



## Committees

### Table of Contents

Bylaws Committee.....	2
Finance Committee.....	4
Legislative Committee .....	6
Programs Committee.....	9
Public Relations Committee/Social Media .....	10

## **Bylaws Committee**

**Committee Chair Reports to:** APTA SOUTH CAROLINA Board of Directors

**Description:** The chair of this committee is appointed by the President at the beginning of his/her term of office. The committee is composed of two to three appointed members, including the chair.

### **Duties of the Bylaws Committee:**

1. Advise the BOD on matters pertaining to the Association's Bylaws.
2. Assist BOD and Chapter members in proposing By-Laws changes.
3. Implement Bylaws Committee's goals and objectives.
4. Attend regularly scheduled full Membership meetings and all scheduled Bylaws Committee meetings.
5. Hold at least one meeting per year
6. Submit a report to the board via its assigned liaison.
7. Give a report at each Annual Conference.
8. Submit a report to the newsletter as requested Duties of the Bylaws Committee

### **Chairperson:**

1. Appoint 1 to 2 members to serve on the committee
2. Submit an agenda to the committee members prior to a Committee meeting
3. Act as moderator for all Bylaws Committee meetings
4. Develop and propose a budget to accomplish committee's goals and objectives.
5. Submit Committee's budget by date requested to the Chapter's Treasurer
6. Coordinate duties of members of the committee
7. Address all correspondence submitted to APTA SOUTH CAROLINA By-Laws Committee
8. Assure proper and timely reporting of committee activities to the BOD and Membership
9. Communicate with APTA's Parliamentarian and ensure that APTA SOUTH CAROLINA bylaws remain in compliance with APTA bylaws.

## **APPROVAL PROCESS FOR COMPONENT BYLAWS**

Component bylaws must be approved by the American Physical Therapy Association's Board of Directors. Subsequent amendments to the bylaws must also be approved by the Board of Directors before the bylaws can take effect. Components must submit changes in their current bylaws with recommended additions, insertions, or substitutions highlighted in boldface and italics and deletions highlighted in strikeover. For Sections that are considering bylaw amendments to change section name, purpose, or object, please see Section Name, Purpose, or Object Changes.

**Step 1:** 60 days prior to giving notice to the membership, the component must forward to APTA's Component Services Department: a) the date the proposed bylaw amendments will be voted on by the component membership; b) electronic copies of the current bylaws, and; c) the proposed bylaws amendments with support statements.

**Step 2:** The Parliamentarian will review the proposed amendments for inconsistencies with American Physical Therapy Association (APTA) bylaws and the Model Component Bylaws, and provide written feedback to the component. The Parliamentarian may also include comments about other aspects of the bylaws that may need the attention of the component.

**Step 3a:** If the Parliamentarian finds that the bylaws and the proposed amendments are in compliance, Component Relations will so inform the component, which can then give notice of the bylaw amendments to the component membership, following the rules for amendments stated in the component's bylaws.

**Step 3b:** If the Parliamentarian finds that revisions are needed, the component incorporates changes per the Parliamentarian's comments, and forwards the revised bylaws and/or amendments to Component Relations. (Repeat steps 1 through 3.)

**Step 4:** The component adopts the bylaw amendments (usually by membership vote) and forwards the bylaws, incorporating all adopted amendments, to Component Relations. These bylaws must be presented with amendments either highlighted in boldface and italics for additions, insertions, or substitutions, or highlighted in strikeover for deletions.

**Step 5a:** The Parliamentarian reviews the adopted bylaws. If the bylaws are found to be in compliance, the Parliamentarian reports an opinion, through Component Relations, to the Board Committee to Review Component Documents.

**Step 5b:** If not in compliance, the Parliamentarian recommends further revisions to the component bylaws. The component revises the bylaws and forwards them to component Relations. (Refer back to Step 4.)

**Step 6:** The Board Committee to Review Component Documents reviews the adopted bylaws and the Parliamentarian's assessment of the component bylaws.

**Step 7a:** Notice of the Board Committee's approval is sent to the component and the Parliamentarian.

**Step 7b:** Notice of the Board Committee's disapproval with rationale is sent to the component and the Parliamentarian. (Refer to Step 4.)

**Appeal Process:** An appeal of the Board Committee to Review Component Documents' decision not to approve bylaws or bylaw amendments shall be forwarded to the Association President.

**Qualifications:**

The Bylaws committee chair and members must be an active or life member in good standing who has resided in South Carolina for one year immediately preceding their appointment.

**Evaluation:**

The BOD will have an opportunity to evaluate the Bylaws committee yearly. The goal of the evaluation process is to improve the function of the office and to provide personal and professional development.

**Resources:**

APTA's Finance Department has many resources to support the services of a finance committee and developing sound investment strategies.

## Finance Committee

**Committee Chair Reports to:** APTA SOUTH CAROLINA Board of Directors via APTA SOUTH CAROLINA Treasurer

**Term:** 2-year appointed term for no less than two committee members. The Treasurer, who is elected, serves as the Chair of this committee. The outgoing Treasurer will serve as a member of the Committee for one year. Other committee members may be appointed as deemed necessary.

**Objectives: This committee is responsible for supporting the efforts of the Treasurer to:**

1. Keep an accurate record of all financial accounts and transactions;
2. Assure the responsible expenditure of chapter resources;
3. Safeguard chapter resources through development of appropriate process and procedures for the acquisition, handling, and disbursement of funds;
4. Maintain solvency through fiscal responsibility
  - a) Sufficient funds will be maintained in liquid assets such as money market accounts to be available should the need for an unbudgeted amount of cash arise.

b) Sufficient funds will be kept in the checking account to manage the current budget with reasonable cash flow.

5. Prepare investment goals, policies, and strategies for long-term financial management.

**Specific Responsibilities:**

1. Shall work with the Treasurer to advise the Board of Directors on matters pertaining to the Chapter's financial needs, growth, and stability based upon periodic review of income, expenditures, and investments.

2. Reviews and revises budget forms and processes.

3. Reviews the annual budget prior to consideration by the Board of Directors.

4. Prepares budget for presentation by the Treasurer to the membership.

5. Monitors overall budgetary processes.

6. Provides consultation regarding Chapter's finances to the Board of Directors and Treasurer as requested.

7. Develops financial goals.

8. Develops investment strategies in conjunction with investment manager.

9. Receives investment reports and information and determines course changes.

10. Evaluates and recommends dues adjustments.

**Investment Strategy Considerations:**

1. The Chapter will engage a qualified investment professional to manage the portfolio. This will assure not only the best knowledge of investments but also the availability of the person to take advantage of changes in the market environment.

2. The manager will select a portfolio of investments in conjunction with the Chapter goals and in consultation with the Finance Committee as needed.

3. The Chapter is interested in the management of risk to attain or exceed expected returns rather than to avoid risk. A manager would be expected to use modern Portfolio Theory methodologies such as Re-Balancing and Optimization techniques to manage such risk.

4. In recognition of the difficulty of consistently predicting the direction of markets or the future state of the economy, the funds' assets will be balanced by including assets which tend to go up in value as others decline in value.

5. Given the long-term commitment required in investment management, distributions are not anticipated for at least 5 years after a manager has been selected. Future contributions may or may not be made to the fund.
6. The cost of management services will be delineated in writing and approved by the Finance Committee and the Board of Directors. These fees will include all possible costs and no increases or additions will be allowed without prior approval of the Finance and Board of Directors.
7. The manager will provide clear, detailed quarterly reports to the Finance Committee that track the record of Chapter investments with surrogate indices (benchmarks).
8. The Finance Committee will review the performance of the portfolio and the manager at least annually in relation to achieving the financial goals of the Chapter. The committee will recommend replacement of the manager if it appears to be in the best interest of the Chapter to do so.

**Qualifications:**

The finance committee chair and members must be an active or life member in good standing who has resided in South Carolina for one year immediately preceding their appointment.

**Evaluation:**

The BOD will have an opportunity to evaluate the finance committee yearly. The goal of the evaluation process is to improve the function of the office and to provide personal and professional development.

**Resources:**

APTA's Finance Department has many resources to support the services of a finance committee and developing sound investment strategies.

## Legislative Committee

Volunteers are asked to attend and assist, on the day of, Legislative Day (which is normally held Feb-April and is always located in Columbia SC) in the 7:30AM-2PM timeframe, attend legislative meetings throughout the year, these vary based on needs and can be as infrequent as 1-2x a year or can be as consistent as once a quarter. These meetings are normally held over zoom or conference call on a weekday evening and last approximately 1 hour.

They are looking for general committee members and specifically anyone that wants to assist with planning/execution of Legislative day and/or anyone interested in making social media posts. Proficiency or willingness to learn Canva is a plus.

**Committee Chair Reports to:** APTA SOUTH CAROLINA Board of Directors

**Term: Chair:** 2-year term appointed by the President of the Chapter at the beginning of their term.

**Committee:** 2-year term appointed by the chair.

**Position Objectives:** To provide leadership to APTA SOUTH CAROLINA in state legislative issues; develop relationships with legislators, their staff and lobbyists; monitor legislative issues that can affect the profession; and develop legislative efforts that benefit the profession.

**Goals:**

1. Develop specific goals and objectives in accordance with APTA's strategic plan.
2. Ensure that Chapter APTA SOUTH CAROLINA Board of Directors is aware of and active in legislative matters that can affect the profession.
3. Ensure that Chapter members are aware of and active in legislative matters that can affect the profession.
4. Committee shall meet annually at the full membership meetings and at minimum of 2 additional meetings (either face to face or electronically).

**Specific Responsibilities of the committee:**

1. The committee should have at least three members who have a general knowledge and interest in government affairs.
2. Advise the Board of Directors on matters pertaining to the Association's government affairs needs and growth. Report to the Board of Directors and membership at least annually.
3. Develop goals and objectives for each legislative session.
4. Develop and propose a budget to accomplish membership goals and objectives.
5. Implement the Committee's goals and objectives within the operating budget
6. Be a conduit between the membership and the lobbyist of the component.
7. Communicate with and provide recommendations to the APTA SOUTH CAROLINA PAC.

8. Investigate and submit available grants annually.
9. Assist the APTA SOUTH CAROLINA lobbyists with the planning and implementation of the annual PT Day at the SC Statehouse.
10. Submit newsletter articles regarding the committees' activities and other pertinent legislative news as requested.
11. The committee may assist the Awards committee in identifying individuals appropriate for the

**Specific Responsibilities of the Committee Chair, in addition to the duties noted above in the committee description:**

1. Lead implementation of the committee's goals and objectives
2. Act as moderator for all Legislative Committee meetings.
3. Develop Committee's budget by date requested by the Chapter's Treasurer.
4. Assure proper and timely reporting to the Board of Directors and Membership regarding the committee's goals, objectives and activities.
5. Submit an agenda to the committee members prior to holding a Committee meeting.
6. Assure proper and timely reporting to the Board of Directors and Membership Regarding the committee's goals and objectives.
7. Assist the Awards committee in identifying individuals for state and national legislative awards.
8. Addressing all correspondence addressed to APTA SOUTH CAROLINA Legislative Committee
9. Appoint 2 other members to serve on the committee.
10. The committee chair will provide a report for each annual conference.

Legislative Award which acknowledges a member of the SC legislature for noteworthy support of APTA SOUTH CAROLINA.

**Eligibility**

1. Nominees must be a member of APTA SOUTH CAROLINA and APTA.
2. Have SC PT or PTA license and be practicing in South Carolina. Nominations

3. May be submitted by any APTA SOUTH CAROLINA member.
4. Must be submitted in writing using this form.
5. Must attach an essay or resume supporting the nomination.

**Qualifications:**

The committee chair and members must be an active or life member in good standing.

**Evaluation:**

The Board of Directors will have an opportunity to evaluate the committee yearly. The goal of the evaluation process is to improve the function of the office and to provide personal and professional development.

**Resources:**

The APTA SOUTH CAROLINA Board of Directors liaison, APTA SOUTH CAROLINA Lobbyist, APTA Advocacy Website and documents on the APTA portal.

## Programs Committee

**Committee Chair Reports to:** APTA SOUTH CAROLINA Board of Directors

**Term:** The chair of this committee is appointed by the President at the beginning of the term. The committee is composed of four to ten appointed members. There is no term limit for committee members.

**Position Objectives:** The Programs Committee provides educational and networking opportunities for members and prospective members of the Chapter, working collaboratively with all committees of the Chapter and outside stakeholder groups.

**Specific Responsibilities:**

1. Advise the Board of Directors on matters pertaining to the Chapter's educational needs and growth.
2. Work closely with APTA SOUTH CAROLINA Executive Director to develop plans and timelines.
3. Interacts with District co-chairs and other chapter committees to facilitate and coordinate programming efforts.

4. Develop and propose a budget by date requested by the Chapter Treasurer to accomplish membership goals and objectives.
5. Assure proper and timely reporting to the BOD and Membership regarding the committee's goals and objectives
6. Makes recommendations to the Board of Directors for appointment of members as needed to assist in planning and on site management of the programs.
7. Submits written reports regarding programming when requested.
8. Coordinates electronic advertising and marketing.
9. Works with Executive Director to procure signed speaker contracts.
10. Communicates on a regular basis with board liaison regarding program issues related to planning, administration and evaluation.
11. Conduct an educational needs assessment of chapter membership as appropriate.
12. Pursue program sponsors and exhibitors.

**Qualifications:**

The committee chair or co-chairs must be an active or life member in good standing with a particular interest in communications and possess organization skills. Additional members of the committee are not required to be active members of the Chapter.

**Evaluation:**

The Board of Directors will have an opportunity to evaluate the committee yearly. The goal of the evaluation process is to improve function of the office to provide personal and professional development.

**Resources:**

- Appendix D: APTA SOUTH CAROLINA Annual Conference Timeline
- The APTA SOUTH CAROLINA Board of Directors liaison and the component leadership.

## **Public Relations Committee/Social Media**

**Committee Chair Reports to:** APTA SOUTH CAROLINA Board of Directors liaison

**Term:** 2-year term, the chair is appointed by the President of the Chapter at the beginning of their term and the chair appoints the committee members. Suggested committee members include but are not limited to: district chairpersons, school liaisons, and/or individuals with a background in public relations or marketing.

**Objectives:** The Public Relations Committee has the responsibility to assess the public image of the South Carolina Chapter of the American Physical Therapy Association (APTA SOUTH CAROLINA). Additionally, this committee should use every opportunity to collaborate with the Board of Directors and other committees of the Chapter and outside groups to identify and share information that may be valuable to members, prospective members, consumers, and the profession in general.

**Goals:**

1. Develop specific goals and objectives in accordance with APTA SOUTH CAROLINA's strategic plan.
2. Promote the practice of physical therapy to potential investors (consumers, healthcare providers, legislators, prospective members, etc.).
3. Educate the public about physical therapy and the practice and benefits of thereof.

**Specific Responsibilities of the committee:**

1. The committee should have at least 3 members.
2. Advise the Board of Directors on matters pertaining to the Association's Public Relations needs and growth.
3. Submit newsletter items upon request.
4. Promote Physical Therapy, the American Physical Therapy Association (APTA), and the South Carolina Chapter of the American Physical Therapy Association (APTA SOUTH CAROLINA) within the state of South Carolina.
5. Educate the public via the media such as radio, TV, flyers, community events, social media, etc., of the benefits of physical therapy.
6. Cooperate with the membership committee to educate non-member physical therapists (PT/PTA/Student) in the state of South Carolina of the benefits of participation in APTA SOUTH CAROLINA.
7. In conjunction with the legislative committee, and with the approval of the Board of Directors, manage state legislative news briefings, public hearings, and press conferences regarding key legislation affecting the practice of physical therapy.
8. Members of the Public Relations Committee should attend regularly scheduled full Membership meetings and all scheduled Public Relations Committee meetings.
9. Members of the Public Relations Committee should attend at least one district meeting per year and provide the committee information on promotion of district level interests.
10. The Public Relations Committee will hold at least one meeting per year.

**Specific Responsibilities of the Committee Chair, in addition to the duties noted above in the committee description:**

1. Implement the committee's goals and objectives.
2. Preside over the meetings of the public relations committee. This meeting may be onsite (face to face) or via electronic meeting.
3. Develop Committee's budget by date requested by the Chapter's Treasurer.
4. Submit a monthly report to the Board of Directors through the assigned liaison.
5. Address all correspondence addressed to APTA SOUTH CAROLINA Public Relations Committee.
6. Appoint 3-4 other members to serve on the committee

Qualifications:  
The committee chair and members must be an active or life member in good standing with a particular interest/skill in public relations.

**Qualifications:**

The committee chair or co-chairs must be an active or life member in good standing with a particular interest in communications and possess organization skills. Additional members of the committee are not required to be active members of the Chapter.

**Evaluation:**

The Board of Directors will have an opportunity to evaluate the committee yearly. The goal of the evaluation process is to improve the function of the office and to provide personal and professional development.

**Resources:**

The APTA SOUTH CAROLINA Board of Directors liaison and the component leadership site for Public Relation Committees on the APTA Communities site.