



## **Awards Committee Fact Sheet**

### *Chair*

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Term: 11/2023-11/2026

### *Board Liaison*

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### *Staff Liaison*

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### ***What is the Awards Committee?***

The Awards Committee identifies and manages the annual recognition of members and non-members who have made exceptional contributions to the section and the profession.

The Section awards include: Dicus Award, Friend of Private Practice Award, and Community Impact Award.

### ***How is the Awards Committee organized?***

The Awards Committee is led by a Chair and supported by a staff liaison. The Committee is also supported by a Board liaison who represents the committee to the Board of Directors. One committee member position is always occupied by the most recent Dicus Award recipient.

The volunteer is usually appointed for a three-year term and may be re-appointed for no more than a total of two consecutive terms of service. **Volunteers begin their term at the Annual Conference.**

### ***How often does the Awards Committee meet?***

The Awards Committee meets one time in-person each year, typically at the PPS Annual Conference. The Committee may hold 3-4 conference calls a year at the discretion of the chair. Committee volunteers will be notified in advance of conference calls. If a volunteer has a scheduling conflict, that volunteer is responsible for notifying the chair in advance of the meeting.

### ***Who pays my expenses?***

If expenses are incurred by volunteers for face-to-face meetings, volunteers will be reimbursed for a reasonable amount pursuant to the Section's Financial Policies and Procedures. A reimbursement form with original receipts must be submitted to the office to receive payment.

### ***What are my responsibilities?***

Volunteers are expected to attend the Annual Conference.

Other responsibilities include active participation, prompt responses to messages, and the following:

1. Support the promotion of the awards and award submissions.
2. Review all award submissions and compile award recipient recommendations for the Board's approval utilizing resource tools.
3. Review and revise award descriptions and procedures for Board approval as needed.
4. Welcome and support award recipients at the awards ceremony and reception.

5. Willingly accept assignments as delegated.

***What are the qualifications?***

- Must be a APTA Private Practice member in good standing.
- Must be organized and detail-oriented to complete assignments.
- Must maintain a working e-mail address in the APTA Private Practice database.
- Must be able to respond to queries promptly.
- Must attend one face-to-face meeting (typically at the Annual Conference & Exhibition).
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***Chair Position Description:***

The key roles of the Chair are facilitation, coordination, communication, and volunteer group leadership – ensuring that the volunteers, including ad hoc volunteers, are actively engaged in the achievement of the scope of work and the Section’s strategic plan. This individual, in collaboration with the staff liaison, actively participates in the work of the Awards Committee, provides thoughtful input to the deliberations, and focuses on the best interests of PPS, its membership and partners, rather on than the interests of an individual or limited group and works toward the accomplishment of the volunteer group’s goals as described in the strategic plan. This position term is a three-year commitment and is appointed by the Board of Directors.

***What are the Chair’s responsibilities?***

1. Attend all face-to-face meetings and conference calls.
2. Attend the President and Committee Chairs meeting two times per year (one in person/one conference call).
3. Collaborate with staff liaison to develop meeting agendas.
4. Review all relevant materials prior to meetings in order to facilitate discussion and task completion.
5. Collaborate with Committee members to facilitate award nominations.
6. Communicate regularly with Committee members to ensure that volunteer obligations are fulfilled.
7. Support diversity and inclusion by assisting in the identification and growth of future section leaders.
8. Accept and complete special assignments as requested.
9. Ensure that resource tools for award recipient selections are properly utilized.
10. Contact all award winners, after notifying the Board President, to congratulate and share award reception expectations.
11. Write one article for *Impact* magazine announcing award recipients.
12. Provide timely reports to the Board of Directors on the activities of the committee.
13. Promote the Section’s strategic plan by the completion of goals and objectives as assigned.
14. Collaborate with PPS Committee chairs for the benefit of the section members and completion of the strategic plan.