

Board of Directors Standard Operating Procedures

1. Establishing the executive committee

- a. At CSM, two Non-Officer Directors shall be elected to serve on the AOPT Executive Committee.
- b. The term for Non-Officer Directors serving on the AOPT Executive Committee shall be 1 year
- c. The Directors willing to serve on the Executive Committee will be placed on a ballot.
 - i. A Non-Officer Director is not eligible for election if they have served on the executive committee for two of the three years in their elected term.
 - ii. All voting members of the BOD excluding the President will vote for two individuals to serve on the executive committee.
 - iii. The election of the two Non-Officer directors to serve on the executive committee will be conducted at the last scheduled BOD meeting at CSM.

2. Duties of the AOPT Board of Directors

President

1. Presides over all meetings of the academy.
2. Chair of the Executive Committee which consists of the President, Vice President, Treasurer, Directors
3. Provides a meeting agenda per the SOP for BOD meetings.
4. Schedules weekly conference calls with the Vice President (VP) and Executive Director (ED) of the AOPT.
5. Reviews running agenda of AOPT activities to be discussed created by the ED.
6. The intent of this meeting is to continue forward progression of AOPT activities, close loops of communication, and identify items that need to be brought to the BOD for discussion and/or approval.
7. Schedules a weekly conference call with the ED to discuss AOPT business and operations, and serves as consultant and supervisor of the ED.
8. The ED creates and keeps the agenda for this call which typically is scheduled for 1 hour.
9. Reviews the strategic directives quarterly or as needed to facilitate business of the AOPT and to keep transformational and transactional activities in balance.
10. Facilitates the development of new strategic directives every three years after 2023.
11. Works with the Managing Editor of the OPTP publication for the President's message to be published quarterly. The message is typically due to the Managing Editor in February, May, August, and November.
12. Facilitates the Annual evaluation of the AOPT's Executive Director.
 - a. In August the President meets with the VP to determine the process for the ED annual evaluation.
 - b. In September obtain evaluative information regarding the ED performance from stakeholders and creates a written report with the VP.
 - c. The ED is asked to perform a self-evaluation which is sent to the President and VP for consideration of the annual evaluation.
 - d. Along with the VP reviews the performance evaluation with the ED at the Fall BOD meeting typically held in October each year; attendance is President, VP, and ED.
 - e. Final report is written by the President and given to the ED in December of each year.
 - f. Follow up discussion at the CSM if requested by the President, VP or ED.
13. Maintains communication with APTA BOD through their assigned liaison, attends leadership activities and the Section/Academy President's Council meetings, President's luncheon at CSM, and the APTA annual conference where the HOD is held.

14. The President attends the HOD, serves as the alternate delegate and provides consultation to the AOPT Delegate as needed.
15. Reviews and approves communication to external stakeholders according to the PR policy and utilizes the communication flow sheets to facilitate appropriate analysis and communication.
16. Facilitates the Bylaw review process at the Fall BOD meeting annually except in the years where there is a strategic directive meeting for the AOPT.
17. At CSM hosts the SIG leadership luncheon and along with the ED and Assistant Executive Director conducts the orientation and onboarding of new SIG leadership to the AOPT.
18. Meets with the SIG leadership via webinar or digital communication two times per year to discuss concerns, AOPT initiatives. This does not replace or substitute for required meetings and communication with appointed BOD liaisons to the SIG's.
19. When requested recommends candidates for the ABPTS Orthopaedic Specialty Council

Vice President

1. Will assume the duties of the President, if the President is absent or incapacitated.
2. Participates in weekly scheduled conference calls with the President and ED, as described in detail under the President duties.
3. Assists the President with the annual evaluation of the AOPT's Executive Director (ED) as described in detail under the President duties.
4. Presides over the Academy's annual Awards Ceremony at CSM.
 - a. Coordinates the Awards Ceremony timing with the Assistant Executive Director for the AOPT social/ celebration following the Awards Ceremony.
 - b. Coordinates the Award presentations by the Awardees with the Assistant Executive Director and Awardees, to prepare the Award Ceremony slides in a single power point prior to CSM, to be used during the Awards Ceremony
 - c. Coordinates with the Research Committee VP for the Poster Award winner. The winner is selected at CSM, and the slide announcing the award winner is placed in the Awards ceremony power point during CSM
5. Assists the President with duties as assigned by the President
6. Serves as a BOD liaison assigned by the President.
7. Participate in BOD monthly conference calls, including:
 - a. Submission of agenda items, including motions as indicated
 - b. Review of all materials prior to call
 - c. Lead agenda item(s) discussion as assigned by President or related to agenda or other liaison duties.
8. Participate in 3 yearly face to face meetings: CSM, July, October
 - a. Submission of agenda items, including motions as indicated
 - b. Review of all materials prior to meeting
 - c. Lead agenda item(s) discussion as assigned by President or related to liaison duties

Treasurer

1. Acts as Chair of the Finance Committee
2. Reviews financials with Executive Director on a regular basis (weekly or bi-monthly at a minimum) or as requested by the Executive Director
3. Reviews, approves and signs ledger balances monthly
4. Meets with financial advisors and investment advisors in person at least annually
5. Discusses investments with investment advisors quarterly on the finance committee conference calls to review investments and any recommendations for change.
6. Advises Board of Directors on the financial status of the Academy and provides recommendations of any changes from the Finance Committee
7. Conducts calls with the Finance Committee at least quarterly

8. Presents the Draft budget to Board that was developed by the finance Committee at the October BOD meeting
9. Participate in BOD monthly conference calls, including
 - a. Submission of agenda items, including motions as indicated
 - b. Review of all materials prior to call
 - c. Lead agenda item(s) discussion as assigned by President or related to agenda or other liaison duties.
10. Participate in 3 yearly face to face meetings: CSM, July, October
 - a. Submission of agenda items, including motions as indicated
 - b. Review of all materials prior to meeting
 - c. Lead agenda item(s) discussion as assigned by President or related to liaison duties
11. Represent the Academy, as designated by the President, at internal or external meetings/events.

Director

1. Serves as a liaison to SIGs, Committees, Task Forces, as assigned by the President. This includes:
 - a. Serve on the assigned Governing Board of assigned SIG
 - b. Review yearly budget submission
 - c. Review reports generated by SIG leadership, *Orthopaedic Physical Therapy Practice* SIG President's Report, strategic planning and Governing BOD reports and web site submissions
 - d. Attendance, as schedule allows, SIG webinars, Board meetings, in an advisory role.
 - e. Attendance at SIG CSM Membership meeting
 - f. Attendance at Committee and Task Force meetings, as schedule allows, in an advisory role.
2. Participate in BOD monthly conference calls, including
 - a. Submission of agenda items, including motions as indicated
 - b. Review of all materials prior to call
 - c. Lead agenda item(s) discussion as assigned by President or related to agenda or other liaison duties.
3. Participate in 3 yearly face to face meetings: CSM, July, October
 - a. Submission of agenda items, including motions as indicated
 - b. Review of all materials prior to meeting
 - c. Lead agenda item(s) discussion as assigned by President or related to liaison duties
4. Represent the Academy, as designated by the President, at internal or external meetings/events.

Ex-Officio Appointed Members

1. Are appointed by the BOD and serve as the Chairs of the Education, Practice and Research committees
2. Participate in BOD monthly conference calls, including
 - a. Submission of agenda items, including motions as indicated
 - b. Review of all materials prior to call
 - c. Lead agenda item(s) discussion as assigned by President or related to agenda
3. Participate in 3 yearly face to face meetings: CSM, July, October
 - a. Submission of agenda items, including motions as indicated
 - b. Review of all materials prior to meeting
 - c. Lead agenda item(s) discussion as assigned by President
4. Represent the Academy, as designated by the President, at internal or external meetings/events.

3. Written reports to the Board Liaison from SIG's/ EIG/ Committees and assigned entities

1. All committee, SIG, and EIG chairs/representatives will email a report to their Board Liaison four weeks prior to CSM and the July Board of Directors meeting and/or according to the BOD reporting schedule. The report will provide a summary of activities/accomplishments as well as current and upcoming projects, associated motions.
2. 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 AOPT office for inclusion on the BOD Consent Agenda or Conference call Agenda.
3. If the Board Liaison has not received a report four (4) weeks prior to CSM, and the July Board of Directors meeting and according to the BOD reporting schedule, the Board Liaison will contact chairs/representatives directly to request the report.
4. All committee, SIG, EIG, and assigned entity reports will be collated and distributed to the BOD prior to the July and CSM BOD meeting for review. These reports will be placed on the consent agenda. BOD members may use an agenda request form to have reports placed on the meeting agenda for clarification, inquiry or discussion.
5. ISC, CPG, and OPTP reports will be collated and distributed to the BOD prior to the July and CSM BOD meetings and according to the BOD reporting schedule for review. These reports shall be reviewed carefully by the BOD. These reports are placed on the consent agenda. BOD members may use an agenda request form to have reports placed on the meeting agenda for clarification, inquiry or discussion.

4. Liaison appointments by the President and reporting.

1. The AOPT President will assign a BOD Liaison to the following Committees, EIGs, SIGs, Advisory Panels, Task Forces, workgroups and other entities that require a BOD appointed Liaison in March of each year.
2. The Executive Director will notify respective BOD members of their liaison appointments by April 1 of each year.
3. The BOD appointed liaison of Committees, SIGs, EIGs, and selected taskforces, workgroups, CPG, ISC, OPTP, JOSPT, and other liaison appointments shall report to the BOD on a rotating schedule established by the President and Executive Director on the BOD conference calls. Any BOD member can report off their rotation by submitting an agenda request form for the upcoming conference call.
 - a. Academy Committees
 - i. Membership
 - ii. Education
 - iii. Orthopaedic Physical Therapy Practice (OPTP)
 - iv. Research
 - v. Orthopaedic Specialty Council
 - vi. Finance
 - vii. Practice
 - viii. Independent Study Courses (ISC)
 - ix. Public Relations
 - x. Awards
 - xi. Bylaws
 - xii. Osteo-Blast
 - xiii. CPG
 - b. Education Interest Groups
 - i. PTA
 - c. Special Interest Group
 - d. Advisory Panels/Task Forces/Workgroups
 - i. Occupational Health
 - ii. Foot and Ankle

- iii. Pain
- iv. Performing Arts
- v. Animal Physical Therapy
- vi. Imaging
- vii. Residency and Fellowship
- e. Web Site Advisory Committee
 - viii. Ad Hoc Committee to Review Grant Applications for Practice Analysis
 - ix. National Orthopaedic Physical Therapy Outcomes Database Task Force
 - x. Clinical Research Network Task Force
 - xi. Volunteer Interest Form Reviewers (Board Directed Positions)
 - xii. ISC Advisory Panel
 - xiii. Annual AOPT Meeting (AOM) Planning Committee
 - xiv. Innovation in Education Work Group
- f. Other Liaisons
 - i. Student Assembly Liaison to the Academy
 - ii. Academy Historian
 - iii. JOSPT
 - iv. AAOMPT
 - v. APTA Board of Directors
 - vi. APTA Nominating Committee
 - vii. APTA CSM Steering Committee Edge Task Force

5. BOD meetings

1. The President with the Executive Director will distribute a schedule with dates and times for the monthly BOD conference calls, and the July and October face to face meetings in July each year.
2. The monthly conference calls typically take place on the second Monday of each month from 7:30PM to 9:00PM EST via digital communication. The month of CSM a BOD CC will be scheduled with consideration of the dates for CSM. In July and October, a conference call will not be held in lieu of the face to face meeting.
3. BOD members shall submit an agenda request form at least 10 days prior to the scheduled conference call for items they want to discuss or for motions. An agenda request form is also utilized for items BOD members want placed on the consent agenda.
4. The draft agenda is created by the President and the Executive Director and distributed to the BOD no later than the 3 days prior to the conference call with supporting materials.
5. The July and October BOD meeting agenda is created similarly to the CC agenda however in July a significant amount of time is allocated for the next fiscal year's budget. In October the next fiscal year's budget will be approved by the BOD. The SOP for reports will be followed as written.
6. Each strategic planning meeting will take place in conjunction with the Fall Board of Directors Meeting.
7. The Board of Directors will supply the Finance Committee with the information necessary to accomplish strategic framework objectives in the upcoming year following the July BOD meeting.

6. Web Site

1. Description of Listings
 - a. Course Listings include announcements of professional development and continuing education courses, conferences, workshops, and seminars.
 - b. Job Listings include recruitment announcements and other positions that are available. The Academy of Orthopaedic Physical Therapy will post employment opportunities (text only, no graphics/banners allowed) on the Academy's website as follows.

Advertisements should be emailed to the Assistant Executive Director and cost will be calculated for a 4 – or 8-week posting. Payments for online advertisements must be received before advertisement is posted.

- i. 4- or 8-week posting
- ii. .08/character, including spaces
- iii. Additional \$75 for active hyperlink

7. Endorsements by the AOPT

1. Six weeks before the scheduled meeting: An electronic copy of the proposal will be submitted to the Academy office. The document must include a one-page summary that addresses:
 - a. What is the essence of the proposal and the benefits to be derived by the Academy and its members?
 - b. What will the company or group provide?
 - c. What must the Academy do or provide to obtain the benefits, i.e. mail brochure, handle phone messages, follow-up, etc.?
 - d. What is the cost to the Academy?
 - e. What is the cost to the members?
 - f. What will be the income to the Academy?
2. Five weeks before the scheduled meeting: copies of the proposal and cover sheet are sent to the Board of Directors and Finance Committee.
3. Four weeks before the scheduled meeting: Board of Directors must respond as to whether they desire personal representation by a company representative at the meeting. Failure of a Board member to respond, results in a no vote cast. If 60% of the Board desires the company representative, the representative is notified.
4. Three weeks before the scheduled meeting: Proposal is slated on the agenda, if a representative is requested, they are scheduled for a 20-minute time period (10-minute presentation, 10-minute discussion period).

8. At the Meeting

1. 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 Academy will submit a written request for approval of any proposed endorsement of a product or of a member benefit to the APTA Board of Directors before engaging in any contractual agreements. Once APTA approval is granted a vote can be taken.