

## **Graham Sessions Program Work Group (GS PWG) Fact Sheet**

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### ***What is the Graham Sessions Program Work Group ?***

The Graham Sessions Program Work Group (GS PWG) identifies, selects, and develops content that encourages discussion, debate and opinions from a diverse group of physical therapists and others who are involved in the physical therapy and healthcare profession. The GS PWG evaluates the meeting in its entirety and makes recommendations for changes and improvements.

### ***How is the Graham Sessions Program Work Group organized?***

The GS PWG is led by a chair/facilitator and supported by the APTA Private Practice staff meeting manager. The GS PWG is also supported by a Board liaison who represents the GS PWG to the APTA Private Practice Board of Directors.

The workgroup consists of 6 members, one of whom is chair/facilitator. Membership on the workgroup is open to any individual in the field of PT, but at least three of the work group members must be APTA Private Practice members.

Each GS 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 and end their terms at the conclusion of the Graham Sessions.

### ***How often does the GS PWG meet?***

The GS PWG typically meets monthly by Zoom from May – January. If a member has a scheduling conflict, that member is responsible for notifying the chair in advance of the meeting.

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

Volunteers pay their own expenses to attend the Graham Sessions but are provided complimentary registration. The meeting facilitator receives a stipend to facilitate the meeting.

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

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

1. Assist in planning annual content.
2. Work with the Chair to preserve the unique format and mission of the Graham Sessions.
3. Review survey results for the meeting and use them to prepare for the next program.

4. Participate in the recruitment of What I Believe speakers and discussion panelists.
5. Attend the Graham Sessions meeting and assist Facilitator as needed.
6. Attend monthly planning meetings.
7. Accept tasks to enhance the Graham Sessions experience, i.e. moderator oversight, directional ambassadors, and other tasks as identified to create a successful event.

***What are the qualifications?***

- 3 of the members must be a member in good standing of APTA Private Practice.
- Must be organized and detail-oriented to complete assignments.
- Must maintain a working e-mail address.
- Must be able to respond to queries promptly.
- Must be able to attend monthly planning meetings virtually.
- Should be able attend Graham Sessions while serving on the committee.

***Chair/Facilitator 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 for the GS PWG, provides thoughtful input to the deliberations, and focuses on the best interests of APTA Private Practice and its membership rather than on the interests of an individual or limited group to work toward the accomplishment of the volunteer group’s goals as described in the strategic plan and the Graham Sessions Mission. This position term is a three-year commitment and is appointed by the Board of Directors.

***What are the Chair’s/Facilitator’s responsibilities?***

1. Attend all face-to-face meetings and conference calls.
2. Collaborate with staff liaison to develop meeting agendas.
3. Review all relevant materials prior to meetings to facilitate discussion and task completion.
4. Communicate regularly with GS PWG members to ensure that volunteer obligations are fulfilled.
5. Support diversity and inclusion by assisting in the identification and growth of future section leaders, and a diverse pool of speakers at the event.
6. Contacting speakers, panel members and “What I Believe” speakers with assistance from committee members.
7. Meetings and conversations throughout the year with speakers and panel members to ensure they understand the expectations, reputation and rules of the event, with assistance from committee members.
8. Facilitate the event onsite: Master of Ceremonies, Intro of all speakers, Facilitating Q&A and open discussion forums.
  - a. Meet with the Chair at least once prior to the meeting to understand the content and the speakers and debrief on any issues.
9. Work with staff liaison on logistics of event, invite list, and promotional content.
10. Accept and complete special assignments as requested.
11. Provide timely reports to the Board of Directors on the activities of the GS PWG, as requested.