

## **Orthopaedic Section Education Committee Chair Responsibilities:**

- Coordinates CSM programming including: monitoring Scholar One submissions and deadlines, modifying Scholar One submissions as needed, assigning room size, reviewing event sheets, creating a master schedule, scheduling rooms needed for additional orthopaedic events at CSM
- Assists the Research Chair with CSM platform/poster programming as needed.
- Oversees the administration of orthopaedic programming at CSM, coordinating with APTA meeting services any needed changes in rooms, schedule or other problems that may come up at CSM
- Selects programming for CSM based on the ranks assigned by the education selection committee.
- Attends the annual APTA Section Program Chairs meeting in April/May of each year.
- Coordinates and chairs the Education Committee meeting at CSM
- Attends the APTA Section Program Chairs meeting before and after CSM programming. The “Chair elect” will attend the annual APTA Section Program Chairs meeting during the final year of the Education Chair’s term
- Assists the Executive Associate with planning and implementation of all aspects pertaining to off-site regional courses
- Serves on the Independent Study Course (ISC) Advisory Panel
  - Discuss topics for upcoming AOM
- Serves in an advisory capacity to the Orthopaedic Section Board of Directors, participating in monthly BOD conference calls and attend face to face meetings that are scheduled 2-3 times throughout the year.
- Serves as Chair of the Annual Orthopaedic Section Meeting (AOM) Planning Committee and provides oversight and administrative responsibility.
  - Solicits input from ISC Advisory Panel, SIGs/EIGs, and Board for topics and speakers for AOM
  - Assists Vice Chair with preparation and management of all conference calls/meetings with speakers
  - Attends AOM and provides oversight for programming
  - Oversees terms of committee members and assigns new members as needed with Board approval