

Combined Sections Meeting Program Work Group (CSM PWG) Fact Sheet

Chair

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What is the Combined Sections Meeting Program Work Group (CSM PWG) ?

The Combined Sections Meeting (CSM) Program Workgroup identifies and develops relevant and suitable educational programming on business and practice management for presentations during APTA's Combined Sections Meeting.

How is the CSM PWG organized?

The CSM PWG 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.

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 immediately after the CSM Meeting, in time to begin the proposal review process for the following year.**

How often does the CSM PWG meet?

CSM PWG may hold 3-4 conference calls a year at the discretion of the Chair. CSM PWG members attend the CSM meeting and assist with APTA Private Practice sessions and events.

Who pays my expenses?

When approved by the Board, expenses incurred at in-person meetings will be reimbursed 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 APTA's Combined Sections Meeting.

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

1. Attend CSM conference and participate in scheduled conference calls.
2. Identify and encourage potential speakers to submit educational session proposals.
3. Review and score session proposals.
4. Participate as session moderators in 2-3 sessions at CSM.
5. Volunteer at the Section exhibit booth at CSM.

What are the qualifications?

- Must be an 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 be able to attend CSM Conference

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 CSM PWG, 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. Accept and complete special assignments, as requested.
7. Assist in the identification and development of future Section leaders and encourage a varied pool of event speakers.
8. Identify and encourage potential speakers to submit educational session proposals.
9. Work with staff liaison to ensure deadlines established by APTA Meetings Services Department are met.
10. Collaborate with other Sections to develop joint programming when appropriate.
11. Collaborate with staff liaison in the development of the CSM operational budget.
12. Attend the Program Chair Meetings at CSM, historically held in February and at APTA headquarters in the spring.
13. Provide timely reports to the Board of Directors on the activities of the workgroup, as requested.
14. Collaborate with APTA Private Practice Committee chairs for the benefit of the section members and completion of the strategic plan.