****

**POSITION**: Conference and Continuing Education Committee Member

**APPOINTMENT**: Appointed by the Conference and Continuing Education Committee Chair 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. Maintain correct/updated contact information with the Conference and CE Committee Chair.
2. Evaluate the need for and develop appropriate continuing education (CE) programs for the Chapter.
3. Plan and Implement Chapter CE after approval by the Board of Directors.
4. Identify potential presenters for workshops, seminars, and conferences.
5. Identify potential local exhibitors and share contact information with the Chapter Executive Director.
6. Work with staff to secure conference location. Might include visiting the site of a future conference to assess space or coordinating the assistance of another member to execute the site visit.
7. Responsible for all aspects of planning and coordination of all educational activities.
8. The Chair will communicate with staff to provide information necessary to begin promoting the conference. Staff is also responsible for speaker management.
9. Attend planning meetings of the Committee (approximately 2/year which may be done via telecommunications or in person).
10. Assist in planning and promoting 1 Continuing Education Event annually. Promotes other Chapter courses even if not directly involved in planning.

**Conference Onsite Responsibilities**

1. Serve as Room Monitor
	* Meet Speaker(s) in the Room 30 Minutes Early
	* Help Speaker(s) with A/V Needs
	* Read Script With Announcements
	* Introduce Speakers
	* Assist Participants with Questions
	* Pass Out Evaluations/Certificates
2. Assist at Registration
3. Exhibitor Liaison
4. Set Up/Unload
5. Tear Down/Load
6. Poster Liaison

**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.

Conference and Continuing Education Committee Members who will be onsite at the Fall Conference volunteering will receive complimentary registration and those who live out of town will receive mileage reimbursement and one night’s hotel accommodation.

**TIME COMMITMENT:** Variable depending on the month of the conference(s) and CE classes: range of 5-15 hours a month.

**QUALIFICATIONS:** Must be an APTA Indiana PT, Life PT, PTA or Life PTA Member in good standing. In order to be successful, a basic knowledge of computers is required for reporting and email purposes.

**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.

ACMEMBER: 07/15/89

REV: 12/03/06; 1/12/09; 3/16/14; 8/10/16; 3/4/19; 10/11/19