

Director of Programming

Section on Women's Health-APTA

Position: Board Member, Section on Women's Health. Elected to Office by membership vote.

Term: 3 years – 2 terms

WHAT DO I HAVE TO DO?

1. The Director of Programming plans, conducts, and supervises the Section's professional development programs at the Combined Section Meeting of the APTA.
2. Plan Section programming for the Combined Sections Meeting (CSM)
 - a. Plan one or more pre-conference workshops
 - b. Reviews educational proposals on ScholarOne o Plan and schedule educational sessions for CSM o Contacts speakers
 - c. Coordinates all details of negotiation for times, schedules, honoraria, travel and per diem, if appropriate
 - d. Conforms, with APTA's Meeting Services Department's deadlines and collects requested information from speakers. Initiates and maintains procedural documents related to conference program planning
 - e. Obtains an APTA's Combined Sections Meeting program outline and abstracts of speaker's presentations. Submits them to the Newsletter Editor by September 1 for publication in the fall issue of the Newsletter. If it is decided to use a pre-conference registration insert (in addition to a brochure), it should also be submitted at this time
 - f. Presents conference programming to the APTA and the journal, Physical Therapy, according to stated deadlines
 - g. Accepts educational proposals on ScholarOne and reviews event sheets for programming to the APTA Meeting Services Department
 - h. Arranges all refreshment and break snacks for Section meetings through the APTA
 - i. Communicates to speakers deadlines, reminders, schedule changes, or other information at necessary intervals prior to the scheduled meeting
 - j. Registers non PT speakers with Meeting Services prior to January 1st
 - k. Coordinate all speaker handouts on Section on Women's Health website by two weeks prior to start of CSM.
 - l. Coordinates all meeting activities on site at APTA's Combined Sections Meeting including: checking room appointments, ensuring that appropriate, functional audio/visual equipment is present, verify location and effectiveness of light switches and dimmers, greets speakers and reviews biographical information for introductions by the Director of Programming or appointed moderator, during presentations, is attentive to timing, audience and speaker needs, room temperature, and outside noises, taking appropriate action when indicated.
 - m. Submits a post-conference update to the Editor by the established deadline

ATTEND MEETINGS

- Combined Sections Meeting - 5 days
- Section Program Chair meetings at CSM –2 o Section Program Chair Workshop – 2 days o SoWH BoD Retreat – 4 days

TIME COMMITMENT:

- Big Chunks of time to plan for CSM and retreat – about 5-10 hours/week depending on the current deadlines
- Quarterly: conference calls with entire BOD: about 2 hours each.
- Daily: Minimum of 1 hour
- Handle emails (responding to other SPCs, Board members, APTA staff etc).
- Thinking and planning time for CSM
- Follow-up on the items discussed at meetings/phone conferences.

SO DO I HAVE THE RIGHT ATTRIBUTES FOR THE JOB?

- Ability to and interest in communication with SoWH Board of Directors and APTA Staff, potential speakers, interested students
- Public Speaking Skills are helpful for announcements at CSM
- Good email/internet skills
- Organizational skills for the scheduling and planning of CSM o Able to troubleshoot potential problems beforehand and onsite o Negotiator: Important with speakers
- Ability to multitask: keeping all balls in the air is sometimes challenging.
- Financial knowledge to prepare and balance the budget

SO WHY SHOULD I DO THIS?

- Because you have the opportunity to serve the membership
- Because you have the opportunity to offer outstanding education for the Section on Women's Health
- Opportunity to work with incredibly bright and motivated women who truly care about the health and well-being of women.
- This is a great opportunity to get to know some of the leaders in the other sections and collaborate with them and APTA staff for the biggest annual meeting APTA offers!

MATERIAL BENEFITS:

- Free tuition to Pre-conference at CSM, but you'll be busy making sure all is running smoothly.
- Travel and per diem paid for Summer Retreat
- Travel and per diem paid for CSM and the Section Program Chair meeting by the APTA