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**POSITION**: Conference and Continuing Education 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 and submit an annual report for the Chapter Business Meeting.
2. Prepare the agenda for Committee meetings and conduct meetings of the Committee (in person or using telecommunication).
3. Appoint ad hoc committees as needed to carry out conference or continuing education (CE) planning and implementation, (i.e. speaker selection, posters, site selection, etc…)
4. Develop channels of communication with other healthcare facilities/agencies, including APTA and other state chapters when appropriate, regarding CE programs.
5. Communicate with each District regarding their respective CE programs.
6. Recommend potential candidates for the position of Chair prior to completion of term of office.
7. Update the Committee Chair's Job Description prior to trans­fer of office.
8. Transfer to the newly appointed Chair the records, corre­spon­dence and all other pertinent information including final reports from ad hoc committees collected during the term of office.
9. Provide for the incoming Chair a suggested timetable for procedures.
10. Follow APTA CE Guidelines.
11. Communicate often with the Executive Director to carry out business in a timely manner.

**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. Previous service on the Conference and Continuing Education Committee is suggested, but not required.

**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.

CCHAIR: 7/15/89

REV: 12/06/96; 7/30/12; 8/10/16; 3/4/19; 10/11/19