



COMMITTEE DESCRIPTIONS

ACADEMIC LIAISON

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

Activities related to committee function:

- || Committee representative attends APTA WISCONSIN BOD meetings
- || Committee representative attends APTA WISCONSIN 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 APTA WISCONSIN
- || Encourage a student representative to attend APTA WISCONSIN 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 APTA WISCONSIN and APTA events.
- || Provide grants for student members to attend professional meetings.
- || Oversee district and chapter student awards.
- || Collaborate with APTA WISCONSIN committees to facilitate interaction between students and licensed professionals.
- || Organize networking opportunities for student members.

AWARDS

Function: recognize the accomplishments and contributions of APTA WISCONSIN members

Activities related to committee function:

- || Committee representative attends APTA WISCONSIN BOD meetings
- || Committee representative attends APTA WISCONSIN conferences
- || Develop APTA WISCONSIN 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

BYLAWS

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

Activities related to committee function:

- || Committee representative attends APTA WISCONSIN BOD meetings
- || Committee representative attends APTA WISCONSIN conferences
- || Maintain a current version of Chapter bylaws

- ‖ Review Chapter bylaws annually to ensure compliance with APTA
- ‖ Direct the process for bylaw amendment when requested by a member, or by the APTA WISCONSIN BOD

JUSTICE, EQUITY, DIVERSITY, AND INCLUSION (JEDI)

Function: The purpose of the JEDI Committee, is to discuss, communicate and create collaborations in ongoing and upcoming initiatives and events that support the goal of enhancing diversity, equity and inclusion within the PT and PTA professions in Wisconsin.

FEDERAL GOVERNMENT AFFAIRS

Function: The Federal Government Affairs Committee serves as a link between the APTA WISCONSIN and APTA's Government Affairs Department on federal issues.

Activities related to committee function:

- ‖ The committee is responsible for providing grassroots input to the APTA's Government Affairs Department and disseminating information to the APTA WISCONSIN through attending regular meetings and presenting at Spring and Fall Issues Forums.
- ‖ Committee members attend Town Hall Meetings and schedule visits with Senators and Representatives in their district representing the APTA WISCONSIN and APTA.
- ‖ The committee chair is responsible for identifying potential APTA key legislative contacts, recruiting participants for APTA advocacy events, and other grassroots activities.

FINANCE

Function: The Finance Committee is composed of voting members of the APTA Wisconsin BOD and the primary function is to prepare annual budget, monitor chapter expenditures throughout the year, and recommend appropriate financial strategies to the BOD. Members of the Finance Committee work with individual committees to develop budgets based upon priorities determined through BOD motions and the strategic planning process. The Treasurer represents the Finance Committee at APTA WI BOD meetings and APTA Wisconsin conferences, presents the annual budget to the APTA Wisconsin BOD for approval and presents the budget to membership at the Fall Business Meeting. Coordinate with APTA Wisconsin financial advisor in monitoring investments

Activities related to committee function:

- ‖ Committee representative attends APTA WISCONSIN BOD meetings
- ‖ Committee representative attends APTA WISCONSIN conferences
- ‖ Work with committees to develop budgets based upon priorities as determined through the annual strategic planning process
- ‖ Present a budget to the APTA WISCONSIN 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
- ‖ Ensure financial viability Coordinate with APTA WISCONSIN financial advisor in monitoring investments

HEALTH AND WELLNESS

Function: The H&WC of APTA Wisconsin values the health and wellness of the citizens of Wisconsin and supports wellness program initiatives led by physical therapists and physical therapist assistants.

The H&WC seeks the assistance of its membership for grassroots initiatives to promote physical activity in the citizens of Wisconsin. The H&WC supports APTA Policies on Health, Wellness and Fitness, and the federal (Healthy People 2020) and Wisconsin (Healthiest WI 2020) blueprints on health promotion and wellness.

<https://www.healthypeople.gov/> <http://www.dhs.wisconsin.gov/hw2020/index.htm>

Each year we have a wellness promotion theme that we try to advocate at each district across the state. As such we need local district champions to support these initiatives and implement them in their districts.

Activities related to committee function:

- || The H&WC seeks the assistance of its membership for grassroots initiatives to promote physical activity in the citizens of Wisconsin.
- || The H&WC supports APTA Policies on Health, Wellness and Fitness, and the federal (Healthy People 2020) and Wisconsin (Healthiest WI 2020) blueprints on health promotion and wellness.

LEADERSHIP DEVELOPMENT

Function: Identify members who have leadership growth aspirations and who demonstrate future or continued leadership potential. Assist these members with their leadership growth aspirations by assisting them in finding programs/courses within the APTA network that will advance their leadership skills.

Activities related to committee function:

- Mentor leadership members through a Leadership Development Network within APTA Wisconsin
- Work with the Nominating Committee to match members with leadership goals to potential positions within APTA Wisconsin.
- Create and host leadership development opportunities for APTA Wisconsin (conference course/workshops/recordings/webinars).
- Foster leadership mentorship within APTA Wisconsin
- Create a micro website within aptawi.org that lists opportunities for leadership development.

LEGISLATIVE ACTION/STATE GOVERNMENT AFFAIRS

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 APTA WISCONSIN BOD meetings
- || Committee representative attends APTA WISCONSIN 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 APTA WISCONSIN Legislative Day annually
- || Monitor legislation introduced by other groups that would impact on physical therapy, and recommend any appropriate action to APTA WISCONSIN BOD
- || Present legislative initiatives to the APTA WISCONSIN 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.

MEMBERSHIP

Function: The Membership Committee facilitates member recruitment and promotes member retention. This is accomplished through membership relations consultation with the APTA, APTA WISCONSIN 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 APTA WISCONSIN BOD meetings
- || Committee representative attends APTA WISCONSIN 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, PTAs, and PT/PTA students in WI and publish an article in this issue of PTC on the benefits of membership
- ‖ Publish, post, or disseminate a newsletter for the membership four times per year, or on a schedule as directed by the APTA WISCONSIN 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 PTs, PTAs, and PT/PTA students in WI in October to coincide with PT Month.

NOMINATING

Function: To identify emerging and current leaders in our chapter. To accept and process nominations for annual APTA Wisconsin election. To provide candidate questions and consent to serve documentation to candidates. To provide information to members regarding open positions and position descriptions to those interested in serving. To attend approximately 5 committee meetings via phone or video conference to put forth a slate of candidate slates to the executive director.

Activities related to committee function:

- ‖ Committee representative attends APTA WISCONSIN BOD meetings
- ‖ Committee representative attends APTA WISCONSIN 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
- ‖ Send updates via district email trees
- ‖ Update web page annually to include Nominating committee members, contact information, and nomination forms

PAYMENT

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

Activities related to committee function:

- ‖ Committee representative attends APTA WISCONSIN BOD meetings
- ‖ Committee representative attends APTA WISCONSIN 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

PRACTICE

Function: The Practice Committee exists to serve as an information resource to APTA Wisconsin members in the areas of professional practice, regulations associated with PT practice, and APTA practice standards. Information is provided through periodic articles in the APTA Wisconsin Newsletter(s) and responding to member inquiries to the APTA Wisconsin office. Other activities include participation in the Professional Issues Forum at APTA Wisconsin conferences. The Practice Resource within the committee is an individual with interest and experience in interpreting State and Federal Statutes, Rules and Regulations.

Activities related to committee function:

- ▮ Committee representative attends APTA WISCONSIN BOD meetings
- ▮ Committee representative attends APTA WISCONSIN conferences to promote practice issues
- ▮ 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 practice of physical therapy

Activities related to this resource's function:

- ▮ Representative attends APTA WISCONSIN BOD meetings
- ▮ Representative attends APTA WISCONSIN conferences
- ▮ Answer member queries related to practice of PT in WI
- ▮ Collaborates with APTA WISCONSIN staff to maintain a practice FAQ section on the APTA WISCONSIN website.
- ▮ Communicates with Legislative Action committee to keep abreast of changes in WI practice act requirements.
- ▮ Communicates with APTA WISCONSIN Payment Specialist (resource) on practice issues
- ▮ Serve as a resource to the Autonomous Practice Committee and association members in understanding regulations related to direct access.
- ▮ Collaborate with Conference Committee in presenting educational program(s).

PROFESSIONAL DEVELOPMENT

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 chairs hosts quarterly committee meetings
- ▮ Committee representative attends APTA WISCONSIN BOD meetings
- ▮ Committee representative attends APTA WISCONSIN conferences
- ▮ Assist executive director in procuring meeting space and in budget preparation for upcoming conferences
- ▮ Present conference budget and program outline to APTA WISCONSIN 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, including the development and maintenance of playbooks for securing speakers and filling out conference

PUBLIC RELATIONS

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

Activities related to committee function:

- ▮ Committee representative attends APTA WISCONSIN BOD meetings
- ▮ Committee representative attends APTA WISCONSIN conferences
- ▮ Maintain PR materials at Chapter office
- ▮ Maintains oversight of consumer facing social media campaign (managed with IT committee)

- ‖ 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

RESEARCH

Function: The primary purpose of the Research Committee is to promote evidence-based practice in accordance with the APTA's Vision 2020. The committee works to disseminate research findings to the APTA Wisconsin membership by hosting an annual poster session at the Spring Conference. The posters cover a variety of topics and are presented by students, faculty members, clinicians, and residents. It is a very fun event and the number of submissions has continued to grow in recent years. In addition, committee members have also begun to publish brief articles in the PT Connections Newsletter. These articles are intended to encourage members to integrate best available evidence into their practice. Topics have ranged from providing tips for developing a successful journal club to highlighting resources to assist with evaluating research articles. In addition to these two specific endeavors, the committee works to support scholarly activity by our membership. This is an area that we are currently working on continuing to develop.

Activities related to committee function:

- ‖ The committee Chair attends APTA WISCONSIN BOD meetings & provides updates regarding the initiatives of the committee.
- ‖ A committee representative attends all APTA WISCONSIN Fall & Spring Conferences.
- ‖ The committee organizes the research poster presentations at each APTA WISCONSIN Fall Conference.
- ‖ The committee manages the Research Abstract Competition for the APTA WISCONSIN Fall Conference.
- ‖ The committee provides research and evidence-based practice expertise to APTA WISCONSIN initiatives and programming.
- ‖ The committee develops educational materials regarding research methods, statistical concepts, and evidence-based practice.
- ‖ The committee fosters collaboration between clinicians and academic institutions interested in conducting research projects.
- ‖ The committee serves as liaison between the APTA Research Affairs Committee and the APTA WISCONSIN.

WISCONSIN 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 APTA WISCONSIN 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
- ‖ 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

WPT-FUND

Function: an entity governed by a board of 5 trustees who are appointed by and responsible to the APTA WISCONSIN 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 APTA WISCONSIN BOD meetings
- ‖ Committee representative attends APTA WISCONSIN 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

WPT-PAC

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

Activities related to committee function:

- ‖ Committee representative attends APTA WISCONSIN BOD meetings
- ‖ Committee representative attends APTA WISCONSIN conferences
- ‖ Presentation at Professional Issues forum in cooperation with Legislative Action (LAC) chair and lobbyist
- ‖ Display booth informing attendees of PAC
- ‖ Committee function Solicitation of contributions and delivery of contribution forms
- ‖ Attendance at Legislative Day activities by committee representative
- ‖ Coordination and organization of all fundraising activities related to PAC
- ‖ 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