

## APTA South Carolina Job Description Membership and Awards Committee

Report to: APTA South Carolina (APTASC) Board of Directors

Term: 2-year term appointment for the chair, as made by the President and any committee members. This committee is composed of no less than three appointed members

Objectives: This committee serves to promote membership in APTASC, promote growth of the Districts, facilitate opportunities for networking and information sharing among members, and develop strategies to identify and meet member needs. This committee also provides a mechanism for the SC Chapter to recognize excellence in the physical therapy profession.

Goals:

1. Develop specific goals and objectives in accordance with APTA's strategic plan.
2. To develop a slate of nominees along with the Board of Directors and membership for all APTASC awards.
3. Ensure that all APTASC awards are presented to qualified nominees in a timely manner annually.
4. Ensure that Chapter nominations for National awards are submitted appropriately.

Specific Responsibilities of the Committee:

1. Plan strategies to attain membership recruitment and retention goals as related to the Chapter's strategic plan.
2. Develop and propose budget to accomplish membership goals and objectives.
3. Implement Membership Committee's program goals and objectives within the operating budget.
4. Reach out to new and lapsed members regularly to maintain positive relations.
5. Develop strategies to survey the needs and priorities of the membership.
6. Seek opportunities to collaborate with other APTASC committees where appropriate to help implement membership goals and objectives.
7. It is recommended that this committee meet, whether in person or by conference call/webinar, etc, no less than quarterly to engage in idea sharing and information exchange that affect member retention and recruitment. Additional time may involve activities to help recruit prospective members and retain current members.
8. The committee should have at least 3 members who review nominations and select the recipients.
9. Advise the Board of Directors on matters pertaining to the Association's Awards needs and growth.
10. Submit a nomination form that will be published in the APTASC newsletter at least 3 months prior to the nomination deadline, which will be 2 months prior to the APTASC annual conference.
11. Submit newsletter items upon request.

12. Review resumes and nomination forms of the nominees.
13. Choose APTASC award winners.
14. Develop or modify award guidelines as directed by the Board.
15. Develop and propose a budget to accomplish membership goals and objectives.
16. Implement Awards Committee's goals and objectives within the operating budget.
17. Obtain national APTA awards and submit nominations from members and the BOD for these awards.
18. At least one member of the awards committee shall attend the annual conference to preside over the awards presentation.
19. The committee will have at least one meeting a year. This meeting may be onsite (face to face) or via electronic meeting.
20. By the conclusion of the Annual Conference the committee will submit a report to the Executive Director with specific information of the awards winners for the year to be compiled with the list of annual winners in the SCAPTA records.

Specific Responsibilities of the Membership and Awards Committee Chair, in addition to the duties noted above:

1. Assure proper and timely reporting to the Board of Directors and Membership regarding the committee's goals and objectives
2. Advise the Board of Directors on matters pertaining to the Association's membership needs and growth.
3. Maintain an appropriate liaison with the American Physical Therapy Association.
4. Implement Membership Committee's goals and objectives within the operating budget.
5. Conduct regularly scheduled committee meetings and act as moderator for all such Membership Committee meetings.
6. Develop Committee's budget by date requested by the Chapter's Treasurer
7. Submit an agenda to the committee members prior to holding a committee meeting
8. Appoint members to serve on the committee as needed.
9. Identify and train successor no less than two months prior to vacating position.
10. Implement the committee's goals and objectives.
11. Preside over the annual meeting of the awards committee. This meeting may be onsite (face to face) or via electronic meeting.
12. Develop Committee's budget by date requested by the Chapter's Treasurer.
13. Assure proper and timely reporting to the Board of Directors and Membership Regarding the committee's goals and objectives.
14. Submit an agenda to the committee members prior to holding a Committee meeting.
15. Solicit and receive nominations for SCAPTA awards from the Chapter membership. At minimum this should occur 3 months prior to the SCAPTA annual conference.
16. Prepare nominee information (nomination submission, nominee resume and other pertinent material) prior to committee meeting for review by the members.
17. Submit a report to the Board of Directors through the assigned liaison on the number of nominations for each award 2 months prior to the SCAPTA annual conference and prior to deciding the award winners to allow for further nominations in areas that have not received nominations (or had ineligible individuals nominated).

18. Order the awards (within budget) and arrange presentations.
19. Obtain information for National awards and receive Chapter nominations for National awards.
20. Addressing all correspondence addressed to SCAPTA Awards Committee
21. Appoint 2 other members to serve on the committee

**APTASC Awards: Eligibility**

1. Nominees must be a member of APTASC and APTA.
2. Have SC PT or PTA license and be practicing in South Carolina. Nominations
1. May be submitted by any APTASC member.
2. Must be submitted in writing using this form.
3. Must attach an essay or resume supporting the nomination.

**Clinical Awards:** For excellence in a clinical specialty.

- Butch Buchanan Clinical Excellence Award for a Physical Therapist
- Chris Junkins Clinical Excellence Award for a Physical Therapist Assistant

**Service Awards:** To honor members for noteworthy service to SCAPTA and APTA.

- Emily Cate Award (for a physical therapist)
- Willette McKamey Award (for a physical therapist assistant)

**Student Award:** To acknowledge a PT or PTA student for their noteworthy contributions to APTASC, their school and the profession of physical therapy.

- Outstanding Student of the Year Award

**Legislative Award:** To acknowledge a member of the SC legislature for noteworthy support of APTASC.

- Legislator of the Year Award

**APTASC Facility of the Year Award:** To acknowledge a South Carolina facility that has demonstrated innovation, dedication to patient/client outcomes, and guiding principles that align with APTASC.

Qualifications:

The committee chair and members must be an active or life member in good standing with a particular interest in communications and possess organization skills.

Evaluation:

The Board of Directors will have an opportunity to evaluate the committee yearly. The goal of the evaluation process is to improve function of the office to provide personal and professional development.

Resources:

The APTASC Board of Directors liaison, APTA Communities and the component leadership.

