



Leadership Positions & Descriptions

Job descriptions for Home Health Section volunteer leadership positions can be found in the Home Health Section Policies & Procedures manual.

Executive Committee: The Executive Committee consists of the elected officers of the Section and is the primary decision-making group for the Home Health Section. Officers are elected to terms of three (3) years and may not serve more than two (2) consecutive terms.

President (elected officer): The President's primary purpose is to serve as an active member of, and lead, the Executive Committee, which is charged with managing the association's resources. The President also serves as an active member of the Section Board of Directors and as an ex-officio member of the committees and work groups to whom he/she is assigned as liaison. Additionally, the President is responsible for serving as the public "face" of the organization and as a liaison to APTA and other internal and external organizations or agencies as assigned by the Section Executive Committee.

Vice President (elected officer): The Vice President primary purpose is to serve as an active member of the Executive Committee, which is charged with managing the association's resources. The Vice President also serves as an active member of the Section Board of Directors and as an ex-officio member of the committees and work groups to whom he/she is assigned as liaison. He/she manages the activities associated with education, publication, and practice related to physical therapy in home health.

Treasurer (elected officer): The Treasurer's primary purpose is to serve as an active member of the Executive Committee, which is charged with managing the association's resources. The Treasurer also serves as an active member of the Section Board of Directors and as an ex-officio member of the committees and work groups to whom he/she is assigned as liaison. Additionally, the Treasurer is responsible for monitoring the organization's financial status and regularly reporting the status to the Executive Committee and Board of Directors.

Secretary (elected officer): The Secretary's primary responsibility is to be an active member of the Executive Committee, which is charged with managing the association's resources. He/she also serves as an active member of the Section Board of Directors and as an ex-officio member of the committees and work groups to whom he/she is assigned as liaison. The Secretary takes minutes at all Executive Committee and Membership meetings and teleconferences. The Secretary serves as the Membership Chair for the Section.

Executive Director (paid contractor): The Executive Director is hired by the Executive Committee and works by contract on the Section's behalf, overseeing the Section's day-to-day operations and advising the Executive Committee in the implementation of policy and the development of programs and services. The Executive Director serves as a non-voting member of the Executive Committee and Board.

Committees/Task Forces/Work Groups: In collaboration with the Section Executive Director, these groups do the work of the organization, developing and supporting programs that benefit members, as well as managing

special projects. Committees typically provide long-term support for ongoing Section programs while task forces and work groups oversee specific charges of a limited nature. Committee members and chairs are appointed by the Executive Committee for terms of three (3) years and may not serve more than two (2) consecutive terms.

Board of Directors: The Board of Directors is made up of Section officers and the chairs of each Section committee. The Board serves in an advisory capacity, guiding the Executive Committee by identifying strategic priorities and assisting in the development of project and program budgets.

Educational Programming: This committee has two components, educational programming and management of meeting details for Combined Sections Meeting (CSM) led by the Section Program Chair, and educational content development (beyond CSM) led by the Education Chair. Combined, this committee oversees educational content development for the Section.

Government Affairs: This committee works to increase Section and association members' awareness of, and involvement in, regulatory and legislative issues and activities relevant to the practice of physical therapy in the home health setting.

Finance: The Finance Committee assists the Treasurer with managing the association's resources, providing oversight and advice regarding the Section's investments, budget review, and regularly evaluating financial reports.

Membership: This committee's primary purpose is to recruit, engage, and retain members in Home Health Section and the American Physical Therapy Association.

Nominating: The Nominating Committee's (NC) primary responsibility is to ensure succession in Section leadership positions through the solicitation of appropriate and qualified leadership candidates and by conducting timely and lawful elections. Additionally, the Nominating Committee supports the Section's leadership development efforts by assisting with the identification of appropriate candidates for appointed positions and Section awards.

Practice: The Practice Committee's purpose is to assist the Home Health Section in serving as an authority regarding PT practice in the home health practice setting. The goals of the committee are to provide position papers, white papers and other quality resources to facilitate and advance best practice utilizing evidenced-based medicine.

Public Relations: the purpose of this committee is to (1) disseminate Section and industry- relevant information to foster relationships between leaders and members as well as among members; and (2) improve member awareness of and familiarity with industry issues, and (3) increase awareness of the relevance of home health issues within the post-acute industry, policy makers, and industry leaders.

Publications: This committee's purpose is to develop and produce content for a quality quarterly publication for the Home Health Section audience of physical therapists, physical therapist assistants, and physical therapy students working with a focus on practice in the home care setting.

Research: The Research Committee's purpose is to foster home-care related research of interest to physical therapists and physical therapist assistants, and to facilitate access and use of relevant research by home health physical therapists.