

## **Annual Conference Program Work Group (AC PWG) Fact Sheet**

### *Chair*

**Robbie Leonard, PT**

Greenville, SC

(864) 679-1600

[robbie@8150advisors.com](mailto:robbie@8150advisors.com)

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### *Board Liaison*

**Amy Snyder, PT, DPT**

Milwaukee, WI

(414) 446-9291

[asnyder@ptplus.com](mailto:asnyder@ptplus.com)

### *Staff Liaison*

**Katherine Castillo**

**Education and Program Manager**

703-299-8210

[kcastillo@ppsapta.org](mailto:kcastillo@ppsapta.org)

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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 specialist. The AC PWG is also supported by a Board liaison who represents the AC PWG to the PPS 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?***

Volunteers are supported through the operational budget for face-to-face meetings and will be informed each year as to the amount. 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 in order 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 attend 2-3 face-to-face meetings (this number includes the Annual Conference & Exhibition).
- Must attend APTA Private Practice Annual Conference & Exhibition.

***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 for the AC PWG, provides thoughtful input to the deliberations, and focuses on the best interests of PPS 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. This position term is a three-year commitment and is appointed by the Board of Directors.

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

1. Attend all face-to-face meetings and conference calls.
2. Attend the President and Committee Chairs meeting during the APTA Private Practice Annual Conference.
3. Collaborate with staff liaison and meeting planner to develop meeting agendas.
4. Review all relevant materials prior to meetings in order to facilitate discussion and task completion.
5. Communicate regularly with AC PWG members to ensure that volunteer obligations are fulfilled.
6. Support diversity and inclusion by assisting in the identification and growth of future section leaders.
7. Accept and complete special assignments as requested.
8. Provide timely reports to the Board of Directors on the activities of the AC PWG and for education session selection approval.
9. Promote the Section’s strategic plan by the completion of goals and objectives as assigned.
10. Collaborate with APTA Private Practice Committee chairs for the benefit of the section members and completion of the strategic plan.