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**POSITION**: Continuing Education Review Committee Chair

**APPOINTMENT**: Appointed by the President with the approval of the Chapter Board of Directors.

**RESIGNATION**: Letter of resignation should be sent to the Chapter Board of Directors.

**DISMISSAL**: May be dismissed by the Chapter Board of Directors for failure to attend meetings, failure to fulfill responsibilities and non-compliance with policies and procedures. Appeal of the dismissal must be submitted in writing to the Chapter Board of Directors.

**RESPONSIBILITIES**:

1. Submit appropriate information to the Chapter Board of Directors as requested.
2. Attend the Chapter Business Meetings and submit an annual report.

C. Prepare agendas for Committee Members.

D. Conduct meetings of the Committee (in person or phone conferences).

E. File reports at each meeting of the Chapter Board of Direc­tors and Chapter Business Meetings.

F. Update the Committee Chair's Job Description prior to transfer of office.

G. Transfer to the newly appointed Chair the records, corre­spondence and all other pertinent information collected during the term of office.

H. Develop system and criteria to evaluate courses that are submitted to the Chapter for continuing education (CE) approval by both CE companies and individuals.

I. Follow APTA CE Guidelines.

J. Oversee the quality of the Chapter CE Review Process by performing semi-annual audits of 5% of the courses reviewed over a six-month period.

K. Review and update information related to CE on the Chapter website and other Chapter resources.

L. Oversee the delegation of CE course applications to reviewers.

**BENEFITS:** By contributing governance and visionary leadership you help the Chapter move forward in accomplishing our mission. You may also advance your knowledge and skills in business management through your participation on a Board level as well as training opportunities and interaction with Chapter staff.

**TIME COMMITMENT:** 10 Hours/Month

**QUALIFICATIONS:**

1. Must be a PT, PTA or Life Member in good standing.
2. Knowledge of computers is required for reporting and email purposes.
3. Good communication skills.
4. Ability to meet deadlines and delegate tasks.
5. Advanced credentials preferred, including ABPTS certification or other specialty certification.
6. 5 years of experience.
7. Experience teaching CE courses to PTs or PTAs, experience teaching in a CAPTE accredited PT or PTA program or related post-professional program, or experience in educational methodology with significant CE course attendance.

**EVALUATION:** The Chapter President will contact you prior to the end of your term for feedback on your experience as a volunteer leader. This will be used to update job descriptions and orient future Chapter leaders.

CECHAIR: 6/11/14

REV: 3/11/19; 10/11/19