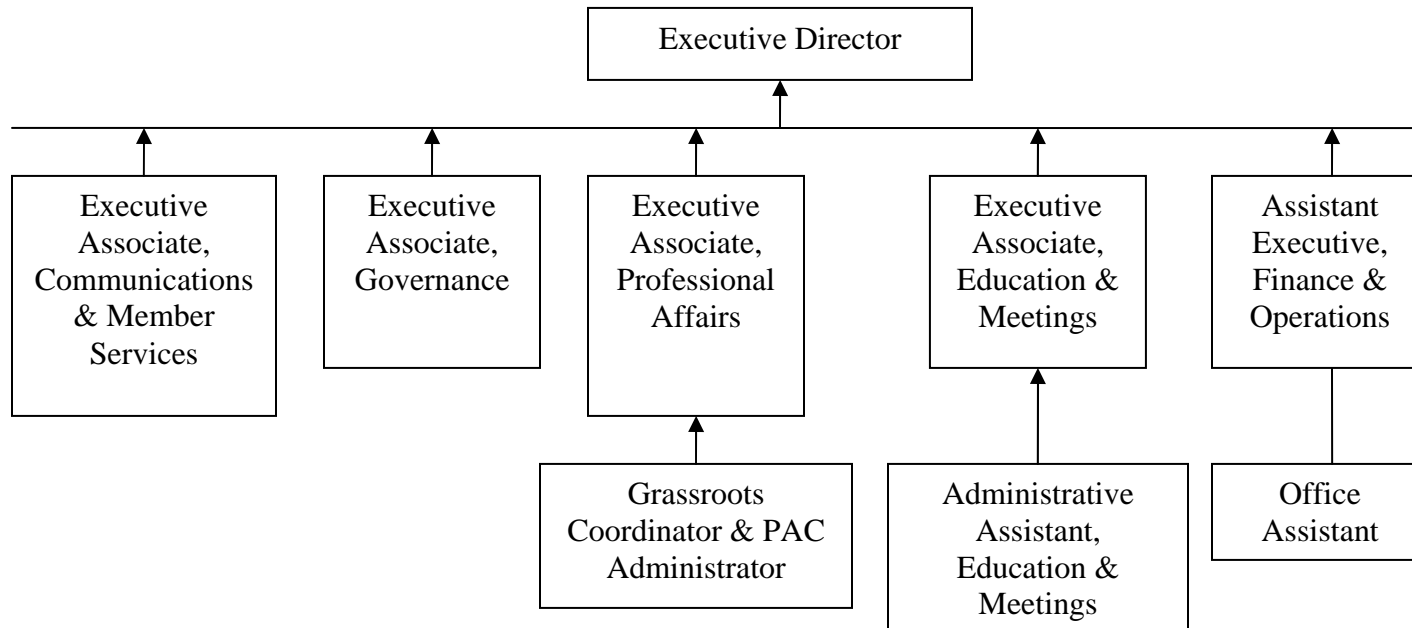


CPTA Office Management Team Alignment



Executive Director: Responsible for CPTA operations; works in partnership with the CPTA Board to provide association management leadership and to accomplish the object and functions of CPTA as stated in the CPTA bylaws; chief paid spokesperson for the association in California. Maintains knowledge about the aspects of the American Physical Therapy Association, the California Physical Therapy Association and the profession of physical therapy and its relationship to other healthcare professions, legislation, regulations, and the public. Works in partnership with the CPTA President to represent CPTA to other groups. Works with lobbyist, GAC, Chapter President, and Executive Director on legislative strategy. Makes timely recommendations for establishment, modification, or termination of CPTA activities to include but not be limited to CPTA activities, positions, policies and procedures. Manages the office operations, finance and human resources of CPTA; reviews reports that summarize and forecast CPTA's business activity and financial position; directs preparation of budgets, reviews proposals with Finance Officer. Liaison to the Executive Committee and the Finance Committee; member of the CAL-PT-FUND Board.

CPTA Office Management Team Alignment

Assistant Executive, Finance & Operations: Manages finances of the CPTA Office, CAL-PT-FUND and the CAL-PT-PAC; prepares reports that summarize and forecast CPTA's business activity and financial position; advises Executive Director; assists and supervises auditors; supervises administrative support staff; responsible for database management.

Executive Associate, Communications & Member Services: Manages communications and public relations; oversight of the bi-weekly electronic newsletter, Cal PT Notes, the electronic and paper newsletter, PT Interventions and two special electronic issues per year; development and oversight of CPTA and MoveCalifornia web pages; liaison to the Membership & Communications Committee.

Executive Associate, Governance: Responsible for management of CPTA governance activities, including the Assembly, Board, Districts/SIGs, Nominating Committee, and Reference Committee. Interfaces with APTA regarding CPTA governance; updates and maintains CPTA policies and procedures and the CPTA Reference Manual; ensures compliance of District and SIG operations, including bylaw amendments, elections, minutes, and reports, with APTA and CPTA Bylaws, policies and procedures; liaison to Assembly of Representatives, House of Delegates, Chapter Board, Districts & Special Interest Groups, Nominating Committee and Reference Committee.

Executive Associate, Professional Affairs: Responsible for management of professional practice activities of CPTA; represents CPTA in meetings, hearings and negotiations regarding Workers, Compensation fee schedule and treatment guidelines; interfaces with APTA national staff regarding licensure and payment for services; interaction with members and the external communities of interest regarding ethical and legal practices and payment for physical therapy services; develops CPTA publications dealing with payment for PT services. Analyzes legislative bill proposals and amendments; works with lobbyist, GAC, Chapter President, and Executive Director on legislative strategy. Liaison to the Government Affairs Committee, Payment Policy Committee, Quality Practice Committee, Ethics Committee, Referral for Profit Task Force.

Grassroots Coordinator & PAC Administrator: Assists with the management of the Government Relations program, specifically the coordination of grassroots activities and administration of the CAL-PT-PAC. Develops and utilizes grassroots network to mobilize membership on legislative proposals; Expands and enhances the identification of key contact physical therapists for selected members of the California Legislature; provides updated information to legislators about increased support for consumer direct access to physical therapist services; coordinates attendees for legislative fundraisers. Performs support functions for the CAL-PT-PAC, including tracking contributions, reporting and fundraising. Liaison to the CAL-PT-PAC.

CPTA Office Management Team Alignment

Executive Associate, Education & Meetings: Responsible for association's education activities including continuing education courses, webinars and CPTA Annual Conference; responsible for continuing education approval process; responsible for association awards program; liaison to the Education Committee, Awards Committee and CAC Task Force.

Administrative Assistant, Education & Meetings: This position is responsible for assisting the Executive Associate, Education & Meetings in the following areas: implementation and production of Chapter Annual Conference (CAC); implementation and production of CPTA-Sponsored Continuing Education Courses, meeting registration and the continuing education approvals process. Performs administrative functions for the CAL-PT-FUND. Liaison to the CAL-PT-FUND.

Office Assistant: Responsible for general office functions including general phone support, mail services, processing advertisements in CPTA electronic and paper publications, processing mailing and electronic label orders, copying and ordering supplies; receives and records incoming checks, credit cards and cash.

CPTA Office Management Team Alignment

Definitions:

Executive Director: Position is exempt and involves high level independent decision making in all areas of CPTA office management; management and supervisory responsibility for all CPTA staff; responsible to CPTA Board; reports to CPTA Executive Committee; responsible for implementing all Assembly and CPTA Board directed activities; CPTA representative to external communities. Minimum of master's degree and five or more years work experience in non-profit associations and/or organizations.

Associate Executive Director: Position is exempt and involves high level independent decision making in multiple areas of responsibility; supervises two or more employees. Minimum bachelor's degree or equivalent education and five or more years experience in non-profit associations.

Executive Associate: Position is may be exempt or non-exempt; involves in-depth knowledge and expertise in one or more defined content areas. May or may not supervise one or more other employees. Minimum bachelor's degree or equivalent education required.

Assistant Executive: Position is non-exempt; involves independent decision making in a defined area of responsibility. May or may not have supervision responsibilities over other administrative staff. Minimum associate degree or equivalent education required.

Administrative Assistant: Position is non-exempt; involves limited independent decision making in a defined area of responsibility. Does not supervise other employees. Minimum associate degree or equivalent education required.

Office Assistant: Position is non-exempt; provides telephone and other basic office operations for Chapter Office.

CPTA Office Management Team Alignment

Hierarchy:

As implied in the above chart and definitions, the Executive Director is in charge of the office. When the Executive Director is out of the office for the majority of a work day, the Executive Associate with the most seniority assumes responsibility for the operation of the office. The next most senior Executive Associate assumes responsibility if the individuals above her/him are absent for the majority of the work day and so on.

The hierarchical pattern of authority for office management as of May 2, 2008 is as follows:

1. Executive Director
2. Executive Associate, Governance
3. Executive Associate, Professional Practice
4. Executive Associate, Communications & Member Services
5. Executive Associate, Education & Meetings
6. Assistant Executive, Finance & Operations
7. Administrative Assistant, Education & Meetings
8. Grassroots Coordinator/PAC Administrator
9. Office Assistant

The term “senior staff” or “senior management” consists of the Executive Director and the four Executive Associates.