APTA Private Practice
A Section of the American Physical Therapy Association

Impact Editorial Board Fact Sheet

Editor	*Board Liaison*	*Staff Liaison*
Stephanie Telibasa, PT, DPT	**Brian Hartz, PT, DPT**	**Sarah Fertsch**

What is the Impact Editorial Board?
The Impact Editorial Board develops the editorial direction, themes, and content for Impact, the official section print and digital magazine.

How is the Impact Editorial Board organized?
The Impact Editorial Board is led by the Managing Editor (Chair) and supported by a staff liaison. The Editorial Board is also supported by a Board liaison who represents the Editorial Board to the Board of Directors. The Impact Editorial Board may choose to establish an Assistant Managing Editor role and task forces that support the completion of strategic plan objectives.

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 at the Annual Conference.**

How often does the Impact Editorial Board meet?
The Impact Editorial Board meets up to two (2) times in-person each year: at the APTA Private Practice Annual Conference and a possible springtime meeting. The Impact Editorial Board may hold 6 or more conference calls a year at the discretion of the chair.

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 the APTA Private Practice Annual Conference.
Other responsibilities include active participation, prompt responses to messages, and the following:

1. Attend in-person meetings and scheduled conference calls.
2. Responsible for soliciting and reviewing articles for publication.
3. Responsible to the Managing Editor (Chair) for issue completion per established deadlines.
4. Assist with review of the magazine and provide creative and innovative feedback.
5. Develop, in collaboration with the Managing Editor (Chair), strategies to identify authors.
6. Write one or more articles annually if issue(s) do not have adequate content.
7. Participate in setting annual editorial themes based on membership needs, business and health care environment.

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 member database.

- Must be able to respond to queries promptly.
- Must be able to attend APTA Private Practice 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 Impact Editorial Board, 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 is the Managing Editor's (Chair's) responsibilities?

1. Ensure robust, dynamic, and private practice-relevant content for eleven magazine issues daily.
2. Coordinate meetings of the Impact editorial board, semi-annually or as needed.
3. Collaborate with staff liaison to develop meeting agendas.
4. Attend all in-person meetings and scheduled conference calls.
5. Attend meetings of committee chairs if convened.
6. Review all relevant materials prior to meetings to facilitate discussion and task completion.
7. Provide onboarding, training, and mentorship for Impact Editorial Board members.
8. Communicate regularly with Editorial Board members to ensure that volunteer obligations are fulfilled.
9. Assist in the identification and development of future Section leaders.
10. Accept and complete special assignments as requested.
11. Identify and encourage potential authors to submit articles.
12. Choose an Editorial Board member for magazine assignments.
13. Write Managing Editor column and articles if content needed.
14. Coordinate the development of editorial themes and content.
15. Appoint and direct the Assistant Managing Editor to manage Impact Editorial Board leadership tasks as needed.
16. Collaborate with staff liaison, contracted publisher, and contracted ad manager to meet established publication issue deadlines.
17. Provide reports to the Board of Directors on the activities of the Editorial Board, as requested.
18. Collaborate with APTA Private Practice Committee chairs for the benefit of the section members and completion of the strategic plan.