



## Awards Committee Fact Sheet

### *Chair*

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### *Board 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 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 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.

### ***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. Accept and complete special assignments as requested.

### ***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.

***Chair Position Description:***

The key roles of the Chair include facilitation, coordination, communication, and volunteer group leadership. The chair ensures that the committee members, including ad hoc volunteers, are actively engaged in advancing the committee's scope of work and supporting the Section's strategic plan. In collaboration with the staff liaison, the Chair actively participates in the work of the Awards Committee, contributes thoughtful input during discussions, and helps guide the committee's efforts. This individual represents the best interests of the APTA Private Practice members and partners, prioritizing the needs of the section over individual interests, and works to advance the goals outlined in the strategic plan.

The Chair serves a three-year term and is appointed by the Board of Directors.

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

1. Attend all in-person meetings and scheduled conference calls.
2. Attend meetings of Committee Chairs, if convened.
3. Collaborate with staff liaison to develop meeting agendas.
4. Review all relevant materials prior to meetings to facilitate discussion and task completion.
5. Communicate regularly with Committee members to ensure volunteer responsibilities and commitments are fulfilled.
6. Assist in the identification and development of future Section leaders.
7. Work collaboratively with committee members to facilitate the award nomination process.
8. Accept and complete special assignments, as requested.
9. Utilize established resource tools to support the award recipient selection process.
10. Provide timely updates to the Board of Directors on the activities of the committee, as requested.
11. Collaborate with APTA Private Practice Committee chairs for the benefit of the section members and completion of the strategic plan.