

SSIG POSITION DESCRIPTIONS/RESPONSIBILITIES

CHAIR ¹

- Preparation of Board Reports concerning SSIG agenda/activities to the VPTA-BoD as needed
- Preparing the agenda for all meetings of the Executive Committee and SSIG
- Overseeing and delegation of SSIG activities/responsibilities
- Chairing Executive Committee and SSIG meetings
- Reporting to the Chapter Board of Directors (BoD) on all SSIG activities
- Attending all Chapter Board of Director meetings or appointing a designee to attend
- Composition of SSIG and student related articles for the Virginian in conjunction with the Secretary and Director
- Serving as official spokesperson of the SSIG or appointing an official spokesperson
- Insuring all SSIG members' concerns are addressed in a timely and complete fashion, including representation of the SSIG members to the VPTA-BoD

VICE CHAIR

- The vice chair serves as the Liaison between the SSIG and the VPTA
- The vice chair shall assume the duties of the chair in his/her absence.
- Assists the chair in developing meeting agendas
- Organizes meetings and activities as prepared by the chair and voted on by the Executive Committee
- Responsible for the content and updating of VPTA student webpage
- Reports to the Executive Committee and Chair as requested

SECRETARY

- Record the minutes of the meetings (having a laptop is convenient for this).
- Make the minutes available to the membership
- Notify SSIG members of the date, time, & place of all SSIG meetings
- Assist with composition of SSIG/student related articles for the Virginian
- Maintain SSIG archives
- Maintain correspondence with SSIG Executive Committee
- Report to the Chair & Executive Committee of the SSIG as requested

TREASURER

- Collecting and dispersing all monies raised through fundraising or other means
- Maintaining the SSIG bank account as needed
- Obtaining written financial requests from SSIG officers
- Working with the Executive Committee on developing an annual budget as needed
- Reporting on financial status of SSIG to the Chapter Board Liaison, membership, Executive Committee and Chair as needed

DIRECTOR

- Coordinating the student and faculty liaison programs with the Executive Committee
- Maintain a current list of student and faculty liaison names, addresses, schools, email addresses, and phone numbers
- Maintain contact with the Student Assembly regarding the adjunctive national, state, and district programs and activities
- Overseeing and delegating promotion and retention activities to the other Executive Committee members and association members

¹ Revised 6/13/07

- Assist the Secretary and Chair in writing SSIG/student related articles for the Virginian
- Reporting to the Executive Committee and Chair as requested

LIASION

- Maintain communication between the APTA Student Assembly (SA) and PT/PTA students around the country
- Communicate to the SSIG-Executive Board the Student Assembly goals, monthly emails, newsletters and other important student issues

NOMINATING COMMITTEE (NC)

- Consists of 3 members from 3 separate academic programs
- Each committee member takes responsibility for contacting an equal amount of schools post election
- During spring semester the NC notifies the programs of the positions available in the SSIG and positions' descriptions
- Attains nominations for respective positions
- Administers the elections for the following years SSIG