



## **Community Leadership Team Qualifications**

### **Chair**

1. APTA Orthopedics Member in good standing.
2. Demonstrated leadership and engagement with the Community.
3. Ability to effectively represent the Community.

### **Vice-Chair**

1. APTA Orthopedics Member in good standing.
2. Demonstrated leadership and engagement with the Community.
3. Ability to effectively represent the Community and take over leadership of the Community if the Chair is unable to perform their duties.

## **Duties of the Community Leadership Team**

### **Chair**

1. Schedules, sets the agenda, and conducts at least two meetings of the Community Leadership Team annually.
2. Develops the agenda and conducts the annual Engagement Community Membership meeting, whether held in person or virtually.
3. Attends APTA Orthopedics annual Membership Meeting, in person or virtually.
4. Represents the Community at APTA Orthopedics BOD meetings as appropriate as well as other APTA Orthopedics meetings when requested by the APTA Orthopedics BOD.
5. Collaborates with the Vice-Chair to provide oversight to the Community.
6. Promotes the Community to interested stakeholders.
7. Provides a written report on Community activities for the APTA Orthopedics BOD Meetings in January/February (CSM) and October or each year.
8. Submits Community proposed budget by July 1 of the prior year to the APTA Orthopedics Finance Committee, via the Executive Director.
9. Submits requests for non-budgeted funding as needed to the APTA Orthopedics BOD for consideration, via the Board Liaison.
10. May submit an informational article to *OPTP* on behalf of the Community one time per year or as requested by the Editor or Managing Editor.
11. Facilitates and submits website content, with review and approval from the Board Liaison and staff.
12. Supports a culture that promotes and values diversity, equity, and inclusion amongst its members.
13. Serves as a fiduciary for the Community.
14. May present one (1) CSM educational session during each two-year term unless presented to the Education Chair and approved by the APTA Orthopedics BOD in advance.

**Vice-Chair**

1. Collaborates with Chair to provide oversight to the Community.
2. Promotes the Community to interested stakeholders.
3. Assumes the Chair role and responsibilities in the absence of the Chair.
4. Coordinates educational programming content/submissions for CSM, including:
  - a. Overseeing submissions of proposals that may be submitted for educational programming at CSM.
  - b. Communicating proposal for submission of programming to the APTA Orthopedics' Education Committee's CSM Work Group Chair.
  - c. Moderates Community educational session at CSM.
  - d. May present one (1) CSM educational session during each two-year term unless presented to the Education Chair and approved by the APTA Orthopedics BOD in advance.
5. Supports a culture that promotes and values diversity, equity, and inclusion amongst its members.
6. Serves as a fiduciary for the Community.