

# Public Relations Committee Chair – Occupational Health SIG

**Committee/Task Force Charge:** The purpose of the Public Relations Committee is to disseminate relevant occupational health information to OHSIG and other APTA members, through social media, e-mail blasts or other communication channels.

**Nominations Process:**

- Any active member of the OHSIG with an interest in serving as the Public Relations Committee Chair is invited to notify any member of the OHSIG Nominating Committee or OHSIG President.
- Candidates must submit a curriculum vitae and brief statement that describes how your talents and experience would meet the position requirements.
- Nominations for consideration of interested candidates for open positions are put forth at the annual OHSIG Business Meeting for members, with appointments confirmed by the SIG Governing BOD.
- If no one is currently serving as the Communications Committee Chair, then a temporary appointment may be made by the SIG Governing Board of Directors that is effective through close of the next OHSIG annual business meeting.

Responsibilities	Conditions
1. Serves as a non-voting member of the OHSIG Board of Directors (BOD) and as a key contact to the OHSIG Board for activities delegated to the Public Relations Committee.	<ul style="list-style-type: none"> <li>• Actively contribute to discussions that facilitate goals of the OHSIG.</li> <li>• Coordinates activities for the Public Relations Committee to disseminate information relevant to occupational health.</li> <li>• Stimulates, reviews and approves posts to OHSIG’s Closed Facebook Group.</li> <li>• Verifies membership status and approves requests from OHSIG members to join to OHSIG’s Closed Facebook page.</li> </ul>
2. Attends in-person and provides a brief report about the activities of the Public Relations committee at OHSIG meetings in conjunction with the APTA Combined Sections Meeting.	<ul style="list-style-type: none"> <li>• CSM OHSIG BOD meeting</li> <li>• CSM AOPT All-SIG Reception</li> <li>• AOPT Exhibitor Booth: Assists at AOPT Booth for up to 2 hours</li> <li>• Virtual Annual OHSIG Business Meeting for the membership</li> <li>• A travel stipend may be requested to support in-person attendance</li> </ul> <p>Note: A written report of committee activity should be submitted to the OHSIG President one week prior to the OHSIG BOD Meeting</p>
3. Attends and participates in OHSIG BOD Conference calls	<ul style="list-style-type: none"> <li>• OHSIG BOD holds at least two (2) conference calls per year to conduct SIG business</li> </ul> <p>Note: A written report of committee activity should be submitted to the OHSIG President one week prior to the OHSIG BOD Conference Calls</p>
4. Coordinates with OHSIG leaders to implement OHSIG strategic plan initiatives for public relations and social media to members or external stakeholders that are relevant to occupational health.	<ul style="list-style-type: none"> <li>• Coordinates quarterly e-blasts with information of interest to OHSIG members.</li> <li>• Coordinates updates to OHSIG Website.</li> </ul> <p>Note: Requests for assistance to Orthopaedic Academy staff for e-blasts to OHSIG members, AOPT social media, OHSIG web-site updates, or other public relations matters should be forwarded through the OHSIG President or Vice President/Education Chair.</p>
5. Remains a qualified OHSIG member to serve	<ul style="list-style-type: none"> <li>• Member of the OHSIG</li> <li>• 2 years of clinical experience in occupational health services</li> <li>• Effective team building, communications, and leadership skills</li> </ul>
6. Serve for a 3-year term	<ul style="list-style-type: none"> <li>• Estimated time commitment: 3 hours / month; 6 hours during CSM</li> <li>• Term ends at the close of the annual membership meeting</li> <li>• Committee chairs may serve for no more than two consecutive 3-year terms in the same leadership role.</li> </ul>