

# Hands on HPA Volunteer Survey

## Introduction

HPA wants you to have the opportunity to be as engaged in the Section as you would like to be. Please take a few moments to tell us about how, and in what areas, you would like to become more involved.

## Information About You

\* Your Name

\* Your E-mail Address

\* Best Phone Number to Reach You (please enter the digits in your number only)

\* Your APTA Membership ID

## Short Term Assignments (committee assignments)

HPA has many short-term assignments and specific projects that require volunteer help. In this section of the survey, let us know about your interest in short-term assignments.

\* Are you interested in a short-term assignment?

If yes, please be sure to provide us with a little information in the next question regarding your area of interest (might be a specific committee or simply a subject area).

YES

NO

If you are interested in short-term assignments, please identify particular committees you might wish to work with, tasks you are most interested in, or special areas of interest?

## Appointed Positions - Descriptions

This page of the survey includes descriptions of HPA's various committees so that you can review them before you decide about volunteering. If you are already familiar with HPA's committees, just skip this page by clicking the "Next" button at the bottom of the page. (You can always come back to it later if you feel you need the description.)

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## General Info about HPA Committees

With the exception of members of the Nominating Committee and HPA officers, Committee chairs and committee members are appointed by the HPA Board of Directors. Committee chairs serve as voting members of the Board of Directors. Committee member terms are typically three years (with an option to serve longer) and committee members rotate into the chair position during the final year of their 3-year term.

Descriptions of each committee's activities follow, along with the estimated time commitments listed for each. These represent the average monthly time for the duties involved.

## Bylaws Committee

The Bylaws Committee reviews and updates the Section Bylaws as necessary to keep them current with the APTA requirements and to meet the objectives of the Section. The Committee presents proposed amendments to the membership. Time: ~ 1.5-2.5 hrs/month

## Government Affairs and Practice

The primary responsibility of the Government Affairs and Practice Committee is to increase Section and association members' awareness of, and involvement in, issues related to legislative and health policy issues, including actions by the APTA. This Committee often initiates grassroots legislative activities, represents the Section at legislative/political events, and distributes legislative, policy, and reimbursement information to members through the newsletter, listserv, and website. Time: ~ 10-12 hrs/month

## Member Services Committee

Member Services develops the Section marketing, membership recruitment and retention plans. This Committee, often in collaboration with the Research Committee, occasionally conducts member surveys to determine members' needs and expectations of the Section, as well as practice/policy trends among members. Time: ~ 8-10 hrs/month

## Program Committee

This busy committee coordinates scheduling and content for the Section's many educational sessions at APTA's Combined Sections Meeting and audio conferences for the Section. This committee is unique in that it offers a six year term where all other committees are three year appointments. Time: ~ 15-20 hrs/month

## Publications

Publications committee members assist the Editor (committee chair) in soliciting and editing content for the HPA Journal, the Section's peer-reviewed journal. Committee members serve as mentors to new authors and set policy for the Section's publications. The Publications Committee offers editorial expertise on many of the documents developed by the Section. Time: ~ 4-8 hrs/month

## Finance Committee

The Finance Committee is responsible for overseeing the financial affairs of the Section. The Treasurer is the Chair of the Committee. The Committee prepares the annual budget and reviews and prepares amendments to policies and procedures associated with the Section's finances. Time: ~ .5 hrs/month

## Research Committee

The Research Committee works to stimulate professional research in the areas of physical therapy management, administration, health services and policy. This Committee solicits and reviews abstracts for poster and platform presentations on behalf of the Section for the APTA's Combined Sections Meeting (CSM). The Research Committee selects winners annually for the Section's Best Poster and Best Platform presentations at CSM. The Committee also solicits and reviews research grant proposals for potential funding through the Section's Grant Program, then makes recommendations to the HPA Board regarding proposal funding awards. Time: ~4-8 hrs/month.

## Appointed Positions - Your Interests

Tell us what HPA appointed positions you might be interested in (if any). Go back to Page 4 (select the "Previous" button) if you need to review the Committee descriptions.

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What Committee(s) would you consider an appointment to (check all that apply)?

Please note that some of the Committee names have been abbreviated for data collection purposes.

	YES
Bylaws	<input type="checkbox"/>
Government Affairs	<input type="checkbox"/>
Membership	<input type="checkbox"/>
Program	<input type="checkbox"/>
Publications	<input type="checkbox"/>
Finance	<input type="checkbox"/>
Research	<input type="checkbox"/>

## Elected Positions - Descriptions

Descriptions of the Section's elected positions follow. If you are already familiar with this information, please simply skip this page and go to the next section.

**President (3 year term) - Duties include:**

- Call and preside at all meetings of the Section and the Board of Directors, call special meetings with approval of three (3) voting members of the Board of Directors
- Be an ex-officio member of all committees and task forces except Nominating Committee
- Report to the Board of Directors of the American Physical Therapy Association (APTA) as required
- Report to the membership
- Serve as the Section delegate to the APTA House of Delegates or designate an alternate
- Participate in the strategic planning process
- Offer appointments to fill vacant offices and committee chair positions to the Board of Directors according to the Bylaws.

TIME: ~ 20 hrs/month

**Vice President (3 year term) - Duties include:**

- Officiate and serve for the President in his/her absence or disability
- Succeed to the office of President for the unexpired portion of the term in the event of the death, resignation, removal, or disqualification of the President
- Coordinate the Section's strategic plan
- Act as liaison to task forces and other committees as directed by the Board of Directors
- Prepare list of nominees for committee appointments
- Assist the President as assigned
- Orient new Vice President at end of term, using officer check list.

TIME: ~4 hrs/month

**Secretary (3 year term) - Duties include:**

- Produce a record of the minutes of all Section and Board of Directors' meetings, and submit these minutes to the APTA staff liaison to the Section within forty-five (45) days following a meeting
- Maintain a record of official action and decisions by the Board of Directors that were conducted by correspondence or conference call
- Serve as liaison to such committees and task forces as directed by the Board of Directors
- Submit minutes of the preceding business meeting at each Section business meeting
- Participate in the strategic planning process
- Orient new Secretary at the end of term, using officer check list.

TIME: ~ 2-4 hrs/month

**Treasurer (3 year term) - Duties include:**

- Disburse all monies
- Have the accounts of the Section audited annually and send a copy as requested to the Association by May 31
- Serve as Chair of the Finance Committee and as liaison to task forces and other committees as directed by the Executive Committee
- Prepare a budget and submit it annually to the Finance Committee and the Board of Directors for their approval
- Project future fiscal requirements of the Section and plan methods of meeting those requirements
- Evaluate the fiscal implications of all programs and investments of the Section and make recommendations on such programs and investments to the Executive Committee as necessary
- Assess current dues level annually and make recommendations as necessary
- Participate in the strategic planning process
- Orient new Treasurer at end of term
- Submit a written report to the Membership at the Annual meeting and to the Board of Directors at each meeting.

TIME: ~ 10 hrs/month

**Nominating Committee (3 year term) - Duties include:**

- Prepare a slate of two (2) or more candidates for each vacancy to be filled by election each year
- Educate members about the offices and solicit and accept nominations for offices from the membership over the year
- Solicit nominations for and select recipients for the two Section

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awards • Submit to APTA nominees for national office and recommendations for appointed task forces (chair) • Attend Section Board and business meetings at CSM, Annual Conference, and Board retreat (chair) • The Committee Chair will participate in the strategic planning process • Update and implement nominating committee policies (chair).  
TIME: ~ 4-8 hrs/month

## Elected Positions - Your Interests

In this section of the survey, tell us what HPA elected positions you might be interested in (if any). Go back to Page 6 (select the "Previous" button) if you need to review the descriptions for elected positions.

What HPA elected positions are you interested in? (Check all that apply.)

	YES
President	<input type="checkbox"/>
Vice Pres	<input type="checkbox"/>
Secretary	<input type="checkbox"/>
Treasurer	<input type="checkbox"/>
Nominating	<input type="checkbox"/>

## Timeframe for Consideration

How long would you like us to keep your name in the volunteer pool for consideration? Please check one of the time frames below. If you check "1yr", we'll keep your name in the pool for a full year. You can request that we remove your name from the pool at any time. If you are elected or appointed to an HPA position, you will automatically be removed from the pool unless you request otherwise; i.e. you are still interested in other roles or in elected office in addition to a committee position. "2yrs" will keep your name in the volunteer pool for 2 years, etc.

\* How many years would you like us to keep your name in the volunteer pool?

1

2

3

4

5

## Thank You

Thanks for your interest in serving the Section. Your responses will be forwarded to our Member Services or Nominating Committee, depending upon your volunteer interests and a member volunteer will follow up with you within a couple of weeks.