

## PROGRAM CHAIR

- A. Purpose  
The Program activities of the SOG include evaluation of education needs of the members and determination of appropriate programming and course offerings for the Combined Sections Meeting, as well as all section events scheduling for CSM and Annual Conference.
- B. Organization
1. Offices :  
The Program Chair is member of the Section on Geriatrics appointed by the Board of Directors. The program committee members are appointed by the program chair..
  2. Resignation
    - a. The Program Committee Chair shall submit a letter of resignation, in writing to the Director of Education who will submit this to the President.
    - b. In the event of a vacancy, the President will appoint a new chair for the remainder of the chair's term.
- C. Duties and Responsibilities
1. The Program Chair provides direct liaison with the APTA conference staff and other Sections' program chairs
    - a. Conforms with APTA's Meeting Services Department's deadlines
    - b. Collects requested information from speakers.
    - c. Initiates and maintains procedural documents related to program.
    - d. Reviews all onsite program information as required by APTA meeting services staff
    - e. Completes all continuing educational approval applications as directed by the APTA education department
    - f. Have direct communication with APTA conference staff regarding all meetings, program sessions, AV needs, room signs, and refreshments/meals during CSM and AC
    - g. Presents conference programming to the APTA and the journal, *Physical Therapy*, according to stated deadline.
    - h. Submits and maintains event sheets for programming to the APTA.
    - i. Work with other sections to make CSM a multisectional meeting through cosponsoring events.
    - j. Provides input to the biannual review of the APTA/Section contract for CSM
    - k. Communicates all on-site problems to APTA's Meeting Services Department staff.

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- I. Establishes and maintains communication among other Sections concerning programming.
2. The Program Chair must attend the following meetings:
  - a. The annual Program Chair Workshop as scheduled by APTA
  - b. All APTA program chair committee meetings at CSM
  - c. Entire APTA's Combined Sections Meeting
  - d. Annual Conference on days as required for Section events/meetings.
3. Provides direction to the program committee by:
  - a. Developing a committee of education submissions reviewers to evaluate education programming submitted to ScholarONE for CSM for acceptance
  - b. Scheduling room workers for each education program at CSM who will introduce the speakers, monitor the room, verify attendees attendance (as needed) and other room worker duties as assigned.
  - c. Assign 2 committee members to each education session in assisting with all required deadlines.
4. Oversees all educational programming at CSM
  - a. Work with board members, committee members, SIG chairs and Section Executive to obtain sponsors for CSM programming and Annual events
  - b. Preconference
    - i. Selects preconference programming and obtains approval from the BOD
    - ii. Contacts speakers to: Coordinates all details of negotiation for course schedules, objectives, format, AV, honoraria, travel and per diem, if appropriate.
    - iii. Works with section executive to develop advertisement flyer
    - iv. Arranges all refreshment and break snacks for pre-instructional courses.
    - v. Is in attendance (or assigns a committee member) to
      1. Checks room appointments
      2. Ensures that appropriate, functional audio/visual equipment is present.
      3. Verifies location and effectiveness of light switches and dimmers.
      4. Greets speakers and reviews biographical information for introductions.
      5. During presentations, is attentive to timing, audience and speaker needs, room temperature, and outside noises, taking appropriate action when indicated.
      6. Assists in checking in attendees
      7. Verifies all refreshments are ordered and present

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8. Introduces speakers and Thanks any cosponsor or business sponsors of the event
  9. Collects all evaluation forms and hands out certificates
- c. Education Sessions
- i. Includes Hooked on Evidence Program /Guide language in all education sessions at CSM
  - ii. Schedule a session at CSM related to PTA issues/ethical issues/legal issues
  - iii. Schedules a Student Forum prior to Business Meeting at CSM
  - iv. Develop programming for CSM as related to APTA Vision 2020 on autonomy practice and DPT as related to Geriatric Physical Therapy
  - v. Contacts speakers to :Coordinate all details of negotiation for education sessions, schedules times, AV, honoraria, travel and per diem, if appropriate.
  - vi. Assigns committee members to work with each session to communicate to speakers deadlines, registration information, reminders, schedule changes, or other information at necessary intervals prior to the scheduled meeting.
  - vii. Processes all handout materials as requested by speakers in accordance with the policy as established by the APTA Program Chairs committee
  - viii. Coordinates the coalition of speaker critique forms and communicates results with thank you's to speakers within 2 months post CSM
5. After consultation with the President, oversees the scheduling of all Section meetings/ events at Annual Conference and CSM
- a. Coordinates the meals for GCS breakfast and members meeting (and SIG meeting if sponsors obtained) at CSM including initial ordering of food, revising numbers as needed, checking setup onsite, confirming order and reviewing all food bill before leaving CSM.
  - b. Obtaining requested AV/Room set up for Members meeting and Board of Directors meeting (s) for CSM and any needs for Annual.
6. Consults with Section on Geriatrics Committee Chairs as follows:
- a. Communicates with the Specialty Council to plan and coordinate the GCS Celebration Breakfast at CSM
  - b. Provides to the GeriNotes Editor a CSM program outline, article about CSM events and preconference advertisement by established deadlines

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- c. Post CSM, provides a wrap up article to the GeriNotes Editor by established deadline.
  - d. Consults with membership chair on section booth needs at CSM and Annual and Submits request for this to APTA meeting services
  - e. Obtains from research chair the scheduling block time needs for platform presentations and submits the final schedule to APTA meeting services for inclusion in onsite programming
  - f. After consulting with the SIG Board liaison and SIG chairs , schedules SIG meetings/events at CSM
7. Submits a yearly budget to the Treasurer and Director of Education by established deadline.
  8. Writes analysis on Pre-Instructional course for the Section's Director of Education.

### D. Reimbursement Procedures

Receipts should be obtained for any expense incurred for Section business and procedures should follow those set forth in Section on Geriatrics Board Policies & Procedures and as established by APTA CSM contract

### E. Orientation

1. The outgoing Program Chair shall orient the newly appointed Chair and provide any materials necessary.
2. Both the incoming and outgoing program chair will attend the Program Chairs workshop and CSM during the transition year. Only one person is financed through the APTA CSM contract and the other person is financed through the Section budget.
3. The Section Executive Director will provide the new Chair with the Policy & Procedures Manual, budget, and Strategic Planning document.
4. The outgoing chair will serve at least one year on the program committee following chair term to facilitate transition.

### F. Reports

All reports shall be submitted on time to the Board liaison/President as required: May, October and December. This includes a financial report and scheduling report of events. Budget requests must be submitted by October of each year.

The program chair must fulfill these duties in order to receive section/APTA reimbursement for attending CSM and Annual meetings.