

**WPTA Student Special Interest Group
Application for the Executive Board of Officers**

Thank you for your interest in running for an officer position within the WPTA Student Special Interest Group! Completed applications are due to destarke.kate@uwlax.edu by **Friday, January 25th, 2019**. Elections will be held online beginning during the WPTA Student Conclave (2/2/19 at Bryant and Stratton). Elected candidates will be announced at the end of the Student Conclave. Students are not required to attend the Student Conclave in order to qualify for their desired position, although it is strongly encouraged. There will be an opportunity for candidates to introduce themselves to the attendees.

Term of service: February 2019 - February 2020.

Eligibility:

- Executive Board Officers must be students in good academic standing with their program through their entire year of service (i.e. SPTs and SPTAs who will be graduating in Spring 2019 are not eligible to run for the Executive Board).
- Please note that only 1st year DPT students are eligible to run for the position of Vice Chair. The individual elected for Vice Chair during 2019 will serve as Chair in 2020.
- Executive Board Officers must be members of the WPTA.
- At any point in their term, Executive Board Officers may not hold more than one Executive Board position.

Applicant Information:

1) Name: _____

2) Academic Program: _____ DPT/PTA: _____

3) Expected Year of Graduation: _____

4) APTA Membership ID #: _____

5) Email Address: _____ Phone # _____

6) Please indicate which position on the Executive Board of Officers you are interested in running for (Vice Chair, Secretary, Nominating Committee Chair). A description of the Officer responsibilities is attached at the end of this application. _____

7) What could you contribute as a committee member of the Student Special Interest Group? (< 200 characters)

8) List any past or current involvement/leadership positions that have prepared you for this role

Executive Board Officers Duties and Responsibilities:

1. **Chair** -- Not up for election; Vice Chair assumes Chair responsibilities

The responsibilities of the Chair shall include:

- Prepare agendas for all SSIG meetings.
- Preside at the meetings of the SSIG and meetings of the Executive Board.
- Serve as the official spokesperson of the SSIG to the WPTA and Academic Liaison Committee.
- Represent the SSIG Executive Board at WPTA Board of Director Meetings. In the case that the Chair cannot attend WPTA Board of Director Meetings, it is the responsibility of the Chair to designate another SSIG Board Member to attend the meeting and fulfill any SSIG duties.
- Coordinate and oversee all activities of the SSIG Executive Board to maximize effective communication, timely completion of projects, conference representation, and student activities.
- Keep records of the role and responsibilities of the Chair to ease the transition to successor.
- Please contact the current Chair, Sam Schwartz, at schwartz.samu@uwlax.edu with any questions related to the position.

2. **Vice Chair**

The responsibilities of the Vice Chair shall include: (*only 1st year DPTs)

- Assume the duties of the Chairperson within the SSIG and in the event of his/her absence or inability to preside for any cause.
- Following one complete year of service, the Vice Chair will assume the position of Chair.
- Account for the SSIG funds and preparing a financial report for the membership at the first meeting of the year.
- Organize at least one SSIG fundraising event during term of office.
- Maintain and coordinate all necessary updating of the SSIG Policies and Procedures.
- Keep records of the role and responsibilities of the Vice Chair to ease the transition to successor.
- Please contact the current Vice Chair, Jeff Jaeggi, at jjjaeggi@wisc.edu with any questions related to the position.

3. **Nominating Committee Chair**

The responsibilities of the Nominating Committee Chair shall include:

- Generate student interest in SSIG membership and involvement.
- Organize social networking events for SSIG.
- Oversee the nomination and election process for the Executive Board.
- Serve as Chair of the Nominating Committee.
- Keep records of the role and responsibilities of the Nominating Committee Chair to ease the transition to successor.
- The Nominating Committee Chair is not eligible to run for election for a second term of office on the SSIG Executive Board.

- Please contact the current Nominating Committee Chair, Katelyn De Starkey, at destarke.kate@uwlax.edu with any questions related to the position.

4. Secretary

The responsibilities of the Secretary shall include:

- Keeping and distributing the minutes of the SSIG and Executive Board meetings.
- Maintain the SSIG archives of official records, documents, and membership, including overseeing the documentation of the roles and responsibilities of the SSIG Executive Board.
- Notify SSIG members of the date and time of all meetings.
- Maintain all Wisconsin PT/PTA Student Social Media and Websites.
- Keep records of the role and responsibilities of the Secretary to ease the transition to successor.
- Please contact the current Secretary, Emily Laube, at emily.laube@cuw.edu with any questions related to the position.

5. Core Ambassador*

The responsibilities of the Core Ambassador shall include:

- Fulfilling the Core Ambassador responsibilities as outlined by APTA.
- Maintaining student and faculty contacts at the PT and PTA programs in Wisconsin.
- Serving as the Committee Chair for the WPTA Conference Committee.
- Communicating APTA SABoD initiatives to the SSIG.
- Maintaining communication with the WPTA Academic Liaison Committee.
- Keep records of the role and responsibilities of the Core Ambassador to ease the transition to successor.

*The Core Ambassador is not an elected position. Rather, the Core Ambassador is selected by an application process through the WPTA Academic Liaison Committee. Elections for CA have closed for the 2018-2019 term.

The Board shall, in addition to the duties otherwise outlined above:

- Attend scheduled and special meetings of the Board.
- Carry out the mandates and policies of the SSIG as determined by the membership.
- Direct all business and financial affairs for and on behalf of the SSIG.
- Foster the growth and development of the SSIG.
- Direct and determine the priority of all activities and expenditures in fulfillment of the SSIG Purpose and Objectives.
- Create and appoint task forces or committees needed to carry out the functions of the SSIG.
- Serve as a liaison to designated SSIG committee(s).
- Review and revise SSIG policies as needed.