

Orthopaedic Section Call for Nominees

The Orthopaedic Section is calling for nominees to run for elected positions. You may use this packet to learn about the qualifications and responsibilities for each open position. This packet also describes the nominations and election process so that you may nominate yourself or a colleague for Orthopaedic Section office.

- **What positions are open in 2019 Orthopaedic Section office?**
 - President
 - Director
 - Nominating Committee Member

- **I know an Orthopedic Section Member that would be great for a Section position. How can I get that information to the Nominating Committee?**

Space has been provided at the bottom of this form for you to fill out the name of a colleague(s) that you feel should be considered by the Nominating Committee. You may also nominate yourself. Please complete this form and send it to Orthopaedic Section staff at tfred@orthopt.org or by fax at (608) 788-3965.

- **Where can I find position descriptions for open offices?**

On the following pages, you will find position qualifications and duties. If you have further questions about the responsibilities and functions of the board positions, you can visit the *Board of Directors Policy Document* at:

https://www.orthopt.org/content/governance/section_policies

Additional policy documents are available on the above web address for the Nominating Committee and Special Interest Groups.

- **What is the deadline for nominations? When do elections take place?**

Nominations for 2019 should be submitted before September 14, 2018. Elections take place in November and newly elected members start their term at the end of CSM in January 2019.

The following individual(s) possess the attributes necessary to serve as a member of the Board of Directors or Nominating Committee:

Name: _____ Office: _____

Name: _____ Office: _____

Name: _____ Office: _____

Orthopaedic Section Elected Officer Qualifications and Duties

For more details of the roles, responsibility, and functioning of the board of directors please see the *Board of Directors Policies* at: https://www.orthopt.org/content/governance/section_policies

President:

Qualifications:

- Orthopaedic Section member in good standing
- Demonstrated significant leadership experience in the Orthopaedic Section and knowledge of recent/current Section initiatives/activities
- Must have direct experience on the Orthopaedic Section Board of Directors in one of the following positions – Vice President, Treasurer, Director, Practice Chair, Education Chair, Research Chair or APTA Board Liaison to the Section. Demonstrated managerial experience/skills included but not limited to:
 - Personnel management
 - Strong communication skills
 - Experience in conducting meetings
 - Knowledge of parliamentary procedure
- Ability to effectively represent the Orthopaedic Section and the profession
- Experience in strategic planning, organizational structure, and business operations

Duties:

- Call to order and preside over all Section meetings.
- Call special meetings of the Board of Directors.
- Presides at all meetings of the Board of Directors.
- Serves as an ex-officio member of all committees except the Nominating Committee.
- Submits an Annual Report to the Section and such other reports as may be required by the Section Board of Directors.
- Presides over weekly conference call with Vice-President and Section Executive Director.
- Writes President's message for publication in *OPTP*.
- Oversees progress and implementation of the Section's strategic plan and provides an update on strategic plan progress to Section membership.
- Serves as the direct supervisor of the Executive Director.
- Performs annual evaluation of the Section Executive Director, with Vice-President, at Board of Directors Fall Meeting.
- Serves as Section Historian with Section Executive Director.
- Attends Component Presidents Meetings at CSM and Annual Conference each year. -Attends the annual House of Delegates.
- Attends Annual August Finance Committee Meeting at Section office.
- Serves as the official spokesperson for the Section.
- Serves as the primary liaison between the Section and APTA, Board of Directors and Staff.
- Reviews and approves monthly Osteo Blasts

Estimated time commitment: 10 hours per week plus travel

Vice President

Qualifications:

- Orthopaedic Section member in good standing

- Demonstrated significant leadership experience in the Orthopaedic Section and knowledge of recent/current Section initiatives/activities
- Demonstrated managerial experience/skills included but not limited to:
 - Personnel management
 - Strong communication skills
 - Experience in conducting meetings
 - Knowledge of parliamentary procedure
- Ability to effectively represent the Orthopaedic Section and the profession
- Experience in strategic planning, organizational structure, and business operations

Duties:

- Assumes duties of the President if President is absent or incapacitated.
- Performs duties as assigned by the President.
- Serves as an ex-officio member of all designated committees as outlined in the Strategic Plan adopted by the Board of Directors.
- Serves as the Chair of the Awards Committee.
- Presides over the Section's annual Awards Ceremony at CSM.
- Oversees the SIG/EIG Policies and Rules of Order.
- Participates in weekly conference call with President and Section Executive Director.
- Performs annual evaluation of the Section Executive Director, with President, at Board of Directors Fall Meeting.
- Performs annual evaluation of ISC and *OPTP* Editor at CSM and via May conference call.
- Serves as Board Liaison to and evaluates performance of:
 - Journals/Newsletters Committee
 - Independent Study Courses Advisory Panel

Estimated time commitment: 4 hours per week plus travel

Treasurer

Qualifications:

- Orthopaedic Section member in good standing
- A good understanding of financial statements and accounting concepts
- Demonstrates a broad knowledge-base of Orthopaedic Section's recent/current activities/initiatives
- Shall have served one term on the Finance Committee. Previous experience on APTA and/or APTA component(s) Finance Committee(s) is preferred
- Experience in strategic planning, organizational structure, and business operations
- Ability to effectively communicate (both written and verbal) the Section's financial status to the Board and membership

Duties:

- 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.

Estimated time commitment: 2 hours per week plus travel

Directors

Qualifications:

- Orthopaedic Section member in good standing
- Demonstrated previous experience in Orthopaedic Section governance and/or associated activities.
- Demonstrated APTA and/or component experience is preferred.

Duties:

- Performs special tasks assigned by the President
- Serves as Board Liaison to Committees, SIGs, EIGs, and professional organizations as assigned by the President
- 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.
- Work with the Education Chair to determine topics and speakers for 2 manipulation pre-conference courses at CSM each year.

Estimated time commitment: 7 hours per month

Nominating Committee

Qualifications:

- Orthopaedic Section member in good standing
- Experience with Orthopaedic Section activities and initiatives
- Demonstrated experience in mentoring
- Familiarity with conflict of interest policies related to elected positions and governance

Duties

- Review upcoming Orthopaedic Section officer vacancies.
- Identify potential candidates who possess qualifications for their chosen position to potentially include on slate of candidates
- Screen candidates regarding their match to the particular position for which they have expressed interest.
- Provide to candidates the job description for the position for which they have expressed interest.
- Carefully evaluate the qualifications of each potential candidate to ensure the best qualified candidates are slated for the election, slating a minimum of two candidates for each position vacancy when possible.
- 1 to 3 committee members elected each year, Nominating Chair will be the 3rd year committee member.
- The Nominating Committee Chair will also attend the CSM Board of Directors and Membership Meetings as well as the October Fall Board of Directors Strategic Planning meeting every third year.

Estimated time commitment: 2 hours per month