

## **COMMITTEE JOB DESCRIPTIONS**

### **I. ACADEMIC LIAISON**

**Function: facilitate communication and relationships between the WPTA and the physical therapy education programs in Wisconsin**

**Activities related to committee function:**

Committee representative attends WPTA BOD meetings

Committee representative attends WPTA conferences

Meet with district ALCs at least once per year

Meet with academic programs at least once per year

Coordinate activities to facilitate student membership and involvement in WPTA

Encourage a student representative to attend WPTA BOD meetings

Educate students on professional organization through campus visits.

Invite students to district/board/state meetings.

Recognize student research participants.

Recognize student conference volunteers

Facilitate student participation in WPTA and APTA events.

Provide grants for student members to attend professional meetings.

Oversee district and chapter student awards.

Collaborate with WPTA committees to facilitate interaction between students and licensed professionals.

Organize networking opportunities for student members.

### **II. AUTONOMOUS PRACTICE COMMITTEE**

**Function: facilitate the transition of physical therapy in Wisconsin to an autonomous profession through education, communication, and recognition. In keeping with APTA's vision 2020.**

**Activities related to committee function**

Committee representative attends WPTA BOD meetings

Committee representative attends WPTA conferences to promote hospital direct access

Meet/Contact district chairs at least once per year to coordinate district level efforts to promote autonomy

Work with LAC and Lobbyists to address legal issues affecting autonomous practice of physical therapy.

### **III. AWARDS**

**Function: recognize the accomplishments and contributions of WPTA members**

**Activities related to committee function**

Committee representative attends WPTA BOD meetings

Committee representative attends WPTA conferences

Develop WPTA awards, including purpose and criteria, and present to the BOD for consideration and adoption

Organize call for nominations and complete selection process of winners for all awards

Organize and preside at an annual awards ceremony

Assist in identifying members for nomination for APTA awards

### **IV. BYLAWS**

**Function: facilitate and coordinate bylaw revisions at the district and chapter level**

**Activities related to committee function**

Committee representative attends WPTA BOD meetings

Committee representative attends WPTA conferences

Maintain a current version of Chapter and all district bylaws

Review Chapter bylaws annually to ensure compliance with APTA  
Assist districts in annual bylaws review to ensure compliance with WPTA and APTA  
Direct the process for bylaw amendment when requested by a member, or by the WPTA BOD

## **V. CONDUIT**

**Function: raise money thru the WPT-Conduit to support legislative activity in Wisconsin**

### **Activities related to committee function:**

Committee representative attends WPTA BOD meetings  
Committee representative attends WPTA conferences  
Presentation at Professional Issues forum in cooperation with Legislative Action (LAC) chair and lobbyist  
Display booth informing attendees of Conduit Committee function  
Solicitation of contributions and delivery of contribution forms  
Attendance at Legislative Day activities by committee representative  
Coordination and organization of all fund raising activities related to Conduit  
Coordination with Chapter Executive Director, LAC chair and lobbyist to determine optimal dispersion of funds  
Coordination with Chapter President and Chapter Executive Director to secure contributor approval for fund dispersion  
Mailing of “renewal” notices to current contributors at least annually with direction to Chapter Executive Director  
Personal invitation to those who have not yet contributed to do so  
Contribution of article to PT Connections newsletter quarterly

## **VI. CONFERENCE**

**Function: plan, promote, and present two annual chapter conferences in coordination with the executive director and the local planning committee**

### **Activities related to committee function**

Committee representative attends WPTA BOD meetings  
Committee representative attends WPTA conferences  
Assist executive director in procuring meeting space and in budget preparation for upcoming conferences  
Present conference budget and program outline to WPTA BOD 3 months prior to conference  
Identify a local conference planning chair or co-chairs in the host district  
Assist the local planning chair in identifying committee members  
Advise local planning committee and ensure compliance with timelines related to conference planning and implementation

## **VII. CHAPTER DELEGATES**

**Function: An elected body that represents the Wisconsin chapter at the APTA House of Delegates (HOD)**

### **Activities related to committee function**

Chief delegate, or a representative of the delegation, attends WPTA BOD meetings  
Chief delegate attends governance activities at Combined Section Meeting  
The delegation reviews APTA HOD Standards, Policies, Positions, and Guidelines and APTA bylaws annually to determine need for revisions/updates  
Delegates stay abreast of current practice and professional issues to determine need for new standards, policies, positions, or guidelines  
Delegates are present at district meetings to educate members about the content and application of Association policies  
Information regarding Association policies are disseminated via PTC and the website

The delegation is involved in presenting information at the professional issues forum at conferences regarding Association policies

## **VIII. ETHICS**

**Function: process ethical complaints against members and serve as a resource to members regarding legal and ethical practice issues**

### **Activities related to committee function**

Committee representative attends WPTA BOD meetings  
Committee representative attends WPTA conferences  
Coordinate with Chapter president in processing ethical complaints against members  
Answer member questions regarding legal and ethical practice issues  
Educate members regarding best practice of PT from legal and ethical perspectives  
Promote high standards of practice and professional integrity  
Serve as resource to members regarding legal and ethical practice issues  
Educate members regarding legal and ethical practice issues

## **IX. FINANCE**

**Function: prepare annual budget, monitor expenditures throughout the year, and recommend appropriate investments to the BOD**

### **Activities related to committee function**

Committee representative attends WPTA BOD meetings  
Committee representative attends WPTA conferences  
Work with committees to develop budgets based upon priorities as determined through the annual strategic planning process  
Present a budget to the WPTA BOD for approval and present to membership at the Fall Business Meeting  
Coordinate with executive director to communicate year-to-date budget information with committee chairs and BOD on a monthly basis  
Notify the committee chair and chapter treasurer of any committee approaching their budget limit  
Insure financial viability  
Coordinate with WPTA financial advisor in monitoring investments

## **X. LEGISLATIVE ACTION**

**Function: preserve and expand the practice of physical therapy to meet the needs of the people in Wisconsin**

### **Activities related to committee function**

Committee representative attends WPTA BOD meetings  
Committee representative attends WPTA conferences and hosts issues forum.  
Coordinate with lobbyist to develop and utilize grassroots and key contact network in WI  
Coordinate with lobbyist to provide opportunities for WI lawmakers to have contact with PT/PTA's  
Organize and present WPTA Legislative Day annually  
Monitor legislation introduced by other groups that would impact on physical therapy, and recommend any appropriate action to WPTA BOD  
Present legislative initiatives to the WPTA BOD  
Attend important Senate/Assembly committee meetings as required and able.  
Attend State Government Affairs forum and update BOD and membership on relevant discussion topics.  
Utilize SGA forum to adjust and formulate legislative agenda based on relevant developments that affect physical therapy in other states.  
Utilize blast emails from APTA to target district specific PTs.

## **XI. MEDICAL ASSISTANCE**

**Function: monitor and influence policies and procedures to obtain reasonable MA regulation and reimbursement for physical therapy services; educate membership on MA documentation and billing requirements for successful participation in the program.**

**Activities related to committee function**

Committee representative attends WPTA BOD meetings  
Committee representative provides input for Issues Forum at WPTA Conferences two times per year  
Committee representative attends quarterly meetings with Dept. of Health Services (DHS)/ForwardHealth, WOTA, and WSHA related to MA policy and funding issues.  
Review drafts of pending MA updates  
Monitor DHS/ForwardHealth web site  
Collaborate as needed with WPTA lobbyist, Key Contact Committee, and grassroots network  
Monitor Prior Authorization process and recommend revisions as needed to align with current professional practice standards  
Establish daily documentation requirements consistent with current standards of professional practice and incorporate into DHS policy and procedure  
Submit articles to PTC at least 2x per year  
Serve as a resource to WPTA members for questions and concerns related to MA  
Post important and timely MA information/calls to action on WPTA website and/or list serve as needed  
Consider inclusion of appropriate MA representatives at the WPTA Payer Forums being coordinated by Reimbursement committee  
Function as an active participant in any Medicaid Reform activities of the Wisconsin Legislature  
Provide education to DHS and legislators regarding need for and appropriate utilization of physical therapy services as they make policy decisions regarding MA coverage of these services

**XII. MEMBERSHIP**

**Function: The Membership Committee facilitates member recruitment and promotes member retention. This is accomplished through membership relations consultation with the APTA, WPTA Board of Directors, Committee Chairs and District Boards as well as through direct outreach to members and potential members.**

**Activities related to committee function**

Committee representative attends WPTA BOD meetings  
Committee representative attends WPTA conferences  
Send welcome letter to new members  
Contact lapsed members to encourage re-joining the Association  
Collect information for publication in membership issue of PTC (October)  
Participate in APTA net group for communication between states on membership programs  
Communicate benefits of membership to all licensed physical therapists in the state  
Distribute one issue of PTC to all PTs, PTA's, and PT/PTA students in WI and publish an article in this issue of PTC on the benefits of membership

**XIII. NOMINATING**

**Function: present the best slate of candidates to the membership and conduct elections**

**Activities related to committee function**

Committee representative attends WPTA BOD meetings  
Committee representative attends WPTA conferences  
Educate members regarding roles and responsibilities of all elected positions  
Determine necessary "skill set" for all elected positions  
Compile data base of all members who have run for elected positions  
Solicit nominations for all open positions  
Develop a slate of candidates for election to open positions annually

Coordinate with executive director to mail ballots or run an online election  
Present displays at district meetings and state conferences regarding positions, duties, and nomination process  
Submit articles to PTC 2-3 times per year  
Send updates via district email trees  
A Nominating committee member to attend one meeting in each district annually  
Update web page annually to include Nominating committee members, contact information, and nomination forms

#### **XIV. PRACTICE**

**Function: serve as a resource to WPTA members on practice issues related to APTA Standards of Practice and WI practice act requirements.**

**Activities related to committee function**

Committee representative attends WPTA BOD meetings  
Committee representative attends WPTA conferences  
Answer member queries related to practice of PT in WI  
Collaborates with WPTA staff to maintain a practice FAQ section on the WPTA website.  
Establish regular communication with Legislative Action committee to keep abreast of changes in WI practice act requirements.  
Serve as a resource to the Autonomous Practice Committee and association members in understanding regulations related to direct access.  
Collaborate with Conference Committee & Autonomous Practice Committee in presenting educational program(s).

#### **XV. PTA-SIG**

**Function: Provide educational opportunities for and promote the involvement of the PTA in the Association.**

**Activities related to committee function**

Committee representative attends WPTA BOD meetings  
Committee representative attends WPTA conferences  
Sponsor 4 PTA-SIG chapter meetings  
Sponsor an annual district meeting  
Offer incentives for PTAs who join or renew membership  
Educate PTAs on opportunities for involvement

#### **XVI. PUBLIC RELATIONS**

**Function: promote physical therapy to the public, other health care colleagues, and to members of the WPTA**

**Activities related to committee function**

Committee representative attends WPTA BOD meetings  
Committee representative attends WPTA conferences  
Maintain PR materials at Chapter office  
Maintain display board with current materials  
Prepare ads and/or promotional materials for distribution during PT Month  
Assist members in developing PT Month promotional activities  
Assist members in developing and providing to local media promotional, educational or human interest pieces for publication/broadcast  
Facilitate public understanding and awareness of the value of physical therapy

#### **XVII. PUBLICATIONS**

**Function: serve as the conduit for communication within the membership**

**Activities related to committee function**

Committee representative attends WPTA BOD meetings

Committee representative attends WPTA conferences

Publish, post, or disseminate a newsletter for the membership four times per year, or on a schedule as directed by the WPTA BOD

Actively solicit timely and relevant articles in the areas of professional issues, practice, and current PT events to be included in the PTC

Distribute one issue of PTC to all PT's, PTA's, and PT/PTA students in WI and collaborate with membership committee to send out in October to coincide with PT Month.

**XVIII. REIMBURSEMENT**

**Function: educate members and third party payers about reimbursement for physical therapy services**

**Activities related to committee function**

Committee representative attends WPTA BOD meetings

Committee representative attends WPTA conferences

Provide utilization review services to third party payers

Submit articles to PTC regarding reimbursement issues in PT

Provide advisory service and in-services to members upon request regarding reimbursement or documentation

Provide in-services to third party payers regarding scope of PT and appropriate utilization of PT services

Committee representative to attend Medicare Part B Carrier Advisory Committee meetings

Provide documentation in-services to members

Educate members regarding appropriate billing practices

Provide education to members regarding correct coding initiatives and reimbursement issues

Coordinate a state level payer forum

Educate consumers to critically assess coverage for PT services in their health care plans

Provide non-dues revenue through provision of utilization review and education services to third party payers

**XIX. RESEARCH**

**Function: provide support for member participation in research through education and provision of resources**

**Activities related to committee function**

Committee representative attends WPTA BOD meetings

Committee representative attends WPTA conferences

Organize the student poster contest for the Spring conference

Foster collaboration in research projects between clinicians and academic institutions

Educate clinicians in writing grants for research funding

Serve as liaison between APTA Research Affairs Committee and WPTA

**XX. Wisconsin Clinical Education Consortium**

**Function: To promote and support quality PT and PTA clinical education in Wisconsin**

**Activities related to committee function**

Committee representative attends WPTA BOD meetings

Committee representative attends WPTA conferences

Offer regular clinical instructor training and continuing education from one-day workshops to both levels of APTA credentialing

Sponsor a state clinical education conference

Support PT and PTA student involvement in the WPTA  
Promote post-professional clinical teaching and mentoring skills aligned with Vision 2020  
Incorporate issues related to PT as a doctoring profession into WPTA conference programming and PT Connection articles  
Assist clinical instructors in gaining expertise and confidence in mentoring DPT students  
Coordinate with Membership committee to increase membership among clinical instructors.

## **XXI. WPT FUND**

**Description: an entity governed by a board of 5 trustees who are appointed by and responsible to the WPTA BOD to provide financial aid for students in the field of physical therapy and for other charitable purposes.**

### **Activities related to committee function**

Committee representative attends WPTA BOD meetings  
Committee representative attends WPTA conferences  
Communicate solicitations for fund drive to members via PTC, web page, and/or direct mailing  
Annual fundraising  
Solicit applications for scholarships from all WI PT and PTA schools  
Select recipients for funding (ie scholarships and grants)  
Support student PT and PTA education through scholarships  
Support programs and practice initiatives through grants  
Promote greater awareness of scholarships for PT/PTA students at schools  
Raise awareness of WPT Fund and Legacy Society  
Conduct fund drive through publications, personal contacts, and specific fundraising events

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