

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

### *Chair*

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### *Staff Liaison*

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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 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. 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.

### ***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 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.
- Must be able to attend Graham Sessions while serving on the committee.

***Chair Position Description:***

The key roles of the Chair include 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 GS PWG, contributes thoughtful input during discussions, and helps guide the work group'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. 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 work group members to ensure that volunteer responsibilities and commitments are fulfilled.
5. Assist in the identification and development of future Section leaders and encourage a varied pool of event speakers.
6. Accept and complete special assignments, as requested.
7. Work with staff liaison on event logistics, invite list, and promotional content.
8. Contact speakers, panel members, and "What I Believe" speakers with assistance from committee members.
9. Maintain ongoing communication with speakers and panel members throughout the year, ensuring they understand the expectations, reputation, and rules of the event, with assistance from committee members as needed.
10. Provide timely updates or to the Board of Directors on the activities of the GS PWG, as requested.
11. Collaborate with APTA Private Practice Committee chairs for the benefit of the section members and completion of the strategic plan.