
ORTHOPAEDIC SECTION, APTA

SPECIAL INTEREST GROUP

LEADERSHIP ORIENTATION



BYLAWS, STRATEGIC PLAN AND POLICIES



- Bylaws and the Orthopaedic Section's 5-year Strategic Plan can be found beneath the following web site drop-down menu:
(Orthopt.org > Governance)
- Policies: A full description of Board of Director duties, as well as policies for each Committee can be found on the Section's website. Included on this page are the SIG/EIG Rules of Order. Note: these are all working documents, reviewed (and updated) annually.
(Orthopt.org > Governance > Section Policies)

SIG PURPOSE

- Provide educational programming to Section membership
- Serve the Section as an educational and practice resource for members
- Develop and recommend practice standards and terminology
- Identify changes in legislation, regulation, and reimbursement issues at state and national levels
- Identify and provide resource contacts and materials to accurately share practice information and address areas of concern related to the SIG domain
- Foster credible research within the SIG domain in conjunction with the Section Research Committee to promote both scientific foundation and interdisciplinary study within the SIG domain

SIG MEMBERSHIP

- **Qualifications for Membership**
 - Any Orthopaedic Section Member who is in good standing can become a member of any or all of our SIGs.
- **Admission to Membership**
 - Any Section Member who desires to become a SIG member shall submit a request to the Section office either via the online form or by contacting the Section office.
 - The membership form can be found by going to orthopt.org > Special Interest Groups > the SIG you would like to join > Become a member.
 - There is no cost to joining any or all of the SIGs.

OCCUPATIONAL HEALTH / BECOME AN OHSIG MEMBER



BECOME AN OHSIG MEMBER

Please feel free to fill out the form shown below and we will include you on the Occupational Health Physical Therapist SIG mailing list! Although much of the SIG information is included within the Orthopaedic Section's quarterly newsletter, *Orthopaedic Physical Therapy Practice*, some information such as election and directory notifications will be sent via the mail.

If you are already an Orthopaedic Section member, you will continue to receive all information pertaining to the Orthopaedic Section SIGs. If you are not an Orthopaedic Section member, you will not be entitled to receive the information sent out by these groups, nor will you receive the many member benefits offered to Orthopaedic Section members.

Thank you for your interest in the Occupational Health Special Interest Group!

Name

Street Address

City

State

COMMUNICATING WITH SIG MEMBERSHIP

- E-mail blasts
 - SIG leadership has the opportunity to communicate with their applicable memberships as often as they would like.
 - The information to be distributed is submitted to the Executive Associate for review. The Executive Associate then forwards the e-blast to the applicable BOD Liaison for review and approval. Examples of current e-blasts include:
 - OHSIG: Literature Review and “News from your OHSIG” (quarterly)
 - PASIG: “Citation Blast” (monthly)
- Facebook “private pages”
 - Creation of a SIG Facebook page is coordinated through the PR Committee Liaison.
 - Individuals wishing to be “friends” of the page will be invited or will need to request to be added.
 - Posts need to be monitored very frequently. Advertisements of any kind will not be allowed.
 - The following SIGs currently have Facebook private pages: PASIG, OHSIG, ISIG.
- Website
 - Information can be added to the SIG websites after Orthopaedic Section BOD approval. Requests for website additions should be sent to the Executive Associate.

COMMUNICATING WITH SIG MEMBERSHIP

- Member's E-Mail Addresses
 - Per APTA and Orthopaedic Section policy, e-mail addresses cannot be sold nor provided to any member, regardless if they are a part of the Section or SIG Board of Directors. All correspondence that is sent out via mass e-mail will be distributed through the Orthopaedic Section office.
- Membership Lists
 - Membership lists containing first and last names, city, and state can be provided to SIG leadership.

SPECIAL INTEREST GROUPS (SIG)



- SIG Officers consist of a President and a Vice President/Education Program Chair
- Have an annual budget of \$2500
- Provide a proposal for 2 hours of educational programming each year at CSM or a Annual Orthopaedic Section Meeting as requested by the Education Committee Chair
- Conduct an annual SIG Membership Meeting at CSM
- Hold at least 2 conference calls per year to conduct SIG business.

GOVERNING BOARD

- The SIG Governing Board consist of:
 - President (elected by SIG membership)
 - Vice-President/Education Chair (elected by SIG membership)
 - Section Board of Directors Liaison
- All three members will attend every meeting of the SIG Governing Board, including conference calls and face-to-face meetings
- The Nominating Committee will consist of:
 - Chair
 - 2 Members
 - Each year, the SIG will elect one Nominating Committee Member. The elected individual will serve 2 years as a member, and on their third and final year on the committee, will act as Nominating Committee Chair.

REQUIRED ACTIVITIES OF SIG OFFICERS

- President
 - Attends Section Membership Meeting & Board of Directors/Committee Chairs/SIG Presidents meeting at CSM annually
 - Staffs the booth at CSM for a minimum of 2 hours each year
 - Represents the applicable SIG at the Fall Orthopaedic Section Strategic Planning meeting every 5 years as well as other Section meetings when requested by BOD
 - Provides a written report on SIG activities one month prior to Fall BOD meeting, Section BOD meeting at CSM, and July BOD meeting
 - Submits a SIG informational update and/or article to *OPTP* at least 2 times per year
 - Provides a report to the BOD for review at the CSM Board Meeting during their third year of Presidency, indicating how the SIG has fulfilled the six purposes documented for SIGs

REQUIRED ACTIVITIES OF SIG OFFICERS

- Vice President/Education Chair
 - Provides a proposal 2 hours of educational programming each year at CSM or at the Annual Orthopaedic Section Meeting if requested by the Section's Education Chair
 - Works with the Section's Education Committee Chair to plan CSM or Annual Orthopaedic Section Meeting programming
 - Serves as moderator of the applicable SIG's education session at CSM
 - Can only serve as a presenter for one annual CSM or Annual Orthopaedic Section Meeting education session during each three-year term

ELECTION PROCESS/TERMS OF OFFICE

- Each year the Executive Associate will send a “Call for Candidates” to the applicable SIG membership beginning in July, and reminders will continue to be sent until the Slate of Candidates is closed in early-September.
- The Executive Associate will inform each SIG’s Nominating Committee, copying the SIG President, of the upcoming election process and deadlines, and will continue to communicate with the Nominating Committee throughout the election period.
- The Orthopaedic Section SIG’s election period will coincide with the Orthopaedic Section’s election period. SIG candidate profiles, statements, and voting ballot will be included with the Orthopaedic Section’s slate and ballot.
- Each position is a 3-year term; no person shall be elected to serve more than two (2) full consecutive terms in the same office; no person shall serve more than four (4) complete consecutive terms on the SIG Board of Directors.
- Standing committees may be formed, however, the Chair positions will not be elected, but instead will be appointed. Names and CVs for appointees will be brought forth to the SIG leadership and Orthopaedic Section Board Liaison for approval.

BOARD, COMMITTEE, SIG POLICY - DISMISSAL

- Grounds for dismissal of a Board or Committee member include but are not limited to: 1) noncompliance with Section standards, policies, positions, guidelines or Code of Ethics; 2) failure to perform assigned tasks; 3) failure of the member to attend 75% or more of the meetings; 4) lapsed or dropped membership; 5) disciplinary action by a licensing board.
- If a vacancy in a Board or Committee arises either through a resignation or dismissal, it will be filled in accordance with the guidelines for appointment of a Board or Committee member.

SIG BUDGETS - \$2,500 ANNUAL BUDGET

- Does not roll over into the next year.
- If a SIG utilizes the \$2500 allocated budgeted funds, all other expenses, based on BOD approval, will be taken out of the SIG's encumbered funds.
 - If no encumbered funds exist, special approval is needed by the Section Board of Directors for additional funds.
- SIG budgets will be submitted to the Finance Committee by June 15 of each year, or when requested by the Executive Director.
- Each SIG will appear in the Section budget as a program and be managed in the same manner as other budgetary programs.
 - Budgeted expenses will be reimbursed with proper documentation.
 - Copies of expenses paid will be sent to SIG Presidents quarterly.
- SIG President and Vice President will be reimbursed for airfare, two days per diem (meals & hotel), and conference registration for attendance at CSM or the Annual Orthopaedic Section Annual Meeting.
- All CSM or Annual Orthopaedic Section Meeting expenses incurred by the SIG, is paid for by the Section if kept within the allocated \$600 budget. Expenses exceeding the \$600 budget will need approval from the Section BoD to be drawn from the SIG's encumbered funds, if these funds exist.
 - Speaker reimbursement will follow the Section guidelines for Speaker Reimbursement listed in the Section's Education Policy.



SAMPLE SIG BUDGET

	EXPENSES	2017 Proposed Expense	2016 Budgeted Expense	2016 June Actual Expense	2015 Year- End Actual Expense
A.	General Expenses				
4125	Miscellaneous	2500	2,500	1,190	739
	The following items will be taken from \$2500 budget first and the remaining from encumbered funds				
	Project 1: Recognition of an Orthopaedic Subspecialty: a Dance Medicine Fellowship				
	Project 2: Recognition of an Orthopaedic Subspecialty: a Music Medicine Fellowship				
	Reimbursement for APTA online course: Residency and Fellowship 101		350		
	Consultants to evaluate DASP (\$50/hr)		500		
	Food/gas/per diem for outside consultants		100		
	Project 3: Representation of the PASIG at Performing Arts Conferences				
	Display booth or program sponsorship		350		
	Conference fees		500		
	Travel		450		
	Hotel		600		
	Per Diem (\$65/day x 3 days = \$195)		195		
	\$456.99 is restricted to the Research Grant in 2017. PASIG does not have enough encumbered funds remaining to fund grant.				
	The following is to be taken from the PASIG Encumbered Funds				
	ABPTRFE Application for Fellowship - Revalidation Study				
4133	Grants	0	5,000	5,000	
	PASIG Research Grant				
4133	Grants (\$15,000 grant over 2 years beginning in 2016)	7500	7,500	8,811	
	TOTAL (Maximum budget allowance: \$2,500)		15,000	15,001	739
	Encumbered Funds available as of June 2016 (\$6,189 is restricted to the Research Grant in 2017)	5732.01			
	PASIG Encumbered Funds will be depleted after remainder of grant is awarded				

SIG ENCUMBERED FUNDS

- 'Encumbered Funds' are funds that the Finance Committee will maintain in a secure, no risk investment fund and will be available for legitimate purposes for SIGs consistent with SIG policies, Orthopaedic Section Bylaws and current Strategic Plan.
- Funds not used in a calendar year will be rolled over to the following year.
- SIGs may budget use of their encumbered funds through the normal budgetary process.
- SIGs may also request to access encumbered funds by written request from the SIG President to the Section Office.
 - It should include, the type, amount and purpose of the expense and will be submitted to the Executive Director.
- Money is earned for encumbered funds from CSM Pre-conference course profit, off-site educational programming, and SIG co-sponsored ISCs profit
 - A 50/50 split of all net profits will occur for the above-mentioned possible offerings.

SIG ENCUMBERED FUNDS

- The Section may access the SIGs encumbered funds for non-SIG purposes if fiscal necessity arises.
- If a SIG were to become an EIG, the existing funds would be available for five years.
 - If at the end of five years the EIG has not converted back to an SIG, the funds would be returned to the Section's budget to fund research and advocacy issues.
- If a SIG were to cease to exist and did not become an EIG, the SIG membership would be asked if funds should be used to fund research and/or advocacy issues.
 - If the applicable SIG membership could not come to a decision, the funds would be placed in the Section's general account.

YEAR-END SIG ENCUMBERED FUNDS

- **SIG Encumbered Funds 2016 YTD (As reported at CSM 2016)**
- OHSIG \$ **22,047** (2016 Deductions: \$10,000 for OHSIG CPG)
- ARSIG \$ 18,826
- FASIG \$ **51,707** (Note 2016 Deductions: \$15,000 between 2016 & 2017 for Research Grant)
- PMSIG \$ 3,045
- PASIG \$ **15,868** (Note 2016 Deductions: \$15,000 between 2016 & 2017 for Research Grant)
- ISIG \$ 4,985

REIMBURSEMENT POLICY/FORM



- Reimbursement for budgeted travel by the Section staff, members, invited speakers or consultants will be made as follows:
 - Hotel reimbursement will not exceed the single room rate, plus taxes at the convention hotel(s).
 - Airfare reimbursement is based on coach fare of \$600. Anything above this amount requires approval by the Executive Director.
 - Mileage reimbursement will follow the IRS guideline.
 - Per Diem is limited to \$65 per day, receipts required. Per Diem is limited to \$36.00 per day when receipts are not submitted.
 - Note: when meals are provided by the Section, the applicable meal allotment will not be reimbursed. (\$15 – breakfast, \$20 – lunch, \$30 – dinner)
 - All reimbursements for expenses need to be submitted within 60 days to receive 100% of expenses submitted. After 60 days reimbursement will be at the rate of 75%.
- When utilizing the Section’s travel agent, airfare will be charged directly to the Section credit card.

ORTHOPAEDIC SECTION, APTA, INC
 2920 EAST AVENUE SOUTH, Suite 200, LA CROSSE WI, 54601 800-444-3982 FAX 608-788-3965
REIMBURSEMENT REQUEST

Name: _____
 (PLEASE PRINT)

Meeting: _____

Date: _____ **Place:** _____

Reimbursement is on the basis of actual hotel expenses (room and tax) plus actual travel costs (plane, train, bus) and actual local ground transportation. Hotel reimbursement will not exceed the single room rate at the convention hotel(s). Airfare reimbursement is based on coach fare of \$600.00. Anything above this amount requires approval by the Executive Director. Mileage will be reimbursed at .54/mile. Per diem is limited to \$36.00 per day, UNLESS receipts are attached, whereupon, per diem will be reimbursed UP TO \$65.00 per day. Any meals provided by the Section will be deducted from your reimbursement as follows: \$15 for breakfast, \$20 for lunch and \$30 for dinner. All reimbursements for expenses need to be submitted within 60 days to receive 100% of allowable expenses. Requests for reimbursement received after 60 days will only be reimbursed up to 75% of the total allowable expenses.

DATE	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTAL
TRAVEL								
Auto mileage \$.54/mile x .54 miles								
Airfare								
Taxi								
Parking/Tolls								
LODGING/MEALS								
Hotel Single room rate								
Meals								
TOTALS								
Office use only								

I certify that this travel expense report is correct and that these expenses are not being submitted for reimbursement to any other organization:

Today's date: _____

Name: (please print): _____

Signature _____

Phone: () _____

Mail check to: _____

SUBMITTING PROPOSALS FOR CSM PROGRAMING

- APTA's deadline for the upcoming year's CSM programming typically occurs in early-March.
- Proposals from SIGs should be marked, indicating the proposal is submitted by a SIG.
 - SIG proposals are a priority to accept but will be held to the same standard as any other submitted programming in terms of quality.
 - There should not be an expectation that a SIG proposal will be automatically accepted.
- SIGs and EIGs can join together to solicit speakers and submit proposals
- If a grader finds a high-scoring proposal that is relevant to a SIG but not submitted through a SIG, the Education Committee will attempt to put those who submitted the programs in touch with one another

CSM PROPOSAL GRADING

- CSM proposals are graded by the 7 members of the Education Committee of the Orthopaedic Section.
- Each grader is blinded to other's grades, but still has the opportunity to read and add comments regarding the proposal.
- The Chair reviews the votes after members have graded all proposals.
 - If the votes are close on some proposals, the Chair may ask the committee to re-grade these proposals to determine rank-order.
 - Ultimately the Chair synthesizes the results and makes a final selection.
 - Areas of concern are discussed with the committee for feedback.

POLICY ON PAYING SPEAKERS – 2 OPTIONS

Pre-conference and Off-site courses <i>All Speakers</i>	CSM Programs <i>(2 hour program)</i> <i>Non-PT and Non-PTA</i> (Speaker must present for at least 30% of the total course program in order to receive this honorarium and travel reimbursement)	CSM Programs <i>(2 hour program)</i> <i>PTs and PTAs</i> (Speaker must present for at least 20 minutes to receive honorarium)
Travel at Section rates (up to \$600.00)	Travel at Section rates (up to \$600.00)	No travel reimbursement
For non-lab classes: \$100.00 per speaking hour per speaker For lab classes: \$100.00 per speaking hour per speaker for <24 students. For >24 students additional speakers/instructors will also be paid \$100.00 per speaking our per speaker	\$100.00 per speaking hour	\$300 per speaking hour
Per Diem and hotel for day(s) presenting and the night prior to the program if an AM start time	Per Diem and hotel for the day presenting and the night prior to the program if an AM start time	No per diem reimbursement
	Registration for day(s) presenting reimbursed by APTA	Registration for day(s) presenting, reimbursed by APTA

CRITERIA FOR CANCELLATION OF PRE-CONFERENCE COURSES

- Pre-conference course cancellations
 - The number of registrations will be evaluated 6 weeks prior to the start of the course. However, this date will be determined by a deadline date provided by APTA, which may be sooner than, or further out from, a 6-week prior date.
 - Should the course be canceled due to low registration, registrants and speakers will be notified no less than 30 days prior to the course start date by APTA's conference registrar, J. Spargo.
 - Cancellation occurs when courses do not have sufficient registration revenue to cover expenses. A "break-even" point is determined by calculating the fixed and variable expenses compared to the number of registrants needed to match the expense amount.

CRITERIA FOR CANCELLATION OF OFF-SITE COURSES

- Off-site course cancellations
 - The number of registrations will be evaluated 6 weeks prior to the start of the course. If registration numbers are close to the breakeven point, Section staff will continue to monitor incoming registrations over the next week.
 - Should the course be canceled due to low registration, registrants and speakers will be notified no less than 30 days prior to the course start date by the Orthopaedic Section staff.
 - Cancellation occurs when courses do not have sufficient registration revenue to cover expenses. A “break-even” point is determined by calculating the fixed and variable expenses compared to the number of registrants needed to match the expense amount.

ORTHOPAEDIC PHYSICAL THERAPY PRACTICE (OPTP)

- SIG Submission Content
 - Presidents Message
 - CSM or other meeting updates
 - Newsworthy or legislative updates specific to SIG
 - Each SIG may submit up to 4 printed pages in *OPTP*, per issue
 - Submit longer articles to the main body of *OPTP*
 - Articles will be placed in the que and reviewed in the order received

OPTP CONTINUED – CRITERIA FOR SUBMISSIONS

- **Criteria**
 - All SIG newsletter submissions must first be edited and approved by the applicable SIG Board Liaison prior to submission to *OPTP* editors
 - 2700 maximum word count (about 3 printed pages)
 - Limit figures and/or tables (as copyright permission must be obtained for borrowed material)
 - Adhere to AMA style, 10th Ed. for references

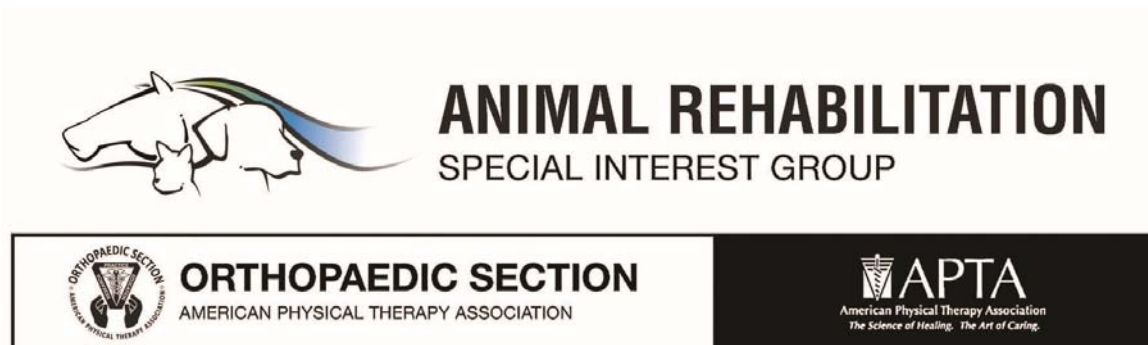
OPTP CONTINUED – SUBMISSION DEADLINES

- Deadlines for SIG submissions to *OPTP*

ISSUE	SIG SUBMISSION DUE DATE
April, 2017	March 3, 2017
July, 2017	May 26, 2017
October, 2017	August 11, 2017
January, 2018	November 17, 2017

SIG LOGOS

- SIGs are welcome to create their own logos, and if approved by the Orthopaedic Section Board of Directors, the applicable logo would then be added into the Section's SIG logo template. See below for an example of the ARSIG's logo and the frame template:



ORTHOPAEDIC SECTION BOD MEETINGS



- Conference Calls
 - Typically the 2nd Monday of each month
- Upcoming face-to-face meetings
 - 2017 Annual Orthopaedic Section Meeting – San Diego, CA
 - April 20 – 22, 2017
 - July 2017 BOD Meeting – La Crosse, WI
 - July 26 – 29, 2017
 - October 2017 BOD Meeting – Tampa Bay, FL
 - October 12 – 15, 2017
 - CSM 2018 – New Orleans, LA
 - February 21 – 24, 2018

MEETING MINUTES

- Orthopaedic Section Board of Directors Face-to-face and Conference Call meeting minutes will be emailed to Orthopaedic Section Board Members, Committee Chairs, SIG Presidents, and EIG Chairs following Board approval.
- Recent and archived Orthopaedic Section BOD meeting minutes can be found online:
[Orthopt.org > Governance > Minutes](#)

LIAISONS



- All Board of Director members are liaisons to Committees, SIGs and EIGs:
 - Occupational Health – Gerard Brennan
 - Foot and Ankle – Aimee Klein
 - Pain Management – Scott Davis
 - Performing Arts – Aimee Klein
 - Animal Rehabilitation – Scott Davis
 - Imaging – Aimee Klein
- PR committee members are assigned as a liaison to each SIG for public relations and social media purposes.

STRATEGIC PLAN PROCESS



- The Section will undertake strategic planning every 5 years.
- Each strategic planning meeting will take place 2 days prior to the Fall Board of Directors Meeting in La Crosse.
- The Board of Directors will approve the annual Section & SIG budgets at the Fall BOD Meeting in October.
- The current Orthopaedic Section Strategic Plan can be found online:
(Orthopt.org > Governance > Strategic Plan)

ORTHOPAEDIC SECTION BOARD OF DIRECTORS DUTIES AND TERMS

- 3 Principle Officers: President, Vice President, Treasurer, and 2 Non-Officer Directors, all of whom must be Section members and are elected by the Section membership.
- Each position is a 3-year term; no person shall be elected to serve more than two (2) full consecutive terms in the same office; no person shall serve more than four (4) complete consecutive terms on the Board of Directors.
- In addition, the Education, Research and Practice Committee Chairs serve as non-voting advisory members on the Board of Directors.
- A full description of Board of Director duties can be found on the section website
(Orthopt.org > Governance > Section Policies > Board of Directors Policy Document > II. Governance > C. Duties of Elected Officers)

SECTION OFFICE OPERATIONS/STAFF



- Terri DeFlorian, Executive Director
 - Manages staff, Board of Directors, administration/finances, property management
- Tara Fredrickson, Executive Associate
 - Conference management, committees and SIGs, website
- Leah Vogt, Executive Assistant
 - Assists Executive Director and Executive Associate
- Sharon Klinski, Managing Editor
 - Independent Study Courses (ISCs)
 - *Orthopaedic Physical Therapy Practice (OPTP)*
- Brenda Johnson, Clinical Practice Guidelines Coordinator
 - Resource for all guideline development teams
- Carol Denison, ISC Processor/Receptionist
 - Member inquiries
 - ISC registrations

SECTION OFFICE



Built in 1995