



PROGRAM COMMITTEE

COMMITTEE COMPOSITION

- A. Chairman (appointed by the Executive Committee.)
- B. District Chairmen (appointed by District Executive Committee.)
- C. Liaison of the Executive Committee (appointed by the President.)
- D. At the discretion of the Chairman, additional members may be appointed to the Committee.

DUTIES AND RESPONSIBILITIES

- A. The purpose of this Committee shall be to plan state-wide and district continuing education meetings.
- B. The Committee shall develop continuing education programs for each Chapter meeting. The programs shall be relevant to member needs taking into consideration the chapter financial status.
 - 1. The Committee shall conduct a survey of the membership annually in an attempt to assess the educational programs desired.
 - 2. Alternative programming utilizing current technology shall be investigated.
 - 3. The committee will assist Tennessee physical therapists and physical therapist assistants in maintaining continuing competence.
 - 4. The programs shall be cost effective and revenue enhancing for the chapter.
 - 5. A questionnaire shall be provided at the conclusion of each continuing education program to evaluate that program and assess future needs.
 - 6. The Committee shall maintain a current list of individuals in the Chapter with significant expertise in special interest areas.
 - 7. The program Committee is responsible for documenting that courses offered by TPTA meet the "Criteria for Approval of Continuing courses". **(EC 7-30-05)**
- C. The Committee and the Executive Director shall maintain an accurate, current

list of potential exhibitors.

- D. The Chapter shall award Certificates of Attendance to those registered and in attendance at all continuing education programs.
- E. The Committee shall assist districts in developing continuing education programs.
- F. The Committee shall maintain a mechanism for co-sponsoring educational programs with other associations.
- G. The Committee shall monitor financial impact, fees, etc. of all state programs. Fee structure and reimbursement policies will take into consideration:
 - 1. Lifetime APTA members and in-state students
 - 2. Attendance at Chapter Programs by Members of the Board of Directors:
 - 3. The speaker(s) shall be reimbursed for his/her expenses only upon approval of the Executive Committee. Fees for the program shall be based on this expense plus the estimated attendance. The State Program Committee Chairman shall negotiate and determine the fee to be paid after consulting with the Executive Committee.
- H. All Tennessee Chapter and District continuing education courses, workshops or seminars will be advertised free of charge in the VOLUNTEER VOICE as space permits. Courses, workshops and/or seminars not sponsored by the Tennessee Chapter or districts, including those sponsored by other state chapters, will be billed at the current advertisement rates.
- I. Program Committee Chairman:
 - 1. Attend all BOD and Chapter meetings.
 - 2. Call meetings of the committee.
 - 3. Submit report for BOD meeting and an annual report to the Chapter.
 - 4. Prepare an annual budget to include projected income (registration and exhibitor fees) and projected expenses (hotel charges, honorariums, travel expenses and other meeting incidentals).
 - 5. Assist in strategic planning process and update assigned tasks through the year.
 - 6. Confer with successor regarding outline of routine duties and transfer files.
 - 7. Be a liaison with the District Program Committee Chairmen in preparation for all Chapter meetings.
 - 8. Provide recommendation to Executive Committee of proposed meeting site, speakers, topics, honorariums to be offered and proposed budgets.
 - 9. Provide on-site support at each meeting in cooperation with the Executive Director.
 - 10. Closely monitor all meeting expenses and meet projected budget.
 - 11. Provide financial summary analysis after the meeting.

J. Volunteers at TPTA sponsored meetings: (EC 7-30-05)

Effective Date 10/19/02

Revision 07/30/05

1. For PT and PTA volunteers working 1-6 scheduled hours, up to a 50% discount on the registration fee of an educational course of their choosing and participation at meeting functions will be offered. Limited to 5 individuals.
2. For PT and PTA volunteers working 6 or more scheduled hours during the chapter meeting weekend, a minimum of \$25 fee will be assessed which will cover the members' participation at meeting functions and educational course of their choosing. A 50% discount fee is available for a second education course. Limited to 15 members.
3. For PT and PTA Student volunteers working 2 or more scheduled hours during the chapter meeting weekend, a minimum of \$10 fee will be assessed which will cover the student's participation at meeting functions and educational course of their choosing. A 50% discount fee is available for a second education course. Limited to 15 students.
4. The Program Committee Chair may at his/her discretion waive fees or determines an additional method of recognition for volunteers who perform outside the normal scope of their responsibilities.
5. This policy is in effect provided there is no space limitation at the meeting.