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**POSITION:** Continuing Education Review Committee Member

**APPOINTMENT:** Appointed by the Continuing Education Review Chair with the approval of the Chapter Board of Directors.

**RESIGNATION:** Letter of resignation shall be submitted 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.

**DUTIES:** The Continuing Education Review Committee shall:

1. Oversee the Chapter continuing education (CE) review process consistent with the policies and procedures outlined in the CE application.
2. Oversee the approval and denial of CE activities and the granting of CE credits for approved courses.
3. Make recommendations to the Chapter Board of Directors to set reasonable and customary fees for the review and processing of CE applications.
4. Provide a mechanism for a sponsor or an individual to apply for CE review.
5. Maintain correct/updated contact information with the CE Review Committee Chair.
6. Attend meetings of the CE Review Committee (approximately 2/year).
7. Review and make recommendations to the CE Review Committee Chair for revision and updating of the CE application process.
8. Review CE course applications on a monthly rotation (approximately 3 mo/year).

**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 when it is your 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 certification.
6. 5 years of experience.
7. Experience teaching continuing education 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 continuing education 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.

CEREVMEMBER: 6/11/14

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