutes are published in *Orthopaedic*
16 *Physical Therapy Practice* and on the Section's web site. Minutes are distributed to the
17 Board of Directors within 15 days of the meeting.
18 v. All adopted motions will state whether the motion was adopted by a unanimous vote or a
19 split vote and what the split was, i.e., 3-2 for.
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21 D. Attendance at Meetings

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24 i. CSM Board of Directors, Committee Chairs, 5 SIG Presidents, ICF and RFE
25 Coordinators, ISC and OPTP Editors, OCS Chair, APTA Board Liaison
26 President and Section Delegate
27 ii. Fall Meeting Board of Directors, Finance Committee member, 1 SIG representative,
28 APTA Board Liaison (President, Vice President and Treasurer
29 candidates slated for election will be funded to attend the Fall Board of
30 Directors meeting in the year they are slated.
31 iii. Fall Strategic Board of Directors, Committee Chairs, Finance Committee Member,
32 Planning Mtg 5 SIG Presidents, ICF and RFE Coordinators, ISC and OPTP Editors,
33 APTA Board Liaison
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35 All Committee, SIG and EIG Chair/Representatives will e-mail a report that provides a
36 summary of their activities and accomplishments over the past year and upcoming projects or
37 issues to their Board Liaison five (5) weeks prior to CSM.
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39 All Committee and SIG Chairs will e-mail a report to the Section office and copy their Board
40 Liaison prior to any face to face meeting of the Board of Directors.
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42 Board Members/Committee Chairs/SIG Presidents who are funded but do not attend Board of
43 Director and Business Meetings at the Combined Sections Meeting will not be eligible for
44 transportation and that day's lodging and meal reimbursement.
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BOARD OF DIRECTORS POLICIES

1 E. Reserving a Suite
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3 The Section may reserve a suite in the convention hotel at Combined Sections Meeting and
4 Annual Conference. The suite shall be used for the Section Board of Directors meetings and be
5 made available for SIG meetings.
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7 F. Strategic Planning
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- 9 i. The Section will undertake strategic planning every 5 years.
10 ii. Each Strategic Planning meeting will take place in March of the year prior to the plan going
11 into effect.
12 iii. The Board of Directors will supply the Finance Committee with figures necessary to
13 accomplish strategic plan objectives in the upcoming year.
14 iv. The Board of Directors will approve the budget at their October Fall Meeting.
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17 **IV. JOSPT**
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19 A. JOSPT Member Representative
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21 As designated in the JOSPT Bylaws, the Orthopaedic Section Board of Directors appoints one
22 Member Representative to represent the Section at the annual JOSPT Members Meeting held at
23 CSM.
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25 B. JOSPT Directors Based on Current Service and Fee Agreement between the Sections
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27 The current JOSPT Service and Fee Agreement between the Orthopaedic and Sports Physical
28 Therapy Sections was effective on January 1, 2010 and will remain in effect until December
29 31, 2012. Based on this agreement, the Orthopaedic Section is:

- 30 • Allotted one (1) Director on the JOSPT Board of Directors; and
31 • Allotted two (2) additional Directors on the JOSPT Board of Directors based on Section
32 membership on the effective date of the current agreement.
33 • No current member of the Orthopaedic Section Board of Directors will be a Director on the
34 JOSPT Board of Directors.
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