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**POSITION**: Service 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. Prepare agenda for Committee Meetings.
3. Conduct meetings one time per quarter, to include regular electronic communications of the Committee.
4. Update the Committee Chair's Job Description prior to transfer of office.
5. Transfer to the newly appointed Chair the records, correspondence and all other

pertinent information collected during the term of office.

1. Maintain a file of all Service Committee activities and opportunities.
2. Promote photography at service events for social media use.
3. Coordinate a Service Committee representative to oversee each District.
4. Prepare and distribute media releases on Chapter and District activities involving service.
5. Develop and coordinate distribution of service materials in a variety of media across statewide venues.
6. Provide or supervise a quarterly post on the Chapter Facebook Page that equips students, PTs and PTAs to participate in service opportunities within the physical therapy profession in their communities.
7. Participate actively on Chapter Task Forces (as appointed) for coordination of committees to meet organizational goals.

**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 effective communication and coordination through your participation on a Board level as well as training opportunities and interaction with Chapter staff. Working closely with service leaders in our state, you will be able to better serve your community which will impact your chapter. Being a Committee Chair will also allow you to develop professional leadership skills within a team setting.

**TIME COMMITMENT:** Average 3-4 hours Per 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 (word processing, email, social media access). The Service Committee Chair should possess the ability to work in a team setting, be accessible for regular electronic correspondence, and be able to serve the physical therapy profession effectively and positively.

**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 INAPTA leaders.

SCCHAIR: 5/17/18

REV: 10/11/19