

**New York
Physical Therapy Association**

**Minority Affairs Committee
Procedure Manual**

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**Committee on Minority Affairs
Procedure Manual
Part 1**

I. COMMITTEE ORGANIZATION

- A. Creation
Formed in May, 1995 by the Board of Directors BOD 5-95-03 to enhance minority involvement in the NYPTA (BOD 05-95-03).
- B. Purpose
 1. Assist public relations efforts targeting minority physical therapists and physical therapist assistants to be Association members.
 2. Assist in recruiting minority NYPTA members for leadership roles.
 3. Work with Minority Affairs Department of APTA to serve as NYPTA's conduit to help recruit minority students into physical therapist and physical therapist assistant roles.
- C. Accountability
Accountable to the Board of Directors
- D. Constituency
The Minority Affairs Committee consists of three members and the Vice-President as Ex-Officio member. The Chairperson is a PT or PTA minority member appointed by the Executive Committee.

The following qualifications are deemed requisite for membership on the committee: 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 previous two years; reports to the Board of Directors and Delegate Assembly for the previous two 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:
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 once a 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 shall notify the vice-president, chapter directors and Communications Director of all committee meetings in advance. Notice to committee members is the responsibility of the chairperson.
2. Location
Meetings will be held at a site recommended by the Chairperson in consultation with the committee members. Locations of meetings cannot be in contradiction to the budget and program established by the committee and approved by the Board of Directors.
3. Agenda
The agenda for the committee meetings 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 the 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 in 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. Assist recruitment and retention efforts targeting minority PTs and PTAs to be association members.
 2. Assist in recruiting minority NYPTA members for leadership roles.
 3. Work with APTA Minority Affairs Department to serve as NYPTA's conduit to help recruit minority students into PT and PTA roles.

III. APPENDIX

A. JOB DESCRIPTION – COMMITTEE CHAIRPERSON

General Description: 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; and represents the Committee at Board of Directors meetings, as required.

Duties, Responsibilities and Authorities:

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 the Board of Directors based on report.
10. Submits a minimum of one article per year for the membership recruitment issue of the Chapter newsletter.
11. Prepares required annual report to be submitted in timely manner 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 in his/her absence, as required.
14. In consultation with the committee members, prepares an annual budget and submits it in a timely fashion 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

General Description: 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.

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

C. MINORITY AFFAIRS STUDENT AWARD (BOD 08-98-04)

This award will be presented to one PT and one PTA minority student chosen by the Minority Affairs Committee from nominations received from the schools each year. The term minority refers to US citizens and legal permanent residents who are members of the following racial/ethnic groups: African-American, Asian-American, Native-Hawaiian or other Pacific Islander, American Indian/Alaska Native, and Hispanic/Latino.

Each student must meet the following criteria:

1. Be an APTA member at the time of nomination.
2. Be a minority PT or PTA student in his or her final year of an accredited PT or PTA entry level program upon receipt of award.
3. Demonstrate the following:
 - a. Participation in APTA component activities.
 - b. Concern for minority issues through contributions in the area of minority affairs and service to the community.
 - c. Leadership qualities.
4. Provide a written essay of 500 words on their professional goals and how their minority background influences these goals.

Award Voucher

Each student who wins the Minority Affairs Student Award will be given a voucher equivalent to the first year APTA starter dues (BOD 01-99-19).

CALENDAR (Effective January 2012)

March 1st	Send letter to program directors with criteria/procedures
April 1st	Send Follow-up letter to program directors
April 15th	Deadline date to receive entries from students/programs
April 30th	Minority Affairs Committee conference call to choose recipients
May 15th	Letters to program directors regarding selection of award recipients

D. MINORITY STUDENT FUTURE LEADER AWARD (BOD 05-09-03)

Provide an opportunity for minority PT or PTA students to attend the Spring Board of Directors' Meeting, with a limit of two funded recipients per year.

Each student must meet the following criteria:

1. Be an APTA member at the time of nomination
2. Be enrolled in a PT or PTA Program in New York State
3. Have shown interest in activities of the NYPTA, including their local district, and demonstrate leadership skills relating to the classroom, extracurricular or association-related activities.
4. Interested students should submit their essays (100 word maximum) reflecting these areas for consideration:
 - a. Why would you want to attend the Board of Directors meeting?
 - b. How did your past experience and/or achievement demonstrate your leadership skills?
 - c. What do you wish to accomplish from this experience?

Reimbursement Policy

Each student will be eligible for:

1. One round trip train ticket to the Board meeting location
2. One round trip taxi from/to train station
3. Meals with the Board of Directors (as provided by the Chapter)
4. Overnight accommodations (Students will be reimbursed for one night's lodging according to Chapter Policy (1/2 the double room rate). Room sharing with another student or a Board member may be possible.

CALENDAR (Effective for Spring 2011 BOD)

November 1	Send letter to the Program Directors with criteria/procedures
December 1	Send follow-up letter to Program Directors
January 15	Deadline date to receive entries from students
January 30	Minority Affairs Committee Conference Call to choose recipients
February 15	Letters to Program Directors regarding selection of award recipients

MINORITY AFFAIRS COMMITTEE PROCEDURE MANUAL

PART 2

I. OPERATIONS

A. Voting Power

Each member shall have one vote.

B. Appointments

Terms of Appointments 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 1, to allow for vacancies to be filled on the committee in a timely manner (BOD 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 90 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 shall 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, he/she should notify the committee chairperson.
- 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 limitation, 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. Time is allotted at each meeting for preparation and review of a rough draft of the minutes
3. Minutes should include the date, time of meeting, location of meeting, attendance, absences, and summary of business.
4. The recorder finalizes the minutes. Two weeks must be allowed for typing by the Chapter office.
5. The final draft of the minutes is mailed to the Chairperson for approval.
6. The Chairperson forwards the minutes to the Chapter office for duplication, filing, and distribution to Committee members and other appropriate individuals.

G. Reports/Newsletter Articles

Policy: All Committee shall be required to present:

1. A written report to be included in the packet for Board of Directors meetings. (10-77-29)
2. An Annual Report to the Chapter Office for inclusion in the Delegate Assembly Handbook.
3. Annually, a minimum of one article to the newsletter to be submitted for the membership recruitment issue of the Empire State Newsletter. 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 (BOD 01-95-25).

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 or members 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 duplicate reports and motions and include them in the packet.
6. When the deadline has not been met, it is the responsibility of the chairperson to provide sufficient copies of reports and motions for the Board or Delegate Assembly.

Procedure for newsletter articles:

1. Purpose of article 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 Communication 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 Procedure Manuals shall be updated and reviewed by the Board of Directors at least once a year (BOD 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 chairperson and members will receive an orientation (BOD 04-77-15).

Procedure:

1. The Executive Committee will send to the member whose term of service is completed, the name and the 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 1).