

Annual Conference Program Work Group (AC PWG) Fact Sheet

Chair

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What is the Annual Conference Program Work Group ?

The Annual Conference Program Work Group (AC PWG) identifies, selects, and develops relevant, innovative and valuable educational programming for physical therapist-owned businesses during APTA Private Practice Annual Conference & Exhibition. The AC PWG evaluates the annual conference in its entirety and makes recommendations for changes and improvements.

How is the Annual Conference Program Work Group organized?

The AC PWG is led by a chair and supported by the APTA Private Practice staff Education & Program Manager. The AC PWG is also supported by a Board liaison who represents the AC PWG to the APTA Private Practice Board of Directors. Due to the scope of the event, the ACPWG is also supported by the contracted Annual Conference meeting planner.

Each AC PWG 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. **Members begin their term at the Annual Conference.**

How often does the AC PWG meet?

The AC PWG meets 2-3 times in-person each year. The AC PWG may hold 3-4 conference calls a year at the discretion of the Chair. Members will be notified in advance of conference calls. If a member has a scheduling conflict, that member is responsible for notifying the chair in advance of the meeting.

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 the Kick-Off Meeting and the Annual Conference.

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

1. Assist in planning continuing education activities.
2. Review survey results for overall conference, speaker, and session evaluations, as well as member needs assessment survey results in preparation for program development.
3. Participate in the recruitment of speakers for educational session submissions from inside and outside of the industry.

4. Review and rank session proposal submissions utilizing the review portal and tools in preparation for Kick-Off meeting (historically scheduled in January or February).
5. Review behavioral objectives and content of selected proposals.
6. Suggest changes to the learning objectives to be re-considered by the speaker when necessary.
7. Attend the Kick-Off meeting to select and schedule conference educational sessions.
8. Collaborate with staff liaison and meeting planner to select 2–3 keynote speakers.
9. Attend pre- and post-conference on-site Annual Conference meetings.
10. Participate in the orientation of session moderators and become familiar with the Conference property to facilitate attendee participation in the event.
11. Accept tasks to enhance the Annual Conference experience, i.e. vendor presentation oversight, moderator oversight, directional ambassadors, and other tasks as identified to create a successful event.

What are the qualifications?

- Must be a member in good standing of the APTA Private Practice Section.
- 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 2-3 in-person meetings (this number includes the Annual Conference & Exhibition).

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 AC 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 and meeting planner to develop meeting agendas.
4. Review all relevant materials prior to meetings to facilitate discussion and task completion.
5. Communicate regularly with work group members to ensure that volunteer responsibilities and commitments are fulfilled.
6. Accept and complete special assignments, as requested.
7. Identify and encourage potential speakers to submit educational session proposals.
8. Collaborate with staff liaison in the development of the Annual Conference operational budget.
9. Attend the Kick-Off meeting to select and schedule conference educational sessions.
10. Assist in the identification and development of future Section leaders and encourage a varied pool of event speakers.
11. Provide timely updates to the Board of Directors on the activities of the work group, as requested.
12. Collaborate with APTA Private Practice Committee chairs for the benefit of the section members and completion of the strategic plan.