

**NEW YORK
PHYSICAL THERAPY ASSOCIATION**

**MEMBERSHIP COMMITTEE
PROCEDURE MANUAL**

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COMMITTEE ON MEMBERSHIP
PROCEDURE MANUAL

Part 1

I. COMMITTEE ORGANIZATION

A. Creation

Formed in April 1999 by the Executive Committee to develop and implement a Chapter membership committee by Vote BOD 02-99-01.

B. Purpose

1. Promote Chapter membership recruitment and retention activities.
2. Coordinate District membership activities.

C. Accountability

This committee is accountable to the Board of Directors.

D. Constituency

The Membership Committee consists of three to five members and the Vice President as Ex-Officio member. The Executive Committee appoints the chair.

The following qualifications are deemed requisite for membership on the committee:

1. Member in good standing of the New York Physical Therapy Association.

II. COMMITTEE OPERATIONS

A. Committee Records:

1. Committee Member Record Policy:

Each committee member will maintain an up to date committee file.

Procedure:

- a. Upon assuming committee membership, the new member shall receive from Chapter office, a current file which should contain: a committee directory; committee procedure manual; the minutes of the committee meetings for the most recent meetings, up to 2 years; the most recent reports to the Board of Directors and Delegate Assembly for up to the previous 2 years; and pertinent correspondence.
- b. Upon receipt of new minutes, directories and other pertinent documents, the committee member will file them appropriately.

2. Chapter Office Committee Records Policy:

Chapter Office will maintain an up to date committee file.

Procedure:

- a. The office will keep a current file which should contain: a committee directory; committee procedure manual; the minutes of the committee meetings; reports to the Board of Directors and Delegate Assembly and pertinent correspondence.

B. Committee Meetings

Meetings (at least one per year) shall be in accordance with the budgetary allocation to the committee to complete its activities. The chairperson in consultation with members of the committee determines dates for meetings.

1. Notice:

The chairperson will notify the vice-president, chapter directors and communications director of all committee meetings in advance. (Keep in mind the deadline for publication in the newsletter is the first working day of the month prior to the month of publication.) Notice to committee members is the responsibility of the chairperson.

2. Location:

Meetings may take place in person at a set location, via teleconferencing or email. Meetings will be held at a time that is mutually agreed upon that has the majority of members available. For teleconferences, the Chapter office will send out a poll of days and times to each member and chairperson. The meeting will occur at the day and time the majority chooses.

3. Agenda:

The agenda for the committee meeting is the responsibility of the chairperson and should be distributed to the members at least 10 days prior to the meeting.

Routine items for the agenda should include:

- a. Report on status of current charges, objectives, and ongoing activities
- b. Review of Board of Directors and Delegate Assembly actions for new policies, duties or charges for the committee
- c. Develop procedures by which policies, duties and charges of the Board or Assembly can be fulfilled
- d. Preparation of committee minutes and chairperson's report to the Board of Directors (or Assembly)
- e. Preparation of motions for Board or Assembly action
- f. Make recommendations to Board or appropriate body

Annually, the following are to be included on the agenda:

- g. Determine budgetary needs for Finance Committee consideration prior to the Fall Board meeting (See Orientation Handbook for information on preparing budget)
- h. Review and update procedure manual for Winter Board of Directors Meeting
- i. Determination of possible meeting dates for the following year

As necessary,

- j. Consider recommendations for new committee members

C. Duties of the Committee

1. Develop, maintain and regularly update the NYPTA Membership Recruitment and Retention Manual for distribution to district membership liaisons.
2. Host a membership information table at Annual Conference.
3. Publish a membership-related article in the Empire State Newsletter annually.
4. Maintain contact with District membership liaisons to promote local recruitment and retention activities.
5. Promote PT and PTA faculty membership and track annually.
6. Track student membership activities and work with student/faculty liaisons to promote student membership.

III. Appendix

Job Descriptions

A. JOB DESCRIPTION - COMMITTEE CHAIRPERSON

Directs the members and activities of the committee to ensure that it meets the goals, objectives, and charges as directed by the Delegate Assembly, Board of Directors, and Executive Committee. Represents the committee at Board of Directors meetings.

Duties, Responsibilities and Authority

1. Assists in developing the committee objectives.
2. Informs committee members of the objectives and their expected individual contributions and responsibilities.
3. Assists the Executive Committee in making committee member appointments.
4. Prepares meeting agendas and distributes relevant information to all members prior to the meeting.
5. Presides at committee meetings.
6. Insures that a recorder is appointed to record minutes.
7. Approves final draft of minutes.
8. Prepares required written reports to be submitted in timely manner for inclusion in the Board of Directors packet.
9. Prepares motions to BOD based on report.
10. Submits a minimum of one article per year for the chapter newsletter; one of them in the membership recruitment issue, as budgeted.
11. Prepares required annual report to be submitted for inclusion in the Delegate Assembly packet.
12. Prepares motions to Delegate Assembly.
13. Attends chapter Board of Directors meetings or appoints a designee to attend.
14. In consultation with the committee members, prepares an annual budget and submits it as requested by the treasurer.
15. Oversees the budget of the committee.
16. Follows policies and procedures of the NYPTA.
17. Orients the new chairperson upon vacating the chairmanship.

Relationships:

Maintains close contact with the Executive Committee liaison and Chapter Office personnel associated with the committee activities. When appropriate, establishes contact with corresponding department or committee at APTA.

B. JOB DESCRIPTION - COMMITTEE MEMBER

Attends all meetings of the committee, prepares committee assignments and works toward the fulfillment of committee objectives.

Duties Responsibilities and Authority

1. Attends all meetings of the committee.
2. Carries out individual assignments that are made by the committee chairperson.
3. Reviews all relevant material prior to the committee meetings. Prepares to make contributions and voice objective opinions concerning the committee issues.
4. Is aware of the specific responsibilities of the committee.
5. Knows and follows the association's practices, policies, and procedures as it pertains to the committee's goals and objectives.
6. Orients replacement on the committee.
7. Assists with membership information table at Annual Conference as feasible.

Relationships:

Maintains contact on status of assigned tasks with the committee chairperson.

C. JOB DESCRIPTION - District LIAISON

The District Membership Liaison will:

- Maintain an up-to-date NYPTA Membership Recruitment and Retention Manual and use it to develop activities on a district level.
- Receive monthly NYPTA transaction reports and take appropriate action, i.e., send out letters to various categories, email messages, etc.
- Maintain a supply of APTA membership information (applications, Benefits of Belonging, etc.) and provide copies at all district meetings.
- Participate (or insure coverage) in presentations to PT/PTA educational programs in district. These presentations should cover APTA/NYPTA organization, benefits of belonging, achievements, goals, and sign-up student members.
- Serve as contact person (or insure coverage) to faculty liaisons and student liaisons within district to coordinate membership recruitment and retention activities.
- Attend NYPTA conference as feasible and assist at the membership information table as needed.
- Remain in contact with the assigned membership committee member.

COMMITTEE PROCEDURE MANUAL – Part 2

I. OPERATIONS COMMON TO ALL COMMITTEES

A. Voting Power

Each member shall have one vote.

B. Appointments

Terms of Appointment are 3 years with expiration in alternate years to facilitate continuity within the committee structure. (Appointments may be longer or shorter to initiate this policy.) Appointments by the Executive Committee will be made annually on July 1st to allow for vacancies to be filled on the committee in a timely manner (10-90-12). The procedure for appointments to committees is found in the Executive Committee Procedure Manual.

C. Vacancies

Policy:

If a vacancy occurs on the committee, due to death, incapacitation, resignation or dismissal, the Executive Committee will appoint an individual to serve the remainder of the term. The procedure for filling vacancies is found in the Executive Committee Procedure Manual.

1. Resignation Procedure:

- a. All resignations shall be sent by the individual in writing to the Chapter President
- b. In the case of committee members, copies of the resignation are to be sent to the committee chairperson and the Executive Director
- c. In the case of the committee chairperson, copies should be sent to the Executive Director and committee members
- d. Notifications should be sent as soon as possible, and preferably ninety days prior to the effective date
- e. The President will initiate the procedure to fill the vacancy

2. Dismissal

Policy:

Grounds for dismissal are:

- a. Noncompliance with Chapter policies and procedures.
- b. Failure to perform assigned tasks and fulfill required responsibilities.
- c. Failure to attend required meetings, workshops, etc.

Procedure for Dismissal:

When a committee member or any chapter member has reason(s) to call for the dismissal of an appointee,

- a. A written request shall be submitted to the president.
- b. A copy is to be sent to the secretary.

- c. The President shall initiate a review and the Executive Committee shall make final determination of appropriate action.
- d. Should dismissal be recommended, the committee member will be notified in writing of the decision and grounds for dismissal.

D. Appeal

Policy:

An appointee who has been dismissed by the Executive Committee has the right to appeal the decision within two weeks.

Procedure:

1. The appeal of dismissal must be submitted in writing to the president.
2. A copy should be sent to the secretary and Executive Director.
3. The president will initiate a review by the Executive Committee.
4. If the Executive Committee reverses its decision, the member will be reinstated for the remainder of his/her term.
5. If the Executive Committee upholds its decision, it will make a recommendation to the Board; with the Board of Directors making the final determination. To insure timely resolution, vote may be by mail, phone or at a board meeting.

E. Meeting Attendance

1. Committee Member Policy:

It is the expectation of the chapter that committee members attend all meetings of the committee. Notification of the committee chairperson is required if attendance is impossible. Failure of a member to attend three successive committee meetings may be considered cause for dismissal.

Procedure:

- a. If a member is unable to attend, committee chairperson should be notified.
- b. The member should be prepared to provide any requested input prior to the meeting.
- c. If a member has not notified the chairperson, the chairperson should contact the member and remind them that attendance is expected and notification must be given if they can not attend.

2. Guest Policy:

Chapter members are encouraged to attend the meetings of the committee; however, all guests attending committee meetings shall each be responsible for his/her own expenses.

Procedure:

Those desiring to attend the committee meeting who are not committee members or consultants should request permission of the chairperson. The chairperson, with consideration given to space limitations, may grant permission to attend the meeting. Generally, written materials prepared for the Committee meeting will not be distributed to guests at these meetings. The Committee may limit attendance during discussion of confidential matters.

F. Minutes

Policy:

Minutes are to be recorded and kept for each committee meeting and distributed within thirty days of the meeting.

Procedure:

1. A recorder is appointed.
2. Minutes should include the date, time of meeting, location of meeting, attendance, absences, and summary of business.
3. The recorder finalizes the minutes and sends to the chairperson for approval.
4. The chairperson forwards the minutes to the Chapter office for distribution to Committee members and other appropriate individuals.

G. Reports/Newsletter Articles

Policy:

All Committees shall be required to present

1. A written report to be included in the packet for the Board of Directors meetings.
2. An Annual Report to the Chapter Office for the Delegate Assembly Handbook.
3. Annually, a minimum of one article to the newsletter (10-92-34). One of these shall be submitted for the membership recruitment issue of the Empire State Newsletter, as budgeted. In an attempt to educate physical therapists, physical therapist assistants, and students of APTA membership services, the article should address the function and activities of their committee (1-95-25).

Procedure for reports:

1. Chapter Office will notify committee chairperson of the deadline for submitting reports.
2. Reports should be written following the format outlined in Tab 4 of the Chapter Operations Manual.
3. If the committee is recommending Board/Assembly action, motions should be written on Motion Forms following the guidelines for making motions, and submitted in time for inclusion in the packet. Questions on writing motions should be addressed to the chairperson of the Judicial Committee.
4. Reports and motions are submitted to Chapter office by the deadline.
5. When received by the deadline, Chapter office will include them in the packet.
6. When the deadline has not been met, it is the responsibility of the chairperson to provide the reports and motions to the Board or Delegate Assembly.

Procedure for newsletter articles:

1. Purpose of articles is to help educate colleagues of the functions and accomplishments of the Committee, and to keep members well informed of pertinent issues.
2. Committees are to work with the Communications Director to have articles published.

H. Reimbursement:

Committee members are expected to follow Chapter Financial policies for reimbursement of expenses incurred as related to the committee. Expense vouchers

with receipts are to be submitted to the Chapter Office within 30 days of the close of the meeting.

I. Policy and Procedure Manuals:

Policy:

The Policy and Procedural Manuals shall be updated and reviewed by the Board of Directors at least once a year (10-77-13).

Procedure:

1. Chapter office will send a reminder to the committee chairperson of the need to review the policy and procedure manuals.
2. Any changes to be made should be in the form of a motion to amend the policy or the procedure; using the appropriate motion format.
3. These motions should be sent to Chapter office in time for inclusion in the board packet for the Winter board meeting.

J. Orientation of New Members

Policy:

New committee Chairpersons and members will receive an orientation (4-77-15).

Procedure:

1. The Executive Committee will send to the member whose term of service is completed, the name and address of the individual who is to replace him/her on the committee.
2. The outgoing committee chairperson or member will contact the person replacing him/her and review the policies and procedures of the committee and answer questions.
3. The Chapter office will send to the new member all appropriate records and files (see Committee Records, Part I).