



## Administrators' Network Committee Fact Sheet

### *Chair*

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### *Board Liaison*

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### *Staff Liaisons*

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### ***What is the Administrators' Network?***

The Administrators' Network, a partner program exclusive to the Private Practice Section (PPS), identifies and develops relevant and valuable educational resources for physical therapist-owned business administrators and office managers. The Network additionally provides networking opportunities for the exchange of business and practice management strategies. The Network participant must be employed by an active PPS member. Participants can only be non-PTs and must not be eligible for membership in PPS or APTA.

### ***How is the Administrators' Network Committee organized?***

The Administrators' Network Committee is led by a chair and supported by a staff liaison. The Committee is also supported by a Board liaison who represents the Network to the Board of Directors. Due to the scope of identifying and developing educational resources, the Committee is also supported by the staff Education Specialist.

The Administrators' Network Committee may hold one seat on the following PPS Committees/Work Groups: Annual Conference Program Work Group, *Impact* Editorial Board, Marketing Committee, Government Affairs Committee, and Payment Policy Committee. The Administrators' Network Committee chair will seek one volunteer to participate as a liaison to each of the above-listed PPS committees. The committee member 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.** Additional volunteers may be invited to participate in the committee by the chair without approval of the PPS board to serve on project-specific task forces on an as-needed basis.

### ***How often does the Administrators' Network Committee meet?***

The Administrators' Network 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?***

When preapproved by the Board, expenses incurred at face-to-face meetings 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 PPS office to receive payment.

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

Volunteers are expected to attend the PPS Annual Conference.

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

1. Attend face-to-face meeting and conference calls.
2. Research, develop, and support best practices for physical therapist-owned business administrators and office managers.
3. Volunteer to support Committee, Work Group, and Task Force strategic goals and objectives.
4. Market the value of the Administrators' Network to section members, and their administrators.
5. Identify leaders in the Administrators' Network for mentorship into Committee, Work Group, and Task Force participation.
6. Make recommendations for authors in the Administrator's Edge column of Impact magazine
7. Assist the committee in planning and recruiting speakers for 4 webinars per/year.

***What are the qualifications?***

- Must be an Administrators' Network member in good standing.
- Must be organized and detail-oriented to complete assignments.
- Must maintain a working e-mail address in the Network database.
- Must be able to respond to queries promptly.
- Must attend the PPS Annual Conference & Exhibition.

***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 Administrators' Network Committee, provides thoughtful input to the deliberations, and focuses on the best interests of PPS, its membership, and partners, rather 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 PPS President and Committee Chairs meeting at Annual Conference
3. Attend the PPS Super committee meeting
4. Collaborate with staff liaison to develop meeting agendas.
5. Review all relevant materials prior to meetings in order to facilitate discussion and task completion.
6. Communicate regularly with Committee volunteers to ensure that obligations are fulfilled.
7. Support diversity and inclusion by assisting in the identification and growth of future committee leaders.
8. Accept and complete special assignments as requested.
9. Promote the Section's strategic plan by the completion of goals and objectives as assigned.
10. Provide timely reports to the PPS Board of Directors on the activities of the committee.
11. Collaborate with PPS Committee chairs for the benefit of the Section members and completion of the strategic plan.