



## **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?***

The 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 PPS sessions and events.

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

When approved by the Board, expenses incurred at face-to-face 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 conference calls.
2. Participate in the PPS reception at CSM.
3. Identify and encourage potential speakers to submit educational session proposals.
4. Review and score session proposals.
5. Participate as session moderators in 2-3 sessions at CSM.
6. Volunteer at the Section exhibit booth.

### ***What are the qualifications?***

- Must be a PPS member in good standing.

- Must be organized and detail-oriented to complete assignments.
- Must maintain a working e-mail address in the PPS database.
- Must be able to respond to queries promptly.
- Must attend APTA's Combined Sections Meeting.

***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 CSM PWG, provides thoughtful input to the deliberations, and focuses on the best interests of PPS, its membership and partners, rather than on 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 the Annual Conference & Exhibition.
2. Attend face-to-face meetings and conference calls.
3. Attend the President and Committee Chairs meeting during the PPS Annual Conference.
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 PWG 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. Identify and encourage potential speakers to submit educational session proposals.
10. Collaborate with staff liaison on the logistics of scheduling the Board meeting and two receptions.
11. Participate in the CSM reception for PPS members.
12. Collaborate with staff liaison to meet deadlines set by APTA Meetings Services Department.
13. Collaborate with other Sections for joint programming when possible/desirable.
14. Write an article for *Impact* magazine.
15. Collaborate with staff liaison in the development of the CSM operational budget.
16. Attend the Program Chair Meetings at CSM, historically in February, and at APTA headquarters historically in the spring.
17. Promote the Section's strategic plan by the completion of goals and objectives as assigned.
18. Provide timely reports to the Board of Directors on the activities of the PWG.
19. Collaborate with PPS Committee chairs for the benefit of the section members and completion of the strategic plan.