



Promoting Safety and Competence

124 West Street South, Third Floor
Alexandria, VA 22314
703-299-3100 | www.fsbpt.org

Federation of State Boards of Physical Therapy
Job Descriptions
Board of Directors | CBA | Committees | Task Forces
Rev. 2018-6

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President – Board of Directors

Established by: Bylaws

Board of Directors Summary:

- A. Consists of the Officers (President, Vice President, Secretary and Treasurer), and four Directors.
- B. Have general supervision of the affairs of the Federation between meetings of the Delegate Assembly.
- C. Conduct business of the Federation on behalf of the Delegate Assembly between meetings of the Delegate Assembly.
- D. Conduct business referred to it by the Delegate Assembly.
- E. Make appointments as provided in these Bylaws.
- F. Establish the fees for the National Physical Therapy Examination.
- G. Select an independent certified public accountant to prepare the financial audit of the Federation.
- H. Review and adopt policies.
- I. Adopt and provide oversight to an annual budget.
- J. Perform the duties prescribed by these Bylaws, the Articles of Incorporation, Standing Rules and the Policies.
- K. Serve as a board liaison to outside organizations, Federation members, committees and task forces. Duties of the board liaison are found in the FSBPT Policies Manual.

Term of President: Elected for a term of three years or until their successors are elected and assume office. Shall not serve a third consecutive full term in the same office. Shall assume office at the close of the Annual Meeting at which the officers are elected.

Number of meetings (estimated):

- A. Minimum of two in-person Board meetings annually (generally four per year) plus Annual Meetings. Each meeting will last approximately two days.
- B. Telecommunication meetings of the Board eight to ten times annually.
- C. Individual telephone conferences with staff weekly.
- D. Two meetings annually for each committee that a board member serves as the board liaison. Committee involvement could be as few as one or as high as four.
- E. Attendance at the Leadership Issues Forum.

Position Functions:

- A. Preside at all meetings of the Federation, including the Delegate Assembly.
- B. Preside at all meetings of the Federation Board of Directors.
- C. Serve as non-voting ex officio member of all committees except the nominating committee.
- D. Serve as official spokesperson of the Federation.
- E. Be designated as a signatory of the Federation financial accounts.
- F. Make an annual report to the Federation.
- G. Schedule meetings as required.
- H. Preside over the meetings and ensure that the focus is on the Board objectives.
- I. Working with the Board members, complete specific strategies in support of the Federation's mission, vision, areas of focus and goals.
- J. Assume such other duties as the Board of Directors may delegate.
- K. Board liaison to committees and external organizations:
 - Committees/task forces:
 - Ensure they are operating within FSBPT's mission, goals and the committee's charge.
 - Serve as a communication connection between the board and committee activities.
 - Although contributions to the committee are valuable, remain self-aware so as to not dominate committee discussions or directions of the discussions.
 - External organizations:
 - Understand FSBPT mission and external organization's mission in order to see what might enhance FSBPT functions or what FSBPT might do to better contribute to the external organization.

Position Requirements:

- The office of President shall be a current or past member of a Member Board or current or past administrator of a Member Board.

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- No Officer shall concurrently hold an elected or appointed office in a physical therapy state, national or international association or hold credentials in another health care profession that would result in potential or actual conflict of interest with the Federation.
- Governance experience
- Strong planning and facilitative skills
- Ability to relate well with peers.
- Open to new ideas.
- Commitment to furthering the mission of the Federation.

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Vice President – Board of Directors

Established by: Bylaws

Board of Directors Summary:

- A. Consists of the Officers (President, Vice President, Secretary and Treasurer), and four Directors.
- B. Have general supervision of the affairs of the Federation between meetings of the Delegate Assembly.
- C. Conduct business of the Federation on behalf of the Delegate Assembly between meetings of the Delegate Assembly.
- D. Conduct business referred to it by the Delegate Assembly.
- E. Make appointments as provided in these Bylaws.
- F. Establish the fees for the National Physical Therapy Examination.
- G. Select an independent certified public accountant to prepare the financial audit of the Federation.
- H. Review and adopt policies.
- I. Adopt and provide oversight to an annual budget.
- J. Perform the duties prescribed by these Bylaws, the Articles of Incorporation, Standing Rules and the Policies.
- K. Serve as a board liaison to outside organizations, Federation members, committees and task forces. Duties of the board liaison are found in the FSBPT Policies Manual.

Term of Vice President: Elected for a term of three years or until their successors are elected and assume office. Shall not serve a third consecutive full term in the same office. Shall assume office at the close of the Annual Meeting at which the officers are elected.

Number of meetings (estimated):

- A. Minimum of two in-person Board meetings annually (generally four per year) plus Annual Meetings. Each meeting will last approximately two days.
- B. Telecommunication meetings of the Board eight to ten times annually.
- C. Individual telephone conferences with staff weekly.
- D. Two meetings annually for each committee that a board member serves as the board liaison. Committee involvement could be as few as one or as high as four.
- E. Attendance at the Leadership Issues Forum.

Position Functions:

- A. Attend all meetings.
- B. Actively prepare for and participate in the meetings.
- C. Working with Board members, complete specific strategies in support of the Federation's mission, vision, areas of focus and goals.
- D. Succeed to the office of the President for the remainder of the term in case of a vacancy in that office.
- E. Assume the duties of the President in his or her absence or incapacitation.
- F. Working with Board members, complete specific strategies in support of the Federation's mission, vision, areas of focus and goals.
- G. Assume such other duties as the Board of Directors may delegate.
- H. Board liaison to committees and external organizations:
 - Committees/task forces:
 - Ensure they are operating within FSBPT's mission, goals and the committee's charge.
 - Serve as a communication connection between the board and committee activities.
 - Although contributions to the committee are valuable, remain self-aware so as to not dominate committee discussions or directions of the discussions.
 - External organizations:
 - Understand FSBPT mission and external organization's mission in order to see what might enhance FSBPT functions or what FSBPT might do to better contribute to the external organization.

Position Requirements:

- The office of Vice President shall be a current or past member of a Member Board or current or past administrator of a Member Board.
- No Officer shall concurrently hold an elected or appointed office in a physical therapy state, national or international association or hold credentials in another health care profession that would result in potential or

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actual conflict of interest with the Federation.

- Governance experience
- Strong planning and facilitative skills
- Ability to relate well with peers.
- Open to new ideas.
- Commitment to furthering the mission of the Federation.

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Secretary – Board of Directors

Established by: Bylaws

Board of Directors Summary:

- A. Consists of the Officers (President, Vice President, Secretary and Treasurer), and four Directors.
- B. Have general supervision of the affairs of the Federation between meetings of the Delegate Assembly.
- C. Conduct business of the Federation on behalf of the Delegate Assembly between meetings of the Delegate Assembly.
- D. Conduct business referred to it by the Delegate Assembly.
- E. Make appointments as provided in these Bylaws.
- F. Establish the fees for the National Physical Therapy Examination.
- G. Select an independent certified public accountant to prepare the financial audit of the Federation.
- H. Review and adopt policies.
- I. Adopt and provide oversight to an annual budget.
- J. Perform the duties prescribed by these Bylaws, the Articles of Incorporation, Standing Rules and the Policies.
- K. Serve as a board liaison to outside organizations, Federation members, committees and task forces. Duties of the board liaison are found in the FSBPT Policies Manual.

Term of Secretary: Elected for a term of three years or until their successors are elected and assume office. Shall not serve a third consecutive full term in the same office. Shall assume office at the close of the Annual Meeting at which the officers are elected.

Number of meetings (estimated):

- A. Minimum of two in-person Board meetings annually (generally four per year) plus Annual Meetings. Each meeting will approximate two days.
- B. Telecommunication meetings of the Board eight to ten times annually.
- C. Individual telephone conferences with staff weekly.
- D. Two meetings annually for each committee that a board member serves as the board liaison. Committee involvement could be as few as one or as high as four.
- E. Attendance at the Leadership Issues Forum.

Position Functions:

- A. Attend all of the meetings.
- B. Actively prepare for and participate in the meetings.
- C. Working with staff, ensures that attendance, votes and the proceedings of the Board of Directors and Delegate Assembly meetings are recorded and maintained in the permanent records of the Federation.
- D. Conducts roll call of Delegates at the annual Delegate Assembly and Board of Directors meetings for the official records and to establish the presence of a quorum.
- E. See that staff takes and distributes the minutes for distribution within one week of the meeting.
- F. Ensures that copies of the minutes of the Board meetings are approved as appropriate.
- G. Working with the Board members, complete specific strategies in support of the Federation's mission, vision, areas of focus and goals.
- H. Assume such other duties as the Board of Directors may delegate.
- I. Board liaison to committees and external organizations:
 - Committees/task forces:
 - Ensure they are operating within FSBPT's mission, goals and the committee's charge.
 - Serve as a communication connection between the board and committee activities.
 - Although contributions to the committee are valuable, remain self-aware so as to not dominate committee discussions or directions of the discussions.
 - External organizations:
 - Understand FSBPT mission and external organization's mission in order to see what might enhance FSBPT functions or what FSBPT might do to better contribute to the external organization.

Position Requirements:

- A. The office of Secretary shall be a member of a Member Board, administrator of a Member Board, or an Associate Member.

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- B. No Officer shall concurrently hold an elected or appointed office in a physical therapy state, national or international association or hold credentials in another health care profession that would result in potential or actual conflict of interest with the Federation.
- C. Governance experience
- D. Strong planning and facilitative skills
- E. Ability to relate well with peers.
- F. Open to new ideas.
- G. Commitment to furthering the mission of the Federation.

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Treasurer - Board of Directors

Established by: Bylaws

Board of Directors Summary:

- A. Consists of the Officers (President, Vice President, Secretary and Treasurer) and four Directors.
- B. Have general supervision of the affairs of the Federation between meetings of the Delegate Assembly.
- C. Conduct business of the Federation on behalf of the Delegate Assembly between meetings of the Delegate Assembly.
- D. Conduct business referred to it by the Delegate Assembly.
- E. Make appointments as provided in these Bylaws.
- F. Establish the fees for the National Physical Therapy Examination.
- G. Select an independent certified public accountant to prepare the financial audit of the Federation.
- H. Review and adopt policies.
- I. Adopt and provide oversight to an annual budget.
- J. Perform the duties prescribed by these Bylaws, the Articles of Incorporation, Standing Rules and the Policies.
- K. Serve as a board liaison to outside organizations, Federation members, committees and task forces. Duties of the board liaison are found in the FSBPT Policies Manual.

Term of Treasurer: Elected for a term of three years or until their successors are elected and assume office. Shall not serve a third consecutive full term in the same office. Shall assume office at the close of the Annual Meeting at which the officers are elected.

Number of meetings (estimated):

- A. Minimum of two in-person Board meetings annually (generally four per year) plus Annual Meetings. Each meeting will approximate two days.
- B. Telecommunication meetings of the Board eight to ten times annually.
- C. Individual telephone conferences with staff weekly.
- D. Two meetings annually for each committee that a board member serves as the board liaison. Committee involvement could be as few as one or as high as four.
- E. Attendance at the Leadership Issues Forum.

Position Functions:

- A. Attend all meetings.
- B. Actively prepare for and participate in the meetings.
- C. Be designated as a signatory of Federation financial accounts.
- D. Serve as chair of the Finance Committee.
- E. Make an annual report to the Federation.
- F. Work with the CEO and CFO to prepare a budget and present it to the Finance Committee and the Board of Directors for approval.
- G. Inform Board Members of the Federation's financial status at the Board meetings.
- H. Ensure that an annual, independent audit is conducted and the auditor's recommendations are addressed.
- I. Monitor the Federation's financial status, financial policies and programs.
- J. Help the President ensure that adequate resources are available to fund Federation programs.
- K. Working with the Board members, complete specific strategies in support of the Federation's mission, vision, areas of focus and goals.
- L. Assume such other duties as the Board of Directors may delegate.
- M. Board liaison to committees and external organizations:
 - Committees/task forces:
 - Ensure they are operating within FSBPT's mission, goals and the committee's charge.
 - Serve as a communication connection between the board and committee activities.
 - Although contributions to the committee are valuable, remain self-aware so as to not dominate committee discussions or directions of the discussions.
 - External organizations:
 - Understand FSBPT mission and external organization's mission in order to see what might enhance FSBPT functions or what FSBPT might do to better contribute to the external organization.

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Position Requirements:

- A. The office of Treasurer shall be a member of a Member Board, administrator of a Member Board, or an Associate Member.
- B. No Officer shall concurrently hold an elected or appointed office in a physical therapy state, national or international association or hold credentials in another health care profession that would result in potential or actual conflict of interest with the Federation.
- C. Elected to office by the Delegate Assembly.
- D. Governance experience
- E. Strong planning and facilitative skills
- F. Ability to relate well with peers.
- G. Open to new ideas.
- H. Commitment to furthering the mission of the Federation.

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Director – Board of Directors

Established by: Bylaws

Board of Directors Summary:

- A. Consists of the Officers (President, Vice President, Secretary and Treasurer) and four Directors.
- B. Have general supervision of the affairs of the Federation between meetings of the Delegate Assembly.
- C. Conduct business of the Federation on behalf of the Delegate Assembly between meetings of the Delegate Assembly.
- D. Conduct business referred to it by the Delegate Assembly.
- E. Make appointments as provided in these Bylaws.
- F. Establish the fees for the National Physical Therapy Examination.
- G. Select an independent certified public accountant to prepare the financial audit of the Federation.
- H. Review and adopt policies.
- I. Adopt and provide oversight to an annual budget.
- J. Perform the duties prescribed by these Bylaws, the Articles of Incorporation, Standing Rules and the Policies.
- K. Serve as a board liaison to outside organizations, Federation members, committees and task forces. Duties of the board liaison are found in the FSBPT Policies Manual.

Directors Terms:

- A. All Directors except the Public Member are elected for a term of three years or until their successors are elected and assume office. Shall not serve a third consecutive full term in the same office. Shall assume office at the close of the Annual Meeting at which the officers are elected.
- B. The Director who is a Public Member shall be appointed by the Board of Directors and shall serve a term of one year. The Public Member shall not serve more than ten consecutive terms in this office.

Number of meetings (estimated):

- A. Minimum of two in-person Board meetings annually (generally four per year) plus Annual Meetings. Each meeting will approximate two days.
- B. Telecommunication meetings of the Board eight to ten times annually.
- C. Individual telephone conferences with staff weekly.
- D. Two meetings annually for each committee that a board member serves as the board liaison. Committee involvement could be as few as one or as high as four.
- E. Attendance at the Leadership Issues Forum.

Position Functions:

- A. The Director who is a current administrative staff of a Member Board shall:
 - a. Fill vacancies, by appointment, in the offices of Council of Board Administrators officers.
 - b. Copy the appropriate jurisdiction board liaison in the email that welcomes new administrators to the Federation.
- B. Attend all meetings.
- C. Actively prepare for and participate in the meetings.
- D. Working with Board members, complete specific strategies in support of the Federation's mission, vision, areas of focus and goals.
- E. Assume such other duties as the Board of Directors may delegate.

Position Requirements for Directors:

- A. One Director shall be a current member of a Member Board at the time of the election.
- B. One Director shall be a current administrative staff of a Member Board. The slate for this position shall be prepared by the Council of Board Administrators.
- C. One Director shall be a member of a Member Board, administrator of a Member Board, or an Associate Member.
- D. One Director shall be a public member.
- E. No Director shall concurrently hold an elected or appointed office in a physical therapy state, national or international association or hold credentials in another health care profession that would result in potential or actual conflict of interest with the Federation.
- F. Ability to relate well with peers.
- G. Open to new ideas.
- H. Board liaison to committees and external organizations:

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Committees/task forces:

- Ensure they are operating within FSBPT's mission, goals and the committee's charge.
- Serve as a communication connection between the board and committee activities.
- Although contributions to the committee are valuable, remain self-aware so as to not dominate committee discussions or directions of the discussions.

External organizations:

- Understand FSBPT mission and external organization's mission in order to see what might enhance FSBPT functions or what FSBPT might do to better contribute to the external organization.

I. Commitment to furthering the mission of the Federation

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Public Member Director – Board of Directors

Established by: Bylaws

Board of Directors Summary:

- A. Consists of the Officers (President, Vice President, Secretary and Treasurer) and four Directors.
- B. Have general supervision of the affairs of the Federation between meetings of the Delegate Assembly.
- C. Conduct business of the Federation on behalf of the Delegate Assembly between meetings of the Delegate Assembly.
- D. Conduct business referred to it by the Delegate Assembly.
- E. Make appointments as provided in these Bylaws.
- F. Establish the fees for the National Physical Therapy Examination.
- G. Select an independent certified public accountant to prepare the financial audit of the Federation.
- H. Review and adopt policies.
- I. Adopt and provide oversight to an annual budget.
- J. Perform the duties prescribed by these Bylaws, the Articles of Incorporation, Standing Rules and the Policies.
- K. Serve as a board liaison to outside organizations, Federation members, committees and task forces. Duties of the board liaison are found in the FSBPT Policies Manual.

Public Member Term:

- The Director who is a Public Member shall be appointed by the Board of Directors and shall serve a term of one year. The Public Member shall not serve more than ten consecutive terms in this office.

Number of meetings (estimated):

- A. Minimum of two in-person Board meetings annually (generally four per year) plus Annual Meetings. Each meeting will approximate two days.
- B. Telecommunication meetings of the Board eight to ten times annually.
- C. Individual telephone conferences with staff weekly.
- D. Two meetings annually for each committee that a board member serves as the board liaison. Committee involvement could be as few as one or as high as four.
- E. Attendance at the Leadership Issues Forum.

Position Functions:

- A. Provide an “outsider” perspective for the board on physical therapy regulatory issues.
- B. Help the board and the membership focus on public protection rather than protection of the profession without alienating them.
- C. Actively prepare for and participate in the meetings.
- D. Working with Board members, complete specific strategies in support of the Federation’s mission, vision, areas of focus and goals.
- E. Assume such other duties as the Board of Directors may delegate.

Position Requirements for Public Member:

- A. Non-PT/PTA.
- B. Preference would be an individual with a law or philosophy background who is published or known in their field in other ways.
- C. Have a passion for and be knowledgeable in an area such as healthcare, quality healthcare, healthcare regulation, the purpose of healthcare regulation, public protection or public health.
- D. Have an educational/work experience background that can be viewed as credible by the membership.
- E. Have some special talent, skill, knowledge contact or other contribution to the work of the board.
- F. Knowledge of and appreciation for physical therapy.
- G. Willing to make a commitment to the Federation, including concern for its development and willingness to participate in meetings.
- H. Ability to clearly articulate their views while tolerant of the opinions of others’ points of views and comfortable with change.
- I. No Director shall concurrently hold an elected or appointed office in a physical therapy state, national or international association or hold credentials in another health care profession would result in potential or actual conflict of interest with the Federation.
- J. Ability to relate well with peers.

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- K. Open to new ideas.
- L. Commitment to furthering the mission of the Federation

Recruitment Characteristics for the Public Member

1. Willing to make a commitment to the organization.
 - Is this the right cause and organization for them?
 - Can they work with the organization and this board given the organization's current issues?
 - Do they show concern for the organization's development?
2. Willing to actively participate in board meetings.
 - Explicit assurance regarding the amount of time they are willing and able to commit.
3. Have some special talent, skill, knowledge contact or other contribution to the work of the board.
4. Willing to bring themselves to the work of the board: desire to serve, willing to share ideas, experiences, feelings, insights, fears, questions.
 - Feeling comfortable speaking up
 - Ability to listen to other people's opinions
 - Capacity to disagree with a board decision but to support the decision and organization once the vote has been cast.
5. See themselves as facilitators for the organization, providing support to staff and other board members.
6. Can articulate what they can and will contribute to the organization.
7. Can articulate what they want to get out of their time on the board.
8. Personal characteristics: honesty; community-building skills; personal integrity; a developed sense of values; a sense of humor; listens; open to opinions of others; tolerates differences of opinion; can see a new points of view; comfortable with change.

Possible Interview Questions for FSBPT Public Member

General questions for current board prior to interviewing candidates

- What should the general profile for an FSBPT public member include?
- What are the generic attributes and qualifications that the board would like nominees to have?
- What should be the criteria for selecting a Public Member?

Specific questions for candidates

- What interests you most about serving on the board?
- Could your schedule accommodate attending meetings on weekends? Have you seen the annual meeting calendar?
- Can you commit to fully participate on the board and to commit the time to attend these meetings?
- How can you envision yourself advocating on behalf of public protection (provide an example)?
- Can you advance a differing point of view yet reach a compromise decision with your fellow board members?
- Will you openly discuss, debate and share views in a constructive manner?
- Can you disagree with a specific board decision, but support the overall board's decision externally?
- Can you support the concept of states' rights in the licensure of health care professionals?
- Can you provide us some examples of your demonstrated ability in and commitment to, teamwork?
- Can you respect confidential data or sensitive information that may be necessary to share during board deliberations?
- Do you have any potential conflicts of interest given your other responsibilities?
- Will you openly participate in board self-evaluations for the purpose of improving the overall organization's effectiveness?
- Are you willing to potentially take on assignments as a board liaison to certain committees of the board?
- What knowledge or skills do you believe you would bring to the board and organization?

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- What are the potential downsides of your involvement with the board?
- What other experiences have you had serving on boards of directors?
- Do you have an understanding of, and commitment to, the vision and mission of FSBPT?
- What experiences do you have volunteering in nonprofit organizations?
- What, if any, political resources do you possess that could benefit the board?
- Provide references from other organizations the person has served on their board.

Evaluating the effectiveness of the public member:

- Do they present an “outsider” perspective for the board?
- Do they have a passion or deep knowledge in an area of healthcare regulation?
- Do they have a background that is viewed as credible by the membership?
- Do they participate as a full member of the board of directors?
 - Do they attend meetings?
 - Do they participate in conference calls?
 - Do they read and understand material prior to discussions?
 - Do they actively participate in board discussions?
- Have they “effectively communicated” (see above) with the board? The membership? The staff?

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CBA Chair

Established by: Bylaws

Position Summary:

The Council of Board Administrators (CBA) elects a Chair at its annual CBA meeting in odd-numbered years. The CBA Chair is a leadership position. The Chair facilitates all forums of the Council and serves as liaison to the Federation's Board of Directors. The Chair acts as a representative and spokesperson for the CBA in all forums, soliciting input from CBA members as applicable, and disseminating CBA resolutions as appropriate. As elected CBA Chair you are automatically appointed to the CBA Nominating Committee, Excellence in Regulation Committee, and FSBPT Education Committee while chair and participate in the annual Leadership Issues Forum.

Term of Chair: Two years

Number of meetings (estimated):

Two:

- Leadership Issues Forum (usually in summer)
- Annual CBA Meeting/FSBPT Annual Meeting (usually in October or November)

Conference calls/Webinars:

- Annual FSBPT Education Committee planning sessions (usually in spring and done via webinar)
- Participate in telephone planning conferences for the CBA annual meeting
- Participate in Excellence in Regulation Committee telephone conferences
- Participate in the follow-up telephone planning conference for the Annual Meeting

Position Functions:

- Officiate at all CBA forums
- Serve as chair of the CBA Nominating Committee
- Organize, plan and facilitate the annual CBA program and business meeting
- Report/respond to FSBPT Board as appropriate
- Initiate communications/solicit consensus to/from CBA members as warranted
- Participate in the Education Committee functions as assigned
- Participate in the Excellence in Regulation Committee functions as assigned

Position Requirements:

- Member of CBA
- Strong leadership skills
- Strong oral and written communication skills
- Strong planning and facilitative skills
- Ability to relate well with peers
- Open to new ideas

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CBA Vice Chair

Established by: Bylaws

Position Summary:

The Council of Board Administrators (CBA) elects a Vice Chair at its annual CBA meeting in even-numbered years. The Vice Chair shall be responsible for keeping a record of Annual Forum sessions of the Council. The Vice Chair shall notify Council members of the date, time, and place of Council meetings. As elected CBA Vice Chair, you are automatically appointed to the CBA Nominating Committee and FSBPT Education Committee while vice chair and participate in the annual Leadership Issues Forum.

Term of Vice Chair: Two years

Number of meetings (estimated):

Two:

- Leadership Issues Forum (usually in summer)
- Annual CBA Meeting/FSBPT annual meeting (usually in October or November)

Conference calls/Webinars:

- FSBPT Education Committee planning sessions (usually in spring and done via webinar)
- Participate in telephone planning conferences for the CBA annual meeting
- Participate in the follow-up telephone planning conference for the Annual Meeting

Position Functions:

- Record Annual Forum sessions of the Council
- Serve as vice chair of the CBA Nominating Committee
- Notify Council members of the date, time and place of council meetings
- Participate in the Education Committee functions as assigned

Position Requirements:

- Member of CBA
- Strong leadership skills
- Strong oral and written communication skills
- Strong planning and facilitative skills
- Ability to relate well with peers
- Open to new ideas

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CBA Nominating Committee

Established by: CBA Rules of Procedure

Committee Summary:

The Council shall maintain a nominating committee consisting of the current Chair and Vice Chair of the Council and one non-officer Council member. The committee shall present a slate of candidates for CBA offices.

Term of Committee: Ongoing CBA Standing Committee

Term of Member: The term of the CBA Chair and Vice Chair is two years from the date of the CBA Forum at which they are elected. The term for the third member is three years from the date of the CBA Forum at which they are elected.

Number of meetings (estimated):

- A. Attendance at the CBA Forum during the FSBPT Annual Meeting.
- B. Two to three webinars or conference calls as necessary.

Position Functions:

- A. Attend all meetings.
- B. Actively prepare for and participate in the meeting.
- C. Duties
 - a. Present a slate of candidates for the Council Chair, Vice Chair, and the non-officer Council member of the CBA Nominating Committee.
 - b. Maintain a list of Council members available to serve as candidates for Council Chair, Vice Chair, and CBA Nominating Committee.
 - c. Update and distribute job descriptions for Council Chair, Vice Chair, and CBA Nominating Committee.
 - d. Provide to Council Members the slate of candidates with qualifications in advance of the Annual Forum.
- D. Should a candidate be unable to serve prior to the election, the candidate shall notify the CBA Nominating Committee in writing.

Requirements:

- A. Administrator of member board.
- B. Ability to relate well with peers.
- C. Open to new ideas.
- D. Commitment to furthering the mission of the Federation.

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Members and Chair – Compensation Committee

Established by: Compensation Plans and the Board of Directors

Committee Summary:

- A. The Compensation Committee comprises three - four members of the Board of Directors, to include the President, Treasurer and two more Board member selected by the Board and intended to serve a two-year term.
- B. The objective of the Compensation Committee is to manage the Executive Compensation process on behalf of the Board, and to undertake to review and recommend action on other significant compensation matters in regards to general staff compensation (e.g., change in retirement plans, addition or deletion of major compensation elements, significant modification in compensation budgets, etc.) as requested by the CEO.
- C. Annually, the Compensation Committee is responsible for managing the following Executive Compensation matters:
 - a. Acting as administrator of the Executive Compensation plans;
 - b. Reviewing and recommending for approval by the Board of Directors, any new Executive Compensation plans, either deferred or non-deferred;
 - c. Reviewing and making recommendations for approval by the Board of Directors regarding any changes to existing compensation plans;
 - d. Reviewing and making recommendations for approval by the Board of Directors regarding changes to the CEO employment contract;
 - e. Establishing and modifying the terms and conditions of employment of the CEO, including any severance provisions;
 - f. Reviewing and approving changes to the CEO's base salary reflecting the results of the Board of Directors CEO Performance Evaluation and the overall financial results of the Federation; and
 - g. Leading and managing the Management Incentive Plan (MIP) process.
- D. As regards to the Management Incentive Plan (MIP), the Compensation Committee is authorized by the FSBPT Board of Directors to approve the overall structure and content of the Plan each year and to manage the Management Incentive Plan as outlined in the Plan Administrative Document, including:
 - a. Meeting at least twice annually, first at the end/beginning of each fiscal year to review previous goals and to establish new goals, and a second time at mid-year to review progress made toward goals and to establish the ongoing viability of goals for the remainder of the plan year;
 - b. Reviewing and making recommendations for approval by the Board of Directors of any proposed changes in the Plan document;
 - c. Recommending to the Board the prescribing, amending and/or rescinding of any MIP guidelines, rules and/or provisions, as deemed necessary;
 - d. Interpreting the provisions of the MIP and developing the procedures to be used in its administration;
 - e. Reviewing and approving the annual organizational performance targets developed by the CEO and used to assess FSBPT's fiscal year performance;
 - f. Developing and approving, in conjunction with the CEO, the CEO's individual performance goal(s);
 - g. Reviewing and approving the management team's assessment of FSBPT's overall performance results at the end of each fiscal year;
 - h. Approving, in accordance with the MIP document guidelines, the lump sum incentive awards for Plan participants;
 - i. Presenting the program, including organizational performance targets, to the full Board for approval at the beginning of each Plan year; and
 - j. Presenting the performance results and program costs to the full Board at the end of each Plan year.
- E. Make recommendations to the Board of Directors regarding the stipends and other compensation to be paid to the members of the Board for their service.
- F. Ensures that staff monitors and evaluates summary data on the employee population (e.g., total compensation costs, compensation benchmark data, employee diversity, turnover levels, etc.).
- G. If needed, the Committee shall have the power and authority to retain such compensation consultants, outside counsel and other advisors as the Committee may deem appropriate.
- H. Perform such other activities and functions related to compensation as may be assigned by the Board of Directors.

Term of Committee: Standing Committee

Term of Chair: Remainder of term as the President

Term of Member: Remainder of term of Officer

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Number of meetings (estimated):

- At least two committee meetings annually.

Position Functions:

- A. Attend all of the meetings.
- B. Actively prepare for and participate in the meeting.
- C. Working with the chair and the other committee members, complete specific strategies in support of the Federation's mission and strategic plan.

FSBPT Job Descriptions (Rev. 2018-6)

Members and Chair – Continuing Competence Committee

Established by: Board of Directors

Committee Summary:

- A. This committee reviews the current best evidence related to continuing competence; makes recommendations regarding new approaches to continuing competence based on the evidence and recommends appropriate models that incorporate these changes; uses the evidence to evaluate and recommend tools and methods that will help assure licensees are maintaining competence for safe and effective practice and achieve the purpose of the FSBPT Continuing Competence Initiative.
- B. Carries out other duties as assigned by the Board of Directors.

Term of Committee: Ongoing Standing Committee

Term of Chair: Remainder of terms as a member

Term of Member: Three Years

Number of meetings (estimated):

- A. One or two in-person committee meeting annually. The meeting will last about two days.
- B. Three – four WebExes or conference calls as necessary.

Position Functions:

- A. Attend all meetings.
- B. Actively prepare for and participate in the meetings.
- C. Working with the board liaison, staff liaison, and the other committee members, complete specific strategies in support of the Federation's mission and strategic plan.

Position Requirements:

- A. Experience with continuing competence.
- B. Member or administrator of jurisdiction board promoting continuing competence.
- C. Ability to relate well with peers.
- D. Open to new ideas.
- E. Commitment to furthering the mission of the Federation.
- F. One committee position will be filled by an APTA staff member who works in professional development for the Association

Additional duties if appointed to serve as Chair:

- A. Participate in one orientation conference call at beginning of term as Chair with staff liaison and board liaison to review roles (or if board liaison changes).
- B. Develop meeting agendas with staff and schedule meetings as required.
- C. Preside over the meetings and ensure that the focus is on the committee objectives.
- D. See that staff takes and distributes a report to the Board of Directors within one week of the meeting.
- E. Submit an annual report to the Delegate Assembly of the past year's goals and accomplishments.
- F. Attend the Annual Meeting and the Leadership Issues Forum, which are required and in the budget.

FSBPT Job Descriptions (Rev. 2018-6)

Members and Chair - Education Committee

Established by: Board of Directors

Committee Summary:

- A. Consists of at least six members, including the CBA Chair and Vice Chair.
- B. Supports the Board's educational programs, including the Annual Meeting and others as assigned.
- C. Promotes the Federation as an organization of jurisdictions working together to protect the health, safety, and welfare of the public.
- D. Carries out other duties as assigned by the Board of Directors.

Term of Committee: Ongoing Standing Committee

Term of Chair: Remainder of term as a member

Term of Member: Three years

Number of meetings (estimated):

- One webinar training held 1-2 weeks prior to the Annual Meeting and one in-person training held on the Wednesday evening prior to the Annual Meeting.
- Two webinars in the first and second quarters (and others as needed) to plan the Annual Meeting and to plan the meeting for the following year.
- Attendance at the Annual Meeting is required and in the budget.

Position Functions:

- Working with the board liaison, staff liaison, and the other committee members, complete specific strategies in support of the Federation's mission and strategic plan.

Committee Specifics at the Annual Meeting:

- A. Working with staff, provide logistical on-site support for the 3-day Annual Meeting, to include supporting educational sessions, general sessions, receptions, dinners, and other activities as outlined in the meeting schedule.
- B. Arrive at the Registration Desk as scheduled each day and plan to attend a wrap-up session with the staff liaison approximately 15-30 minutes after the final session has ended.
- C. Work with one to two other committee members in teams as assigned by the staff liaison and/or Chair.
- D. Assist attendees in finding their sessions.
- E. Wear appropriate colored FSBPT shirt each day of the annual meeting, Thursday through Saturday.
- F. Attend the education committee dinner/training on Wednesday night at the Annual Meeting site.
- G. **Stand and walk for extended periods (hours) over 3 days.**
- H. Handle tasks as assigned in the logistics packets (provided during planning conference calls and training dinner), including, but not limited to: making announcements, introducing speakers, keeping time for speakers, handing out microphones to attendees, distributing handouts, directing attendees to session spaces, collecting evaluations, setting out signage and tent cards, answering attendees' wayfinding questions, alerting A/V personnel of technical problems, delivering motions/amendments to recorders, distributing and collecting electronic voting clickers, etc.

Position Requirements:

- A. Attend all of the meetings, webinars and conference calls.
- B. Actively prepare for and participate in the Annual Meeting.
- C. Be friendly, ready and able to assist members during the annual meeting.
- D. **Be able to stand and walk for extended periods (hours) over 3 days.**
- E. Be open to new ideas.
- F. Have a commitment to furthering the mission of the Federation.

Additional duties if appointed to serve as Chair:

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- A. Serve on Excellence in Regulation Committee.
- B. Participate in the Excellence in Regulation Committee functions as assigned.
- C. Participate in one orientation conference call at beginning of term as Chair with staff liaison and board liaison to review roles (or if board liaison changes).
- D. Schedule meetings as required.
- E. Preside over the meetings and ensure that the focus is on the committee objectives.
- F. See that staff takes and distributes a report to the Board of Directors within one week of Education Committee meetings.
- G. Submit an annual report to the Delegate Assembly of past year's goals and accomplishments.
- H. Attend the Leadership Issues Forum as required and in the budget.
- I. Oversee committee member duties at the Annual Meeting.
- J. Make announcement during Annual Meeting welcome session.
- K. Alert attendees to the sessions starting by ringing chimes.

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Members and Chair – Ethics and Legislation Committee

Established by: Board of Directors

Committee Summary:

- A. Consists of five members including one public member.
- B. Develops and analyzes methods to improve consumer protection.
- C. Initiates research on the impact/effects of the health care delivery system.
- D. Creates advisory statements regarding disciplinary and standards of practice issues.
- E. Completes ongoing review and update of the *Model Practice Act for Physical Therapy*.
- F. Creates advisory statements regarding legislative issues.
- G. Promotes implementation and use of the Model Practice Act.
- H. Promotes the Federation as an organization working together to protect the health, safety, and welfare of the public
- I. Carries out other duties as assigned by the Board of Directors.

Term of Committee: Ongoing Standing Committee

Term of Chair: Remainder of term as a member

Term of Member: Three Years

Number of meetings (estimated):

- A. One to two meetings annually. The meetings will last about two days.
- B. Three – four WebExes or conference calls as necessary.

Position Functions:

- A. Attend all of the meetings.
- B. Actively prepare for and participate in the meetings.
- C. Working with the board liaison, staff liaison, and the other committee members, complete specific strategies in support of the Federation's mission and strategic plans.
- D. Submit an annual report to the Delegate Assembly of past year's goals and accomplishments.

Position Requirements:

- A. Governance and discipline experience.
- B. Ability to relate well with peers.
- C. Open to new ideas.
- D. Commitment to furthering the mission of the Federation.

Additional Chair Position requirements:

- Member of a board for at least two years.
- Strong planning and facilitative skills.

Additional duties if appointed to serve as Chair:

- A. Serve on Excellence in Regulation Committee.
- B. Participate in the Excellence in Regulation Committee functions as assigned.
- C. Participate in one orientation conference call at beginning of term as Chair with staff liaison and board liaison to review roles (or if board liaison changes).
- D. Schedule meetings as required.
- E. Preside over the meetings and ensure that the focus is on the committee objectives.
- F. See that staff takes and distributes a report to the Board of Directors within one week of the meetings.
- G. Submit an annual report to the Delegate Assembly of past year's goals and accomplishments.
- H. Attend the Annual Meeting and Leadership Issues Forum as required and in the budget

Members and Chair – Exam Development Committee (PT & PTA)

Established by: Bylaws

Committee Summary:

The purpose of the NPTE Exam Development Committee is to ensure the reliability and validity of the NPTE by applying PT expertise to reviewing the content of test items and forms.

This committee is responsible for performing oversight of the item bank review process and for reviewing the forms of the National Physical Therapy Examination. Oversight activities of the item bank review process involve a combination of item review and revision. The committee reviews each item, verifying one correct key and three incorrect distractors, and ensures that the items are current, relevant to the content outline, and entry-level. The committee ensures that items are rubriced appropriately and verifies other item-related information, such as the cognitive level, the rating scales (e.g., the appropriateness for entry-level practice, likelihood that a therapist not having this skill or knowledge could cause a patient physical or mental harm, the importance of knowledge of the item for providing effective treatment at the entry-level), and the rationale and reference supporting the key and each distractor. These activities are performed for new items yet to be approved into the FSBPT item bank and items in the item bank that have been flagged because of perceived flaws (e.g., content or statistical).

The committee also does a final review of each scored and pretest item on draft test forms provided by FSBPT staff, verifying that each item reflects current practice, is relevant to the content outline, and is entry-level. Committee members also verify that items do not overlap with other items on the examination and do not give answers or substantial hints to other items within a section of the examination. The committee selects replacement items for any operational or pre-test item it deems not appropriate for the examination.

Committee Functions:

- A. Reviews all new items submitted by item writer coordinators
- B. Revises (where necessary) new items being considered for the item bank
- C. Updates rationales and references for any items revised during the review process
- D. Approves new items into the item bank
- E. Identifies and documents flaws in new items failing to be approved to the item bank
- F. Reviews/revises items flagged during from other phases of the item development process and those producing poor statistics during pretesting
- G. Approves revised items into the item bank after verifying that references and rationales for the revised items have been updated
- H. Reviews draft forms of the examination
- I. Approves all items that go onto an examination
- J. Promotes the Federation as an organization working together to protect the health, safety, and welfare of the public through the National Physical Therapy Examinations
- K. Carries out other duties as necessary to fulfill the committee purpose as defined by the FSBPT Board of Directors

Committee Make-up:

- A. EDC-PT and EDC-PTA each consists of at least 15 members.
- B. There are four chairs which leader EDC-PT and four chairs which lead EDC-PTA. At least 1 chair attends each EDC meeting. If additional leadership is needed, an experienced EDC member with at least one year of experience can help lead a meeting in lieu of the named chair.
- C. A quorum of at least 5 members is needed to approve a test form and 4 members are needed to approve an item. An FSBPT staff physical therapist can serve as a committee member if we are not able to achieve a quorum.
- D. The committee members as a whole should have experience/expertise in all of the following areas:
 - Geriatrics
 - Pediatrics
 - Musculoskeletal
 - Neuromuscular
 - Acute care
 - Cardiovascular/pulmonary

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- Integumentary
- E. To the extent possible, the committee will be geographically representative of member licensing jurisdictions
- F. Previous experience as an item writer is preferred

Term of Committee: Ongoing Standing Committee

Term of Chair: Remainder of term as a member

Term of Member: Three Years

Number of meetings at each exam level (estimated):

- Five meetings annually in Alexandria; each committee member is expected to attend three to four meetings.
- Each meeting lasts approximately three to four days; currently, meetings are held from Thursday or Friday morning through Sunday noon.

Committee Member Expectations:

- A. Attends three to four meetings annually as scheduled
- B. Actively prepares for and participates in the meeting
- C. Working with the other committee members, completes specific strategies in support of the Federation's Goals

Committee Member Requirements:

- A. Makes all efforts to relate well with peers
- B. Maintains an openness to new ideas
- C. Maintains focus and attention to detail
- D. Thinks critically when making expert judgments
- E. Maintains a commitment to furthering the public protection mission of the Federation
- F. Minimum of two years of experience in practice setting that the particular committee member represents
- G. Committee member should be recognized by peers as having expertise in area of practice, such as:
 1. Receiving a certification or other credential in a specialty area;
 2. Recommended by a professional group or an experienced FSBPT volunteer;
 3. Having published in area of practice, experience teaching/training in area of practice); or
 4. Other qualifications as deemed appropriate by FSBPT staff or the Board of Directors.

Additional duties if appointed to serve as Chair:

- A. Participate in one orientation conference call at beginning of term as Chair with staff liaison and board liaison to review roles (or if board liaison changes).
- B. Attend the Exam Chair's Meeting, Leadership Issues Forum and Annual Meeting, which are required and in the budget.
- C. Review and respond to item challenges from candidates.
- D. Enhance collaboration between EDC members and item writer coordinators and item writers.

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Member - Excellence in Regulation Award Committee

Established by: Board of Directors

Committee Summary:

- A. Consists of the most-recent past president of FSBPT and the chairs of the CBA, Education Committee, Ethics and Legislation Committee, and the Nominating Committee.
- B. The most-recent past president of FSBPT leads the committee discussions, informally serving as chair of the Excellence in Regulation Committee.
- C. Reviews nominations made by a jurisdiction or a Federation committee for the Excellence in Regulation Award.
- D. Selects awardees for the current year.
- E. Submits a report to the Board of Directors following the selection of awardees (who will receive the award at the Annual Meeting from the current president of the FSBPT Board of Directors).

Term of Committee: Ongoing Standing Committee

Term of Member: Based on length of time serving as immediate past president or chair of the designated committees

Number of meetings (estimated):

There is usually one conference call.

Position Functions:

- A. Attend all conference calls.
- B. Actively prepares for and participates in the calls.
- C. Working with the Staff Liaison and the other committee members, complete specific strategies in support of the Federation's mission and strategic plan.

Position Requirements:

- A. Serving as the most-recent past president or serving as the chair of the designated committees.

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Members and Chair – Finance Committee

Established by: Bylaws

Committee Summary:

- A. Consists of five members, plus the Treasurer who serves as the Chair.
- B. Develops and presents an annual budget to the Board of Directors.
- C. Advises the Board of Directors on matters pertaining to the Federation's financial needs, growth, and stability.
- D. Promotes the Federation as an organization working together to protect the health, safety, and welfare of the public.
- E. Carries out other duties as assigned by the Board of Directors.

Term of Committee: Standing Committee

Term of Chair: Remainder of term as the Treasurer

Term of Member: Three Years

Number of meetings (estimated):

- A. One meeting annually lasting two days.
- B. Attendance at the Annual Meeting may be necessary and in the budget.

Position Functions:

- A. Attend all of the meetings.
- B. Actively prepare for and participate in the meeting.
- C. Working with the chair and the other committee members, complete specific strategies in support of the Federation's mission and strategic plan.

Position Requirements:

- A. Ability to relate well with peers.
- B. Open to new ideas.
- C. Commitment to furthering the mission of the Federation.

Additional Chair Position requirements:

- Hold the position of Treasurer of the Board.
- Strong planning and facilitative skills.
- Governance experience.

Additional duties if appointed to serve as Chair:

- A. Participate in one orientation conference call at beginning of term as Chair with staff liaison and board liaison to review roles (or if board liaison changes).
- B. Attend the Annual Meeting and Leadership Issues Forum, which are required and in the budget.
- C. Schedule meetings as required.
- D. Preside over the meetings and ensure that the focus is on the committee objectives.
- E. See that staff takes and submits a report to the Board for distribution within one week of the meeting.
- F. Submit an annual report to the Delegate Assembly of the past year's goals and accomplishments.

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Members and Chair – Foreign Educated Standards Committee

Established by: FSBPT Board of Directors

Committee Summary:

This committee recommends updates to the *Coursework Tool* (CWT); assures that the CWT is validated and oversees the validation process; promotes the use of the CWT and Retro Tools; develops and maintains quality assurance tools and processes for agencies that use the CWT; evaluates and recommends additional measures to assure entry-level competence of foreign educated PTs and PTAs (including clinical competence); provides input to the Board of Directors related to security issues in testing that are specifically related to foreign educated PTs and PTAs.

Committee Functions:

Ongoing review, updating and validation of the Coursework Tool for physical therapists, assuring that it represents substantial equivalence to physical therapy education in the United States

- A. Promoting the adoption of the Coursework Tool in all jurisdictions for the evaluation of entry-level competency of foreign educated physical therapists
- B. Development and validation of a Coursework Tool for foreign educated physical therapist assistants
- C. Development of standards and a quality assurance review process for jurisdictions to use in evaluating agencies that credential foreign educated physical therapists and physical therapist assistants
- D. Evaluating other tools that are useful in the identification of minimal entry-level competence for the foreign educated physical therapist and physical therapist assistant such as supervised clinical practice and clinical skills exam
- E. Promoting the collection of evidence related to the determination of entry-level competence of the foreign educated physical therapist and physical therapist assistant

Term of Committee: Ongoing Standing Committee

Term of Chair: Remainder of term on committee

Term of Member: Three Years

Number of meetings (estimated):

- A. One to two meeting annually. The meetings will last about two days.
- B. Three – four WebExes or conference calls as necessary.

Position Functions:

- A. Attend all of the meetings.
- B. Actively prepare for and participate in the meeting.
- C. Working with the other committee members, complete specific strategies in support of the Federation's mission and strategic plan.

Position Requirements:

- A. Ability to relate well with peers.
- B. Open to new ideas.
- C. Commitment to furthering the mission of the Federation.

Additional Chair Position requirements:

- Strong planning and facilitative skills.
- Governance experience.

Additional duties if serving as Chair:

- A. Participate in one orientation conference call at the beginning of term as Chair with staff liaison and board liaison to review roles (or if board liaison changes).
- B. Schedule meetings as required.
- C. Preside over the meetings and ensure that the focus is on the committee objectives.
- D. See that staff takes and submits a report to the Board for distribution within one week of the meeting.
- E. Submit an annual report to the Delegate Assembly of the past year's goals and accomplishments.
- F. Attend the Annual Meeting and the Leadership Issues Forum, which are required and in the budget.

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Members and Chair – Investment Committee

Established by: Investment Policies of the Policies and Procedures Manual

Committee Summary:

- A. Consists of at least three members of the Board of Directors, one of which will be the Treasurer, the Chief Executive Officer and the Chief Financial Officer.
- B. Using the CFO and staff, communicates regularly with the investment manager and investment consultant on duties and responsibilities.
- C. Ensures that staff monitors and evaluates investments results on an ongoing basis to assure that policy guidelines are being adhered to and that objectives are appropriate.
- D. Recommends to the Board of Directors, investment managers and consultants to be used, as needed, to assist in carrying out the duties and responsibilities of the Committee. Monitors the performance of such investment managers and consultants.
- E. Carries out other duties as assigned by the Board of Directors.

Term of Committee: Standing Committee

Term of Chair: Remainder of term as the President

Term of Member: Three Years

Number of meetings (estimated):

Two (2) committee meeting annually, which lasts less than one day. These meetings are usually held in conjunction with already scheduled Board or Annual meetings.

Position Functions:

- A. Attend all of the meetings.
- B. Actively prepare for and participate in the meetings.
- C. Working with the committee members, complete specific strategies in support of the Federation's mission and strategic plan.

Position Requirements:

- A. Ability to relate well with peers.
- B. Open to new ideas.
- C. Commitment to furthering the mission of the Federation.

Additional Chair Position requirements:

- Hold the position of President of the Board.
- Strong planning and facilitative skills.
- Governance experience.

Additional duties if serving as Chair:

- A. Schedule meetings as required.
- B. Preside over the meetings and ensure that the focus is on the committee objectives.
- C. See that staff takes and submits a report to the Board for distribution within one week of the meeting.
- D. Submit an annual report to the Delegate Assembly of the past year's goals and accomplishments.

Members - Item Writer Coordinators

Established by: Board of Directors

Committee Summary:

- A. Consists of at least five PT members and five PTA members,
- B. Oversees item writers.
- C. Maintains the validity and reliability of the National Physical Therapy Examinations
- D. Promotes the Federation as an organization of jurisdictions working together to protect the health, safety, and welfare of the public through the National Physical Therapy Examinations
- E. Carries out other duties as assigned by the Board of Directors

Term of Committee: Ongoing Standing Committee

Term of Member: Three Years

Number of meetings (estimated):

- Attend at least one item writer workshop each year.
- Attend one EDC meeting annually.

Position Functions:

- A. Assist and advise assigned items writers
- B. Approves items written by item writers before the items are reviewed by EDC
- C. Assists in teaching at item writing workshop.

Position Requirements:

- A. Experience on exam subcommittees and/or item writing.
- B. Ability to write and analyze “good” items for the National Physical Therapy Examination item bank.
- C. Commitment to furthering the mission of the Federation.

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Members and Chair – Nominating Committee

Established by: Bylaws

Committee Summary:

- A. Consists of at least three members elected at the Annual Meeting.
- B. Submits one or more candidates for each office or committee opening that is to be filled by election.
- C. Submits to the Delegate Assembly one or more nominations for each office on the Board of Directors that becomes vacant as a result of a Delegate Assembly election.
- D. Supports the process of receiving nominations made from the floor at the Annual Meeting of the Delegate Assembly.
- E. Coordinates the election processes at the Annual Meeting.

Term of Committee: Ongoing Standing Committee

Term of Chair: Third year on committee

Term of Member: Three Years

Number of meetings (estimated):

- Three or four conference calls.
- Attend the Annual Meeting as required and in the budget.

Position Functions:

- A. Attend all of the meetings.
- B. Actively prepare for and participate in the meetings.
- C. Working with the Staff Liaison and committee members, complete specific strategies in support of the Federation's mission and strategic plan.

Position Requirements:

- A. Ability to relate well with peers.
- B. Well networked within the Federation community.
- C. Open to new ideas.
- D. Commitment to furthering the mission of the Federation.

Additional Chair Position requirements:

- The senior member (in the third year) becomes the chair of the committee
- Strong planning and facilitative skills.
- Governance experience.

Additional duties if serving as Chair:

- A. Serve on Excellence in Regulation Committee.
- B. Participate in the Excellence in Regulation Committee functions as assigned.
- C. Schedule meetings as required.
- D. Preside over the meetings and ensure that the focus is on the committee objectives.
- E. See that staff takes and submits a report to the Board for distribution within one week of the meeting.
- F. Submit an annual report to the Delegate Assembly of the past year's goals and accomplishments.
- G. Attend the Leadership Issues Forum as required and in the budget.

FSBPT Job Descriptions (Rev. 2018-6)

Members and Chair – Resolutions Committee

Established by: Bylaws

Committee Summary:

The Resolutions Committee shall consist of at least three persons appointed by the Board of Directors. The terms of the members shall be three years with staggered terms. A Parliamentarian shall serve as an ex officio member of the committee.

Duties:

- A. Receives and correlates motions and resolutions to be presented to the Delegate Assembly and identifies motions which fall outside the purpose of the Federation.
- B. Provides advice and counsel to Delegates regarding form, wording, and method of presentation of matters to the Delegate Assembly.
- C. All main motions to be considered shall be submitted to the Resolutions Committee in writing 90 days prior to the Delegate Assembly. Main motions, once perfected, will be provided to the Delegates in the Annual Report 45 days prior to the Annual Meeting.
- D. Any main motion, except procedural motions, presented to the Delegate Assembly for action shall be referred to the Resolutions Committee. Any main motion that has not been so submitted shall require a two-thirds vote without debate to be considered by the Delegate Assembly.

Term of Committee: Ongoing Standing Committee

Term of Chair: Remainder of term as a member

Term of Member: Three Years

Number of meetings (Estimated):

- Three or four conference calls
- Attend the Annual Meeting as budgeted for and required.

Position Functions:

- A. Attend all of the meetings.
- B. Actively prepare for and participate in the meetings.
- C. Working with the board liaison, staff liaison, and the other committee members, complete specific strategies in support of the Federation's mission and strategic plan.

Position Requirements:

- A. Governance and parliamentarian experience.
- B. Strong critical thinking and attention to detail.
- C. Ability to relate well with peers.
- D. Open to new ideas.
- E. Commitment to furthering the mission of the Federation.

Additional Chair Position requirements:

- Well networked within the Federation community
- Senior member of the committee

Additional duties if serving as Chair:

- A. Participate in one orientation conference call at beginning of term as Chair with staff liaison and board liaison to review roles (or if board liaison changes).
- B. Attend the Leadership Issues Forum as required and in the budget.
- C. Schedule meetings as required.
- D. Preside over the meetings and ensure that the focus is on the committee objectives.
- E. See that staff takes and submits a report to the Board for distribution within one week of the meeting.
- F. Submit an annual report to the Delegate Assembly of the past year's goals and accomplishments.