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ARTICLE I. NAME
The name of this organization shall be the Section on Women's Health of the American Physical Therapy Association, hereinafter referred to as the “Component” or “Section” or “SoWH”. SoWH, which is a Component of the American Physical Therapy Association, hereinafter referred to as the “Association” or “APTA”.

ARTICLE II. PURPOSE
The purpose of the Component shall be to provide a means by which Association members having a common interest in the physical therapy problems and concerns of women may meet, confer, and promote these interests.

ARTICLE III. OBJECTIVES
The objectives of the Component shall be to:
1. Promote and expand the role of physical therapy in the field of women’s health and wellness.
2. Develop resources for member specialists in this field and to provide training programs for members wishing to specialize.
3. Develop and maintain standards for specialists in this practice and education of this branch of physical therapy.

ARTICLE IV. COMPONENT MEMBERSHIP
Section 1: Categories and Qualifications of Component Members
The Component membership categories and qualifications for Physical Therapist, Retired Physical Therapist, Life Physical Therapist, Student Physical Therapist, Physical Therapist Assistant, Retired Physical Therapist Assistant, Life Physical Therapist Assistant, and Student Physical Therapist Assistant shall be the same as those of the Association.

Section 2: Rights and Privilege of Component Members
A. The rights and privileges of the Component's members shall be identical to those established in the Association's bylaws.
B. Each Physical Therapist Assistant, Retired Physical Therapist Assistant, and Life Physical Therapist Assistant member shall have one vote at the Component level.

Section 3: Application for and Admission to Component Membership
A. The payment of Component dues by Association members in good standing and in the following Association categories shall constitute application for and admission to Component membership:
   a. Physical Therapist;
b. Physical Therapist-Post Professional Student; c. Physical Therapist Assistant;
d. Student Physical Therapist; and e. Student Physical Therapist Assistant.
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B. Signed applications without payment of dues from Association members in good standing in the following Association categories shall constitute application for, and admission to, Component membership:
   a. Retired Physical Therapist;
   b. Retired Physical Therapist Assistant;
   c. Life Physical Therapist; and
   d. Life Physical Therapist Assistant.

Section 4: Good Standing
An individual member is in good standing within the meaning of these bylaws if the member is in good standing in the Association, with the exception of nonpayment of Component dues.

Section 5: Disciplinary Action
A. Any member of the Component who is suspended by the Association shall have their membership privileges suspended from the Association and from the Component. Any member of the Component who is expelled from membership in the Association shall be expelled from Component membership.
B. Any member of the Component who fails to make timely payment of required Component dues, as determined by the Association in its sole discretion, is not in good standing and shall be expelled from Component membership.

Section 6: Reinstatement
Any former member of the Component who is in good standing in the Association may be reinstated to membership in the Component upon receipt of the required Component dues.

Section 7: Resignation
Any Component member may resign by mailing, emailing or faxing a notice of resignation to the Component Board President and the Component Executive Director. The resigning Component member shall be responsible for payment of all outstanding dues and fees and shall not be entitled to a refund of dues nor fees.

ARTICLE V. REGIONAL AND SPECIAL INTEREST GROUPS
Section 1: Regional Groups
A. A regional group shall:
   1. Operate under bylaws or rules of order that shall be consistent with Component and/or Association bylaws.
   2. Not levy special assessments that carry punitive action or loss of good standing.
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B. A regional group of the Component may be established and/or dissolved in accordance with the rules and conditions specified by the Component.

Section 2: Special Interest Groups
A. A special interest group shall:
   1. Operate under bylaws or rules of order that shall be consistent with Component or Association bylaws and that shall be approved by the Component Board of Directors.
   2. Not levy special assessments that carry punitive action or loss of good standing.

B. A special interest group of the Component may be established and/or dissolved in accordance with the rules and conditions specified by the Component.

Section 3: Limitations
Regional and Special Interest Groups are subject to the following limitations:
A. Bylaws and policies of the Component and the Association;
B. No regional or special interest group shall profess or imply that it speaks for or represents the Component or members other than those currently holding membership in the regional or special interest group unless authorized by the Component's governing body.

ARTICLE VI. MEETINGS
Section 1. Annual Meeting
A. The Component shall hold a business meeting in each calendar year at a time and place designated by the Board of Directors, hereinafter referred to as the “Annual Meeting”.
B. Notice of the Annual Meeting shall be posted on the Component’s website and will also be sent via electronic mail to all Component members at least thirty (30) days in advance of the Annual meeting.
C. A quorum of Component members for the Annual Meeting shall consist of thirty (30) members, including at least five (5) members of the Board of Directors.

Section 2. APTA Annual Conference
A business meeting and professional program may be held at the time and place of the Association's Annual Conference.

Section 3. Special Meetings
A. Special Meetings of the Component may be called by 1) the Component Board President; or 2) upon written request of any three (3) members of the Component Board of Directors or any one-hundred (100) Component members.
B. Notice of a Special Meeting shall be posted on the Component’s website and will also be sent via electronic mail to all Component members at least thirty (30) days in
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advance of the Special Meeting. Attendance is limited to Component members and invited guests approved by the Board of Directors.

C. A quorum shall consist of thirty (30) Component members, including at least two (2) members of the Board of Directors.

Section 4. Regional Meetings
Regional meetings may be held by vote of the Board of Directors or in response to a request by any one-hundred (100) Component members. At least thirty (30) days prior to a regional meeting, notice shall be posted on the Component’s website and sent via electronic mail to all Component members.

Section 5. Component Voting
At all Annual, Special or Regional Meetings, each Component (Physical Therapist or Physical Therapy Assistant) member in good standing shall have one vote. Proxy voting is not permitted. Unless otherwise specifically provided in these bylaws, a majority vote of those Component members in good standing shall govern. A majority is defined as a number more than half, providing a quorum is present. The Membership may use electronic or other recognized means of written communication to hold meetings and vote. Voting electronically and by mail ballot is subject to Association and Component policies and procedures, as well as applicable law.

ARTICLE VII. BOARD OF DIRECTORS
Section 1: Rights, Duties, and Responsibilities
The Board of Directors (hereinafter referred to as the “Board”) is the governing body of the Component and holds legal authority and fiduciary responsibilities on behalf of the Component and its membership. The Board is responsible for the governance, oversight control, and strategic direction of the Component under such rules as the Board may determine, subject to the specific conditions of the Association and these bylaws. The Board shall consist of between ten and fifteen members, including the Officers (President, President-Elect, Past President, Vice President, Secretary, Treasurer), and six additional Directors.

A. Officers

1. President

   a) Shall serve as the chief elected officer of, and the official spokesperson for the Component, and shall preside at all meetings of the Board and membership; and
   b) Be an ex-officio member of all Component committees, with the right to vote, with the exception of the Nominating Committee.

2. Past-President
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1. President
   a) Shall be a member of the Board and shall have such powers, and perform such duties, as the Board may prescribe.
   b) The Past President shall have no voting powers.

3. President-Elect
   a) Assume the duties of the President if she/he/them is absent or incapacitated;
   b) Assist the President in the discharge of the duties of that office.

4. Vice-President
   a) Shall be a member of the Board and shall have such powers, and perform such other duties, as the Board may prescribe.

5. Secretary
   a) Keep an accurate record of the members of the Component and communicate with the Treasurer and Editor to update this list;
   b) Record the minutes of all Component meetings and the meetings of the Board of Directors.

6. Treasurer
   a) Shall serve as the Board advisor with respect to the funds of the Component.
   b) Be responsible for maintaining complete and accurate financial records including, but not limited to, the annual budget.

B. Directors
   1. Perform duties as specified in the Component's policies and procedures;
   2. Perform duties as assigned by the Board.

Section 2: Vacancies Terms
A. The terms of the President, Past President, President-Elect shall be for one year, which terms shall begin at the at the close of the Component’s Annual Business Meeting or until their successor qualifies. In the event of a vacancy in the office of President, the President-Elect shall automatically succeed to the President role.
B. In the event of a vacancy in the office of Vice-President, Secretary, Treasurer or Director, the Board of Directors shall appoint a qualified and eligible member to serve the unexpired portion of the term.
C. The standard term of the remaining members of the Board shall be for staggered terms of three years subject to Board policy. The terms shall begin at the close of the Component’s Annual Business Meeting or until their successor qualifies.
D. If the unexpired term being filled is less than fifty percent (50%) of a full term, the new officer/director may continue to be elected to serve the maximum number of terms as outlined in these bylaws.

E. Any Board member may be removed, with or without cause, by a 2/3rd vote of the Board of Directors followed by a majority vote of the Component Membership.

Section 3: Failure to Serve
Officers are expected to complete the responsibilities of the position which they have accepted with integrity, good judgment, and confidentiality. Failure of an officer to fulfill the duties and responsibilities outlined in these bylaws shall result in prompt corrective action as outlined in the Component's policies and procedures. All elected officers and Board members of the Component, including President, and appointed individuals shall be subject to the action by the Component’s Board of Directors.

Section 4: Board of Directors
A. Duties and Responsibilities: The Board of Directors shall, in addition to the duties otherwise imposed by these bylaws:

1. Carry out the mandates and policies of the Component as determined by the members.
2. Direct all business and financial affairs for and on behalf of the Component, adopt the Component's annual budget, be responsible for all of the Component's property and funds, and provide for an annual audit.
3. Appoint and fill vacancies on the Board of Directors and for standing committee chairs.
4. Be responsible for the time and place of the Annual Meeting and any other meetings of the Component.
5. Transfer all records in good order to their successors

B. Meetings

1. The Board of Directors shall meet before or after the Annual Meeting of the Component.
2. Special meetings of the Board may be called by The President or upon written petition to the Board President signed by at least two Directors.
3. The meetings shall be held at a time and place designated by the President upon at least seven (7) days written notice to all members of the Board.
4. Six (6) members of the Board of Directors consisting of at least two (2) officers and three (3) directors shall constitute a quorum.
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5. The Board may use electronic or other recognized means of written communication to hold meetings and vote.

Section 5: Term Limits  
Officers and Directors of the Board shall assume office at the close of the Component’s Annual Business Meeting. No officer nor director may serve in the same position for more than two (2) consecutive terms.

Section 6: Qualifications  
Only such members of the Component as are provided for in the Association bylaws, Article IV, Section 2, subparagraph B.(3).b, who have been members in good standing for a period of at least two (2) years immediately preceding their election, and who have demonstrated a willingness to serve, shall be eligible for election to office. Physical Therapist Assistants, Life Physical Therapist Assistants and Retired Physical Therapist Assistants may hold office subject to the limitations specified in the Association bylaws, Article V, Section 4, subparagraph C.

ARTICLE VIII. COMMITTEES  
Section 1. Executive Committee  
A. Composition: The Executive Committee shall consist of the President, President-Elect, Past President, Vice President, Secretary, and Treasurer.  
B. Duties  
1. The Executive Committee shall oversee duties of the Board of Directors between meetings of the Board of Directors.  
2. To address funding, judicial, or litigious issues that may arise between Board of Directors meetings.  
C. Conduct of Business  
1. The Executive committee shall meet as necessary to fulfill its duties.  
2. Written notice of all meetings shall be mailed to all members of the Board of Directors not later than seven (7) days before the fixed date for the meeting. A majority shall constitute a quorum.

Section 2. Nominating Committee  
A. Composition, Election and Tenure  
1. The Nominating Committee shall consist of three (3) eligible members, who have been members in good standing for a minimum of two (2) years.  
2. Members shall serve for three-year (3) terms.  
3. The senior member of the committee shall serve as Chairperson.  
4. No member shall be elected to serve consecutive terms.  
5. At least one (1) member shall be elected each year by mail or electronic ballot of at least 50 valid responses.
6. Any vacancies shall be filled by the Board of Directors until the next regular election at which time the vacant position shall be filled for the remainder of the term.

Section 3. Finance Committee
A. Composition, Election and Tenure

1. This committee shall be chaired by the Component Treasurer.
2. This committee shall consist of the current Component Treasurer, Director of Financial Development, and at least one member appointed by the Board of Directors to serve on the committee.

B. Duties
This committee shall be responsible for advising the Board of Directors on matters pertaining to the Component's financial needs, growth, and stability based on periodic review of income, expenditures, and investments. Additional responsibilities shall be outlined in the Component's policies and procedures.

Section 4. Other Committees
A. Other committees may be appointed by the Board of Directors or the President to maintain the purposes and directives of the Component for an appropriate term.
B. Specific responsibilities of all appointed committees shall be placed in the Component's policies and procedures at the time each committee is appointed.

Section 5. Committee Appointments
The membership of all committees, with the exception of the Finance, Nominating, and Executive Committees, shall be appointed by the President-Elect.

ARTICLE IX. DELEGATE TO THE ASSOCIATION’S HOUSE OF DElegates

Section 1. Qualifications
A. The qualifications of the Delegate shall be as stated in the Association's bylaws.
B. The Component Delegate may not serve concurrently as a Chapter or Assembly Delegate.
C. The Component shall notify Association Headquarters of the name of the Component Delegate, as required by the Association and the Standing Rules of the House of Delegates.
D. The Component must be represented in the House of Delegates at least every third year.

Section 2. Election and Term
A. The President of the Component will serve as the Component’s Delegate to the House of Delegates.
B. If the President is unable to represent the Component as its delegate, the Board of Directors shall appoint and announce an alternate delegate.

Section 3. Duties
1. To attend the annual and special meetings of the House of Delegates of the Association.
2. To present to the House of Delegates such matters as are ordered by the Executive Committee and/or voting body.
3. The Delegate shall be charged by the Component members in keeping with the purpose, objectives, policies, functions and interests of the Component.

ARTICLE X. NOMINATIONS AND ELECTION OF BOARD OF DIRECTORS
(a) Nominations for the Board of Directors shall be received each year by the Nominating Committee. During a three (3) year cycle, the Treasurer, Director of Education and Director of Research will be elected on year 1, the Vice President, Director of Communications, and Director of Practice on year 2, and the Secretary, Director of Financial Development, and Director of Programming on year 3. The President-Elect will be nominated and elected each year. The President-Elect will be elected each year.

(b) The Nominating Committee, through its chair, shall report to the Board the Nominating Committee’s recommendation of a candidate for each Board position required to be filled each year. All nominees shall be persons having the rights and privileges of Component and Association Members and shall have signified a willingness to serve. The Board shall approve the nominees following review of the recommended nominee slate.

(c) The Officers and Directors shall be elected by ballot of at least fifty (50) valid responses. Voting may take place at any duly convened Annual or Special Meeting of the Component, provided that at least thirty (30) days prior to the meeting a copy of the proposed slate of candidates has been emailed to members. Voting may be done in person or electronically.

(d) If there are two (2) candidates a majority is required to elect. If there are three (3) or more candidates, a plurality of votes is required to elect.

(e) The Nominations Committee Chair shall report the results of the election to each of the nominees, to the Board of the Directors, and to the Executive Director at the first meeting following the election.
ARTICLE XI. FINANCE

Section 1: Fiscal Year
The fiscal year of the Component shall be the same as that of the Association.

Section 2: Limitation on Expenditures
No officer, employee, or committee shall expend any money not provided in the budget as adopted, or spend any money in excess of the budget allotment, except by order of the Component’s Board of Directors. The Board of Directors shall not commit the Component to any financial obligation in excess of its current financial resources.

Section 3: Dues
A. Component dues shall be determined by the Component’s Board and shall not exceed those of the Association for each member category.
B. All dues shall be for the period specified in the Association Bylaws.
C. All dues changes approved by the Component membership and approved by the Association's Board of Directors before the Association's deadline will become effective on the first of the Association's next fiscal year.

Section 4: Statements & Auditing
The Component shall submit its annual financial statements, tax returns, and audit report to the Association when and as directed by APTA Headquarters.

ARTICLE XII. DISSOLUTION
The Component may dissolve subject to a recommendation to dissolve supported by no less that two-thirds (2/3) of the members of the Component’s Board of Directors and adopted by two-thirds (2/3) of the Component's members. Upon dissolution, Components assets shall inure to the Association or other entity as federal and state law permits.

ARTICLE XIII. PARLIAMENTARY AUTHORITY
The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the Component in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any rules of order adopted by the Component.

ARTICLE XIV. AMENDMENTS
Section 1: Amendments by Vote
These Bylaws may be amended, revised or repealed by a majority vote with a minimum participation of five percent (5%) of the eligible membership. Voting may take place at any duly convened Annual or Special Meeting of the Component, provided that at least thirty (30) days prior to the meeting a copy of the proposed amendments have been emailed to members; or by a majority vote with minimum participation of five percent (5%) vote of the eligible members voting by a thirty (30) day electronic ballot.
Section 2: Editorial Amendments

If the intent of an amendment is editorial or to bring the Component's bylaws into agreement with those of the Association, the amendment shall be made as required by the Director of Practice and shared with the Board of Directors. The Director responsible for bylaws shall notify the Component's membership that such amendments have been made.

Section 3: Approval by the Association

Amendments to the Component’s bylaws become effective upon approval in writing by the Association’s Board of Directors.

ARTICLE XV. ASSOCIATION AS HIGHER AUTHORITY

In addition to these Bylaws, Articles of Incorporation, and applicable law, the Component is governed by the Association bylaws and standing rules, and by Association House of Delegates and Board of Directors policies.


ARTICLE XVI. EXECUTIVE DIRECTOR

Section 1. The Board shall hire, evaluate, and provide general oversight of a Component Executive Director. The Board shall compensate the Executive Director upon such terms and conditions as the Board in its judgment determines is fair and reasonable.

Section 2. The Executive Director shall manage the affairs of the headquarters office and shall employ and terminate the employment of members of the Component staff as necessary to carry out the work of the Component. She/he/them may establish salaries for staff, define their duties, supervise their performance, establish their titles and delegate responsibilities to them. The Executive Director shall be an ex-officio member of all committees, without a vote.

ARTICLE XVII. INDEMNIFICATION AND LIMITATION OF LIABILITY

Section 1. Any current or former officer or director of the association shall be indemnified by the Section for expenses and costs, including reasonable attorney’s fees actually and necessarily incurred in connection with any claim asserted against her/him by action in court or otherwise, by reason of her/his/them being or having been such officer or director to the fullest extent permitted by law, provided she/he/them is not found to have been negligent or guilty of gross misconduct in the performance of his or her duties.
Section 2. Nothing herein shall constitute members of the Section as partners for any purpose. No member, officer, agent or employee of this organization shall be liable for the acts or failure to act on the part of any other member, officer, agent or employee of the Section, nor shall any of the members, officers, agents, or employees be liable for their acts or failure to act under these bylaws, excepting acts, or omissions to act, arising out of willful misfeasance.
STRATEGIC PLAN

SoWH 2013-2014

The SoWH Board of Directors met on Saturday, July 14, 2013 in McLean, VA to confirm current organization priorities or craft new ones consistent with more recent experience and learning. Those participating in the Summer planning and priority-setting meeting included:

<table>
<thead>
<tr>
<th>Board of Directors:</th>
<th>Staff</th>
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</thead>
<tbody>
<tr>
<td>Wendy Featherstone</td>
<td>Denise Jackson</td>
</tr>
<tr>
<td>Patricia Wolfe</td>
<td>Bruce Wardle, CAE</td>
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<td>Susan Clinton</td>
<td></td>
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<td>Sara Reardon</td>
<td></td>
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<td>Darla Cathcart</td>
<td></td>
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<td>Jennifer Hungate</td>
<td></td>
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<tr>
<td>Sarah Haag</td>
<td></td>
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<tr>
<td>Secili DeStefano</td>
<td></td>
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<tr>
<td>Sandra Hilton</td>
<td></td>
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<tr>
<td>Amber Anderson</td>
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PLANNING STEP #1 - Revise the VISSION and MISSION STATEMENT

The Planning Committee affirmed some segments of the mission statement and re-crafted other segments. The Committee agreed on the following mission statement elements:

**Duration.** The SoWH was founded in the mid1970s

**Scope.** The planning group confirmed SoWH’s scope of interest is global.

**Structure.** The SoWH is a non-profit 501(c)6

**Beneficiaries.** The intended beneficiaries of SoWH are PT’s who work in Men’s and women’s health and trickle down beneficiaries are patients and clients.
Benefits: After discussion and debate, the Planning Group crafted a menu of benefits or SoWH Goals the group believed the SoWH should offer to its beneficiaries (members of the section) in the years ahead.

Vision

Transforming society by optimizing movement to maximize health for life without limits.

SoWH’s Mission Statement

To advance excellence in the physical therapist profession in women’s and men’s health globally, through innovative education, research and advocacy.

<table>
<thead>
<tr>
<th>Objective #</th>
<th>Specific Objective</th>
<th>Activities</th>
<th>Approval</th>
<th>Responsible</th>
<th>Consulted</th>
<th>Informed</th>
<th>When</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>One (1) online course on “How to write and review” a case reflection</td>
<td>1. Work with Rehab Essential to determine payment/product delivery procedures 2. Market to relevant segments in PT community</td>
<td>1. Director of Education 2. Director of Communication</td>
<td>1. Cathy Konkler - Chair of Educational Review committee 2. Director of Financial Dev &amp; AMG Staff</td>
<td>BOD</td>
<td>Membership</td>
<td></td>
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<tr>
<td>1.2</td>
<td>Release two (2) new live courses in 2014</td>
<td>Education committee to identify course authors Draft and sign contracts Determine location, instructors, and dates</td>
<td>Director of Education, Education Committee Director of Education, Executive Director Director of Education,</td>
<td></td>
<td>Secretary</td>
<td>BOD</td>
<td></td>
<td></td>
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<tr>
<td>1.3</td>
<td>Create webinars utilizing “learning management software”</td>
<td>Enlist the subject matter expertise of engaged members on various relevant topics Research webinar</td>
<td>Director of Education</td>
<td>1. Educational Review Committee 2. AMG Staff 3. AMG Staff</td>
<td>1. Membership--what do you want to see? 2.</td>
<td>BOD</td>
<td></td>
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<tr>
<td>Section</td>
<td>Activity</td>
<td>Responsible</td>
<td>Notes</td>
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<tr>
<td>1.4</td>
<td>Increase the number of advanced clinical courses for members</td>
<td>Add one Ed program supporting the DSP each year, Remove barriers to increase courses and instructors, Develop 3-5 year course roll-out plan</td>
<td>Director of Education</td>
<td>CAPP Committee, Director of Education, Director of Programming</td>
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<tr>
<td>1.5</td>
<td>Ensure courses are profitable</td>
<td>Revise minimum instructor/participant ratios, Develop marketing strategy (18-month plan), Determine marketing responsibilities between Board and Staff</td>
<td>Treasurer, Director of Financial Dev, Director of Comm, AMG, Director of Comm, Committees underneath</td>
<td>Treasurer, Secretary, Director of Education, Instructors, BOD</td>
<td></td>
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<tr>
<td>1.6</td>
<td>Convert CAPP to Hybrid models.</td>
<td>Research pricing quotes on technology and filming fees, Finalize live vs. virtual content</td>
<td>Director of Education</td>
<td>AMG, CAPP Comm.</td>
<td></td>
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<tr>
<td>1.7</td>
<td>Develop a study guide for WCS.</td>
<td>Create task force to develop content for WCS study guide</td>
<td>Director of Research</td>
<td>Task force (already created), Secretary, BOD, CAPP Committees, Instructors</td>
<td></td>
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<tr>
<td>1.8</td>
<td>Explore and implement CEU credit for CAPP case reviewers</td>
<td>Work with APTA and State Boards of PT to determine CEU accreditation process Research price of certification</td>
<td>1. Director of Education 2. Treasurer</td>
<td>AMG</td>
<td>APTA and State Boards of PT, Director of Research</td>
<td>BOD, CAPP COmm, Instructors</td>
<td></td>
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</tbody>
</table>

**Goal Two - Effective, timely and clear communication**

<table>
<thead>
<tr>
<th>Objective #</th>
<th>Specific Objective</th>
<th>Activities</th>
<th>Approval</th>
<th>Responsible</th>
<th>Consulted</th>
<th>Informed</th>
<th>When</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>Rebuild platform to allow for greater interaction with the community</td>
<td>Define community engagement goals Research platforms to match and meet goals Clinical questions list serve/forum and/or Knowledge Center on website.</td>
<td>Director of Comm Staff Director of Comm</td>
<td>AMG</td>
<td>BOD &amp; subcommittees, SSIG, etc</td>
<td>BOD, membership</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.2</td>
<td>Create collaborative blogs on different topics with relevant content and timely postings</td>
<td>Identify platform to host blog, Dissolve newsletter editor and name/appoint blog editor/committee Create content calendar</td>
<td>Director of Comm</td>
<td>Social Media Team, AMG</td>
<td>BOD</td>
<td>Have first blog post up by December 2013</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 2.3 Focus on pro-active communications with an e-blast schedule and policy (develop a calendar for SoWH communication)

- Educate SoWH leaders on policy and e-blast procedures
- Create and update content calendar
- Schedule social media and e-blast announcements regarding the Journal of WHPT (and promote digital accessibility in variety of formats)

**Activities**
- Review and update content calendar
- Schedule social media and e-blast announcements

**Approval**
- Director of Comm, Staff

**Responsible**
- Social Media Committee, AMG

**Consulted**
- Content experts, membership

**Informed**
- Director of Comm, AMG

### 2.4 Confirm criteria and site architecture for the new website for ease of member access and use.

- Appoint new web design company/CM S software
- Grant access to staff for easy content management
- Empower all Directors to be responsible for the essential components for their section.

**Activities**
- Appoint new web design company/CM S software
- Grant access to staff for easy content management
- Empower all Directors to be responsible for the essential components for their section.

**Approval**
- Director of Comm, Staff

**Responsible**
- Director of Comm, AMG

**Consulted**
- Done

**Informed**
- Director of Comm, AMG

### Goal Three – Professional and social networking

<table>
<thead>
<tr>
<th>Objective #</th>
<th>Specific Objectives</th>
<th>Activities</th>
<th>Approval</th>
<th>Responsible</th>
<th>Consulted</th>
<th>Informed</th>
<th>When</th>
<th>Cost</th>
</tr>
</thead>
</table>

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19 | Page
<table>
<thead>
<tr>
<th>3.1</th>
<th>Provide multiple opportunities each year for members to meet face-to-face</th>
<th>1. Promote /advertise of these opportunities and ensure there is a board presence.</th>
<th>Vice President</th>
<th>Membership Comm, SSIG, AMG</th>
<th>BOD, APTA membership</th>
<th>membership &amp; APTA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2. Use state and regional reps to organize local events</td>
<td>3. Plan new or innovative social events/opportunities as add-ons to current SoWH offerings.</td>
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<td></td>
<td>4. Enhance student SIG networking events (with food) and ensure “senior PTs” are a part of student events</td>
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<tr>
<td>3.2</td>
<td>Empower student SIG members</td>
<td>Confirm student liaison to various directors</td>
<td>Vice President</td>
<td>SSIG</td>
<td></td>
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<td></td>
<td></td>
<td>Confirm “tool kit” for students promo and fundraising</td>
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</tbody>
</table>
### 3.3 Continue to increase social media followers (Twitter, LinkedIn, Facebook)

Create “tweet-up” opportunities for networking
Develop official social media policy for Governance manual

<table>
<thead>
<tr>
<th>Director of Comm, Staff</th>
<th>1. Local reps/event sponsors, AMG, VP &amp; Director of Comm</th>
<th>BOD sometimes</th>
<th>membership</th>
</tr>
</thead>
</table>

### 3.4 Ensure networking opportunities are “affordable” for those we serve.

1. Plan future budgets to support activity

<table>
<thead>
<tr>
<th>Treasurer/ Vice President</th>
<th>All BOD, Committees, AMG</th>
<th></th>
</tr>
</thead>
</table>

### 3.5 Engage in international networking and professional development

Promote Partners Program
Develop strategies for marketing
Engaging in future international courses
Develop standard procedures for hosting international courses

<table>
<thead>
<tr>
<th>1. Director of Financial Dev</th>
<th>1. All BOD, membership</th>
<th>BOD</th>
<th>membership &amp; international community,</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Director of Financial Dev</td>
<td>2. International task force</td>
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<td>3. Director of Education</td>
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<tr>
<td>4. Director of Education</td>
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**Goal Four – Promote Best Practices**

<table>
<thead>
<tr>
<th>Objective #</th>
<th>Specific Objective</th>
<th>Activities</th>
<th>Approval</th>
<th>Responsible</th>
<th>Consulted</th>
<th>Informed</th>
<th>When</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1</td>
<td>1. Create a committee and develop clinical practice guidelines.</td>
<td>Define scope of the committee Recruit committee members</td>
<td>Director of Practice</td>
<td>Committee, Journal editor, Director of Research</td>
<td>BOD, APTA, appropriate sections sections (right now = ortho), Director of Comm &amp; AMG</td>
<td>Membership,</td>
<td></td>
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<tr>
<td>4.2</td>
<td>2. Continue to collaborate with APTA through our functional outcomes measure task force.</td>
<td>Provide ongoing going functional measures updates</td>
<td>Secili</td>
<td>Jen</td>
<td>membership, Director of Comm &amp; AMG</td>
<td>membership, APTA</td>
<td></td>
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<tr>
<td>4.3</td>
<td>3. Gather data on professional practices and members</td>
<td>Utilize survey tools Share data with leadership and members</td>
<td>Director of Practice</td>
<td>Committee with content experts, membership committee</td>
<td>Director of Research</td>
<td>APTA, membership</td>
<td></td>
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<tr>
<td>4.4</td>
<td>4. Deliver payment policy updates and guidelines in a user friendly format.</td>
<td>1. Provide monthly updates to website</td>
<td>Director of Practice</td>
<td>Kelly Huestis (Reimbursement chair), AMG</td>
<td>APTA, HPA, PPS, appropriate sections</td>
<td></td>
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<tr>
<td>4.5</td>
<td>5. Publish evidence based Journal articles</td>
<td>Send quarterly requests for Journal authors to submit. Implement annual reviewer training/virtual call</td>
<td>Director of Research</td>
<td>Journal Editors</td>
<td>LWW &amp; Reviewers</td>
<td>membership</td>
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<td>4.6</td>
<td>6. Support CAPP Pelvic and OB committee retreats to ensure best practices are taught in courses</td>
<td>1. Ensure increased interventional focused educational content.</td>
<td>Treasurer</td>
<td>CAPP Chairs</td>
<td>Director of Education &amp; CAPP Committee</td>
<td>CAPP commmembers, BOD</td>
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<tr>
<td>4.8</td>
<td>8. Continue to develop, provide and enhance a resource directory for women’s and men’s health services/products.</td>
<td>Market to potential advertisers. Ask for recommendations from members. Work with LWW advertising</td>
<td>Director of Financial Dev</td>
<td>1. DoFD’s Committee</td>
<td></td>
<td>BOD</td>
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</tbody>
</table>
### Goal Five - Support and promote research

<table>
<thead>
<tr>
<th>Objective #</th>
<th>Specific Objective</th>
<th>Activities</th>
<th>Approval</th>
<th>Responsible</th>
<th>Consulted</th>
<th>Informed</th>
<th>When</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>5.1</td>
<td>Mentor therapists who aspire to do research but do not have the training.</td>
<td>Create webinar, Share current literature and articles via website and social media</td>
<td>Director of Research, VP</td>
<td>Editors, Bridging the Gap team (Sarah) 2. Education &amp; Research, Director of Comm &amp; AMG</td>
<td>1. AMG--LMS system</td>
<td>Membership</td>
<td></td>
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<td>2. BOD</td>
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<tr>
<td>5.2</td>
<td>Continue with grant funding.</td>
<td></td>
<td>Director of Research</td>
<td>Committee</td>
<td>BOD, CPG Committee</td>
<td>membership &amp; awardees/authors</td>
<td></td>
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<tr>
<td>5.3</td>
<td>Complete current Foundation donation and explore new ways to fund the Foundation to a greater level.</td>
<td></td>
<td>Director of Research</td>
<td>Treasurer</td>
<td>BOD, Foundation</td>
<td>membership &amp; awardees (Foundation handles)</td>
<td></td>
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<tr>
<td>5.4</td>
<td>Explore and implement CEU credit for journal reviewers (add in to CAPP CEU research)</td>
<td>Work with APTA and State Boards of PT to determine CEU accreditation process, Research price of certification</td>
<td>Director of Research, Director of Education</td>
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<tr>
<td>5.5</td>
<td>Explore and implement international affiliates for Journal</td>
<td>1. Work with LWW to identify potential alliances</td>
<td>Director of Research</td>
<td>LWW</td>
<td>IOPTWH, international task force, BOD</td>
<td>BOD &amp; membership</td>
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</tbody>
</table>
ELECTED POSITIONS

BOARD OF DIRECTORS

A. Purpose

The Board of Directors (BoD) of the Section on Women's Health (hereafter, the Section) of the American Physical Therapy Association (APTA) serves to provide leadership to the Section.

B. Organization

1. Composition

   a. The Board of Directors (BoD) consists of the four (4) elected officers (President, Vice President, Secretary, Treasurer) and the six (6) Directors (Education, Practice, Programming, Communications, Financial Development, and Research). Nominees must be a licensed physical therapist and SoWH member in good standing for two (2) years prior to the election. Nominees for the Executive Board must have previous experience on a volunteer board.

   b. The appointed editor of the Journal of the Section on Women’s Health is a non-voting, ex-officio member of the BoD.

   c. Newly elected officers or directors assume the duties of their office at the close of the meeting at which they were elected or appointed.

2. Authority and Accountability

   The BoD is responsible to the Section membership for any concerns regarding performance of duties.

C. Operations

1. Meetings
a. The BoD or their designated representatives attend the BoD meetings, the Section General Business Meeting, and the SoWH BoD Retreat. If the President unable to be present, the Vice President is appointed as substitute and a written report is provided to the President, with a copy sent to the Secretary.

b. Preparation of the agenda for each meeting of the BoD is the responsibility of the President and Secretary.

c. The agenda for each meeting of the BoD shall be distributed to all BoD members prior to each meeting.

d. The President or, if absent, the Vice President presides at all meetings of the BoD.

e. The President will determine and notify one (1) month prior to the BoD meeting special person(s) who might be required to attend a BoD meeting for a special report or who might be required to prepare a written report.

f. Upon request of the President or to the President, with approval of the BoD and with consideration of time and space limitations, Section members and other appropriate guests may be granted permission to attend part or all of BoD meetings. Selected written materials prepared for the BoD meeting will be distributed to the guests at these meetings.

2. Records and Reports

a. Minutes of the proceedings of each meeting of the BoD are kept by the Secretary; Minutes are then distributed to members of the BoD and the executive office within 2 weeks. After being approved by the BoD, the minutes are then posted on the website.

b. Each member of the BoD will submit a written BoD Leadership Report to the Secretary by the designated deadline.

d. Each member of the BoD is responsible for mentoring their successor and transferring relevant information pertaining to the position.

Duties and Responsibilities

Members of the Board of Directors shall:

1. Conduct and direct all business and financial affairs for and on behalf of the Section and be responsible for its property and funds.

2. Make recommendations and evaluations related to the activities, policies, and procedures of the Section.

3. Recommend and approve appointed groups (i.e. committees, task forces).

4. Review the charge, tasks, and budget of each appointed group at the BoD Meeting and/or the BoD Retreat. Approve, revise and/or disband the appointed groups after review.

5. Appoint members and a chair to newly appointed groups.

6. Fill vacancies on the BoD except as otherwise provided in the bylaws.
7. Provide for the publication and distribution of current bylaws to members of the BoD and to Section members.

8. Provide for development and maintenance of the *Policies and Procedures Manual*.

9. Monitor federal legislation dealing with the delivery of health care related to women’s and men’s health and maintain liaison with appropriate legislative groups.

10. Provide for the maintenance of membership records of the Section and the distribution of materials to new members.

11. Establish and determine contents of archives for the Section.

12. Serve as liaison:
   a. President serves as liaison to the Executive Office, Delegate (if appointed), and appointed groups as deemed necessary.
   b. Vice President serves as liaison to the Director of Research, the Membership Committee, The Director of Practice, the Nominating Committee, the *Journal* Editor, and appointed groups as deemed necessary.
   c. Secretary serves as liaison to the Director of Communications, Director of Programming, and appointed groups as deemed necessary.
   d. Treasurer serves as liaison to the Finance Committee, Director of Financial Development, Director of Education, and appointed groups as deemed necessary.

13. Act as an information source for Section members and the public.

   Contract for services of an executive office for administrative and financial management.

**PRESIDENT**

A. Purpose

The President serves as the official leader and public spokesperson for the Section.

B. Organization

1. Election Procedures
   Election of the President is held by membership vote following 3-year terms beginning in 2015, 2018, 2021. Nominees must be licensed physical therapists at the time of nomination. Nominees must be Section on Women’s Health (Section) members in good standing for two (2) years prior to the election. Previous BoD experience within the SoWH BoD is required

2. Authority and Accountability
   The President shall:
a) Supervise committees, work groups and task forces established to facilitate functions of the position.
b) Be directly accountable to report to the Section membership and to the Executive Officers

3. Tenure
The President serves a 3-year term and may hold the same office for 2 consecutive terms.

C. General BoD Responsibilities

1. Meetings
The President should:

a. Attend all informal and formal meetings of the Section as agreed upon by the BoD (e.g., APTA's Combined Sections Meeting, NEXT Conference, House of Delegates, Section BoD Annual Retreat, open portions of the APTA BoD meetings, and designated BoD meetings). If the President is unable to be present, efforts will be made to have an electronic presence.
b. Preside over all meetings of the BoD and Section membership or delegate that authority in serial order to the Vice President, Secretary, or Treasurer.
c. Attend all APTA meetings in which the President’s presence is required to represent the Section, as well as all meetings that are held by APTA for Section officers, such as the Component Leadership Meeting.
d. Submit a written BoD Leadership Report to the Secretary by the designated deadline.
e. Submit summary of annual activities and initiatives in designated format for the State of the Section presentation at the Annual Business Meeting at the APTA’s Combined Section Meeting by the designated deadline.
f. Preside over proceedings of BoD appointed or elected committees, work groups or task forces as necessary.

2. Budget
The President shall:

Provide a proposed annual budget related to activities pertaining to the position of President.

a) Provide the budget proposal to the Treasurer by the designated deadline.

D. Position Specific Responsibilities

In addition to the responsibilities required as a member of the Board of Directors, the President should:

1. Submit an annual report of Section activities to the APTA on the form provided. Goals for the ensuing year should be considered by the members of the BoD and included in this report.
2. Assume leadership of Section activities and direct development of the Section in accordance with APTA policies and practices for components
3. Preside at all meetings of the Section and the BoD.
4. Be familiar with the principles of parliamentary procedures based on Robert’s Rules of Order
5. Serve as primary liaison to the Executive Office.
6. Inform the Vice President of all matters and notifies and prepares the Vice President in the event of inability to perform any duty.
7. Coordinate agenda preparation with the Secretary prior to meeting.
8. Serve as an ex-officio member of all committees except the Nominating Committee
9. Serve as a Section Delegate and any appointed group deemed necessary.
10. Correspond, directly or by delegation of authority to any other Section member, with the APTA, the BoD, and Section member.
11. Institute appropriate action when general responsibilities are not carried out by Section officers, directors, or appointed persons.
12. Determine person(s) who might be required to attend a BoD meeting at APTA’s Combined Sections Meeting, NEXT Conference, and BoD Retreat
13. In coordination with the Secretary, call for BoD reports by the established deadline prior to any full BoD meeting (CSM, Retreat, Conference Calls).
14. Call for BoD members to submit slides for the State of the Section Presentation by an established deadline prior to the Annual Business Meeting
15. Meet with the Secretary to review reports and set the agenda for all BoD meetings.
16. Work with the BoD to develop and plan policies and programs that reflect the aspirations of the membership and that further the objectives of the APTA and the Section.
17. Support and defend the policies and programs adopted by the BoD.
18. Serve as spokesperson for the Section to the press, legislative bodies, related organizations, and the public at large, or delegate this responsibility to an appropriate member
19. Encourage members to participate in Section and APTA activities and programs.
20. Review annually the organizational structure and policies of the Section.
21. Ensure, along with the Treasurer, the Section’s financial viability, adherence to the budget, and maintenance of financial records according to generally accepted accounting procedures.
22. Provide the Governance Department of APTA, no later than January 1 of each year, the name of Section Delegate. Prepare to represent the SoWH as Chief Delegate at the House of Delegates.
23. Communicate with the Director of Practice regarding necessary amendments to comply with APTA’s bylaws, policies, and procedures. Review bylaws annually along with Director of Practice, and present revisions as needed.
24. Communicate with the Director of Programming regarding state of conference programming and other endeavors.
25. Disseminate information to APTA news publications, websites as requested. Provide information for Section Website as needed.
26. Respond appropriately to requests received from APTA, other components, or special group and shares information with the BoD and/or others as indicated.
27. Act as an information source to Section Members and the public.
28. Review and confer with the Executive Director on the curriculum vitae of nominees for ABPTS BoD, and make appropriate recommendations.

E. Reimbursement Procedure

The President shall submit original receipts obtained for any approved expenses incurred for Section business within 60 days and follow procedures in the Reimbursement Policy.

F. Orientation of Successor

The outgoing President shall:

1. Initiate the orientation process of the newly elected President once election results are finalized and the nominating committee has notified the newly elected officer.
2. Ensure review of general BoD Orientation manual received from Executive Director following election.
3. Provide the newly elected President with records of the activities stored in Google Apps including any material deemed necessary for the smooth transition of operation.
VICE PRESIDENT

A. Purpose

The Vice President assists the President in the discharge of the duties of that office and assumes the duties of President in the event of the President's absence. The Vice President serves as the Board of Directors Liaison for the positions of Director of Research, Director of Practice, the Membership Committee, Nominating Committee, and the Student Special Interest Group (SSIG).

B. Organization

1. Election Procedures
Election of the Vice President is held by membership vote following 3-year terms beginning in 2016 (2019, 2022, 2025). Nominees must be licensed physical therapists at the time of nomination. Nominees must be Section on Women’s Health (Section) members in good standing for two (2) years prior to the election. Must have previous BoD experience within the framework of APTA.

2. Authority and Accountability

The Vice President shall:
   a) Supervise committees, work groups and task forces established to facilitate functions of the position.
   b) Report to the President
   c) Consult with President as necessary.

3. Tenure

The Vice President serves a 3-year term and may hold the same office for 2 consecutive terms.

C. General BoD Responsibilities

1. Meetings

   The Vice President should:
   a. Attend all informal and formal meetings of the Section as agreed upon by the BoD (e.g., APTA's Combined Sections Meeting, Section BoD Annual Retreat and designated BoD meetings). If the Vice President is unable to be present, efforts will be made to have an electronic presence.
   b. Submit a written BoD Leadership Report to the Secretary by the designated deadline.
   c. Submit summary of annual activities and initiatives in designated format for the State of the Section presentation at the Annual Business Meeting at the APTA’s Combined Section Meeting by the designated deadline.
   d. Preside over proceedings of BoD appointed or elected committees, work groups or task forces as necessary.

2. Committees

   The Vice President shall:
   a) Preside over committees, work groups or task forces pertinent to Vice President.
   b) Obtain BoD approval for formation of committees, work groups and/or task forces.
3. **Budget**
   The Vice President shall:
   a) Provide a proposed annual budget related to activities pertaining to the position of Vice President.
   b) Provide the budget proposal to the Treasurer by the designated deadline.

D. **Position Specific Responsibilities**

In addition to the responsibilities required as a member of the Board of Directors, the Vice President should:

1. Presides, in the absence of the President, at all meetings of the Section and the BoD.
2. Collaborates with the BoD to develop policies and to plan programs that reflect the aspirations of the members and that further the objectives of the Section and APTA.
3. Participates in Executive Board conference calls and planning.
4. Organizes nomination of candidates, selection of recipient, and presentation of the Elizabeth Noble Award.
5. Updates the Policy and Procedure Manual as needed with input provided by relevant parties.
6. Provides bi-annual Action Item updates to the Executive Office.
7. Supports the officers of the BoD as the liaison to the Director of Research and the Director of Practice; directly reviews the work of the Membership Committee, Nominating Committee, and the Student Special Interest Group (SSIG), in accordance with APTA guidelines.
8. Succeeds to the position of President in the event of a vacancy in the office for the un-expired portion of the term. The office of the Vice President shall be declared vacant and the office shall be filled by appointment, with two-thirds approval by the BoD.
9. Handles ethical complaints in accordance with APTA policies.
10. Serves as an information source for Section members and the public.
11. Collaborates on development of BoD and Section General Business Meeting agendas and provides detail to the Secretary.
12. Supports the President in the duties of that office.
13. Fosters a relationship with the student liaison; assists her in her role of member recruitment.
14. Serves as Chief Delegate, IOPTWH.

E. **Reimbursement Procedure**

The Vice President shall submit original receipts obtained for any approved expenses incurred for Section business within 60 days and follow procedures in the Reimbursement Policy.

F. **Orientation of Successor**

The outgoing Vice President shall:

1. Initiate the orientation process of the newly elected Vice President once election results are finalized and the nominating committee has notified the newly elected officer.
2. Ensure review of general BoD Orientation manual received from Executive Director following election.
3. Provide the newly elected Vice President with records of the activities stored in Google Apps including any material deemed necessary for the smooth transition of operation.
SECRETARY

A. Purpose
The Secretary maintains an accurate account of Section business, Minutes of meetings, conference calls, and official Section correspondence.

B. Organization
1. Election Procedures
   Election of the Secretary is held by membership vote following 3-year terms beginning in 2014 (2017, 2020, 2023). Nominees must be licensed physical therapists at the time of nomination. Nominees must be Section on Women’s Health (Section) members in good standing for two (2) years prior to the election

2. Authority and Accountability
   The Secretary shall:
   a) Supervise committees, work groups and task forces established to facilitate functions of the position
   b) Be the designated Section Executive Committee Liaison to the Director of Communications and the Director of Programming
   c) Consult with the President as necessary

3. Tenure
   The Secretary serves a 3 year term and may hold office for 2 consecutive terms.

C. General Board of Directors Responsibilities
1. Meetings
   a) Attend all informal and formal meetings of the Section as agreed upon by the BoD (e.g., APTA’s Combined Sections Meeting, Section BoD Annual Retreat and designated BoD meetings). If the Secretary is unable to be present, efforts will be made to have an electronic presence.
   b) Submit a written BoD Leadership Report to the Secretary by the designated deadline.
   c) Submit summary of annual activities and initiatives in designated format for the State of the Section presentation at the Annual Business Meeting at the APTA’s Combined Section Meeting by the designated deadline.
   d) Preside over proceedings of BoD appointed or elected committees, work groups or task forces as necessary

2. Committees
   The Secretary shall:
   a) Preside over committees, work groups and task forces pertinent to the Secretary.
   b) Obtain BoD approval for formation of committees, work groups and/or task forces SEE POLICY ON TASK FORCES, COMMITTEES and WORK GROUPS (Charge, timeline, budget)

D. Position Specific Responsibilities
   In addition to the responsibilities required as a member of the Board of Directors, the Secretary should:
   1. Present reports of the Secretary's activities at BoD meetings and the Section General Business Meeting. A written summary will be filed prior to the meetings. Other appropriate records of activities during the term of office should also be maintained.
   2. Maintain the Section's non-financial records as described below.
3. Assist Executive Officer in preparation of the agenda and Rules of the House for all meetings of the Section and BoD, and provides copies to those in attendance. If the Secretary is unable to be present, a substitute is selected from the BoD.

4. Keep Minutes of the proceedings of all BoD and Section General Business Meetings.

5. Serve as liaison for the Directors of Communication, the Director of Programming, and to the Executive Office.

6. Distribute Minutes of the Section General Business Meetings to APTA, to the BoD, and to the executive office within one (1) week.

7. Participate in Executive Committee conference calls.

8. Maintain records of official actions of the Section and the BoD.

9. Submit Minutes or summaries of BoD meetings and business meetings to the Executive Officer for website posting, and BoD retreat summary by October 1.

10. Correspond for the Section as directed by the President.

11. Assist President to develop agenda items for discussion at BoD and Section General Business Meetings, conference calls and submits them to the Executive Officer.

12. Receive pertinent materials from all appointed groups that are disbanded.

13. Act as an information source for Section members and the public.

E. Reimbursement Procedure
The Secretary shall submit original receipts obtained for any approved expenses incurred for Section business within 60 days and follow procedures in the Reimbursement Policy.

F. Orientation of Successor
The outgoing Secretary shall:

1. Initiate the orientation process of the newly elected Secretary once election results are finalized and the nominating committee has notified the newly elected officer.

2. Ensure review of general BoD Orientation manual received from Executive Director following election.

3. Provide the newly elected Secretary with records of the activities stored in Google Apps including any material deemed necessary for the smooth transition of operation.
TREASURER

A. Purpose

The Treasurer oversees the financial integrity of the Section.

B. Organization

1. Election Procedures

   Election of the Treasurer is held by membership vote following 3-year terms (to be elected 2015, 2018, 2021, 2024). Nominees must be licensed physical therapists at the time of nomination. Nominees must be Section on Women’s Health (Section) members in good standing for two (2) years prior to the election. Access to e-mail is required. The nominees for Treasurer are recommended to have previous Board experience, though not necessarily for the SoWH.

2. Authority and Accountability

   The Treasurer shall:

   a) Supervise committees, work groups and task forces established to facilitate functions of the position.
   b) Serve as a Section Executive Committee Liaison to the Director of Education and the Director of Financial Development.
   c) Consult with President as necessary.

3. Tenure

   The Treasurer serves a 3-year term and may hold the same office for 2 consecutive terms.

C. General BoD Responsibilities

1. Meetings

   The Treasurer should:

   a. Attend all informal and formal meetings of the Section as agreed upon by the BoD (e.g., APTA's Combined Sections Meeting, Section BoD Annual Retreat and designated BoD meetings). If the Treasurer is unable to be present, efforts will be made to have an electronic presence.
   b. Submit a written BoD Leadership Report to the Secretary by the designated deadline.
   c. Submit summary of annual activities and initiatives in designated format for the State of the Section presentation at the Annual Business Meeting at the APTA’s Combined Section Meeting by the designated deadline.
   d. Preside over proceedings of BoD appointed or elected committees, work groups or task forces as necessary.

2. Committees

   The Treasurer shall:

   a) Preside over Finance committee and committees, work groups or task forces pertinent to finance.
   b) Obtain BoD approval for formation of committees, work groups and/or task forces.

D. Duties and Responsibility
1. Maintains the financial records of the Section in cooperation with Executive Director and association management office.

2. Ensures that an annual financial report is submitted to the APTA in cooperation with Executive Director and Headquarters office.

3. Ensures that any federal, state or local tax returns are filed in cooperation with Executive Director and Headquarters office.

4. Reports on the financial status of the Section at the Section General Business Meeting at CSM.

5. Maintains financial records and supporting documentation for a period of not less than five (5) years.

6. Ensures that a checking account is maintained in the name of the Section using the Section's tax identification number.

7. Maintains special accounts or establishes petty cash funds as needed with the approval of the Section President and Executive Director.

8. Oversees the collection and depositing of Section receipts, including dues, publication, and other income with assistance from Executive Director and Headquarters office.

9. Obtains signatures of officers, following election, on bank forms either through the mail, or at the Section General Business Meeting.

10. Carries out functions until the close of APTA's Combined Sections Meeting, and until account information transfer is complete.

11. Maintains established bookkeeping procedures:

   a. A ledger system is used to account for income and expenses. A monthly report is made of these entries by Accounting Staff and combined into a report to be sent to BoD.

12. Compiles a budget for the Section:

   a. In preparation for retreat, the Treasurer shall ensure that the Executive Office emails out tentative budget packets to the BoD members and other appropriate individuals.

   b. Tentative budgets shall be returned prior to the summer retreat for executive committee to complete a proposed budget.

   c. BoD reviews this budget and approves.

   d. Final approved budget is sent to the BoD, Committee chairpersons, and executive officers by December 31 and posted on the web.

   e. The budget year is January 1 to December 31.

13. Ensures that the following treasury procedures are followed:
a. Dues: APTA will send the AMG the income from all renewing Section members and all new Section members, to be deposited into the SOWH account.

b. Journal subscriptions: All requests for Journal subscriptions are to be received by AMG. AMG will deposit the income in the checking account and forward the subscriber's name and address to the Journal Publisher.

14. Communicates plans and conducts either by phone or by mail, a meeting with the Finance Committee at least once annually (see responsibilities of Finance Committee III.D.2.).

15. Communicates with the Director of Education regarding current education projects.
16. Communicates with the Director of Financial Development regarding current financial planning.
17. Develops agenda items for discussion at BoD and Section General Business Meetings, and submits them to the Secretary.
18. Submits a State of the Section slide(s) to the President by the established deadline prior to the General Business Meeting.
19. Submits Board Reports by established deadlines prior to all full BoD meetings.
20. Acts as an information source for Section members and the public, particularly regarding financial matters.
21. Reviews and updates annually, the Governance Manual as it relates to the financial management of the Section.

E. Reimbursement Procedure

The Treasurer shall submit original receipts obtained for any approved expenses incurred for Section business within 60 days and follow procedures in the Reimbursement Policy.

F. Orientation of Successor

The outgoing Treasurer shall:

1. Initiate the orientation process of the newly elected Treasurer once election results are finalized and the nominating committee has notified the newly elected officer.
2. Ensure review of general BoD Orientation manual received from Executive Director following election.
3. Provide the newly elected Treasurer with records of the activities stored in Google Apps including any material deemed necessary for the smooth transition of operation.
DIRECTOR OF COMMUNICATIONS

A. Purpose

The Director of Communications is responsible for managing and directing an organization’s internal and external communications. The Director of Communications will supervise of staff, committees, and taskforces related to communications, create and implement communication strategies, and serve as the key spokeswoman and media contact for the Section on Women’s Health. The Director of Communications serves to oversee and drive the Section in its utilization of technology as it pertains to web presence and social media.

B. Organization

1. Election Procedures

Election of the Director of Communications by membership vote is held following 3-year terms beginning in 2007 (2010, 2013, 2016). Nominees must be licensed physical therapists and SoWH members in good standing for two (2) years prior to the election. Access to e-mail is also required. Knowledge of social media and WordPress content management system is recommended.

2. Authority and Accountability

The Director of Communications is accountable to the Treasurer who will initially address any concerns regarding performance of duties. The President will become involved only if necessary.

The Director of Communications supervises committees, teams, and taskforces established to facilitate functions of the position.

3. Tenure

The Director of Communication serves a 3-year term and may hold office for 2 consecutive terms.

4. Resignation

   a. The Director of Communications shall submit a resignation in writing to the BoD.

   b. In the event of a vacancy, the BoD shall appoint a member in good standing to serve the unexpired portion of the term with recommendations from the executive committee.

5. Dismissal

   a. The Board of Directors, by a two-thirds (2/3) majority vote, may remove an elected officer or appointed individual for failure to perform his/her duties or acts of misconduct as outlined in the Section's Governance Manual.

   b. A formal written warning shall first notify the officer/individual of the Board concerns of non-performance behavior or misconduct in question with recommendation of correction. A second need for correction shall allow the Board to proceed with dismissal for failure to serve.

   c. Grounds for dismissal are any or all of the following:

      1. Noncompliance with Section policies and procedures.
2. Failure to perform duties of elected office.

3. Failure to attend required meetings.

4. Failure to maintain confidentiality, good judgment, and integrity in carrying out responsibilities of the Section.

A6. Appeal of Dismissal

Appeal of the dismissal must be specifically defined and submitted in writing to the BoD within three (3) weeks of the dismissal.

C. Operations

1. Meetings
   a. The Director of Communications shall attend the APTA's Combined Sections Meeting, SoWH BoD Retreat, and SoWH Fall Conference. During these meetings, the Director of Communications is required to attend the BoD meetings, and all informal and formal business meetings of the Section.
   b. If the Director of Communications is unable to be present, efforts will be made to have an electronic presence through video conference or other means. A written report is provided to the President, with a copy sent to the Secretary and Executive Director.
   c. The Director of Communications may call meetings of any committees or task forces as deemed necessary. 7 days advanced notice is recommended, though not necessary in order to accommodate the rapid pace of technology.

2. Committees

   If the Director of Communications wishes to form a committee or task force pertinent to public relations, the BoD must approve such a group and policies for operation. The Director of Communications shall submit a specific charge and tasks for the group, approximate length of time to complete the charge, expenses and income, and candidates for the chair of the group to the BoD. There will be a formal vote to be approve by the BoD. The BoD will review all appointed groups annually.

3. Records and Reports

   1. Reports of the Director of Communication’s activities shall be presented at BoD meetings and the Section General Business Meeting. A written summary shall be provided to the Secretary prior to the meetings in the appropriate format. Other relevant records of activities during the term of office should also be maintained and properly stored in the womenshealthapta.org Google Apps account.

   2. Written reports are submitted to the Section membership at least annually Content should include BoD meeting minutes, State of the Section Slides, and other content deemed relevant by the BoD. Content will be made available under the Transparency tab found on the Member Center.

D. Duties and Responsibilities

   1. Coordinates the publication of print and web items, including website operations and revisions, social media, e-mail blasts, and print media coordination, to help increase awareness and improve the image of practice of physical therapy related to women's and men’s health.
2. Coordinates development and marketing of promotional materials such as items with visible Section logos displayed.

3. Updates the Treasurer, as the liaison, on activities, goals, and concerns.

4. Initiates and maintains a relationship with APTA's Communications Division.

5. Initiates and maintains a relationship with communication chairpersons for other APTA sections and related organizations.

6. Submits State of the Section slides to the President and Secretary one (1) month prior to Annual Business Meeting.

7. Submits a proposed budget to the Treasurer by the established deadline each year. See Forms VI. E. - Budget Project Worksheet and VI. F. - Budget Program Summary Form.

8. Acts as an information source to the general public and Section members regarding public relations and media requests. Speak on behalf of the Section and determine if content area experts are needed for referral.

9. Develops agenda items for discussion and BoD reports for BoD and Section General Business Meetings, and submits them to the Secretary one (1) month prior to the meeting.

10. Oversees activities of the Social Media Team and Executive Assistant as it pertains to the DoC position and reports these to the BoD where indicated.

E. Reimbursement Procedure

Receipts should be obtained for any approved expenses incurred for Section business and procedures should follow those set forth in IV. D. - Reimbursement.

F. Orientation of Successor

1. The outgoing Director of Communications under the supervision of the officer liaison (Treasurer) shall orient the newly elected Director of Communications after the nominating chair has notified the newly elected officer.

2. The outgoing Director of Communications shall provide the newly elected Director of Communications with records of the previous Director of Communications activities during the last three (3) years of office, including well maintained SoWH e-mail account and any other material deemed necessary for the smooth transition of operation.
DIRECTOR OF EDUCATION

A. Purpose

The Director of Education shall be responsible for developing instructional materials for educational course offerings, tracking current trends in physical therapy education related to women’s health, assisting in promotion of Section educational offerings, and exploring specialization in women’s health physical therapy.

B. Organization

1. Election Procedures

Election of the Director of Education is held by membership vote following 3-year terms beginning in 2015 (2015, 2018, 2021). Nominees must be licensed physical therapists at the time of nomination. Nominees must be Section on Women’s Health (Section) members in good standing for two (2) years prior to the election.

2. Authority and Accountability

The Director of Education shall:

   a) Supervise committees, work groups and task forces established to facilitate functions of the position.
   b) Report to the designated Section Executive Committee Liaison, Treasurer.
   c) Consult with President as necessary.

3. Tenure

The Director of Education serves a 3-year term and may hold the same office for 2 consecutive terms.

C. General BoD Responsibilities

1. Meetings

   The Director of Education should:

   a. Attend all informal and formal meetings of the Section as agreed upon by the BoD (e.g., APTA’s Combined Sections Meeting, Section BoD Annual Retreat and designated BoD meetings). If the Director of Education is unable to be present, efforts will be made to have an electronic presence.
   b. Submit a written BoD Leadership Report to the Secretary by the designated deadline.
   c. Submit summary of annual activities and initiatives in designated format for the State of the Section presentation at the Annual Business Meeting at the APTA’s Combined Section Meeting by the designated deadline.
   d. Preside over proceedings of BoD appointed or elected committees, work groups or task forces as necessary.
   e. Attend continuing education courses as appropriate (such as through attending as a participant, auditing as a participant, auditing as a Board member (see Policy on “Board Members Auditing Courses”), or lab assisting).

2. Committees
The Director of Education shall:

a) Preside over committees, work groups or task forces pertinent to educational activities.
b) Obtain BoD approval for formation of committees, work groups and/or task forces.

3. Budget

The Director of Education shall:

a) Provide a proposed annual budget related to activities pertaining to the position of Director of Education.
b) Provide the budget proposal to the Treasurer by the designated deadline.

D. Position Specific Responsibilities

In addition to the responsibilities required as a member of the Board of Directors, the Director of Education should:

1. Support the development of educational venues of the Section as directed by the Section’s strategic plan, goals, mission and vision. These educational offerings may include (but are not limited to) CAPP, live, and virtual courses.
2. Provide recommendations to the Board regarding educational findings of importance.
3. Appoint committees, work groups, and task forces to develop, maintain, and carry out educational activities of the Section.
4. Encourage the development of educational materials to be disseminated by the Section.
5. Develop strategic plans for course site locations and dates in collaboration with the association management, course instructors, and Course Site Facilitator.
6. Provide oversight to the Course Site Facilitator for the development of course location and sites.
7. Provide collaborative efforts to the Director of Programming for consistent programming and educational efforts offered through the Section.
8. Provide collaborative efforts to the Director of Financial Development for opportunities to create new sources of Section revenue in connection with educational offerings.

E. Reimbursement Procedure

The Director of Education shall submit original receipts obtained for any approved expenses incurred for Section business within 60 days and follow procedures in the Reimbursement Policy.

F. Orientation of Successor

The outgoing Director of Education shall:

1. Initiate the orientation process of the newly elected Director of Education once election results are finalized and the nominating committee has notified the newly elected officer.
2. Ensure review of general BoD Orientation manual received from Executive Director following election.
3. Provide the newly elected Director of Education with records of the activities stored in Google Apps including any material deemed necessary for the smooth transition of operation.
DIRECTOR OF PRACTICE

A. Purpose
The Director of Practice keeps abreast of current practice and reimbursement trends related to women's health, addresses practice/reimbursement concerns, explores ways to increase the visibility of physical therapy for women's health on a legislative level, reviews related legislation, and updates the Section's bylaws as needed.

B. Organization

1. Election Procedures

Election of the Director of Practice is held by membership vote following 3-year terms beginning in 2016 (2019, 2022, 2025…). Nominees must be licensed physical therapists at the time of nomination. Nominees must be Section on Women’s Health (Section) members in good standing for two (2) years prior to the election.

2. Authority and Accountability

The Director of Practice shall:
   a) Supervise committees, work groups and task forces established to facilitate functions of the position.
   b) Report to the designated Section Executive Committee Liaison, the Vice President of the Section.
   c) Consult with President as necessary.

3. Tenure

The Director of Practice serves a 3-year term and may hold the same office for 2 consecutive terms.

C. General BoD Responsibilities

1. Meetings

   The Director of Practice should:
   a. Attend all informal and formal meetings of the Section as agreed upon by the BoD (e.g., APTA's Combined Sections Meeting, Section BoD Annual Retreat and designated BoD meetings). If the Director of Practice is unable to be present, efforts will be made to have an electronic presence.
   b. Submit a written BoD Leadership Report to the Secretary by the designated deadline.
   c. Submit summary of annual activities and initiatives in designated format for the State of the Section presentation at the Annual Business Meeting at the APTA’s Combined Section Meeting by the designated deadline.
   d. Preside over proceedings of BoD appointed or elected committees, work groups or task forces as necessary.
   e. Attend if possible and as necessary the APTA State Policy and Payment Forum and Federal Advocacy Forum.

2. Committees

   The Director of Practice shall:
   a) Preside over committees, work groups or task forces pertinent to the Director of Practice.
   b) Obtain BoD approval for formation of committees, work groups and/or task forces.

3. Budget

   The Director of Practice shall:
a) Provide a proposed annual budget related to activities pertaining to the position of Director of Practice.
b) Provide the budget proposal to the Treasurer by the designated deadline.

D. Position Specific Responsibilities
In addition to the responsibilities required as a member of the Board of Directors, the Director of Practice should:

1. Initiates and maintains a relationship with APTA's Department of Practice to communicate women's health practice issues.
2. Initiates and maintains a relationship with APTA's Department of Government Affairs to communicate legislative issues related to women's health.
3. Initiates and maintains, as needed, relationships with appropriate external organizations, IOPTWH and APTA components to communicate practice, reimbursement, and legislative issues related to women's health.
4. Initiates and maintains a relationship with the APTA’s Department of Reimbursement to communicate reimbursement issues related to Women’s Health.
5. Informs the Section membership of practice, reimbursement, and legislation issues related to women's health and national issues.
6. Informs State and Regional Representatives of availability of access to APTA resources on reimbursement issues in their respective states.
7. Encourages the support of the Section membership in practice, reimbursement and legislative efforts.
8. Addresses questions/concerns from membership regarding practice, reimbursement, and legislative issues.
9. Confers with the BoD regarding practice, reimbursement, and legislative findings of importance.
10. Receives suggested bylaw revisions through the APTA, the BoD, or general membership. With the President, annually reviews bylaws, and presents revisions as needed.
11. Prepares bylaw amendments and forwards them to the Section Vice President for review.
12. Presents the bylaw amendments for revision, approval or disapproval to the Section membership.
13. Distributes copies of updated bylaws to members of the BoD, Section membership, the Executive Office, and APTA's Component Services Department following approval by the Section membership and APTA.
14. Recommends position statements for BoD approval that serve as a basis for standardized and ethical treatment of a women’s health population.
15. Oversees the Government Affairs Chair.
16. Oversees Payment Policy and Advocacy Chair.
17. Oversees Clinical Practice Guidelines Chair.

E. Reimbursement Procedure
The Director of Practice shall submit original receipts obtained for any approved expenses incurred for Section business within 60 days and follow procedures in the Reimbursement Policy.

F. Orientation of Successor
The outgoing Director of Practice shall:

1. Initiate the orientation process of the newly elected Director of Practice once election results are finalized and the nominating committee has notified the newly elected officer.
2. Ensure review of general BoD Orientation manual received from Executive Director following election.
3. Provide the newly elected Director of Practice with records of the activities stored in Google Apps including any material deemed necessary for the smooth transition of operation.
DIRECTOR OF PROGRAMMING

A. Purpose

The Director of Programming plans, coordinates, and supervises the Section's professional development programs for the Combined Sections Meeting (CSM) and the Section Fall Conference (FC).

B. Organization

1. Election Procedures

Election of the Director of Programming by membership vote is held following 3-year terms beginning in 2014 (2017, 2020, 2023). Nominees must be a licensed physical therapist and a SoWH member in good standing for two (2) years preceding the elections.

2. Authority and Accountability

The Director of Programming is accountable to the Secretary who will initially address any concerns regarding performance of duties. The President will become involved only if necessary. The Director of Programming supervises sub-committees established to facilitate functions of the committee.

3. Tenure

The Director of Programming serves a 3-year term and may hold office for 2 consecutive terms. There will be an additional year of service as the outgoing Director of programming where the outgoing Director stays on as a co-chair for CSM for one year. Both the incoming and outgoing Directors will go to the APTA CSM Program Chair planning meeting.

4. Resignation

   a. The Director of Programming shall submit a resignation in writing to the BoD.

   b. In the event of a vacancy, the BoD shall appoint a member in good standing to serve the unexpired portion of the term with recommendations from the Executive Committee.

5. Dismissal

   a. The Board of Directors, by a two-thirds (2/3) majority vote, may remove an elected officer or appointed individual for failure to perform his/her duties or acts of misconduct as outlined in the Section’s Governance Manual.

   b. A formal written warning shall first notify the officer/individual of the Board concerns of non-performance behavior or misconduct in question with recommendation of correction. A second need for correction shall allow the Board to proceed with dismissal for failure to serve.

   c. Grounds for dismissal are any or all of the following:

      1. Noncompliance with Section policies and procedures.

      2. Failure to perform duties of elected office.

      3. Failure to attend required meetings.

      4. Failure to maintain confidentiality, good judgement, and integrity in carrying out responsibilities of the Section.
6. Appeal of Dismissal
Appeal of the dismissal must be specifically defined and submitted in writing to the BoD within two weeks of the dismissal.

C. Operations
1. Meetings
   a. The Director of Programming shall attend the APTA's Combined Sections Meeting, SoWH BoD Retreat, SoWH Fall Conference and Section Program Chair Workshop. During these meetings, the Director of Programming is required to attend the BoD meetings, and all informal and formal business meetings of the Section.

   b. If the Director of Programming is unable to be present, a substitute is appointed and a written report is provided to the President, with a copy sent to the Secretary.

   c. The Director of Programming shall attend meetings of the program chairpersons at APTA's Combined Sections Meeting and at the APTA Program Chair Meeting in March/April each year.

   d. The Director of Programming may call meetings of the Program Committee to occur at APTA's Combined Sections Meeting or at other times as deemed necessary. Functions of the Committee are also carried out through correspondence and telephone consultation.

2. Committees
   a. The Director of Programming oversees and delegates as appropriate to the Programming Committee.

   b. If the Director of Programming wishes to form a new committee or task force pertinent to programming issues, the BoD must approve such a group. The Director of Programming shall submit a specific charge and tasks for the group, approximate length of time to complete the charge, expenses and income, and candidates for the chair of the group to the BoD. There will be a formal vote to approve the formation of such a group by the BoD. The BoD will review all appointed groups annually.

3. Records and Reports
   a. Reports of the Director of Programming’s activities shall be presented at BoD meetings and the Section general business meeting. A written summary shall be provided to the Secretary prior to the meetings. Other appropriate records of activities during the term of office should also be maintained.

   b. The Director of Programming will provide updated content to the SOWH Director of Communications for the SOWH web pages of the Fall Conference and CSM. This includes coordination of the CSM Program Book with other members of the BOD for posting on the webpage as a PDF available to all visitors to the website and tracked for statistics of access by the Web Page manager.

D. Duties and Responsibilities
1. Provides direct liaison with the APTA Meeting Services Department and AMG Executive Director.

2. Plans Section programming for the Combined Sections Meeting.
   a. Secures expert speakers for one (1) or two (2) day pre-conference workshops.

   b. Selects programming for CSM with input from the Programming Committee.
c. Submits a call for posters and platform presentations to the Editor by April 15 for publication in the June issue of the Journal. This is under research.

d. Following notification of acceptance to CSM the Director of Programming will create and email speaker contracts to all CSM speakers and add the information to a google document shared with the Director of Financial Development and AMG for tracking of all speaker and session information.

e. Coordinates all details of negotiation of speaker scheduling, honoraria, travel and per diem (Pre-conference only, there is no travel or per-diem for regular session speakers at CSM).

f. Conforms with APTA’s Meeting Services Department’s deadlines and collects requested information from speakers. Initiates and maintains procedural documents related to conference program planning.

g. Develops a program outline including all co-sponsored sessions (with collaboration of APTA Section Program Chairs) for posting on the SOWH web page and in the online SOWH Program Book.

h. Informs speakers of deadlines for contracts and session notes. Session notes must be posted online by the deadline set by the APTA each year. Speakers who do not turn in session notes may be subject to a reduced honorarium and the session will be annotated online “No session notes provided by the speaker” until such time as they are turned into the Director of Programming.

i. Generates advertising material for a direct mailing to section members regarding conference programming, content for eblasts and social media outlets.

j. Arranges all refreshment and break snacks for Section meetings through the APTA online scheduling program by the catering deadline.

k. Communicates to speakers any information necessary prior to the scheduled meeting to ensure a smooth presentation.

l. Coordinates all meeting activities on site at APTA’s Combined Sections Meeting including:

1. Checks room assignments onsite.

2. Ensures that appropriate, functional audio/visual equipment is present.

3. Verifies location and effectiveness of light switches and dimmers.

4. Greets speakers and reviews biographical information for introductions by the Director of Programming or appointed moderator.

5. During presentations, is attentive to timing, audience and speaker needs, room temperature, and outside noises, taking appropriate action when indicated.

o. Submits a post-conference update for the website.

p. Communicates all on-site problems to APTA’s Meeting Services Department staff.

3. Plans Section programming for the Annual Fall Conference held the last weekend of September each year.
a. Secures expert speakers for the Annual Fall Conference to meet the needs and interests of the section members with input from the Programming Committee.

b. Selects venues which are fiscally responsible, and rotate around the country, working at least 2 years in advance to allow planning of best venues and speakers.

c. Coordinates all details of negotiation of speaker contracts, honoraria, travel and per diem.

d. Ensures that information regarding the conference schedule is available to the Executive Director for the application for CEUs.

e. Secures handouts for the conference and works with the Executive Director to have them either in online format (preferred) or printed for participants.

f. Coordinates with the Director of Financial Development for appropriate vendors and advertisement based on the speaker and topic.

g. Generates advertising material for a direct mailing to section members regarding conference programming, content for e-blasts and social media outlets.

h. Arranges all refreshment and break snacks.

i. Communicates to speakers any information necessary prior to the scheduled meeting to ensure a smooth presentation.

j. Coordinates all meeting activities on site at the Fall Conference:
   1. Checks room assignments onsite.
   2. Ensures that appropriate, functional audio/visual equipment is present.
   3. Verifies location and effectiveness of light switches and dimmers.
   4. Greets speakers and reviews biographical information for introductions by the Director of Programming or appointed moderator.
   5. During presentations, is attentive to timing, audience and speaker needs, room temperature, and outside noises, taking appropriate action when indicated.

k. Submits a post-conference update for the website.

4. Submits Section programming to the Annual Conference Committee as directed by BoD.

5. Develops slides for State of the Section and submits them to the President and Secretary one (1) month prior to the Annual Business Meeting.

6. Submits a proposed budget to the Treasurer by the established deadline each year. See Forms VI. E. - Budget Project Worksheet and VI. F. - Budget Program Summary Form.

7. Submits BoD report forms prior to every BoD meeting.
8. Writes analysis on Combined Sections Meeting and SoWH Fall Conference for APTA as requested.

9. Coordinates the Program Committee which supports topical and science based topics and expert speakers for the Fall Conference and CSM.

10. Attends both APTA’s Combined Sections Meeting and Section Program Chair Meeting.

11. Oversees and provides assistance to Assistant CSM Coordinator.

12. Establishes and maintains communication among other Sections of the APTA for co-sponsored programming.

13. Submits an annual summary and update to the website by the established deadline for all programs.

E. Reimbursement Procedure

Receipts should be obtained for any approved expenses incurred for Section business and procedures should follow those set forth in IV. D. - Reimbursement.

F. SoWH Credit Card

The Director of Programming and the President are the signatories on the credit card in the Section’s name. Its use is limited to official Section business, including, but not limited to, officer and speaker travel, on-site meeting needs, or speaker gifts. The monthly statement will be reviewed in the Executive Office and original receipts will be provided in a timely manner.

G. Orientation of Successor

1. The outgoing Director of Programming and the officer liaison (President) shall orient the newly elected Director of Programming after election results are known.

2. The outgoing Director of Programming shall provide the newly elected Director of Programming with APTA Guidelines for Section program chairs, program planning, records of the previous Director of Programming’s activities during the last three (3) years of office, and any other material deemed necessary for the smooth transition of operation.

3. Orientation of the new Assistant CSM Coordinator shall be done by the Director of Programming.
DIRECTOR OF RESEARCH

A. Purpose

The Director of Research encourages, fosters, and promotes research to advance women and men’s health physical therapy locally, nationally and globally.

B. Organization

1. Election Procedures

Election of the Director of Research by membership vote following 3-year terms beginning in 2015 (2018, 2021, 2024). Nominees must be licensed physical therapists at the time of nomination. Nominees must be Section on Women’s Health (Section) member in good standing for two (2) years prior to the election.

2. Authority and Accountability

The Director of Research shall:

a. Supervise committees, work groups and task forces established to facilitate functions of the position.

b. Report to the designed Section Executive Committee Liaison, Vice President.

c. Consult with the President as necessary.

3. Tenure

The Director of Research serves a 3-year term and may hold the same office for 2 consecutive terms.

C. General BoD Responsibilities

1. Meetings

The Director of Research should:

a. Attend all informal and formal meetings of the Section as agreed upon by the BOD (e.g., APTA's Combined Sections Meeting, BoD Annual Retreat and designated BoD meetings). If the Director of Research is unable to be present, efforts should be made to have an electronic presence.

b. Submit a written BoD Leadership Report to the President, with a copy sent to the Secretary by the designated deadline.

c. Submit summary of annual activities and initiatives in designated format for the State of the Section presentation at the Annual Business Meeting at the APTA’s Combined Section Meeting by the designated deadline.

d. Preside over proceedings of BoD appointed or elected research committees, work groups or task forces as necessary.

2. Committees, work groups or task forces

The Director of Research shall:

a. Preside over committees, work groups or task forces pertinent to research.

b. Obtain BoD approval for committees, work groups or task forces.

D. Position Specific Responsibilities
In addition to the responsibilities required as a member of the BoD, the Director of Research should:

1. Encourage, foster, and promote research to advance women and men’s health physical therapy locally, nationally and globally.
2. Serve as a resource for the membership regarding research.
3. Appoint members and serve as chair for the research committee that reviews submissions for the Research Grant.
   a. Notify the Executive Office regarding research grants awarded and submit an expense form. The Executive Office notifies awardees and mails the award check.
4. Review the Section's policies regarding presentation of research at APTA’s Combined Sections Meeting in collaboration with the Director of Programming and the Poster Platform Coordinator.
4. Recommend, appoint and chair committees, work groups or task forces related to specific research projects in response to the membership, Board of Directors or executive committee of the Section.
5. Provide mentoring to women and men’s health clinical facilities and academic programs in the area of research when requested.
6. Honor recipients of research awards at the Section General Business Meeting and provide award recipient information for the State of the Section.
8. Publicize research grants.
9. Support and promote activities of the Foundation for Physical Therapy (e.g., the Section Hybrid Kendall POD1 and Center of Excellence).
10. Serve as a resource to the public and media on current physical therapy research for women and men’s health issues.
11. Update the Vice President, as the officer liaison, on activities, goals and concerns.
12. Oversee and perform annual review for paid Section editors.
13. Oversee editors, staff and acts as a liaison to Journal publisher.
14. Develop agenda items for discussion at BoD and Section General Business Meetings, and submits Board Reports to the Secretary as indicated.
15. Submit a proposed budget to the Treasurer by the established deadline each year.
16. Appoint Poster/Platform Coordinator, manage Poster/Platform process and collaborate with Director of Programming as needed.

E. Reimbursement Procedure
The Director of Research shall submit receipts for any approved expenses incurred for Section business within 60 days and follow procedures in the Reimbursement Policy.

F. Orientation of Successor

The outgoing Director of Research shall:

1. Initiate the orientation process of the newly elected Director of Research once election results are finalized.
2. Ensure review of general BoD Orientation manual received from the Executive Director following election.
3. Provide the newly elected Director of Research with records of the activities stored in Google Apps including any material necessary for the smooth transition of operation.
DIRECTOR OF FINANCIAL DEVELOPMENT

A. Purpose

Responsible for centralizing and organizing efforts to increase non-dues revenue via participation and engagement of advertisers, sponsorships, exhibitors, partnerships or affiliations with other organizations, both national and international, to association. Assists with marketing to maximize attendance and participation at conferences and all SoWH offerings. Consistent outreach to both members and non-members to promote the SOWH. The Director of Financial Development is encouraged to create new and innovative strategies for non-dues revenue and cost containment. The Director of Financial Development will lead and oversee a committee that serves to carry out functions and strategic efforts to meet identified goals and objectives directly tied to the duties and obligations of this position.

Initiatives may include the following:

a. Create new non-dues revenue streams
b. Secure exhibitors or sponsorships for conferences, workshops, live courses and webinars.
c. Obtain advertisements from corporations, product suppliers, or other providers relevant to women’s health for the Women’s Health Resource Directory, digital advertising, and other published materials as indicated.
d. Increase non—member participation- Partner Program, Journal Subscription, attendance at courses and conference and online webinars.
e. Increase donations to the SOWH for courses, research, or section activities.
f. Development of levels of sponsorship/participation to meet the needs of the section and increase and retain potential advertisers/sponsors and/or exhibitors.

Marketing responsibilities may include the following:

a. Assist with marketing of courses, conferences, partner program and membership to both members and non-members, as well as non-physical therapy professionals as appropriate
b. Assist with internet presence and website utilization and viability

B. Organization

a) Election Procedures

Election of the Director of Financial Development is held by membership vote following 3-year terms (beginning in 2017, 2020, 2023). Nominees must be licensed physical therapists at the time of nomination. Nominees must be Section on Women’s Health (Section) members in good standing for two (2) years prior to the election.

b) Authority and Accountability

The Director of Financial Development shall:

a) Supervise committees, work groups and task forces established to facilitate functions of the position.

b) Report to the designated Section Executive Committee Liaison, Treasurer.
c) Consult with President as necessary.
d) Tenure

The Director of Financial Development serves a 3-year term and may hold the same office for 2 consecutive terms.

C. General BoD Responsibilities

1. Meetings

The Director of Financial Development should:

   a) Attend all informal and formal meetings of the Section as agreed upon by the BoD (e.g., APTA’s Combined Sections Meeting, Section BoD Annual Retreat and designated BoD meetings). If the Director of Financial Development is unable to be present, efforts will be made to have an electronic presence.
   b) Submit a written BoD Leadership Report to the Secretary by the designated deadline.
   c) Submit summary of annual activities and initiatives in designated format for the State of the Section presentation at the Annual Business Meeting at the APTA’s Combined Section Meeting by the designated deadline.
   d) Preside over proceedings of BoD appointed or elected committees, work groups or task forces as necessary.

2. Committees

The Director of Financial Development shall:

   a) Preside over committees, work groups or task forces pertinent to soliciting advertising partners and developing new opportunities and options to offer potential sponsors.
   b) Obtain BoD approval for formation of committees, work groups and/or task forces. SEE POLICY ON TASK FORCES, COMMITTEES and WORK GROUPS (Charge, timeline, budget)

3. Budget

The Director of Financial Development shall:

   a) Provide a proposed annual budget related to activities pertaining to the position of Director of Financial Development.
   b) Provide the budget proposal to the Treasurer by the designated deadline.

D. Position Specific Responsibilities:

In addition to the responsibilities required as a member of the Board of Directors, the Director of Financial Development should:

- Submits a proposed budget each year to the Treasurer by the established deadline.
- Establishes annual goals for amount of non-dues revenue and initiatives from different sources with mechanism and timeline for achievement of those goals. Submits quarterly report to Treasurer and Executive Director reflecting progress toward those goals and objectives.
• Develops and implements strategies for obtaining non-dues revenue including but not limited to advertising, sponsorships, exhibitors, partnerships or affiliations, marketing strategies to maximize attendance and participation at all SoWH offerings and conferences, and consistent outreach to non-members to promote the SOWH activities.

• Develop strategies to decrease operational expenses.

• Establish objective measures to document progress and outcomes.

• Submits an annual report to the Secretary for the State of the Section address to be presented at the Annual Business Meeting at CSM.

• Submits quarterly reports and proposals to the Secretary in preparation for BoD meetings.

• Participation in scheduled conference calls and Board of Directors conference calls as required throughout the year.

• Attend the APTA Combined Sections Meeting and the Section on Women’s Health Board of Directors Retreat. The Director of Financial Development is required to attend all Board of Director meetings and all informal and formal business meetings of the Section. If the Director of Financial Development is unable to be present, a substitute from the BoD is appointed and a written report is provided to the President, with a copy sent to the Treasurer and Secretary.

• May form committees or task forces pertinent to issues within Financial Development with approval of the BoD. The Director of Financial Development shall submit a specific charge and tasks for the committee or task force to include approximate length of time to complete the charge, expenses and income, and candidates for the chair of the group to the BoD.

• Leads committee and/or task forces established to facilitate achievement of financial development goals and objectives. Ensure clarity of mission. Ensure regularly scheduled committee or task force meetings to achieve identified goals as deemed necessary. Establish clear objectives/outcomes to measure progress towards goals.

• Obtain and review committee reports on a consistent basis.

• Oversees and assists with solicitation and collection of sponsorship and ads for CSM, regional courses and web ads. Investigates sponsors and advertisers other than equipment and supply vendors and educational supplies and materials of related organizations and associations.

• Work with the ad sales vendor at Lippincott and contact on a quarterly basis to keep a record of what the SoWH Journal advertiser is doing and who is solicited for Journal ads for information as potential sponsors for the Section.

• Assists with advertising our course offerings in other Sections’ publications, websites, or list-serves in an effort to promote the Section on Women’s Health. Explores options for advertising our courses or conferences, such as with other Sections and with other national and international organizations and associations.

• In keeping with the Duty of Loyalty, supports, defends, and tracks the policies and programs adopted by the BoD.
- Participate in other committee conference calls as necessary to advance goals and objection of Financial Development.

- Responsible for orienting and mentoring incumbent.

E. Reimbursement Procedure

The Director of Financial Development shall submit original receipts obtained for any approved expenses incurred for Section business within 60 days and follow procedures in the Reimbursement Policy.

F. Orientation of Successor

The outgoing Director of Financial Development shall:

1. Initiate the orientation process of the newly elected Director of Financial Development once election results are finalized and the nominating committee has notified the newly elected officer.

2. Ensure review of general BoD Orientation manual received from Executive Director following election.

3. Provide the newly elected Director of Financial Development with records of the activities stored in Google Apps including any material deemed necessary for the smooth transition of operation.
NOMINATING & ELECTION COMMITTEE

A. Purpose

The Nominating and Election Committee searches the membership to develop a slate of nominees for office, and is responsible for the election process.

B. Organization

1. Creation

The Nominating and Election Committee is a committee of the membership of the Section as outlined in the bylaws.

2. Composition

a. The Committee consists of a chairperson and two (2) additional members.

b. The Vice President serves as liaison officer to this committee.

3. Election Procedures

The Section membership elects one (1) committee member every year.

4. Tenure

a. The committee members serve a three (3)-year term.

b. The senior member serves as the chairperson.

c. The member with one (1) year of tenure serves as the chairperson-elect.

4. Authority and Accountability

The Nominating and Election Committee Chair is accountable to the Vice President who will initially address any concerns regarding performance of duties. The President becomes involved only if necessary.

C. Operations

1. Meetings

a. The Committee Chair, or a designated committee member, should attend the Section General Business Meeting ballot at APTA's Combined Sections Meeting to announce the results of the elections.

b. The Committee Chair, or designated representative, may be asked, by the BoD, to attend BoD meetings. If a representative from the committee cannot attend, a written report should be submitted to the Executive Office, with a copy to the Secretary, prior to the meetings.

c. The Committee Chair may call “face-to-face” meetings of the committee to occur at APTA's Combined Sections Meeting or as deemed necessary. Otherwise, functions of the Committee can be carried out through written correspondence and telephone consultation.
2. Records and Reports

a. Reports of committee activities shall be prepared by the chair with input from committee members and presented at BoD meetings and also at the Section General Business Meeting. A written summary shall be provided to the Secretary prior to the meetings. Other appropriate records of activities during the term of office should also be maintained.

b. A Teller's Report shall be compiled by the committee and forwarded to the President prior to the announcement of the newly elected officers/directors. The Secretary and Vice President shall receive a copy after the announcement. The Report will include the names of all nominated candidates, the number of votes received for each candidate, the total number of votes cast, and the number of votes disqualified.

c. Written reports may be submitted to the Section membership through the website, E-blast, or special mailing.

D. Duties and Responsibilities

1. Submits a call for candidates to the Director of Communications and AMG liaison for submission as e-blast and website content

2. CC all committee members on all communications

3. Develops a slate of candidates for elected offices.

4. Solicit candidate statements and completed consent to serve forms for all candidates by May 1 of the year in which election will occur. Carefully reviews all candidate statements to ensure that they are uniform, complete, and accurate. Consistently enforces Section guidelines for submission of candidate information in order to reduce Section liability.

5. Send candidate statements of all candidates to the Director of Communications and AMG liaison for submission as e-blast, website content and/or elections ballot by June 1 of the year in which election will occur. Members will be notified that electronic and/or mail balloting is available

6. Proofs the ballot prepared by Component Services including candidate statements and the ballot, and returns any edits to Component Services by June 15 of the year in which election will occur.

7. The ballot shall be mailed to all Section members and/or be placed in electronic format and send out through Component Management Services. If electronic format is used, a mail ballot will be sent out upon request of a member or if electronic ballot is returned.

8. Coordinates printing and the mailing or emailing of the ballot with Component Management Services.

9. Counts, or appoints a teller to count, the returned ballots. Verified email count.


11. Sends correct names and current addresses of new officers and directors to the Component Services Department of APTA within thirty (30) days after their election.
12. Refrains from representing the Section in endorsing or recommending candidates for Section or APTA offices.

13. Submits a proposed budget for the upcoming year to the Section Treasurer by July 15.

14. Submits bi-annual Action Item updates to the Executive Office.

E. Reimbursement Procedure

Receipts should be obtained for any approved expenses incurred for Section business and procedures should follow those set forth in IV. D. - Reimbursement.

F. Orientation of New Members

1. Orientation of the new Nominating and Election Committee Chair shall be done by the outgoing committee chair and the officer liaison Vice President.

2. Orientation of new committee members shall be done by the Committee Chair.

3. Each newly appointed committee chair will receive a copy of the bylaws and Section Governance Manual, records of the committee chair's activities of the previous two (2) years, and other material deemed necessary, from the outgoing committee chair.
## Task Time Line

<table>
<thead>
<tr>
<th>Date</th>
<th>Task Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSM</td>
<td>Welcome and orient new committee member.</td>
</tr>
<tr>
<td>CSM</td>
<td>Request appropriate office supplies.</td>
</tr>
<tr>
<td>CSM-5/1</td>
<td>Call for nominations. Continue canvassing for candidates.</td>
</tr>
<tr>
<td>CSM-5/1</td>
<td>Request consent to serve forms from nominees; continue as needed as new nominees emerge. Orient the nominees to the process for completing documentation.</td>
</tr>
<tr>
<td>6/1</td>
<td>Submit any suggested bylaw changes to Director of Practice</td>
</tr>
<tr>
<td>CSM-5/1</td>
<td>Candidates statements requested.</td>
</tr>
<tr>
<td>5/1</td>
<td>Candidate statements compiled and reviewed/returned. No statements will be accepted after this date.</td>
</tr>
<tr>
<td>7/15</td>
<td>Submit budget to Section Treasurer.</td>
</tr>
<tr>
<td>6/1</td>
<td>Compile slate of candidates for the ballot.</td>
</tr>
<tr>
<td>6/15</td>
<td>Announce election procedure via e-blast and on website with candidate statements.</td>
</tr>
<tr>
<td>7/1</td>
<td>Balloting opens. Mail ballots to members as needed.</td>
</tr>
<tr>
<td>7/31</td>
<td>Deadline for ballot returns.</td>
</tr>
<tr>
<td>1.</td>
<td>Ballots will be tallied by the Executive Office and the Nominating Committee Chair. A report will be compiled, and information will be disseminated to the SoWH Board.</td>
</tr>
<tr>
<td>2.</td>
<td>Nominating chairperson, within 1 week of election results finalization, will notify candidates of results and thank them for their candidacy.</td>
</tr>
<tr>
<td>3.</td>
<td>Begin orientation process.</td>
</tr>
</tbody>
</table>
APPOINTED POSITIONS

APTA DELEGATE

A. Purpose

The Section delegate represents and acts as a spokesperson for the Section on issues that are of importance to the Section at the annual meeting of the APTA House of Delegates.

B. Organization

1. Appointment Procedures
   a. The Section President will serve as the Section’s delegate to the House of Delegates. If unable to attend, an alternate delegate is appointed by the President.
   b. Only another Section BoD member may serve as alternate.
   c. The Section delegate or alternate may not serve as a chapter delegate.
   d. The name of the appointed delegate shall be forwarded to APTA no later than January 1 of each year.
   e. Credential forms issued by the APTA shall be signed by the Section President and filed prior to the first meeting of the House of Delegates and at other times designated by the House Officers.

2. Authority and Accountability

The Section Delegate is accountable to the general membership of the Section and to the Section’s BoD who will address any concerns regarding the delegate’s performance of duties.

3. Tenure

The Section Delegate may serve a maximum of 2 successive 3-year terms.

4. Resignation

The Section delegate shall submit a resignation in writing to the BoD. The vacancy is then filled by the appointed alternate delegate.

5. Dismissal
   a. The Board of Directors, by a two-thirds majority vote, may remove an elected officer or appointed individual for failure to perform his/her duties or acts of misconduct as outlined in the Section’s Governance Manual.
   b. A formal written warning shall first notify the officer/individual of the Board concerns of non-performance behavior or misconduct with recommendation for correction. A second need for correction shall allow the Board to proceed with dismissal for failure to serve.
   c. Grounds for dismissal are any or all of the following:
      1. Noncompliance with Section policies and procedures.
      2. Failure to perform duties of elected/appointed office.
3. Failure to attend required meetings.
4. Failure to maintain confidentiality, good judgement, and integrity in carrying out responsibilities of the Section.

6. Appeal of Dismissal
   Appeal of dismissal must be specifically defined and submitted in writing to the BoD within three (3) weeks of the dismissal.

C. Operations

1. Meetings
   The Section Delegate is required to attend all sessions of the House of Delegates. The Delegate is also required to attend all other meetings that pertain to House of Delegates business.

2. Reports
   The Section Delegate will submit a written report annually, or as requested by the BoD, to the Secretary by January 1.

D. Duties and Responsibilities

1. The House of Delegates is the highest decision-making body of the American Physical Therapy Association. Each delegate is responsible for making decisions on issues that frequently have far-reaching implications for the Association and for the profession of Physical therapy as a whole. The Section Delegate should provide leadership to the Section on how the House of Delegates (HoD) works and how the Section can participate effectively in the process.

2. The primary responsibility of the Section Delegate is to be organized to effectively participate in the House of Delegates. The Section Delegate needs to keep a timetable of what he/she and the Section need to do and when it needs to be done. Listed below are some items that the Section Delegate should include in a timetable and check off as they are completed. A monthly timetable is recommended.

   Ongoing
   Confer with other section delegates regarding submitting/endorsing House-related items including proposed main motions.

   July/August
   • Report to the Section on actions of the just completed House session
   • Draw up a monthly timetable for activities that need to occur before the next House session
     In the timetable include:
     • Dates of section, chapter, district or assembly meetings that need to be attended;
     • House-related items on the appropriate agendas of the meetings;
     • The various deadlines that need be met for submitting House-related items; and when documents related to the House should be received. Check them off as they arrive.
     • Receive the apportionment for the next House
     • Receive the Minutes of the last session of the HoD and the updated HoD Policies
     • Receive the Minutes of the Pre- and Post-House meetings of the APTA BoD and Exec Committee

   September/November
The Section on Women’s Health

• Receive a copy of the updated APTA Bylaws (if amendments were made during the previous HoD)
• Select the Section’s delegates for the next HoD if other than the President
• Prepare proposed bylaw amendments for the next HoD
• Prepare proposed main motions for the next HoD
• Provide input to the November APTA BoD meeting
• Recommend nominees for national office by November 1

December

• Submit or confirm the Section’s delegate with the APTA Governance office by 1 January
• Receive the minutes of the November APTA BoD meeting
• Receive the next year’s tentative HoD schedule and the next year’s slate of candidates.

January

• The delegate’s name should be submitted or confirmed – check with Executive Director
• Expect to receive the Candidate Interview Schedule and a updated Chief Delegate Manual
• (or Delegate Manual)
• Submit proposed bylaw amendments by the mid-January deadline
• Submit any prepared proposed main motions by the last week in January (for review by the Reference Committee during CSM and inclusion in the Draft packet)
• Information on registration for annual conference and requesting electrical power in the House for your personal notebook computer will be provided. Please note the deadlines for responses to these memos.

February

• Meet with Reference Committee at CSM if the Section has sent in a proposed motion.
• Provide input to the March APTA BoD meeting.
• Expect to receive the Draft packet of motions reviewed during the Reference Committee’s two day meeting during CSM. Be aware they will be posted on e-mail.
• Expect to receive the Candidate Information Packet

March

• Schedule a Section or regional caucus for the annual House of Delegates as needed.
• You may contact headquarters Meetings Services Department to make meeting room reservations.
• Send all prepared main motions to the Governance Office at headquarters by the mid-March deadline.
• Be sure to include the telephone numbers (daytime and evening), fax numbers and e-mail address for the Section’s contact for each main motion requested.
• If the Section is proposing a motion, be available by phone, fax and e-mail for communication with the Reference Committee when they meet within two weeks following the March APTA BoD meeting.

April

• Expect to receive the tentative pre-House Motions Discussions Groups agenda for prioritization and comment. Respond by deadline date.
• Expect to receive Packet I and the Briefing Papers on e-mail. In addition to hard copies of the House materials, computer diskette(s) (MS Word and MacIntosh) containing files of Packet I, the Briefing Papers and listings of all known delegates (as of the mailing date) and current component presidents, will be provided to component presidents, component executive personnel, and to chief and section delegates.
• Component and Section presidents expect to receive the delegate credential cards
• Expect to receive the minutes of the March meeting of the APTA BoD and the updated BoD Policies.
• Expect to see proposed bylaw amendments published in PT – The Magazine of Physical Therapy
• Assign delegates to motions, motions discussions groups candidates, etc
• Educate Section – Officers and BoD in all pre-House Motions in preparation for caucuses and/or meetings they may attend across the nation

May

• Expect to receive the *House of Delegates Handbook* and the final Pre-House Motions Discussion Groups agenda and schedule at the beginning of this month.
• Be sure the delegate’s travel plans are made
• Be sure the delegate has all materials required to bring to the House
• Be sure the delegate is informed and oriented to all aspects of the activities of the House

June

• Attend all activities connected to the HoD. Keep organized and informed throughout.
• Attend the House Officers Post-House Forum on House Process and Logistics for Chief/Section/Assembly Delegates
• Attend the BoD Town Meeting on House Issues and Actions for Chief/Section/Assembly Delegates
• Attend the Post-House BoD meeting, if feasible

E. Reimbursement Procedures

1. The Section Delegate will be paid the Section per diem for each day of the House of Delegates, contingent upon execution of required duties. If the Delegate is receiving a per diem for other Section responsibility on the same day as the House of Delegates meeting, duplicate per diem will not be given.

2. Receipts should be obtained for any approved expenses incurred for Section business and procedures should follow those set forth in IV.D. - Reimbursement.

F. Orientation of Successor

1. Each newly appointed Delegate shall receive a written summary of duties and responsibilities from the outgoing Delegate prior to the next House of Delegates meeting.

2. The newly appointed (Section Delegate) shall receive from the outgoing (Section Delegate) a copy of the Section Governance Manual, records of previous (Section Delegate) activities during the last 3 years, and any other materials deemed necessary for the smooth transition of operation.
ASSISTANT CSM COORDINATOR

A. Purpose
The purpose of the Assistant CSM Coordinator is to assist the Director of Programming in overseeing the lectures and operations for the Women’s Health Section each year at the Combined Sections Meeting.

B. Organization

1. Appointment
The Assistant CSM Coordinator is appointed by the Volunteer Coordinator, based on recommendations of the Executive Board. Qualifications for this position include Section membership for 2 years and completion of a Conflict of Interest Form (provided by the Volunteer Coordinator).

2. Authority and Accountability
The Assistant CSM Coordinator is accountable to the Director of Programming who will initially address any concerns regarding the performance of duties. If satisfactory results are not obtained, the Secretary can then become involved to monitor the performance of duties. Lastly, the Executive Office and the President can be consulted if necessary.

3. Tenure
The Assistant CSM Coordinator may serve a maximum of two 3-year terms.

4. Resignation
The Coordinator shall submit a letter of resignation to the Director of Programming with a copy to the President.

5. Dismissal
a. The Board of Directors, by a two-thirds (⅔) majority vote, may remove an elected officer or appointed individual for failure to perform his/her duties or acts of misconduct as outlined in the Section's Governance Manual.

b. A formal written warning shall first notify the officer/individual of the Board concerns of non-performance behavior or misconduct in question with recommendation of correction. A second need for correction shall allow the Board to proceed with dismissal.

c. Grounds for dismissal are any or all of the following:
   1. Noncompliance with Section policies and procedures.
   2. Failure to perform duties of elected office.
   3. Failure to attend required meetings.
   4. Failure to maintain confidentiality, good judgement, and integrity in carrying out responsibilities of the Section.

6. Appeal of Dismissal
Appeal of the dismissal of the Assistant CSM Coordinator must be specifically defined and submitted in writing to the Director of Programming with a copy to the President within three (3) weeks.

C. Operations

1. Meetings
a. Required to attend the Combined Sections Meeting each year, arriving the evening prior scheduled programming.
b. May be asked to attend the General Business Meeting and/or a Board of Directors meeting to file reports,

c. Attendance at the Section Program Chairs meeting at the Combined Sections Meeting may be requested.

D. Duties and Responsibilities
1. Selection of students
   a. Seek, secure, and assign the students from local physical therapy programs.

   b. Email or Letter notification to students and participating Section's Program Chairs.

2. Management of students
   a. Establish a schedule for students assisting at CSM lectures

   b. Provide guidance and feedback to the students assisting at the Combined Sections Meeting.

3. Assists the Director of Programming with monitoring of lectures, assisting lecturers, making section announcements, and handing out/collection APTA evaluation forms at all the WH section lectures.

E. Reimbursement
   Receipts should be obtained for any approved expenses incurred for Section business and procedures should follow those set forth in IV.D.-Reimbursement.

F. Orientation of Successor
   1. Orientation of new Assistant CSM Coordinator shall be done by the outgoing Assistant CSM Coordinator and the Director of Programming.

   2. Newly appointed Assistant CSM Coordinator shall receive from the outgoing Assistant CSM Coordinator records of previous activities during the last three (3) years, and any other material deemed necessary for the smooth transition of operations.
CAPP CASE REVIEWER CHAIR

A. Purpose
To oversee the review process of CAPP case reflections

B. Organization
1. There shall be a CAPP Case Reviewer Chair (Chair) for each CAPP in existence; currently two exist:
   a. CAPP-Pelvic
   b. CAPP-OB

2. Appointment procedures
   The Chair is appointed by the Director of Education, with recommendation from the outgoing Chair and other CAPP Case Reviewers. Qualifications for this position include completion of the CAPP process (within the area over which leading the review process, Pelvic Health or OB), Section membership for 1 year, and completion of a Member Interest Form (provided by the Volunteer Coordinator).

3. Authority and Accountability
   The Lead Reviewer reports to the Director of Education, and collaborates with the corresponding CAPP Committee Chair.

4. Tenure
   The Lead Reviewer may serve a maximum of two 3-year terms.

C. Duties and responsibilities of the CAPP Case Reviewer Chair
   1. Manages updating of case reflection grading rubric and other case reflection documents
   2. Receives the graded cases from the reviewers
   3. Reviews patterns of graded cases (passing, failing, split cases, specific reviewer results, etc.); advises DoE and CAPP Committee Chairs regarding these patterns
   4. Oversees and trains case reviewers
   5. Holds annual (or more often) conference calls with CAPP Case Reviewers
   6. Collaborates with and participates in conference calls with DoE, SoWH association Program Manager, and CAPP Committee Chairs as needed
   7. Forward the final results of graded cases to the association Program Manager
   8. Assists in the review process as needed
   9. Assists in ensuring website information is current regarding CAPP Case Reflections

D. Reimbursement Procedure
   Receipts should be obtained for any approved expenses incurred for Section business and procedures should follow those set forth in IV.D. - Reimbursement.

E. Orientation of Successor
   1. Orientation of a new Chair should be performed by the outgoing Chair and Director of Education.
   2. Newly appointed Chair shall receive from the outgoing Chair a record of previous Chair's activities during the last two years, and any other material deemed necessary for the smooth transition of operation.

CAPP CASE REFLECTION REVIEWER
A. Purpose
   To participate in the review of submitted case reflections from participants in the CAPP process (Pelvic Health (CAPP-Pelvic) and Pregnancy/Postpartum (OB)).

B. Organization
   1. Appointment procedures
      a) CAPP Case Reflection Reviewers (Reviewers) are appointed by the Volunteer Coordinator based upon recommendations from the Director of Education and the CAPP Case Reviewer Chair.
      b) Qualifications for this position include:
         a. Having earned the CAPP (corresponding with area in which reviews will be performed, Pelvic or OB).
         b. Section membership for 1 year.
         c. Completion of a Member Interest Form (provided by the Volunteer Coordinator).
   2. Authority and Accountability
      Reviewers report to the CAPP Case Reviewer Chair.
   3. Tenure
      The Reviewer may serve unlimited terms.

C. Duties and responsibilities of the CAPP Case Reflection Reviewer
   1. Participate in Reviewer training and other conference calls, as held by the CAPP Case Reviewer Chair, association Program Manager, and DoE.
   2. Reviews assigned case reflection using the established grading rubric.
   3. Submits graded case reflections to the CAPP Case Reviewer Chair and/or association Program Manager (as directed) in established time frame.

D. Reimbursement Procedure
   Receipts should be obtained for any approved expenses incurred for Section business and procedures should follow those set forth in IV.D. - Reimbursement.

E. Orientation of Successor
   a. Orientation of a new Reviewer will be performed by the CAPP Case Reviewer Chair.
   b. Newly appointed Reviewers shall receive from the CAPP Case Reviewer Chair a copy of any materials deemed necessary for the smooth transition of operation.
CAPP COMMITTEE CHAIR (PELVIC OR OB)

A. Purpose

The CAPP Committee Chairs shall be responsible for providing oversight to the CAPP committees, developing instructional materials for the CAPP, and conferring with the Director of Education on CAPP course developments.

B. Organization

4. Appointment Procedures

A CAPP Committee Chair will be appointed for each CAPP Committee (Pelvic and OB). Appointment of the CAPP Committee Chairs (Chair) is performed by the Director of Education, with recommendation from the outgoing CAPP Committee Chair and the committee members. Appointees must be licensed physical therapists, Section on Women’s Health (Section) members in good standing for two (2) years prior to the appointment, and current members of the CAPP Committee being appointed over.

5. Authority and Accountability

The CAPP Committee Chair shall:
   c) Supervise the CAPP Committee over which appointed (Pelvic or OB).
   d) Report to the Director of Education (DoE).
   e) Consult with Board of Directors as necessary.

6. Tenure

The CAPP Committee Chair serves a 3-year term and may hold the same position for 2 consecutive terms.

C. General Committee Chair Responsibilities

1. Meetings

The CAPP Committee Chair should:
   g. Attend all informal and formal meetings (live or virtual) of the Committee as agreed upon by the DoE and the Committee. If the Committee Chair is unable to be present, efforts will be made to have an electronic presence.

   h. Preside over meetings of the CAPP Committee.

   i. Submit a written Leadership Report to the Director of Education by the designated deadline.

2. Budget

The CAPP Committee Chair shall:

   a. Submit a proposed budget to the Director of Education at the designated deadline.

D. Position Specific Responsibilities
In addition to the responsibilities required as a Committee Chair, the CAPP Committee Chair should:

29. Support the CAPP Committee Members in the development of all instructional CAPP course materials.
30. Encourage development of high-quality, evidence-based course materials.
31. Facilitate collegial, consensus-style discussion and decision-making amongst the CAPP committee members.
32. Provide oversight to ensure that the CAPP Committee is accomplishing agenda items for the year.
33. Provide collaborative efforts with the Director of Education to further develop CAPP initiatives and course processes and procedures that are innovative and current.
34. Provide collaborative efforts with the Director of Practice to ensure that CAPP educational materials and practice positions of the Section are consistent with one another.
35. Provide collaborative efforts with the Director of Financial Development to support alternative sources of revenue and vendor supplication of course supplies and equipment.
36. Provide assistance in communicating updates of course materials to course instructors and lab assistants.

E. Reimbursement Procedure

The CAPP Committee Chair shall submit original receipts obtained for any approved expenses incurred for Section business within 60 days and follow procedures in the Reimbursement Policy.

F. Orientation of Successor

The outgoing CAPP Committee Chair shall:

4. Initiate the orientation process of the newly appointed CAPP Committee Chair once appointment is finalized.
5. Provide the newly appointed CAPP Committee Chair with records of activities including any material deemed necessary for the smooth transition of operation.

CAPP COMMITTEE ASSISTANT CHAIR (PELVIC OR OB)

A. Purpose

The CAPP Committee Assistant Chairs shall be responsible for assisting the CAPP Chair with administrative and oversight duties, and shall be prepared to assume the position of the Chair if the Chair is unable to fulfill the position.

B. Organization

Appointment Procedures

A CAPP Committee Assistant Chair will be appointed for each CAPP Committee (Pelvic and OB). Appointment of the CAPP Committee Assistant Chairs (Assistant Chair) is performed by the Director of Education, with recommendation from the CAPP Committee Chair and the committee members. Appointees must be licensed physical therapists, Section on Women’s Health (Section) members in good standing for two (2) years prior to the appointment, and current members of the CAPP Committee being appointed over.

Authority and Accountability

The CAPP Committee Assistant Chair shall:
1. Report to the respective CAPP Committee Chair.
2. Assist in oversight of the respective CAPP Committee as directed by the Chair.
3. Consult with Director of Education (DoE) as necessary.

Tenure

The CAPP Committee Assistant Chair serves a 3-year term and may hold the same position for 2 consecutive terms.

C. General Committee Assistant Chair Responsibilities

1. Meetings

The CAPP Committee Assistant Chair should:
   a. Attend all informal and formal meetings (live or virtual) of the Committee as agreed upon by the DoE and the Committee. If the Assistant Chair is unable to be present, efforts will be made to have an electronic presence.
   b. Assist with oversight of meetings of the CAPP Committee as directed by the Chair.

D. Position Specific Responsibilities

The CAPP Committee Assistant Chair should:
   1. Assist in oversight activities/duties of the CAPP Committee at the direction and discretion of the Committee Chair.
   2. Perform the duties of a CAPP Committee Member (see CAPP Committee Member position description).

E. Reimbursement Procedure

The CAPP Committee Chair shall submit original receipts obtained for any approved expenses incurred for Section business within 60 days and follow procedures in the Reimbursement Policy.

F. Orientation of Successor

The outgoing CAPP Committee Assistant Chair shall:
   1. Assist the Chair in the orientation process of the newly appointed CAPP Committee Assistant Chair once appointment is finalized.
   2. Provide the newly appointed CAPP Committee Assistant Chair with records of activities including any material deemed necessary for the smooth transition of operation.

CAPP COMMITTEE MEMBER (PELVIC OR OB)

A. Purpose

   a) The CAPP courses series provide certificate-level education for licensed Physical Therapists to demonstrate competency in skills for providing examination, evaluation and intervention for patients/clients as follows:
      i. CAPP-Pelvic: Certificate of Achievement in Pelvic Physical Therapy
ii. CAPP-OB: Certificate of Achievement in Pregnancy and Postpartum Physical Therapy

b) The CAPP Committee Member shall be responsible for completing the tasks of the CAPP committees, participating in collegial consensus decision-making processes for course material inclusion, developing curriculum and instructional materials for the CAPP, and conferring with the Director of Education on CAPP course developments.

B. Organization

1. Committee Make-Up
   a) Two CAPP Committees currently exist:
      i. CAPP-Pelvic: Pelvic Health
      ii. CAPP-OB: Pregnancy and Postpartum
   b) Each committee should be composed of 6 members considered to be of expert knowledge within the realm of the CAPP content; diversity of strengths and areas of expertise is preferred.
   c) Of the 6 members: one member shall be appointed as Chair; one member shall be appointed as Assistant Chair. (See CAPP Committee Chair and CAPP Committee Assistant Chair position descriptions.)

2. Appointment Procedures
   a) New CAPP Committee Members shall be recruited through the following means:
      i. Advertising efforts to the general Section on Women’s Health (Section) membership (including but not limited to eblasts, social media posts, website announcements).
      ii. Targeted emails/solicitation to persons recommended based on expertise.
   b) Potential CAPP Committee Members shall submit Curriculum Vitaes and should be interviewed by the CAPP Committee Chair and Assistant Chair. The Chair should provide blinded interview grids to the other committee members and instructors for ranking. The Chair will use the rankings to assist in making recommendations of new members for appointment.
   c) CAPP Committee Members will be appointed by the Director of Education, with recommendation from the corresponding CAPP Committee Chair, committee members and course instructors.
   d) Appointees must be licensed physical therapists, and Section members in good standing for two (2) years prior to the appointment.
   e) Additionally, appointees shall demonstrate expertise within the field of the respective CAPP committee (Pelvic or OB) by portfolio of evidence consisting of significant clinical experience, prior teaching or lab assisting experience of the CAPP or similar courses, demonstration of research or publications within the field, or demonstration of formal study within the area.
   f) Appointees may also demonstrate expertise and may be given preference for having earned the respective CAPP certificate.
   g) Appointees may also receive preference for selection based on experience in clinical program development and management, course/curriculum development, lab assisting or teaching, or other relevant experiences that contribute to the needs of the CAPP Committee.

C. Authority and Accountability

The CAPP Committee Member shall:
   a. Report to the CAPP Committee Chair.
   b. Consult with the Director of Education as necessary.

D. Tenure
The CAPP Committee Member serves a 3-year term and may hold the same position for 2 consecutive terms.

E. General Committee Chair Responsibilities

1. Meetings

   The CAPP Committee Member should:

   1. Attend all informal and formal meetings (live or virtual) of the Committee as agreed upon by the DoE and the Committee. If the Committee Member is unable to be present, efforts will be made to have an electronic presence.

F. Position Specific Responsibilities

The CAPP Committee Member should:

1. Participate in the development of all curricular and instructional CAPP course materials.
2. Provide development of high-quality, evidence-based course materials.
3. Provide collegial, consensus-style discussion and decision-making within the CAPP committee.
4. Provide collaborative efforts with the Director of Education to further develop CAPP initiatives and course processes and procedures that are innovative and current.
5. Provide collaborative efforts with the Director of Practice to ensure that CAPP educational materials and practice positions of the Section are consistent with one another.
6. Provide collaborative efforts with the Director of Financial Development to support alternative sources of revenue and vendor supplication of course supplies and equipment.

G. Reimbursement Procedure

The CAPP Committee Member shall submit original receipts obtained for any approved expenses incurred for Section business within 60 days and follow procedures in the Reimbursement Policy.

H. Orientation of Successor

The outgoing CAPP Committee Member shall:

1. Assist the Chair in the orientation process of the newly appointed CAPP Committee Member once appointment is finalized.

2. Provide the newly appointed CAPP Committee Member with records of activities including any material deemed necessary for the smooth transition of operation.

CAPP COURSE CURRICULUM OVERSIGHT TASK FORCE CHAIR

A. Purpose

The CAPP Course Curriculum Oversight Task Force (C3OTF) Chair shall be responsible for providing oversight to the C3OTF, reviewing and providing feedback regarding instructional materials for the CAPP courses, and conferring with the Director of Education on CAPP course developments. Curricular review of CAPP courses shall be performed every 5-8 years of all CAPP courses (see CAPP Curriculum Overview Policy).
The Section on Women’s Health Policies and Procedures Manual 2014

B. Organization

Appointment Procedures

A C3OTF Chair will be appointed by the Director of Education every 5-8 years, with recommendation from the Board of Directors and from Section members. Appointees must be licensed physical therapists, Section on Women’s Health (Section) members in good standing for two (2) years prior to the appointment, and have experience in curricular development (preferably on an academic level).

Authority and Accountability

The C3OTF Chair shall:

f) Supervise the C3OTF.

f) Report to the Director of Education (DoE).

h) Consult with Board of Directors as necessary.

Tenure

The C3OTF Chair shall serve for the duration of the current cycle of CAPP curriculum review, typically spanning a 1-3 year term required to complete the task.

C. General Committee Chair Responsibilities

1. Meetings

The C3OTF Chair should:

a. Attend all informal and formal meetings (live or virtual) of the Committee as agreed upon by the DoE and the Committee. If the Committee Chair is unable to be present, efforts will be made to have an electronic presence.

b. Preside over meetings of the C3OTF.

c. Submit a written Leadership Report to the Director of Education by the designated deadline.

2. Budget

The C3OTF shall:

a. Submit a proposed budget to the Director of Education at the designated deadline.

D. Position Specific Responsibilities

The C3OTF Chair should:

a. Support the C3OTF in the review and generation of reports on all instructional CAPP course materials.

b. Encourage development of high-quality, evidence-based course materials.

c. Facilitate collegial discussion amongst the C3OTF members.

d. Provide oversight to ensure that the C3OTF is accomplishing agenda items for the year.

e. Provide collaborative efforts with the Director of Education to further develop CAPP initiatives and course processes and procedures that are innovative and current.

f. Provide a written (and if requested, oral) report to the Director of Education and the CAPP Committee Chairs with feedback, commendations, and recommendations on CAPP course materials.
E. Reimbursement Procedure

The C3OTF Chair shall submit original receipts obtained for any approved expenses incurred for Section business within 60 days and follow procedures in the Reimbursement Policy.

F. Orientation of Successor

The outgoing C3OTF Chair shall:

1. Initiate the orientation process of the newly appointed C3OTF Chair once appointment is finalized.
2. Provide the newly appointed C3OTF Chair with records of activities including any material deemed necessary for the smooth transition of operation.

CAPP COURSE CURRICULUM OVERSIGHT TASK FORCE MEMBER

A. Purpose

The CAPP Course Curriculum Oversight Task Force (C3OTF) Member shall be responsible for completing the activities of to the C3OTF, reviewing and providing feedback regarding instructional materials for the CAPP courses, and conferring with the Director of Education on CAPP course developments. Curricular review of CAPP courses shall be performed every 5-8 years of all CAPP courses (see CAPP Curriculum Overview Policy).

B. Organization

1. Appointment Procedures

   C3OTF Members will be appointed by the Director of Education every 5-8 years, with recommendation from the Board of Directors and from Section members. Appointees must be licensed physical therapists, Section on Women’s Health (Section) members in good standing for two (2) years prior to the appointment, and have experience in curricular development (preferably on an academic level).

2. Authority and Accountability

   The C3OTF Member shall:
   a. Report to the C3OTF Chair.
   b. Consult with Director of Education (DoE) as necessary.

3. Tenure

   The C3OTF Member shall serve for the duration of the current cycle of CAPP curriculum review, typically spanning a 1-3 year term required to complete the task.

C. General Committee Member Responsibilities

1. Meetings

   The C3OTF Member should:
1. Attend all informal and formal meetings (live or virtual) of the Committee as agreed upon by the DoE and the Committee. If the Committee Member is unable to be present, efforts will be made to have an electronic presence.

D. Position Specific Responsibilities

In addition to the responsibilities required as a Committee Member, the C3OTF Member should:

1. Provide review of all instructional CAPP course materials and CAPP curriculum.
2. Encourage development of high-quality, evidence-based course materials.
3. Participate in collegial discussion amongst the C3OTF members.
4. Provide collaborative efforts with the Director of Education to further develop CAPP initiatives and course processes and procedures that are innovative and current.
5. Provide assistance to the Chair to complete a written report to the Director of Education and the CAPP Committee Chairs with feedback, commendations, and recommendations on CAPP course materials.

E. Reimbursement Procedure

The C3OTF Member shall submit original receipts obtained for any approved expenses incurred for Section business within 60 days and follow procedures in the Reimbursement Policy.

F. Orientation of Successor

The outgoing C3OTF Member shall:

1. Assist the Chair in the orientation process of the newly appointed C3OTF Member once appointment is finalized.
2. Provide the newly appointed C3OTF Member with records of activities including any material deemed necessary for the smooth transition of operation.

CLINICAL INSTRUCTOR GUIDELINES AND RESOURCES TASK FORCE CHAIR

A. Purpose

The Clinical Instructor Guidelines and Resources Task Force (CIGRTF) Chair shall be responsible for providing oversight to the CIGRTF, developing guidelines and resources for Clinical Instructors in Women’s Health physical therapy, conferring with the Director of Education on development of these resources, and collaborating with the Director of Practice on developing position statements related to students in Women’s Health physical therapy clinical educational experiences.

B. Organization

1. Appointment Procedures
The CIGRTF Chair will be appointed by the Director of Education. Appointees must be licensed physical therapists, Section on Women’s Health (Section) members in good standing for two (2) years prior to the appointment, and currently practicing in Women’s Health physical therapy (specifically including pelvic health rehabilitation with internal muscle assessment and intervention).

2. Authority and Accountability

The CIGRTF Chair shall:

a. Supervise the CIGRTF.
b. Report to the Director of Education (DoE).
c. Consult with Board of Directors as necessary.

3. Tenure

The CIGRTF Chair shall serve the duration of the task force’s work, seeing it through to completion.

C. General Task Force Chair Responsibilities

1. Meetings

The CIGRTF Chair should:

a. Attend all informal and formal meetings (live or virtual) of the Task Force as agreed upon by the DoE and the Committee. If the Chair is unable to be present, efforts will be made to have an electronic presence.
b. Preside over meetings of the CIGRTF.
c. Submit a written Leadership Report to the Director of Education by the designated deadline.

2. Budget

The CIGRTF Chair shall:

a. Submit a proposed budget to the Director of Education at the designated deadline.

D. Position Specific Responsibilities

In addition to the responsibilities required as a Task Force Chair, the CIGRTF Chair should:

1. Support the CIGRTF Members in the development of guidelines for Women’s Health physical therapists accepting student physical therapists for clinical educational experiences.
2. Support the CIGRTF Members in the development of resources for Women’s Health physical therapists accepting student physical therapists for clinical educational experiences.
3. Facilitate collegial, consensus-style discussion and decision-making amongst the CIGRTF members.
4. Provide oversight to ensure that the CIGRTF is accomplishing established agenda items and tasks.
5. Provide collaborative efforts with the Director of Education to further develop Clinical Instructor guidelines and resources that are innovative and current.
6. Provide collaborative efforts with the Director of Practice to develop position statement(s) regarding licensed physical therapists supervising student physical therapists during clinical educational experiences, with specific emphasis on the practice of pelvic health rehabilitation with intravaginal and intrarectal assessment and intervention.
7. Provide collaborative efforts with the Director of Communications to establish the guidelines and resources on the Section website or through other media.

E. Reimbursement Procedure

The CIGRTF Chair shall submit original receipts obtained for any approved expenses incurred for Section business within 60 days and follow procedures in the Reimbursement Policy.

F. Orientation of Successor

The outgoing CIGRTF Chair shall:

1. Initiate the orientation process of the newly appointed CIGRTF Chair once appointment is finalized.
2. Provide the newly appointed CIGRTF Chair with records of activities including any material deemed necessary for the smooth transition of operation.
CLINICAL INSTRUCTOR GUIDELINES AND RESOURCES TASK FORCE MEMBER

A. Purpose

The Clinical Instructor Guidelines and Resources Task Force (CIGRTF) Member shall be responsible for completing tasks of the CIGRTF, developing guidelines and resources for Clinical Instructors in Women’s Health physical therapy, conferring with the Director of Education on development of these resources, and collaborating with the Director of Practice on developing position statements related to students in Women’s Health physical therapy clinical educational experiences.

B. Organization

1. Appointment Procedures

   a. Members shall be recruited through the following means:
      i. Advertising efforts to the general Section on Women’s Health (Section) membership (including but not limited to eblasts, social media posts, website announcements).
      ii. Targeted emails/solicitation to persons recommended based on expertise/experience in providing clinical instruction to students in Women’s Health clinical educational experiences.

   b. The CIGRTF Member will be appointed by the Task Force Chair and Director of Education. Appointees must be licensed physical therapists, Section on Women’s Health (Section) members in good standing for two (2) years prior to the appointment, and currently practicing in Women’s Health physical therapy (specifically including pelvic health rehabilitation with internal muscle assessment and intervention).

2. Authority and Accountability

   The CIGRTF Member shall:
   1. Report to the CIGRTF Chair.
   2. Consult with Director of Education as necessary.

3. Tenure

   The CIGRTF Member shall serve the duration of the task force’s work, seeing it through to completion.

C. General Task Force Member Responsibilities

   1. Meetings

   The CIGRTF Member should:
   1. Attend all informal and formal meetings (live or virtual) of the Task Force as agreed upon by the DoE and the Committee. If the Member is unable to be present, efforts will be made to have an electronic presence.

D. Position Specific Responsibilities

   The CIGRTF Member should:
1. Provide development of guidelines for Women’s Health physical therapists accepting student physical therapists for clinical educational experiences.

2. Provide development of resources for Women’s Health physical therapists accepting student physical therapists for clinical educational experiences.

3. Participate in collegial, consensus-style discussion and decision-making amongst the CIGRTF members.

4. Provide collaborative efforts with the Director of Education to further develop Clinical Instructor guidelines and resources that are innovative and current.

5. Provide collaborative efforts with the Director of Practice to develop position statement(s) regarding licensed physical therapists supervising student physical therapists during clinical educational experiences, with specific emphasis on the practice of pelvic health rehabilitation with intravaginal and intrarectal assessment and intervention.

6. Provide collaborative efforts with the Director of Communications to establish the guidelines and resources on the Section website or through other media.

E. Reimbursement Procedure

The CIGRTF Member shall submit original receipts obtained for any approved expenses incurred for Section business within 60 days and follow procedures in the Reimbursement Policy.

F. Orientation of Successor

The outgoing CIGRTF Member shall:

1. Initiate the orientation process of the newly appointed CIGRTF Member once appointment is finalized.

2. Provide the newly appointed CIGRTF Member with records of activities including any material deemed necessary for the smooth transition of operation.

CAPP COURSE LAB ASSISTANT COORDINATOR

A. Purpose

The CAPP Course Lab Assistant Coordinator (Coordinator) shall be responsible for overseeing Lab Assistant assignments over the course of the year, training of new and lab assistants, annual training of existing lab assistants, and assisting in the development of lab assistant policies, procedures, and training manuals.

B. Organization

1. Appointment Procedures

The Lab Assistant Coordinator is appointed by the Director of Education, with recommendation from the CAPP Committee Chairs and Members, Course Instructors, and Lab Assistants. Appointees must be licensed physical therapists, have experience lab assisting at CAPP courses, and be Section on Women’s Health (Section) members in good standing for two (2) years prior to the appointment. Appointees shall also meet one of these criteria: currently a CAPP Committee member, currently lab assisting at CAPP courses, or currently serving as a Course Instructor for CAPP courses.

2. Authority and Accountability
The CAPP Course Lab Assistant Coordinator shall:
1. Report to the Director of Education.
2. Consult with the CAPP Committee Chairs and CAPP Course Instructors as necessary.
3. Oversee the Lab Assistants schedules and training.

3. Tenure
The CAPP Course Lab Assistant Coordinator serves a 3-year term and may hold the same office for 2 consecutive terms.

C. General Responsibilities
1. Meetings
The CAPP Course Lab Assistant Coordinator should:
   i. Preside over meetings/conference calls of the Lab Assistants as designated.
   ii. Submit a written Leadership Report to the Director of Education as necessary by the designated deadline.

D. Position Specific Responsibilities
The CAPP Lab Assistant Coordinator should:
1. Provide assistance to the Director of Education in recruiting new qualified Lab Assistants for CAPP Courses.
2. Provide oversight to appointment of new Lab Assistants through receiving and reviewing potential Lab Assistant curriculum vitae.
3. Maintain curriculum vitae and other records related to Lab Assistant pool.
4. Provide training of new Lab Assistants and annual training of existing Lab Assistants.
5. Provide ongoing oversight of the Lab Assistant schedule.
6. Provide assistance in facilitating responsible use of fiscal funds for Lab Assistants.

E. Reimbursement Procedure
The CAPP Course Lab Assistant Coordinator shall submit original receipts obtained for any approved expenses incurred for Section business within 60 days and follow procedures in the Reimbursement Policy.

F. Orientation of Successor
The outgoing CAPP Course Lab Assistant Coordinator shall:
   a. Initiate the orientation process of the newly appointed Coordinator once appointment is finalized.
   b. Provide the newly appointed Coordinator with records of the activities and any material deemed necessary for the smooth transition of operation.

EDUCATIONAL REVIEW COMMITTEE CHAIR

A. Purpose
The Educational Review Committee Chair shall be responsible for recruiting new course developers and speakers, assisting in development of new courses, reviewing and providing feedback on developing courses, and conferring with the Director of Education on new course developments.
B. Organization

1. Appointment Procedures

The Educational Review Committee Chair will be appointed by the Director of Education, with recommendation from the outgoing Chair and committee members. Appointees must be licensed physical therapists, Section on Women’s Health (Section) members in good standing for two (2) years prior to the appointment, and current members of the Educational Review Committee.

2. Authority and Accountability

The Educational Review Committee Chair shall:

2. Report to the Director of Education (DoE).
3. Consult with Board of Directors as necessary.

3. Tenure

The Educational Review Committee Chair serves a 3-year term and may hold the same position for 2 consecutive terms.

C. General Committee Chair Responsibilities

1. Meetings

The Educational Review Committee Chair should:

a. Attend all informal and formal meetings (live or virtual) of the Committee as agreed upon by the DoE and the Committee. If the Committee Chair is unable to be present, efforts will be made to have an electronic presence.
b. Preside over meetings of the Educational Review Committee.
c. Attend meetings (e.g., CSM and NEXT) as determined by the Director of Education and Board of Directors for the purpose of recruiting new potential speakers for Section courses.
d. Submit a written Leadership Report to the Director of Education by the designated deadline.

2. Budget

The Educational Review Committee Chair shall:

a. Submit a proposed budget to the Director of Education at the designated deadline.

D. Position Specific Responsibilities

The Educational Review Committee Chair should:

1. Support the Educational Review Committee Members in the review and oversight of new courses.
2. Encourage development of high-quality, evidence-based courses that are consistent with the strategic plan, mission, vision, and goals of the Section.
3. Facilitate collegial discussion and decision-making amongst the Educational Review committee members.
4. Provide oversight to ensure that the Educational Review Committee is accomplishing agenda items by established deadlines.
5. Recruit high quality, dynamic speakers to develop courses to be hosted with the Section.
6. Provide collaborative efforts with the Director of Education to further develop new course offerings that are innovative and current.
7. Provide collaborative efforts with the Director of Financial Development to support alternative sources of revenue and vendor supplication of course supplies and equipment.

E. Reimbursement Procedure

The Educational Review Committee Chair shall submit original receipts obtained for any approved expenses incurred for Section business within 60 days and follow procedures in the Reimbursement Policy.

F. Orientation of Successor

The outgoing Educational Review Committee Chair shall:

1. Initiate the orientation process of the newly appointed Educational Review Committee Chair once appointment is finalized.
2. Provide the newly appointed Educational Review Committee Chair with records of activities including any material deemed necessary for the smooth transition of operation.
EDUCATIONAL REVIEW COMMITTEE MEMBER

A. Purpose

The Educational Review Committee Member shall be responsible for assisting in development of new courses, reviewing and providing feedback on developing courses, and conferring with the Director of Education on new course developments.

B. Organization

1. Appointment Procedures

   1. New Educational Review Committee Members (Members) shall be recruited through the following means:
      2. Advertising efforts to the general Section on Women’s Health (Section) membership (including but not limited to eblasts, social media posts, website announcements).
      3. Targeted emails/solicitation to persons recommended based on expertise in course development and delivery.
      4. Educational Review Committee Members will be appointed by the Director of Education, with recommendation from the Chair and committee members.
      5. Appointees must be licensed physical therapists, and Section on Women’s Health (Section) members in good standing for two (2) years prior to the appointment.

2. Authority and Accountability

   The Educational Review Committee Member shall:
   1. Report to the Educational Review Committee Chair (Chair).
   2. Consult with Director of Education (DoE) as necessary.

3. Tenure

   The Educational Review Committee Member serves a 3-year term and may hold the same position for 2 consecutive terms.

C. General Committee Member Responsibilities

1. Meetings

   The Educational Review Committee Member should:
   a) Attend all informal and formal meetings (live or virtual) of the Committee as agreed upon by the DoE and the Committee. If the Committee Member is unable to be present, efforts will be made to have an electronic presence.

D. Position Specific Responsibilities

   The Educational Review Committee Member should:

   1. Support the potential new course speakers/instructors in the development of new courses.
   2. Encourage development of high-quality, evidence-based courses that are consistent with the strategic plan, mission, vision, and goals of the Section.
   3. Participate in collegial discussion and decision-making amongst the Educational Review committee members.
4. Provide collaborative efforts with the Director of Education to further develop new course offerings that are innovative and current.

E. Reimbursement Procedure
The Educational Review Committee Member shall submit original receipts obtained for any approved expenses incurred for Section business within 60 days and follow procedures in the Reimbursement Policy.

F. Orientation of Successor
The outgoing Educational Review Committee Member shall:

1. Assist the Chair in the orientation process of the newly appointed Educational Review Committee Member once appointment is finalized.
2. Provide the newly appointed Educational Review Committee Member with records of activities including any material deemed necessary for the smooth transition of operation.

COURSE SITE FACILITATOR

A. Purpose:
The Course Site Facilitator determines the course schedule at the directive and discretion of the Director of Education and AMG.

B. Organization:

1. The Course Site Facilitator is appointed to coordinate all continuing education course sites. The Facilitator assists the Director of Education as requested.

2. Appointment Procedures: The Course Site Facilitator is appointed by the Volunteer Coordinator based on recommendations from the Director of Education, and with Approval of the Executive Board. Qualifications for this position include:
   a. Section membership for 2 years
   b. Good communication skills, organization skills, and detail-oriented
   c. Completes tasks in assigned timeframe.

3. The Course Site Facilitator reports to the Director of Education. Should any concerns arise over performance of duties, the Executive Officer and the President of the Section will be consulted as necessary.

4. Term: The Course Site Facilitator position is a three-year term. An annual performance review is administered by the Director of Education. The Course Site Facilitator may serve a maximum of two (2) three-year terms.

C. Operations
1. Meetings: As necessary, the Course Site Facilitator may be asked to attend national meetings and conferences to assist in establishing relationships with potential course sites.

2. Records and Reports

D. Duties and Responsibilities

1. Works closely with Director of Education

2. Implements plan handed down by Director of Education and AMG Program Manager.

3. Communicates efficiently and effectively to solve any issues or discrepancies in pre-determined plan.

4. Sets up all contracts with course sites, and provides them with contact information for support going forward.

E. Reimbursement Procedure

Receipts should be obtained for any approved expenses incurred for Section business and procedures should follow those set forth in IV.D.-Reimbursement.

F. Orientation of New Members

1. Orientation of a new Regional Course Coordinator shall be done by the outgoing Regional Course Coordinator and the Director of Education.

2. The Newly appointed Regional course Coordinator shall receive from the outgoing coordinator records of previous coordinators activities during the last three (3) years and any other material deemed necessary for the smooth transition of operation.

G. Resignation/Dismissal

1. Resignation: The Regional Course coordinator shall submit a resignation in writing to the Director of Education with a copy to the President and shall make an effort to find a replacement coordinator.

2. Dismissal:
   a. The Board of Directors, by a 2/3 majority voter, may remove an elected officer or appointed individual for failure to perform his/her duties or acts of misconduct as outlined in the Section’s Governance Manual.
   b. A formal written warning shall first notify the officer/individual of the Board concerns of non-performance behavior or misconduct in question with recommendation of correction. A second need for correction shall allow the Board to proceed with dismissal for the failure to serve.
   c. Grounds for dismissal are any of the following:
      i. Noncompliance with Section policies and procedures.
ii. Failure to perform duties of elected office

iii. Failure to attend required meetings

iv. Failure to maintain confidentiality, good judgment and integrity in carrying out responsibilities of the section

3. Appeal of the Dismissal:

Appeal of dismissal of the regional course coordinator must be specifically defined and submitted in writing to the Director of Education, with a copy to the President within three weeks of the dismissal.

FEDERAL GOVERNMENT CHAIRPERSON

A. Purpose

The Federal Government Chair will assist the Director of Practice with legislative topics pertinent to Women’s Health Physical Therapy.

B. Organization

1. Appointment Procedures

The Federal Government Chair is appointed by the Volunteer Coordinator, based on recommendations of the Executive Board. Qualifications for this position include Section membership for 1 year, access to e-mail and the Internet, and completion of a Member Interest Form (provided by the Volunteer Coordinator).

2. Authority and Accountability

The Federal Government Chair is accountable to the Director of Practice who will initially address any concerns regarding performance of duties. If satisfactory results are not obtained, the Vice President can then become involved to monitor performance of duties. The Federal Government Chair supervises sub-committees established to facilitate functions of the committee.

3. Tenure

The Federal Government Chair may serve a maximum of two 3-year terms.

4. Resignation

The Federal Government Chair shall submit a resignation in writing to the Director of Practice with a copy to the President.

5. Dismissal
a. Dismissal of the Federal Government Chair must be by written action of the Director of Practice with a copy to the President.

b. Grounds for dismissal are:
   
   1. Noncompliance with Section policies and procedures
   2. Failure to perform duties of State Representative
   3. Failure to attend required meetings
   4. Failure to maintain confidentiality, good judgement, and integrity in carrying out responsibility of the Section

6. Appeal of Dismissal

Appeal of dismissal of the Federal Government Chair must be specifically defined and submitted in writing to the Director of Practice, with a copy to the President within 3 months of dismissal.

C. Operations

1. Meetings

   a. The Federal Government Chair is requested to attend APTA’s Combined Sections Meeting to enhance the Federal Government Chair’s ability to perform the duties of the job.

   b. The Federal Government Chair may be asked by the BoD to attend a BoD meeting or the Sections’ General Business Meeting at the Combined Sections Meeting.

   c. The Federal Government Chair may hold meetings by phone or in person of the Legislative Committee when needed. A budget request for such meetings must be approved by the Treasurer.

   d. The Federal Government Chair is required to attend the APTA’s Federal Government Affairs Symposium.

   e. The Federal Government Chair or their designee is required to attend the APTA’s State Government Affairs Symposium.

2. Records and Reports

   a. The Federal Government Chair shall submit an annual report (1 page) to the Director of Practice and the Secretary. This report is due to the Director of Practice by December 1st.

   b. With assistance of the Section’s Executive Office, the Federal Government Chair shall maintain detailed records of all financial activities of the Legislative Committee.

   c. The Federal Government Chair shall submit a report of the Federal Government Affairs Symposium to the Sections’ Newsletter and the Director of Practice to be shared with the BoD at Annual Retreat.
d. The Federal Government Chair or their designee shall submit a report of the State Government Affairs Symposium to the Section’s Newsletter and the Director of Practice to be shared with the BoD at Combined Sections Meeting.

D. Duties and Responsibilities

1. Serves as Section’s Key Contact for Federal Governmental Affairs
2. Communicates legislative issues to Website Practice and Reimbursement Coordinator for posting on Section’s Web page.
3. Reports to Section members any actions taken by the Federal Government or APTA that are of importance to the members.
4. Provides education/mentoring to members on lobbying to federal and state government representatives.
5. Represents the views of the Section members and not personal views. Oversees legislative committee

E. Reimbursement Procedure

Receipts should be obtained for any approved expenses incurred for Section Business and procedures should follow those set forth in IV.D – Reimbursement.

F. Orientation of Successor

1. Orientation of a new Federal Government Chair shall be done by outgoing Federal Government Chair and the Director of Practice.
2. The newly appointed Federal Government Chair shall receive from the outgoing Federal Government Chair a copy of the Sections Governance Manual, records of previous Federal Government Chair’s activities during the last 3 years, and any others materials deemed necessary for the smooth transition of operation.

FINANCE COMMITTEE

A. Purpose – the finance committee advises the Board of Directors on all financial matters pertaining to the Section

B. Organization

1. Creation – the finance committee is a standing committee of the Section as outlined in the Section’s bylaws
2. Qualification
a. Finance Committee Members must be members of the SOWH in good standing for a minimum of 2 years prior to their appointment. Financial leadership, budgeting or leadership experience, or an interest in finance and budgeting is preferred but not required.

b. Members should have strong leadership, organizational, time management and communication skills.

3. Composition

a. The committee will be chaired by the current Treasurer

b. The committee shall consist of Treasurer, past Treasurer, Director of Financial Development, and 1 additional member appointed by the Board of Directors. Terms will be staggered, so that one member is appointed each year.

4. Tenure – The committee members will serve a three (3) year term. Terms can be renewed for another 3 year period with the approval of the Board of Directors.

5. Authority and Accountability

a. The finance committee is responsible to the Board of Directors and the membership. The Treasurer serves as liaison officer to this committee, as well as the chairperson.

b. The members of the committee are responsible to the Treasurer.

6. Resignation

a. The Treasurer, as the chairperson, shall submit a resignation in writing to the President.

b. Committee members shall submit resignations in writing to the Treasurer (as the chairperson), with a copy to the President.

7. Dismissal

a. The Board of Directors, by a two-thirds majority vote, may remove an elected officer or appointed individual for failure to perform his/her duties or acts of misconduct as outlined in the Section’s Governance Manual.

b. Grounds for dismissal are any or all of the following:

1. Noncompliance with Section policies and procedures
2. Failure to perform duties
3. Failure to attend required meetings
4. Failure to maintain confidentiality, good judgment, and integrity in carrying out responsibilities of the Section

8. Appeal of Dismissal – appeal of the dismissal must be specifically defined and submitted in writing through the President to the Board of directors within three (3) weeks of the dismissal.

C. Operations

1. Meetings
a. The Treasurer, as the finance committee chairperson, shall attend the APTA’s Combined Sections Meeting, the BOD Retreat and, if possible, Annual Conference in the capacity of the office of Treasurer.

b. The Treasurer, as the committee chairperson, may call meetings of the committee as deemed necessary. Functions of the committee are also carried out through written or e-mail correspondence and telephone consultation.

c. The committee will meet in person or by telephone conference a minimum of once yearly.

2. Records and Reports
   a. Reports of the finance committee’s activities shall be prepared by the Treasurer, as the chairperson, with input from committee members and presented at BOD meetings and at the Section general business meeting. A written summary of finance committee activities shall be provided to the Secretary prior to these meetings. Other appropriate records of activities during the term of office should also be maintained.

b. Written reports may be submitted to the Section membership through the website.

D. Duties and Responsibilities

1. The committee is responsible for advising the BOD on the Section’s financial needs, growth, and stability.

2. The committee shall annually review the Section’s annual budget in addition to income, expenditures, investments, and contracts and report to the BOD their findings.

3. The committee acts as an information source for the Board of directors in general financial matters.

4. The committee shall provide guidance as requested for review and planning of future expenditures/investments as directed by the Board of Directors.

E. Reimbursement Procedure – receipts should be obtained for any expenses incurred for Section business and procedures should follow those set forth in the Reimbursement Section of this manual.

F. Orientation of New Members

1. Orientation of the new Treasurer, as the new Finance Committee chairperson shall be done by the outgoing Treasurer and the President. The past Treasurer will continue to act as a resource for the newly elected Treasurer/Finance Committee chairperson for up to one year.

2. Orientation of new committee members shall be done by the Treasurer and the outgoing Finance Committee member.

JOURNAL EDITOR-IN-CHIEF

A. Purpose
1. The Editor-in-Chief (EIC):
   1) Serves as the editorial leader to the *Journal of the Section on Women’s Health* (Journal).
   2) Presides over the operations and policies related to the Journal.

B. Organization

1. Appointment Procedures

The Section BOD shall:
   a. Create a search committee including the Director of Research and the Vice President.
   b. Advertise the EIC position.
   c. Interview potential candidates.
   d. Select the EIC.

7. Authority and Accountability

The Journal EIC shall:
   a. Supervise editors, reviewers, committees, work groups and task forces established to facilitate functions of the position.
   b. Report to the Director of Research.
   c. Consult with the President as necessary.
   d. Communicate with publisher.
   e. Participate in a self-assessment and annual review of EIC conducted by the Director of Research.

4. Tenure

   a. The EIC serves a 5-year term and may hold the same position for multiple terms as determined by the Section BOD with guidance from the Director of Research.

C. General Responsibilities

The Journal EIC should:

1. Report to the Section Director of Research.
2. Oversee the manuscript review process.
3. Supervise, communicate with and obtain input from reviewers.
4. Motivate and develop other editors and reviewers.
5. Ensure the final draft of manuscripts are completed and submitted to the publisher by designated time.
6. Manage reader comments, questions and complaints following publication.
7. Communicate regularly (at least once per month) with the Director of Research, Publisher and Executive Director.
8. Plan and ensure the timely publication of 3 issues annually of the *Journal of Women’s Health Physical Therapy (JWHPT)*.
9. Read each submission for appropriateness and edit copy to prepare for printing.
10. Respond in a timely fashion to all inquiries from BOD and membership on all issues related to the *JWHPT*.
11. Solicit contributions to the *JWHPT*.
12. Appoint, for the *JWHPT* with approval of the Director of Research, the following:
   a. Senior Editor
   b. Associate Editors
   c. Review Editors
d. Book Reviewers

13. Develop agenda items for discussion at BOD and Section general business meetings, and submit them to the Director of Research one (1) month prior to the meeting.

14. Submit a written summary of the previous year’s activities to the Director of Research.

15. Submit a proposed budget to the Director of Research by the established deadline each year.

16. Submit bi-annual Action Item updates to the Director of Research.

17. Coordinate financial arrangements with Director of Research.

18. Attend the BoD ans Section General Business Meetings. If a representative cannot attend, a written report of annual activities and updates should be submitted to the Director of Research.

19. Arrange to meet with the Director of Research, Publisher, Executive Director, editors and reviewers at the APTA Combined Sections Meeting, or as deemed necessary. If the EIC is unable to be present, efforts should be made to have an electronic presence.

D. Resignation

1. The EIC shall submit a resignation in writing to the Section President and to the Director of Research three months prior to resignation.

2. All other editorial staff and reviewers shall submit resignations in writing to the EIC, the Director of Research and to the Section President.

E. Dismissal

1. The BoD, by a two-thirds majority vote, may remove an elected officer or appointed individual for failure to perform his/her responsibilities or acts of misconduct as outlined in the Section’s Governance Manual.

2. A formal written warning shall first notify the officer/individual of the Board concerns of non-performance behavior or misconduct in question with recommendation of correction. A second need for correction shall allow the Board to proceed with dismissal for failure to serve.

Grounds for dismissal are:

a. Noncompliance with Section policies and procedures.

b. Failure to perform responsibilities of Journal EIC.

c. Failure to attend required meetings.

d. Failure to maintain confidentiality, good judgment, and integrity in carrying out the responsibilities of the Section.

F. Appeal of Dismissal

1. Appeal of the EIC’s dismissal must be specifically defined and submitted in writing through the Director of Research to the BOD within four (4) weeks of the dismissal.

2. Appeal of Senior Editor or Associate Editor’s must be specifically defined and submitted in writing to the Director of Research, with a copy to the EIC, within four (4) weeks of the dismissal.

G. Compensation

The EIC shall:

1. Receive an honorarium that is recommended by the Director of Research and approved by the BOD.

2. Receive travel and 3 days per diem for CSM.
3. Reimbursement Procedure
   a. Receipts should be obtained for any approved expenses incurred for Section business and procedures for submitting should follow those set forth by the BOD.

H. Orientation of Successor (Senior Editor, Associate Editor, Manuscript Reviewer, Book Reviewer)

The outgoing EIC shall:
1. Orient the new editor or reviewer in collaboration with the Director of Research.
2. Provide the new editor or reviewer with a copy of the Section Governance Manual, records of the previous editor or reviewers activities during the prior two years of office, and other material deemed necessary from the outgoing EIC.
A. Purpose

The Senior Editor:
Serves as an assistant editorial leader to the Journal of the Section on Women’s Health (Journal) and Editor-In-Chief.

B. Organization

Appointment Procedures

The Section BOD shall:
   a. Create a search committee including the Editor-In-Chief (EIC), Director of Research and the Vice President.
   b. Advertise the Senior Editor position.
   c. Interview potential candidates.
   d. Select the Senior Editor in conjunction with the EIC, Director of Research and Vice President.

Authority and Accountability

The Journal Senior Editor shall:
   a. Report to and communicate with the EIC and Director of Research to facilitate publication process.
   b. Participate in a self-assessment and annual review of Senior Editor conducted by the EIC.

Tenure

The Senior Editor serves a 5-year term and may hold the same position for multiple terms as determined by the EIC with guidance from the Section BOD and the Director of Research.

C. General Responsibilities

The Journal Senior Editor should:

1. Report to the EIC and Director of Research.
2. Participate in the manuscript review process as determined by the EIC.
3. Supervise, communicate with and obtain input from reviewers.
4. Motivate and develop reviewers in conjunction with the EIC.
5. Communicate regularly (at least once per month) with the EIC.
6. Participate in the planning and execution of the timely publication of 3 issues annually of the Journal of Women’s Health Physical Therapy (JWHPT).
7. Read each submission for appropriateness and edit copy to prepare for printing.
8. Respond in a timely fashion to all inquiries from BOD and membership on all issues related to the JWHPT.
9. Solicit contributions to the *JWHPT*.

10. Attend the BoD and Section General Business Meetings. If a representative cannot attend, a written report of annual activities and updates should be submitted to the Director of Research.

11. Attend the annual meeting with the EIC, Director of Research, Publisher, Executive Director, other editors and reviewers at the APTA Combined Sections Meeting, or as deemed necessary. If the Senior Editor is unable to be present, efforts should be made to have an electronic presence.

**D. Resignation**

1. The Senior Editor shall submit a resignation in writing to the EIC, Section President and to the Director of Research three months prior to resignation.

**E. Dismissal**

1) The BoD, by a two-thirds majority vote, may remove an elected officer or appointed individual for failure to perform his/her responsibilities or acts of misconduct as outlined in the Section’s Governance Manual.

2) A formal written warning shall first notify the officer/individual of the Board concerns of non-performance behavior or misconduct in question with recommendation of correction. A second need for correction shall allow the Board to proceed with dismissal for failure to serve.

**F. Grounds for dismissal are:**

   1) Noncompliance with Section policies and procedures.
   2) Failure to perform responsibilities of Journal Senior Editor.
   3) Failure to attend required meetings.
   4) Failure to maintain confidentiality, good judgment, and integrity in carrying out the responsibilities of the Section.

**G. Appeal of Dismissal**

1) Appeal of the Senior Editor’s dismissal must be specifically defined and submitted in writing through the EIC and Director of Research to the BOD within four (4) weeks of the dismissal.

**H. Compensation**

The Senior Editor shall:

1. Receive an honorarium that is recommended by the EIC, Director of Research and approved by the BOD.

2. Receive travel and 3 days per diem for CSM.

3. Reimbursement Procedure

   a. Receipts should be obtained for any approved expenses incurred for Section business and procedures for submitting should follow those set forth by the BOD.

**I. Orientation of Successor (Senior Editor, Associate Editors, Manuscript Reviewers, Review Editors)**

The outgoing Senior Editor shall:

1. Orient the new editor or reviewer in collaboration with the Director of Research.
2. Provide the new editor or reviewer with a copy of the Section Governance Manual, records of the previous editor or reviewer activities during the prior two years of office, and other material deemed necessary from the outgoing Senior Editor.

MEMBERSHIP CHAIR

A. Purpose

To recruit and retain members of the Section on Women's Health.

B. Organization

1. Appointment Procedures
   The Membership Coordinator is appointed by the Executive Board, based on the recommendations of the Vice President overseeing the membership committee and outgoing membership coordinator. Qualifications for this position include Section membership for 2 years, access to e-mail and social media, and completion of a Member Interest Form.

2. Authority and Accountability

   The Membership Coordinator is accountable to the Vice President who will initially address any concerns regarding the performance of duties. If satisfactory results are not obtained, the Executive Office and the President can be consulted as necessary. The Membership Coordinator coordinates activities of the Membership Committee, consisting of the Vice President, 5 Regional Representatives, Student SIG representative and the Volunteer Coordinator.

3. Tenure
   The Membership Coordinator may serve a maximum of two 3-year terms.

4. Resignation

   The Membership Coordinator shall submit a resignation in writing to the Vice President with a copy to the Secretary and the President.

5. Dismissal

   a. Dismissal of the Membership Coordinator must be by written action of the Vice President with a copy to the Secretary and the President.

   b. Grounds for dismissal are:

      1. Noncompliance with Section policies and procedures.
      2. Failure to perform duties of elected office.
      3. Failure to attend required meetings.
      4. Failure to maintain confidentiality, good judgement, and integrity in carrying out responsibilities of the Section.

6. Appeal of Dismissal
Appeal of the dismissal of the Membership Coordinator must be specifically defined and submitted in writing to the Director of Professional Development, with a copy to the President within three (3) weeks of the dismissal.

C. Operations

1. Meetings
   a. The Membership Coordinator is requested to attend APTA's Combined Sections Meeting to perform an annual membership meeting for state and regional representatives and facilitate representation at new member and SoWH events meetings.
   b. The Membership Coordinator may be asked by the BoD to attend a BoD meeting or the SoWH General Business Meeting or an APTA Membership meeting at the Combined Sections Meeting.
   c. The Membership Coordinator may communicate with the Regional/State Representatives by e-mail and phone. Conference call meetings should be planned at least one month in advance and occur 8-10 times per year. The calendar of calls needs to be approved and cleared by AMG and the Vice President to ensure the call line is available.
   d. The Membership Coordinator will meet with the Vice President, and Volunteer Coordinator at CSM, and will attend the open BoD meeting at CSM.

2. Records and Reports
   The Membership Coordinator shall submit quarterly reports to the Vice President.

D. Duties and Responsibilities of the Membership Coordinator

1. Develops and implements strategies for ongoing recruitment and retention of members. Trend and make recommendations for retention strategies.

2. Coordinates the development, mailing, and analysis of a Member Needs Assessment as needed.

3. Develops welcome letters for new or returning members; develops letters to members who have dropped. Working through the State and Regional Representatives, will call or follow-up with a member who resigns from membership.

4. Oversees the Membership Committee.

5. Reviews budget proposals of the State Representatives for submission to the Executive Board by the requested deadline.

6. Submits a budget proposal to the Executive Board by the requested deadline.

7. Submits an annual report to the Secretary by Dec 1st of each year.

8. Works with the Director of Communications to develop membership brochure, Section booth/display and website updates.
9. Works with the Director of Communications to develop strategy for advertising the benefits of Section membership.

10. Promotes the professional activities of current members.

11. Develops annual projections for membership growth.

E. Reimbursement Procedure

Receipts should be obtained for any approved expenses incurred for SoWH business and procedures should follow those set forth in IV.D. - Reimbursement.

F. Orientation of Successor

a. Orientation of a new Membership Coordinator shall be done by the outgoing Membership Coordinator and the Vice President.

b. The newly appointed Membership Coordinator shall receive from the outgoing Coordinator a copy of the Section Governance Manual, records of previous Coordinator activities during the last three (3) years, and any other material deemed necessary for the smooth transition of operation.

**POSTER & PLATFORM COORDINATOR**

A. Purpose

The Poster & Platform Coordinator is responsible for coordinating the review process of submitted abstracts for Poster and Platform presentations at Combined Sections Meeting (CSM).

B. Organization

1. Appointment Procedures

   The Director of Research shall:
   a. Appoint a Poster & Platform Coordinator.
   b. Appoint a Poster & Platform Coordinator based on recommendations from the Board of Directors (BOD) of the Section.
   c. Appoint a Poster & Platform Coordinator who is a licensed physical therapist.
   d. Appoint a Poster & Platform Coordinator who has been a Section member for the 2 preceding years.
   e. Appoint a Poster & Platform Coordinator who is easily able to access E-mail and comfortable with emerging technologies.

2. Authority and Accountability

   The Poster & Platform Coordinator shall:
   a. Report directly to the Director of Research.
   b. Serve on the Research Committee.
   c. Assist the Director of Research in identifying reviewers for the committee.
   d. Oversee abstract submissions, coordinates reviews, and notifies all abstract authors of acceptance or
rejection of the abstracts for presentation with copies of notifications provided to the Director of Research.
e. Communicates with the Director of Research to facilitate functions of the committee.

3. Tenure

The Poster & Platform Coordinator is an appointed position without term limits.

4. Resignation

The Poster & Platform Coordinator shall submit a resignation in writing to the Director of Research with a copy to the President.

5. Dismissal

a. Dismissal of the Poster & Platform Coordinator must be by written action of the Director of Research with a copy to the President.

b. Grounds for dismissal are:
   • Noncompliance with Section policies and procedures.
   • Failure to perform responsibilities of Poster & Platform Coordinator.
   • Failure to attend required meetings.
   • Failure to maintain confidentiality, good judgment, and integrity in carrying out responsibility of the Section.

6. Appeal of Dismissal

Appeal of dismissal of the Poster & Platform Coordinator must be specifically defined and submitted in writing to the Director of Research, with a copy to the President within 4 weeks of dismissal.

C. Operations

1. Meetings

The Poster & Platform Coordinator should:

a. Communicate with the reviewers by electronic transmission, fax, or phone with copies provided to the Director of Research.

b. Attend the General Business Meeting and a BoD meeting of the Section at the Combined Sections Meeting. If the Poster & Platform Coordinator is unable to be present, efforts should be made to have an electronic presence and/or coordinate with the Director of Research to find a proxy.

2. Records and Reports

The Poster & Platform Coordinator should:

a. Submit an annual report (including all authors and titles) to the Director of Research within 2 weeks of Combined Sections Meeting.

b. Maintain an electronic record of all names and contact information for all poster and platform presenters for tracking purposes of advancement of research in the field of women’s and men’s health physical therapy.
D. General Responsibilities

The Poster & Platform Coordinator should:

1. Follow APTA established procedures and timelines for review of abstracts.
2. Assist the Director of Research in recruitment of committee members and reviewers.
3. Communicate with authors of abstracts re: acceptance, suggestions for improvement, or rejection of abstract.
4. Encourage selected abstract submission authors to submit for inclusion in the Journal. Send “instructions for authors” and the application for the Elaine Meadows Travel Scholar Award to each lead author of abstracts accepted for presentation.
5. Increase awareness of availability of Platforms and Posters online for 6 months after CSM.
6. Orient reviewers on review process.
7. Assist Director of Programming in scheduling of Platform presentations for CSM.
8. Submit budget requests to the Director of Research by the designated timeline each year.
9. Track progress of research presented as posters & platforms and by provide the Director of Research with the contact information for each presenter.

E. Reimbursement Procedure

Receipts should be obtained and submitted to the Executive Director for approved expenses incurred for Section business and procedures.

F. Orientation of Successor

The outgoing Poster & Platform Coordinator shall:

1. Orient the a new Poster & Platform Coordinator.

2. Provide for the new Poster & Platform Coordinator a copy of the Section Governance Manual, records of previous Poster & Platform Coordinator’s activities during the last 3 years, and any other materials deemed necessary for the smooth transition of operation.
REGIONAL COURSE COORDINATOR

A. Purpose:

The Regional Course Coordinator coordinates and supervises the Section’s regional courses.

B. Organization:

1. The Regional course Coordinator is appointed to coordinate the regional courses. The coordinator assists the Director of Education as requested.

2. Appointment Procedures: The Regional Course Coordinator is appointed by the Volunteer Coordinator based on recommendations from the Director of Education, and with Approval of the Executive Board. Qualifications for this position include:
   a. Section membership for 2 years
   b. Access to email
   c. Good communication skills
   d. Ability to pay attention to details
   e. Ability to complete tasks in a timely fashion, (based on the section calendar)

5. Authority and Accountability: The Regional course Coordinator is accountable to the Director of Education who will initially address any concerns regarding the performance of duties. If satisfactory results are not obtained, the Executive Officer and the President of the section will be consulted as necessary

6. Tenure: The Regional Course Coordinator is not subject to term limits. An annual performance review is administered by the Director of Education.

7. Resignation: The Regional Course coordinator shall submit a resignation in writing to the Director of Education with a copy to the President and shall make an effort to find a replacement coordinator.

8. Dismissal:
   a. The Board of Directors, by a 2/3 majority voter, may remove an elected officer or appointed individual for failure to perform his/her duties or acts of misconduct as outlined in the Section’s Governance Manual.
   b. A formal written warning shall first notify the officer/individual of the Board concerns of non-performance behavior or misconduct in question with recommendation of correction. A second need for correction shall allow the Board to proceed with dismissal for the failure to serve.
   c. Grounds for dismissal are any of the following:
      • Noncompliance with Section policies and procedures.
      • Failure to perform duties of elected office
      • Failure to attend required meetings
      • Failure to maintain confidentiality, good judgment and integrity in carrying out responsibility’s of the section

9. Appeal of the Dismissal:
   Appeal of dismissal of the regional course coordinator must be specifically defined and submitted in
writing to the Director of Education, with a copy to the President within three weeks of the dismissal.

C. Operations
   1. Meetings:
   2. Records and Reports

D. Duties and Responsibilities
   1. Works closely with Director of Education:
      - Makes suggestions for educational programming.
      - Seeks advice from the Director of Education regarding section policies.
      - Provides feedback regarding member opinion on educational programming.
   2. Acts as an information source to section members regarding regional seminars sponsored by the section.
   3. Acts as a resource for site coordinator to oversee mechanisms to ensure that courses run smoothly.
   4. Submits a budget to the director of Education by summer retreat deadline.
   5. Prepares an annual summary and update of activities by CSM Deadline.

E. Reimbursement Procedure

Receipts should be obtained for any approved expenses incurred for Section business and procedures should follow those set forth in IV.D.-Reimbursement, as well as a $500.00 annual honorarium.

F. Orientation of New Members

1. Orientation of a new Regional Course Coordinator shall be done by the outgoing Regional Course Coordinator and the Director of Education.

2. The Newly appointed Regional course Coordinator shall receive from the outgoing coordinator a copy of the Section Governance Manual, records of previous coordinators activities during the last three (3) years and any other material deemed necessary for the smooth transition of operation.
REGIONAL REPRESENTATIVES

A. Purpose

The Regional Representative serves as an intermediary for State Representatives and individual members in their region to disseminate and exchange pertinent information, and to convey concerns to the Membership Committee and the Vice President.

B. Organization

1. Creation

The Regional Representatives were established by the BoD as outlined in the bylaws.

2. Composition

a. One (1) representative will be appointed from the five designated regions.

   1. Northeast Region (Region 1) - Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont
   2. Southeast Region (Region 2) - Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Puerto Rico, South Carolina, Tennessee, Virginia, West Virginia
   3. Midwest Region (Region 3) - Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin
   4. Southwest Region (Region 4) - Arizona, California, Colorado, Hawaii, Nevada, New Mexico, Oklahoma, Texas, Utah

3. Appointment Procedures

The Regional Representatives (one (1) from each region) are appointed by the Volunteer Coordinator based on recommendations from the BoD.

4. Tenure

The Regional Representative may serve a maximum of two 3-year terms.

5. Authority and Accountability

The Regional Representatives are members of the Membership Committee, under the direction of the Vice President, who will initially address concerns regarding performance of duties necessary.

C. Operations
1. Meetings

The Regional Representatives will meet at the Combined Sections Meeting and confer by telephone and written correspondence with the Vice President, who will then relay to bring regional concerns of the members to the attention of the BoD.

2. Records and Reports

   a. Reports of activities shall be prepared by the representatives and forwarded, prior to meetings, to the Vice President for presentation at the BoD meetings and the Section General Business Meeting. An annual 1 page report is submitted by December 1st of each year. Other appropriate records of activities during the term of office should also be maintained.

   b. Written reports are submitted to the Section membership through the Newsletter at the discretion of the Vice President and the Newsletter Editor.

D. Duties and Responsibilities

1. Contact each new member during the first six months of membership via telephone or mail to ensure that the member's needs are being met and assist in the achievement of their goals of membership. The representative will also interview the members to learn areas of expertise and interest related to women's health.

2. Review new member surveys and disseminate information to appropriate officers regarding volunteer opportunities.

3. Establish an e-mail address for efficiency of communication within the SoWH.

4. Attend the Combined Sections Meeting and participate in requested meetings with the Membership Committee or BoD member and Your Turn to Speak Up.

5. Assist the BoD with regional activities.

6. Interact with State Representatives within the region to share information from the Membership Committee and BoD and to facilitate optimal communication. Also recognize State Representatives by sending a gift (small item with Section logo) and thank you note when a new State Rep is appointed.

7. Act as a resource for interested people in the region (i.e. referrals, practice issues, legislation, research).

8. Update the Vice President and Membership Committee on activities, goals and regional concerns.

9. Provides input to the officers and directors regarding regional women's health issues (i.e. program suggestions, legislation, practice issues, frequently asked questions).

10. May initiate women's health study groups in the region with other interested Section members. Any anticipated expenses for the following year associated with this project must be submitted to the Treasurer by July 1.

11. Develop agenda items for discussion at BoD and Section general business meetings, and submits them for review to the Vice President one (1) month prior to the meeting.

12. Submit a proposed budget to the Vice President by July 1.
E. Reimbursement Procedure

Receipts should be obtained for any approved expenses incurred for Section business and procedures should follow those set forth in IV.D. - Reimbursement.

F. Orientation of New Members

1. Orientation of new Regional Representatives shall be done by the outgoing Representative and the Membership Committee.

2. Each newly appointed Regional Representative shall receive from the outgoing Regional Representative a copy of the Section Governance Manual, records of previous representative's activities during the last three (3) years, and any other material deemed necessary for the smooth transition of operation.

RESIDENCY COMMITTEE CHAIRPERSON

A. Purpose:

The Residency Committee Chairperson is responsible for facilitating the development of new residencies and/or fellowship sites, and the support of existing sites, in the Women’s Health area of physical therapy practice.

B. Organization

1. The Residency Committee Chairperson is appointed to recruit and mentor prospective residencies and/or fellowships. The Residency Committee Chairperson assists the director of Education as requested.

2. Appointment Procedures: The Volunteer Coordinator appoints the Residency Committee Chairperson, based on recommendation of the Director of Education, and with approval of the Executive Board. Qualifications for this position include:

   a. Section membership for two years
   b. Training and/or experience in education beyond the first professional degree.
   c. Good communication skills

3. Authority and Accountability: The Residency Committee Chairperson is accountable to the Director of Education who will initially address any concerns regarding the performance of duties. If satisfactory results are not obtained, the Executive Officer and the President of the section will be consulted as necessary.

4. Tenure: The Residency Committee Chairperson may serve a maximum of two 3-year terms.
5. Resignation: The Residency Committee Chairperson shall submit a resignation in writing to the Director of Education with a copy to the President and shall make an effort to find a replacement Chairperson.

6. Dismissal:

1) The Board of Directors, by a 2/3 majority vote, may remove an elected officer or appointed individual for failure to perform his/her duties or acts of misconduct as outlined in the Section’s Governance Manual.

2) A formal written warning shall first notify the officer/individual of the Board concerns of non-performance behavior or misconduct in question with recommendation of correction. A second need for correction shall allow the Board to proceed with dismissal for the failure to serve.

3) Grounds for dismissal are any of the following:
   - Noncompliance with Section policies and procedures.
   - Failure to perform duties of appointed office
   - Failure to attend required meetings
   - Failure to maintain confidentiality, good judgment and integrity in carrying out responsibility’s of the section

7. Appeal of the Dismissal: Appeal of dismissal of the Residency Committee Chairperson must be specifically defined and submitted in writing to the Director of Education, with a copy to the President within three months of the dismissal.

C. Operations

1. Meetings: The Residency Committee Chairperson will attend APTA’s Combined Section Meeting
   a. Meets with the Director of Education to discuss progress and viability of the residency and fellowship programs. Reports on performance of residents, fellows and educational sites related to their goals.

2. Records and Reports: The Residency Committee Chairperson shall submit an annual report to the Director of Education outlining the activity of the committee over the previous year.

D. Duties and Responsibilities

1. Acts as the primary coordinator for residency and fellowship development.
   - Contacts interested parties for potential residency/fellowship opportunities.
   - Preparation for CSM programming “Your Turn to Speak Up,” and other exposure as is applicable to promote awareness to the membership.

2. Acts as an information source to Section members regarding:
   a. residency or fellowship as an educational endeavor
   b. availability/ contact information of appropriate programs.
3. Recruits other interested individuals to advance the work of the Residency Committee.

4. Works closely with the Director of Education:
   - Makes suggestions for committee development.
   - Seeks advice from the Director of Education regarding Section policies.
   - Provides feedback regarding member opinion on residency/fellowship education.

5. Budget preparation with help from the Director of Education, submitted by summer retreat deadline.

6. Prepares an annual summary and update of activities by CSM deadline.

7. Acts as liaison on residency issues between APTA department of professional development and the SOWH

E. Reimbursement Procedure

Receipts should be obtained for any approved expenses incurred for Section business and procedures should follow those set forth in IV.D.-Reimbursement

F. Orientation of New Members

1. Orientation of a new Residency Committee Chairperson shall be done by the outgoing Residency Committee Chairperson and the Director of Education.

2. The newly appointed Residency Committee Chairperson shall receive from the outgoing Coordinator a copy of the Section Governance Manual, records of previous coordinators activities during the last three (3) years and any other material deemed necessary for the smooth transition of operation.

RESIDENCY TASK FORCE CHAIR

A. Purpose:

The Residency Task Force Chair (Chair) shall be responsible for overseeing dispersement of Section funds to newly credentialed Women’s Health Residency programs. Once all funds have been dispersed, this task force will resolve.

B. Organization

1. Authority and Accountability: The Chair shall report to the Director of Education.
2. Tenure: The Chair shall serve a maximum of two 3-year terms.

C. Operations

1. Records and Reports: The Chair shall submit reports to the Director of Education outlining the task force’s activities as requested by the DoE.

D. Duties and Responsibilities

1. Reviews applications for SoWH residency grant funding.
2. Determines if applicants meet qualifications.
3. Oversees voting process of other Residency Task Force members to approve applicants for grant funding.
4. Communicates results of voting process (and approval of potential grant recipients) to the DoE and the SoWH association office.

E. Reimbursement Procedure

Receipts should be obtained for any approved expenses incurred for Section business and procedures should follow those set forth in IV.D.-Reimbursement.

F. Orientation of New Members

1. Orientation of a new Chair shall be done by the outgoing Chair and the Director of Education.

2. The newly appointed Chair shall receive from the outgoing Chair any other material deemed necessary for the smooth transition of operation.

**RESIDENCY TASK FORCE MEMBER**

A. Purpose:

The Residency Task Force Member (Member) shall be responsible for overseeing dispersement of Section funds to newly credentialed Women’s Health Residency programs. Once all funds have been dispersed, this task force will resolve.

B. Organization

a. Authority and Accountability: The Member shall report to the Residency Task Force Chair.
b. Tenure: The Member shall serve a maximum of two 3-year terms.

C. Operations

1. Records and Reports: The Member shall assist the Chair in development of written reports to the Director of Education on the activities of the Residency Task Force.

D. Duties and Responsibilities

1. Reviews applications for SoWH residency grant funding.
2. Determines if applicants meet qualifications.
3. Participates in voting process to approve applicants for grant funding.

E. Reimbursement Procedure

Receipts should be obtained for any approved expenses incurred for Section business and procedures should follow those set forth in IV.D.-Reimbursement

F. Orientation of New Members

1. Orientation of a new Member shall be performed by the Chair and outgoing Member.
2. The newly appointed Member shall receive from the outgoing Member any other material deemed necessary for the smooth transition of operation.
STATE REPRESENTATIVES

A. Purpose

The purpose of the State Representative serves as a local contact for SoWH members in their state, exchanging information regarding member or state concerns, Section activities and other issues as requested by the BoD. In case the large or heavily populated states, 2 persons may be appointed. The State Representative can make a lasting contribution to the Section by contributing to activities that make a difference to Section members and the practice of physical therapy in your state. The State Representative helps people who have a passion for physical therapy.

B. Organization

1. Appointment Procedures
   The State Representative will be appointed by the Volunteer Coordinator. Qualifications for the position include Section membership for 2 years, completion of a Member Interest Form (obtained from the Volunteer Coordinator), and access to E-mail.

2. Authority and Accountability
   The State Representative is directly responsible to the corresponding Regional Representative, the Membership Coordinator, the Membership Committee, and to the BoD.

3. Tenure
   The State Representative may serve a maximum of two 3-year terms.

C. Operations

1. Meetings
   a. The State Representatives will meet if possible at CSM, confer by e-mail or telephone with their Regional Representative to bring state concerns of the members to attention of the Regional Representatives and the BoD.

2. Records and Reports
   a. Reports of pertinent activities shall be prepared and forwarded to the Regional Representatives at least one month prior to CSM.
   b. Written reports may be requested by the Membership Coordinator for publication in the SoWH newsletter.

D. Duties and Responsibilities

1. Act as communication liaison between the Regional Director (RD) and Section members in the state.

2. Assist in referrals to appropriate member therapists.

3. Identify continuing educational needs of the state's Section membership and communicate these needs to the RD at least annually. State Representatives (SR) may also be called upon to assist with Section-sponsored continuing education programs in the state, such as the Advanced Clinical Practice Course.

4. Offer assistance regarding women’s health issues to the State Chapter President and serve as an advisor to the Chapter Executive Office regarding women’s health issues and attend at least one state Chapter meeting per year as the representative of the SoWH. Suggested
activities: writing an update of women’s health issues in the state newsletter; providing information on women’s health issues and the SoWH; or establishing a Women’s Health Special Interest Group, WH study group or informal discussion groups. See document “Ideas for State Representatives.”

5. Monitor state legislation relative to women’s health and the practice of physical therapy. Communicate with the Chapter’s Government Affairs Committee or Legislative Chair, or find a member to serve in this capacity. Assist the Section’s Reimbursement Committee in finding key contacts in your state for Medicaid, early intervention and school-based settings.

6. Submit reports to the RD with information about activities, issues, and data within the state, along with Section member input, questions and concerns. The “State Representative Report to Regional Director” is a summary submitted in November prior to Combined Sections Meeting and in April prior to Annual Conference. Information related to this report will be provided to the SRs by their RD in advance of the reporting deadlines.

7. Assist in identifying appropriate organizations for liaison relationships with the Section, and serve as a liaison (or help identify an appropriate person) to at least one state or local community organization or professional association.

8. Perform additional responsibilities as identified in the Section’s strategic plan, which may include assisting the Section leadership and executive office as requested and assisting with the implementation of Section PT Month activities within the state.

9. Serve as a resource for members starting treatment programs (i.e., Cont Ed courses, equipment questions, State specific laws, reimbursement issues, mentoring opportunities).

10. Promote the SoWH by attending District, Chapter or National meetings, including Government Affairs sponsored by the APTA; may use the Section video, or the Section booth at these meetings.

11. Serve as a liaison between Chapter and SoWH reimbursement committees.

12. Aid in recruitment of new members.

13. Promote member networking and /or study groups within the state.

14. Contact vendors to express appreciation for support of the SoWH in our publications or programming.

15. Be familiar with the Section Web site and refer state membership to specific areas as needed for further information.

F. Orientation of Successor

1. Orientation of a new State Representative shall be done by the outgoing State Representative and the Membership Coordinator.
VOLUNTEER COORDINATOR

A. Purpose
The Volunteer Coordinator will oversee efforts to communicate with the Section’s volunteers.

B. Organization

Appointment Procedures
The Secretary and the President appoint the Volunteer Coordinator, based on recommendations of the Membership Committee and with approval of the BoD.

Authority and Accountability
The Volunteer Coordinator is a member of the Membership Committee, under the direction of the Vice President, who will address any concerns regarding the performance of duties. If satisfactory results are not obtained, the Executive Office and the President can be consulted if necessary. Lastly, the Volunteer Coordinator supervises sub-committees established to facilitate functions of the committee.

Tenure
The Volunteer Coordinator may serve a maximum of two 3-year terms.

Resignation
The Volunteer Coordinator shall submit a resignation in writing to the Vice President with a copy to the President.

Dismissal
a. Dismissal of the Volunteer Coordinator must be by written action of the Vice President with a copy to the President.

b. Grounds for dismissal are:
   1. Noncompliance with Section policies and procedures.
   2. Failure to perform duties of elected office.
   3. Failure to attend required meetings.
   4. Failure to maintain confidentiality, good judgement, and integrity in carrying out responsibilities of the Section.

Appeal of Dismissal
Appeal of dismissal of the Volunteer Coordinator must be specifically defined and submitted in writing to the Secretary, with a copy to the President within 3 weeks of dismissal.

C. Operations

1. Meetings
   a. The Volunteer Coordinator is requested to attend APTA’s Combined Sections Meeting to enhance the Volunteer Coordinator’s ability to perform the duties of the job.
b. The Volunteer Coordinator may be asked by the BoD to attend a BoD Meeting, the Membership Committee Meeting, Board at the Bar, or the Section’s General Business Meeting at the Combined Sections Meeting.

c. The Volunteer Coordinator may hold meetings (phone or in person) of the sub-committees when needed. A budget request for such meetings must be approved by the Vice President.

2. Records and Reports
   The Volunteer Coordinator shall submit an annual report (1 page) to the Vice President. This report is due by December 1st.

D. Duties and Responsibilities

1. Develop assessment plans to determine if the Volunteer Coordinator is meeting goals.

2. Mentor and orient volunteers, providing an update to the BoD at CSM.

3. Work on any other projects/goals to communicate with the volunteers and public.

4. Provide exit survey to Volunteers who resign.

E. Reimbursement procedure

Receipts should be obtained for any approved expenses incurred for Section business and procedures should follow those set forth in IV. D. - Reimbursement.

F. Orientation of Successor

1. Orientation of a new Volunteer Coordinator shall be done by the outgoing Volunteer Coordinator and the Secretary.

2. The newly appointed Volunteer Coordinator shall receive from the outgoing Volunteer Coordinator records of previous Volunteer Coordinator activities during the last 3 years, and any other materials deemed necessary for the smooth transition of operation.
I. Creation

A. The BoD must approve all appointed groups.

B. Any Member of the BoD may request the creation of an appointed group by submitting the following, in writing, to the BoD:
   1. Specific charge to the appointed group.
   2. Listing of specific tasks to fulfill the charge.
   3. Approximate length of time for the appointed group to complete the charge.
   4. Budget for the group, including any expenditures and income.
   5. Suggestions for members of the group.

C. The BoD will review all requests for appointed groups and approve, or disapprove, the group.

D. If the appointed group is approved, the BoD will appoint members and a chairperson from the Section Members.

II. Annual Review

A. The BoD is responsible for reviewing the charges of all appointed groups on an annual basis.
   1. Each appointed group’s charge will be discussed at the BoD retreat or the BoD meeting at CSM.
   2. The BoD may authorize the group to continue under the current charge. This decision will be reflected in the minutes of the corresponding meeting. The officer/director liaison will notify the chairperson of the group.
   3. The BoD may revise the charge and tasks of the group. The corresponding meeting minutes will reflect the changes. The chairperson of the group will be notified by the officer/director liaison. The chairperson will notify the members of the group.
   4. The BoD may disband the group if the charge has been completed. This decision will be reflected in the corresponding meeting minutes. The officer/director liaison will notify the chairperson of the group. Appreciation will be expressed, on behalf of the Section, to the group’s members.
   5. The BoD may disband the group if the charge is not benefiting the Section. This decision will be reflected in the corresponding meeting minutes. The officer/director liaison will notify the chairperson of the group. Appreciation will be expressed, on behalf of the Section, to the group’s members.

III. Reports

A. Appointed groups are required to submit a report to the officer/director liaison and to the Secretary prior to the Combined Sections Meeting, BoD retreat, and as deemed appropriate by the BoD.

IV. Reimbursement
Receipts should be obtained for any expenses incurred for Section business and procedures should follow those set forth in IV. D. – Reimbursement.

ARCHIVES

I. Responsibility

The Executive Office and the Secretary are responsible for the maintenance of Section Archives.

II. Purpose

To maintain historical records for the Section. These records are those desirable to preserve for historical or legal purposes and to alleviate quantities of past records being maintained and passed on to the BoD. Records are stored at the Section’s Executive Office.

III. Records Maintained

A. Minutes of BoD meetings
B. Minutes of Membership Business Meetings
C. Committee reports
D. Documents or papers prepared by or on behalf of the Section
E. Awards granted to the Section
F. Bylaws including all amended copies
G. List of elected officers on a yearly basis
H. *Journal of the Section on Women’s Health*
I. Policies and Procedures Manual and all additions
J. List of recipients of Section awards

IV. Responsibility of Transferring Records

A. Minutes to be submitted by the Secretary and Historian
B. Documents, awards, bylaws or other relevant material to be submitted by the appropriate officer, director or appointed member.
C. *Journal of the Section on Women’s Health* to be submitted by the Editor

V. Use of Records

A. Copies of any record or compilation of information from the records will be sent to any BoD member upon request to the Executive Office.
B. Copies of any record or compilation of information from the records will be sent to Section Member upon request to the Executive Office.
C. Copies of any record or compilation of information from the records will be sent to non-members upon request to a BoD officer and notification of the Executive Office.
D. A composite record of the recipients of the award will be maintained in the archives.
AWARDS

I. Awards – General Information

A. Purpose

1. To honor and formally recognize the most outstanding contributions to the field of Women's Health by a member of the Section on Women's Health of the APTA.

II. Elizabeth Noble Award

A. Selection Process

1. The Vice President will request nominees for the award via website posting and eblasts.
2. Nominations will be submitted by Section members in writing to the Vice President and Executive Officer, naming the candidate and describing the qualifications and contributions, using the appropriate nomination form obtained from the executive office.
3. Two letters of support will be submitted. Current members of the SoWH Board of Directors may not submit a letter of support.
4. The award may be given to Section members. Current members of the Board of Directors are ineligible for nomination.
5. Nominations will be judged on the basis of the results of the candidate's contributions to the Section or to the field of Women's Health.
6. One (1) award may be given annually, and only if there is a qualified nominee.
7. The recipient will be decided upon by two thirds (2/3) majority vote of the BoD via mail, email, telephone, conference call, or meeting.
8. The BoD will maintain confidentiality in all matters dealing with the selection of the award recipient.

B. Presentation

1. The Executive Office will arrange for the engraving of the award plaque, and will be responsible for ensuring that the plaque is brought to the APTA's Combined Sections Meeting.
2. The person nominating the recipient will present the award if possible.
3. The awardee will receive reimbursement for travel to and from the site of APTA's Combined Sections Meeting and one (1) day per diem, limited to a total of $575.
4. Expenses accrued in determining the award winner and securing the engraved plaque will be reimbursed.
5. Expenses incurred should be recorded on appropriate forms obtained from the Executive Office. Receipts for all expenses must be presented to the Executive Office for reimbursement.

D. Records

A composite record of the recipients of the award will be maintained in the archives.

III. Friend of the Section

IV. Volunteer of the Year
BUDGET PREPARATION

A. Objectives

1. To establish a document that will provide financial guidelines for the operations of the Section for the upcoming year and future

2. To provide a means for which the rationale and the decisions made in the budgeting process will be appropriately documented

3. To provide a means by which the strategic and financial planning will be reviewed and modified according to the activity and goals for the Section

B. Old Business

1. In the programs for which you are responsible, review projects and line items from the previous year's budget to familiarize yourself with the document.

2. Review the second quarter financial statement provided with your budgeting information. Estimate what the annual expenses would be based on the second quarter report. Keep in mind the activity patterns of your work. Now compare these figures with the previous year's budget you reviewed in #1. Make recommendations for change in the line items, either up or down, according to your estimations. To do this, prepare a motion on the appropriate form, listing out the changes you are recommending. Include the rationale for the change in the support statement.

C. New Business

1. Along with the development of ideas for future goals and projects, it is important to also study the fiscal impact of implementing the idea. For each new project, it is important to work through a budget worksheet, in as much detail as possible.

2. Because the new project will be a change in the budget, the next step is to prepare a Board Proposal. First write the motion as clearly as possible. Next, provide support for your project as indicated on the form. Be sure to state clearly why you are recommending this project and the short and long range benefits for the section. The final step is to study, with as much detail as possible, the fiscal impact of your project. To do this step, it might be helpful to go through each line item in the budget and consider if your project would generate any cost and/or revenues associated with that topic.
CONVENTION EXHIBIT / VENDOR TERMS AND CONDITIONS

1. The Section on Women’s Health APTA (herein after called the "Management") and the Exhibitor agree that all displays must be fully set up and operational by opening. Exhibitor also agrees to be open and staffed during course/conference hours.

2. Exhibitor agrees that displays will not visually or physically disturb aisles or adjacent exhibitors and exhibitor agrees that displays will fit on a tabletop exhibit unless prior approval of Management.

3. Exhibitor agrees to conform to all SoWH, and State rules and regulations.

4. Exhibitor may purchase lunch for the participants, but only if previously arranged with the SoWH Headquarters office and the specific day has been determined ahead of time. Each vendor is allowed to purchase lunch day only, per course.

5. Exhibitor will be present at the course and have access to the participants before/after the course/conference, and during the breaks. Exhibitor agrees that no soliciting for business will be conducted in the course room during the teaching/program times.

6. Exhibitor agrees not to sublet exhibit space or exhibit any merchandise other than that specified in the show contract. Exhibitor agrees that Management reserves the right to reject, modify or restrict any exhibit.

7. Exhibitor agrees that space assignments may be changed by Management.

8. Exhibitor agrees that electrical wiring or installation shall be done only by hotel/meeting site contractor approved by the facility.

9. Exhibitor agrees not to make undue noise, or odor, use bright or hazardous lights, cause damage to the building or booth equipment or act in any manner deemed inappropriate by Management.

10. Exhibitor agrees that no exhibitor shall have authority to incur cost or liability for or against Meetings Management Group, Association Management Group, and the Section on Women’s Health. Exhibitor shall be responsible for any costs pertaining to moving in and moving out of materials. Exhibitor shall be liable for all damages which he/she may cause to the building, or otherwise in connection with his/her exhibit.

11. Exhibitor agrees that in the event due to war, fire, strike, government regulation, terrorism, public enemy, Acts of God or other cause, the show or any part thereof is prevented from being held, is canceled by the Management, the Management, in its sole discretion, shall determine and refund to the applicant his proportionate share of unused funds.

12. Exhibitor agrees to assume all responsibility for loss, theft, or destruction of goods or for personal injuries to himself, his employees, agents, representatives, or visitors, and shall indemnify, defend and hold harmless Meetings Management Group, AMG, the Section on Women’s Health, or any of its agents from any and all liability in connection with any and all of the above.

13. Exhibitor agrees that the serving of alcoholic beverages by exhibitors is prohibited without prior permission of Management.

14. Exhibitor acknowledges and agrees that projections of attendance are estimates only, and that no guarantees regarding attendance are being made.

15. Exhibitor agrees that the failure of either party to enforce any provision of this Agreement shall not operate as a waiver by such party of its right to enforce the same or any other provision at any time.

16. Exhibitor agrees that, except as otherwise specifically provided herein, this Agreement constitutes the entire Agreement between the parties, and supercedes all proposals, promotional materials, negotiations and understandings of any nature whatsoever. This agreement may be amended only by written instrument signed by both parties.
GUIDELINES FOR WOMEN’S HEALTH SECTION SPECIAL INTEREST GROUPS

Women’s Health Section Special Interest Groups (SIG) are designed to provide opportunities for members who share a special professional interest that cannot be served through existing means to meet and participate in activities related to that special interest within Section on Women’s Health (SOWH) structure. Special interest groups are under the jurisdiction of the SOWH Board of Directors.
A. **Formation**
A number of eligible section members specified by the section should file a petition to form a SOWH special interest group (SIG) with the SOWH Board of Directors. The petition should include a brief explanation of the reason(s) for forming the SIG and indicate why the interests of individuals represented by the proposed group cannot be served through existing means. The SOWH Board should act on the petition in a timely manner (e.g., at the next scheduled board meeting).

A member of the section’s Board of Directors should be assigned to review the petition and make a recommendation to the section board concerning formation of the special interest group (SIG). If the petition is approved, the SIG’s bylaws or rules of order should be developed either as part of the section bylaws or as a separate document.

B. **Membership and Dues**
Membership in a special interest group (SIG) is voluntary. All SIG members continue to belong, pay dues to, and receive benefits from APTA and the section. SIGs may charge dues; nonpayment shall not carry punitive action or loss of good standing at the national or section level.

C. **Bylaws or Rules of Order**
Special interest groups (SIG) may use the Model Bylaws for Sections (BOD 11-00-14-42) as a guide in preparing their bylaws or rules of order. Proposed special interest group (SIG) bylaws or rules of order and amendments thereto should be reviewed by a parliamentarian for consistency with the SOWH bylaws. These bylaws or rules of order, in their original form and when they are amended, must be presented to the SOWH Board of Directors for approval after approval by the SIG’s membership.

Sections may wish to include the provisions for special interest groups (SIG) in the body of their bylaws rather than having a separate document for each SIG. In this event section bylaws should include a statement to the effect that the section’s bylaws and a procedure manual (see below) that has been approved by the section’s Board of Directors govern its special interest group(s).

Special interest group bylaws or rules of order, as a separate document or as part of the section bylaws, should include (but not be restricted to) the following areas:

- Special interest group name/area of special interest and name of governing section
- Object or Purpose
- Functions or Objectives
- Membership
- Meetings
- Officers, Board of Directors, Executive Committee
- Committees
- Elections
- Fiscal year
- Dissolution – voluntary or by section with right of appeal
- Parliamentary authority Amendments
- Association and section as higher authorities
- Property and records

D. **Special Interest Group Procedure Manual**
After its formation, a special interest group (SIG) may wish to develop and adopt a procedure manual for the conduct of its business and activities. Such a manual should be updated annually by the SIG’s officers. The procedure manual should include, but not be restricted to, the following items:
1. SIG name; name of governing section.
2. Statement of SIG object/purpose and functions/objectives.
3. SIG obligations to the section.
- To provide opportunities for members to meet and participate in activities related to the special interest of the group.
- To coordinate all SIG activities within the section’s calendar and time frames.
- To inform the section of SIG activities.
- To maintain complete and accurate financial records, and report on its financial status annually.
- To cooperate in carrying out section activities and supporting section projects.
- To further the object and functions of the section as set forth in the section bylaws.

4. A list of the SIG officers, terms of office, and description of duties and responsibilities.

5. A list of SIG committees, including their authorization, constituencies, terms of appointment, functions and responsibilities.

6. A description of membership requirements and dues payments, if any.

7. A description of the number(s) and type(s) of meetings and programs, including responsibility for planning and organization.

8. Financial information, including a description of regular sources of SIG income (including any allocations from the section), procedures and responsibilities for collecting dues, financial accounting, authorization for expenditures, budget preparation, and annual financial reports. Any forms and documents pertaining to the SIG’s financial activities and obligations should be included.

9. Information regarding the SIG’s communication with the SOWH (e.g., through regular reports, representation on the SOWH board, newsletters, etc.). Any reporting forms and documents pertaining to officers, committees and representatives should be included.

10. Other duties and responsibilities assigned by the SOWH, including the individuals and/or groups responsible, methods of executing and reporting, etc.
PROCEDURES FOR DONATION OF EQUIPMENT FOR USE IN REGIONAL COURSES

1. It is not the intent of the SoWH to showcase multiple pieces of equipment at the regional courses. Equipment will be accepted for the purpose of enhancing learning or reducing section expenses. The following applies to equipment used by participants in courses. Acceptance does not imply endorsement.

2. Vendors will be entitled to receive a copy of the participants list after completion of the course.

3. Interested vendors will be forwarded to the Director of Financial Development (DFD) who will contact the vendor to determine:
   a. item(s) to be donated
   b. course(s) appropriate usage
   c. number of units per course

4. The DFD will contact teacher(s) to discuss how items can be integrated. It is up to the individual teacher(s) to determine appropriateness of equipment.

5. If a piece of equipment is approved, the DFD will forward the vendor agreement to the vendor to be completed and signed.

6. Copy of the signed agreement will be sent to the teacher(s), Executive Officer, and Director of Education.

7. Director of Financial Development will forward shipping information to the vendor 2-4 weeks before the course date, and cc the Program Manager. The Program Manager will be responsible for all communication with the course site.

8. Vendor should notify the course site of shipping date and number of boxes to be expected.

9. Vendors should provide enough equipment for a full course, as well as a few extras if applicable. Vendors must provide enough devices for all participants as outlined by the contract.

10. Shipping to and from the course is the responsibility of the vendor. Pre paid shipping labels should be included in the shipment. The SoWH will not take responsibility for equipment lost, stolen, or damaged.

11. Surplus materials or equipment will not be shipped back to the vendor.

12. Instructors will verbally acknowledge the course sponsors during the course.
2016 Exhibitor Agreement

Cost: $500

Exhibiting at a SoWH course provides an opportunity for a company to interact with a very targeted audience. The SoWH participants benefit by learning about various companies and their products that may be useful in their practice. The primary purpose of these courses is to offer the top of the line education to our participants. Exhibitors are there for the enrichment of the learning experience, and to positively impact the experience of the participants and the instructors.

Exhibitors agree to the following:
• Exhibitors will interact with participants only during allotted times.
• Exhibitors will not interrupt the scheduled events relating to the course.
• Exhibitors will not advertise or promote any courses that compete with offerings of the Section on Women’s Health
• Exhibitors will be respectful of all Instructors, Participants, and other Exhibitors at all times.

Times available:
• Exhibitors may interact with the participants during breaks, and before or after class.
• Exhibitors have the option of purchasing lunch for the participants, and may offer a brief in-service during the lunch break. **All arrangements to have a lunch time in-service must be coordinated with and approved by Director of Financial Development.**

Should the Exhibitor or any representative of the Exhibitor violate the terms of the Exhibitor Agreement, they will be asked to leave the premises by the Course Instructor. The Course Instructor has the responsibility to make the determination regarding any violation of this agreement onsite. The Director of Financial Development will be notified of any violation.

*This agreement form and payment must be completed prior to the course*

______________________________
Company Name

______________________________
Exhibitor Name (print)

______________________________
Signature

______________________________
Date

______________________________
Witness Name (print)

______________________________
Signature

______________________________
Date

**About:** Having exhibitors onsite during Section on Women’s Health benefits the Section financially, as well as enriching the experience for all of the participants. As there are different representatives of the Section on Women’s Health present at each event, having a clear understanding of the arrangements between the Section on Women’s Health and the Exhibitors is essential. This Agreement standardizes the roles and responsibilities of both parties.

**Purpose:** The purpose of the Exhibitor Agreement is to clarify the arrangement between the Section on Women’s Health and any potential exhibitors at courses or events.
Section on Women’s Health
Dedicated to the Improvement of Women’s and Men’s Health Globally

8400 Westpark Drive, 2nd Floor
McLean, VA 22102
Phone: 703.610.0224  Fax: 703.995.0936
programmanager@womenshealthapta.org

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount Due</th>
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<tbody>
<tr>
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</table>

**TOTAL**

**REMIT CHECK PAYMENT TO:**
Section on Women’s Health
8400 Westpark Drive, 2nd Floor
McLean, VA 22102
Telephone: 703.610.0224

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**IF PAYING BY CREDIT CARD, PLEASE FILL IN THE CREDIT CARD INFORMATION BELOW & FAX TO: 703.995.0936**

Credit Card Type
☐ MasterCard  ☐ Visa  ☐ American Express  ☐ Discover Card

Name on Credit Card: _______________________________________________________________________

Number: ________________________________________________________________________________

Expiration Month: __________  Expiration Year: __________

Cardholder Signature: _______________________________  Date: __________________

**Credit Card Billing Address**

Street Address: _______________________________________________________________________

City: ___________________________  State: __________  Postal Code: __________

Country: ______________________  Telephone: ____________________  Email: ______________________
## NOMINATING COMMITTEE TIMELINE - SOWH, APTA 2014-2015 ELECTIONS

*Please cc ALL committee members on ALL communications*

<table>
<thead>
<tr>
<th>Date Due</th>
<th>Participants</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/1</td>
<td>Chair</td>
<td>Submit quarterly report to VP</td>
</tr>
<tr>
<td>1/9</td>
<td>Committee</td>
<td>Review timeline for CSM and the year with committee&lt;br&gt;Develop goals for upcoming year&lt;br&gt;Prepare for CSM&lt;br&gt;Consult with Chair regarding upcoming duties for next year, including CSM, and <strong>adjust timeline as needed</strong> – Plan to meet at CSM for mentoring</td>
</tr>
<tr>
<td>CSM</td>
<td>Committee/Outgoing Chair/BOD liaison</td>
<td>Orient new committee member at CSM</td>
</tr>
<tr>
<td>CSM</td>
<td>Committee</td>
<td>Attend State Rep Meeting for Recruitment&lt;br&gt;Attend Business Meeting and pre-Business Meeting Social&lt;br&gt;Announce and describe available offices&lt;br&gt;Solicit nominees and secure forms</td>
</tr>
<tr>
<td>CSM</td>
<td>Outgoing Chair/Committee</td>
<td>Outgoing chair - give report at Business Meeting&lt;br&gt;Incoming chair - run nominations&lt;br&gt;#3 – collect nomination and consent forms (check for completeness and make sure all forms have been handed in prior to leaving CSM)&lt;br&gt;#2 – make list of nominees with all pertinent info listed, including e-mail address</td>
</tr>
<tr>
<td>CSM</td>
<td>Outgoing Chair/Incoming Chair</td>
<td>Attend BOD meeting&lt;br&gt;Report at BOD meeting</td>
</tr>
<tr>
<td>CSM</td>
<td>Chair</td>
<td>Include ALL committee members on ALL communications</td>
</tr>
<tr>
<td>2/15</td>
<td>Committee</td>
<td>Read/review Governance manual &amp; timeline, contact chair with any questions&lt;br&gt;Ideal to have a conference call at this time to review status of nominations and discuss further recruitment tools</td>
</tr>
<tr>
<td>2/15</td>
<td>Chair</td>
<td>Request Candidate Statements and Photos via email</td>
</tr>
<tr>
<td>2/30</td>
<td>Chair</td>
<td>Contact Executive Officer for supplies- ie letterhead, envelopes, other resources, as needed</td>
</tr>
<tr>
<td>By 3/1</td>
<td>#2</td>
<td>Submit eblast, re: election results and new offices open,</td>
</tr>
<tr>
<td>By 3/1</td>
<td>#3</td>
<td>Contact nominees not present at CSM to secure Consent to Serve forms</td>
</tr>
<tr>
<td>2/1 – 3/1</td>
<td>Committee</td>
<td>Follow up as needed based on slate:&lt;br&gt;Canvas membership for Nominees&lt;br&gt;Contact Regional/State Reps to solicit nominees through email (form letter)&lt;br&gt;Contact WCS’ via email for potential interest/nominations&lt;br&gt;Contact BOD Liaison for potential leads</td>
</tr>
<tr>
<td>3/1</td>
<td>Chair</td>
<td>Candidate Statement and Photos reminders</td>
</tr>
<tr>
<td>3/1</td>
<td>#2</td>
<td>Compile list of available positions along with their descriptions and send to Regional Course Coordinator and Executive Officer to be announced at Section Courses (email)</td>
</tr>
<tr>
<td>3/15</td>
<td>Chair</td>
<td>Revise Candidate Statement request form if needed</td>
</tr>
<tr>
<td>3/15</td>
<td>Chair</td>
<td>Organize / Compile all previous committee paperwork into one source, remove materials that are older than 2 years</td>
</tr>
<tr>
<td>Date</td>
<td>Role</td>
<td>Task Description</td>
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<tr>
<td>4/1</td>
<td>Chair</td>
<td>Organize Candidate Statements – format all candidate statements to standardized font and omit unnecessary information from statement form/page as needed</td>
</tr>
<tr>
<td>4/1</td>
<td>#2 E-blast</td>
<td>Eblast (submitted 1-2 weeks prior to Director of Communications) submission informing membership of voting process, available positions and slate deadline</td>
</tr>
<tr>
<td>4/1</td>
<td>Chair</td>
<td>Submit quarterly report to VP</td>
</tr>
<tr>
<td>4/1</td>
<td>Chair</td>
<td>Request previous budget from Treasurer and/or AMG liason</td>
</tr>
<tr>
<td>4/8</td>
<td>Committee</td>
<td>Discuss slate, upcoming election process, further recruitment if necessary, other deadlines</td>
</tr>
<tr>
<td>5/1</td>
<td>Chair</td>
<td>Deadline for Complete Slate of Candidates Email copies of nomination forms, consent to serve forms, and candidate statements to VP, Director of Communications and AMG liason These files are located in Dropbox ➔ Nominating Committee Submit consistently formatted candidate statements to Director of Communications, and AMG liason to posting to website</td>
</tr>
<tr>
<td>5/1</td>
<td>#2 E-blast</td>
<td>Eblast (submitted 1-2 weeks prior to Director of Communications) article, with detailed instructions on online voting process, Include reminder to update e-mail address with APTA or via website and info on requesting a paper ballot, if preferred. Include dates of voting, if possible. Include reference to find candidate statements on SoWH website; items for Twitter and Facebook page updates should be sent to Director of Communications</td>
</tr>
<tr>
<td>5/15</td>
<td>AMG liason</td>
<td>Include reminder to update e-mail address with AMG liason</td>
</tr>
<tr>
<td>6/1</td>
<td>Chair</td>
<td>Submit bylaw changes to Practice Chair</td>
</tr>
<tr>
<td>6/1</td>
<td>Chair</td>
<td>Submit quarterly report to VP</td>
</tr>
<tr>
<td>6/1</td>
<td>AMG</td>
<td>AMG prepares ballot and sends complete ballot to chair for proofing</td>
</tr>
<tr>
<td>6/6</td>
<td>Committee</td>
<td>Election preparation updates</td>
</tr>
<tr>
<td>6/8</td>
<td>Chair</td>
<td>Respond to APTA staff with edits</td>
</tr>
<tr>
<td>6/15</td>
<td>Chair</td>
<td>Confirm ballot is added to website with Dir of Communications and AMG liason By 6/15 E-blast (submitted 1-2 weeks prior to Director of Communications) should go out July 1st, re: opening of elections, Twitter and Facebook pages announcing elections should go out 7/1 and a reminder to vote out 7/15</td>
</tr>
<tr>
<td>6/28</td>
<td>Chair</td>
<td>Submit budget to Treasurer</td>
</tr>
<tr>
<td>7/1</td>
<td>AMG</td>
<td>Online elections open.</td>
</tr>
<tr>
<td>7/31</td>
<td>AMG</td>
<td>Online deadline. Elections close.</td>
</tr>
<tr>
<td>8/1</td>
<td>AMG</td>
<td>Online ballots tallied electronically (Caduceus Webs) Consult with chair regarding teller process</td>
</tr>
<tr>
<td>8/1</td>
<td>#2 E-blast</td>
<td>E-blast (submitted 1-2 weeks prior to Director of Communications) submission, re: election results and suggestions for improving future voter turn out Election results discussed; recapping of elections, what went well, what needs to be done differently, voter turnout, etc.</td>
</tr>
<tr>
<td>8/8</td>
<td>Committee</td>
<td>Election results discussed; recapping of elections, what went well, what needs to be done differently, voter turnout, etc.</td>
</tr>
<tr>
<td>8/10</td>
<td>#2</td>
<td>Teller work done Prepare and send report to chair</td>
</tr>
<tr>
<td>ASAP</td>
<td>#2</td>
<td>Contact VP, President, and AMG about election results</td>
</tr>
</tbody>
</table>
| ASAP  | Chair            | Call to all candidates (both elected and non-elected) and appreciation letters to those not elected. Token of gratitude gift (Lucinda pin) included in letters to those not
The Section on Women’s Health

<table>
<thead>
<tr>
<th>Date</th>
<th>Task</th>
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<tr>
<td>10/1</td>
<td>Chair</td>
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<tr>
<td></td>
<td>Submit quarterly report to VP</td>
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<tr>
<td>11/1</td>
<td>#2</td>
</tr>
<tr>
<td></td>
<td>E-blast (submitted 1-2 weeks prior to Director of Communications) submission, re: open positions for 2015, voting period, ‘Board at the Bar’ advertisement for CSM</td>
</tr>
<tr>
<td>11/14</td>
<td>Conference Call #5</td>
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<td>Committee</td>
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<tr>
<td></td>
<td>Compile list of offices up for election</td>
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<td>Canvas membership for Nominees</td>
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<td>Contact Regional/State Reps to solicit nominees through email (form letter)</td>
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<td></td>
<td>Contact WCS’ via email for potential interest/nominations</td>
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<td></td>
<td>Contact BOD Liaison for potential leads</td>
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</tbody>
</table>

Outgoing Chair: Amy  
Chair: Karen  
#2: Kendra  
#3: Blair  
Committee: Karen, Kendra, Blair  
APTA Staff: Jamie/Cate  
BOD Liason: Pat Wolfe  
Program Manager: Aika Barzhynova  
Executive Director: Denise Jackson
POSTER PRESENTATIONS

Poster presentations are reports in which information is summarized using brief written statements and graphic materials, such as photographs, charts, graphs or diagrams mounted on a poster board measuring 4’ tall by 6’ wide (122 cm by 183 cm). Posters will be on display throughout the conference. Presenters will be assigned a specific date and time during which the poster must be attended for discussion with meeting participants.

The poster should be pleasing to the eye and readable from a distance of four to six feet. For this purpose, the poster should have white space and flow logically across the poster board. The presenter must choose the proper detail to convey the major points of the research and to facilitate intellectual discussion and exchange of ideas.

Required elements:

The following information and headings must be provided in a logical sequence along the poster surface:

Abstract: a copy of the abstract submitted to the section is to be posted in the top left-hand corner of the poster.

Purpose: major reason for the study

Background & Significance: a summary of the theoretical framework and hypotheses

Subjects: Describe the number and relevant characteristics of the subjects, their selection and assignment to groups (if applicable) or relevant characteristics of the subject in a single-subject study, case study or case report.

Methods and Materials: Describe how data were collected, and tests and materials used to generate data. Graphs, tables and photographs may be used to supplement this element.

Analyses: If applicable, (other than a case study or case report) describe the type(s) of analyses used to address the purpose or hypothesis. Include descriptions of analytical strategy (e.g.: statistics, hypothesis testing, qualitative methods.)

Results: Briefly summarize your analytical findings. Graphs, tables, and photographs may also be used to supplement this element of the poster presentation.

Conclusions: Provide a logical and concise list of conclusions that will help those viewing your poster to take a message away from your poster presentation.

Line drawings, diagrams or photographs of equipment, supplies and methodology and simple graphs of results can enhance the visual aspect of your presentation. Photographs of any individuals without a photographic release are prohibited. Busy graphic presentations and long tables of individual results are discouraged because they are distracting. Use summary statistics whenever possible.

Specific Information for Poster Style
Title Information: The title section should be centered at the top of the poster and be done in large enough letters to allow it to be read from a distance. The title must include the following elements: The title of the study as given on the abstract, each authors’ name with the name of the author presenting the poster clearly denoted by underlining or an asterisk, the name of the institution and the street address of the institution at which the work was conducted. The font size of the study title must be done 72 point or greater (1" high) lettering. The other information on the title section may be of a smaller font size but must remain easy to read from a distance.

Other text: A font size that is easily readable from a distance should be used throughout the rest of the poster. In no case will handwritten lettering be acceptable.

Headings: Where applicable, required and optional headings must be done in at least 36 point letters. Required headings include: Purpose, Background & Significance, Subjects, Methods and Materials, Analysis, Results and Conclusions when appropriate to the type of research project. For case studies, case reports and single subject design, required headings include: Purpose, Case (or Subject), Results and Conclusions. Optional headings may include titles for graphic materials and subdivisions of the required headings.

Presentation: Materials for posting other than the title section (text and graphic materials) are to be mounted on good quality poster material and be easily readable. The poster is attached to poster board by push pins or velcro provided by either the presenter or conference facility.

Questions regarding policies for the poster presentations may be directed to:

Director of Research
Section on Women’s Health of the APTA
Research@womenshealthapta.org

PLATFORM PRESENTATIONS
Platform presentations occur at Combined Sections Meeting. Presenters share summarized and condensed research project information from a research project they conducted. Presenters will be assigned a specific date and time to present to attendees.

Required elements:

The following information and headings must be provided in a logical sequence during the presentation:

**Purpose:** major reason for the study

**Background & Significance:** a summary of the theoretical framework and hypotheses

**Subjects:** Describe the number and relevant characteristics of the subjects, their selection and assignment to groups (if applicable) or relevant characteristics of the subject in a single-subject study, case study or case report.

**Research Design, Methods and Materials:** Describe how data was collected, and tests and materials used to generate data. Graphs, tables and photographs may be used to supplement this element.

**Analyses:** If applicable, (other than a case study or case report) describe the type(s) of analyses used to address the purpose or hypothesis. Include descriptions of analytical strategy (e.g.: statistics, hypothesis testing, qualitative methods.)

**Results:** Briefly summarize your analytical findings. Graphs, tables, and photographs may also be used to supplement this element of the presentation.

**Discussion/Conclusions:** Provide a logical and concise list of conclusions that will help those viewing your presentation to take a message away from your presentation.

**Novelty/Importance to Women and Men’s Health:** Provide information on how your study is unique, novel and important to women and men’s health.

**Other Information for Presentation to Enhance your Presentation**

The platform presentations should be: pleasing to the eye, readable from a distance, flow logically, convey major points, facilitate intellectual discussion and exchange of ideas. Line drawings, diagrams or photographs of equipment, supplies and methodology and simple graphs of results can enhance the visual aspect of your presentation. A photographic release should be obtained prior to taking any photographs of individuals included in the presentation. Busy graphic presentations and long tables of individual results are discouraged because they are distracting and difficult to view during these types of presentations. Use summary statistics whenever possible.

Questions regarding policies for the presentations may be directed to:
Secili DeStefano PT, DPT, OCS
Director of Research
Section on Women’s Health of the APTA
research@womenshealthapta.org

APTA Combined Sections Research Award

**Platform Presentations**

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*Scale: 1 (poor) – 5 (excellent)*
The poster:

- Pleasing to the eye.
- Readable from a distance of four to six feet.
- Includes white space and logical flow across the poster board.
- Includes proper detail to convey the major points of the research and to facilitate intellectual discussion and exchange of ideas.
- Includes required elements presented in a logical sequence.
  - Abstract: located in the top left-hand corner of the poster.
  - Purpose: clearly identify as the major reason for the study.
  - Background & Significance: provide with a summary of the theoretical framework and hypotheses.
  - Subjects: described including the number and relevant characteristics of the subjects, their selection and assignment to groups (if applicable) or relevant characteristics of the subject in a single-subject study, case study or case report.
  - Methods and Materials: describe how data was collected, and tests and materials were used to generate data. Graphs, tables and photographs may be used to supplement this element.
  - Analyses: described (if applicable) the type(s) of analyses used to address the purpose or hypothesis. Included descriptions of analytical strategy (e.g.: statistics, hypothesis testing, qualitative methods.)
  - Results: briefly summarize analytical findings. Graphs, tables, and photographs supplement this element of the poster presentation.
  - Conclusions: provide a logical and concise list of conclusions that will help those viewing your poster to take a message away from your poster presentation.
- Includes photographic release.
- Utilizes summary statistics.
- Title Information: located in the center at the top of the poster and readable.
- Other text: easily readable from a distance.
- Headings: inclusive of all information, readable and applicable.
- Presentation: easily readable and professional.
- QR Code: provided.

1st Choice______________________________________________________________

2nd Choice____________________________________________________________

3rd Choice ____________________________________________________________
REIMBURSEMENT AND ADVANCES

1. Any member doing authorized business for the Section is entitled to reimbursement.

2. Reimbursement of expenses for Section business:
   a. Officers, Directors and appointed members doing business for the Section shall submit a completed reimbursement form with original receipts directly to the Section’s Executive Office.
   b. If the reimbursement is for a speaker, the reimbursement form with original receipts should be sent to the appropriate officer or director for approval, (ie CSM speakers submit receipts to the Director of Programming)
   c. The reimbursement form, with receipts, should be submitted within sixty (60) days of the incurred expense but no later than December 31 of the year the expenses are incurred.
   d. If expenses have not been budgeted or are beyond budgetary allowances, the Officer or Director responsible for the program will be informed along with the Treasurer.
   e. Any expense that has not been budgeted and approved, must be approved by the Treasurer prior to payment.

3. Request for Advance:
   a. Members must submit a written letter to the Treasurer explaining the need for the advance and an estimate of expenses to be incurred on behalf of the Section.
   b. After the advance has been used, original receipts must be submitted with the reimbursement form. If a balance is due to the Section, a check must accompany this form with the submission of the receipts.

4. Meeting and Conference expenses
   a. Officers, Directors, Nominating Committee Chair, the Regional Course Coordinator and Membership Chair (or designated representatives), will be reimbursed for travel expenses, hotel and food as established by the Board of Directors. However, the individual may choose to use this amount to cover expenses over the entirety of the meeting. Receipts shall be submitted consistent with established policy.
   b. Nominating Committee chair-elect will be reimbursed for one day at the APTA's Combined Sections Meeting.
   c. The President, Director of Professional Development, and Booth Coordinator, or designated representatives, will be reimbursed for travel expenses and reimbursed for expenses for required attendance at APTA’s Annual Conference.
   d. The recipient of the Elizabeth Noble Award will receive reimbursement for travel to and from the site of APTA's Combined Sections Meeting and reimbursement for one day.
   e. The BoD will determine the maximum reimbursable amount during the annual budgeting process. The amount is based on the number of days during which Section Business will be conducted. However, the individual may choose to spread this amount over the entirety of the Combined Sections Meeting.
   f. BoD members, or designated representatives, will be reimbursed for travel expenses when attending the BoD retreat.
   g. The Executive Officer will be reimbursed for travel, food and lodging, in accordance with to the contract between the Section and the Component Services Department.
   h. All travel will be done at the lowest possible fare not to exceed coach airfare unless approved in advance by the BoD.
   i. Travel expenses and per diem reimbursement will be dependent upon submission of appropriate original receipts (if possible) travel/hotel/food expenses.
   j. Reimbursement limits will be set by the BoD.
SPONSORSHIP/CONTRIBUTIONS TO NON-PROFIT ORGANIZATIONS

1. The purpose of the event/contribution must be one that advances the goals and objectives of the Section.

2. In determining contributions/sponsorship, priority ranking should be given to those efforts that directly enhance the wellbeing of individuals who are treated by physical therapists and those that increase the public awareness of physical therapy or women’s health.

3. Any member in good standing shall be allowed to submit an organization’s name. Requests for contributions/sponsorship should be submitted to the secretary and must contain the following information:
   a. The nature; purpose, and activities of the organization to which the contribution/sponsorship would be made.
   b. The location of the organization’s headquarters (including contact person, phone, fax, email).
   c. The nature and purpose of the event, activities, etc. that the contribution/sponsorship would support.
   d. The outcome of the supported event, activity.
   e. Statement from the requesting individual identifying how the purpose of the solicitation related to physical therapy and/or the physical therapy profession.

4. The Board will review all requests at their annual Retreat and make a decision to support sponsorship per majority vote.

5. Association Management Group shall handle all necessary paperwork and send letter and funds to selected organization.

ELAINE MEADOWS RESEARCH SCHOLAR AWARD PROCEDURES

Purpose: The Elaine Meadows Research Scholar Award is designed to defray the costs of travel to attend the APTA Combined Sections Meeting (CSM), disseminate research findings and foster national networking of research colleagues. Ancillary transportation (e.g. taxicabs, airport shuttle, automobile rentals) is not included as part of the award.

Grant Award
Funding is available with a total of up to $500 for travel and $500 for food, hotel and registration to CSM. Two grant awards are available.

Eligibility Criteria: To be considered for this award, applicants must

1) Be a member of the SOWH.
2) Be a presenter of an abstract accepted by the SOWH for poster and/or platform presentation at CSM.
3) Be the lead and/or presenting author.

Review Procedures: Only applications submitted by e-mail to the SOWH Director of Research will be considered for evaluation.
Criteria for evaluation include the following:

• Justification of need for a travel scholarship included as part of the cover letter, which must be no longer
than 2 pages. This page limit does not include references (if necessary).

- A copy of the abstract accepted for presentation at the CSM.
- Relevance of research to women’s health physical therapy.
- Letter of support from your immediate supervisor and an additional women’s health physical therapist.
- A current resume, curriculum vitae or NIH Biosketch.
- Correct Completion of Title Page Form.

**Expectations and Reporting:** Recipients are expected to attend SOWH programming at CSM, provide documentation of attendance through a detailed report of the activities attended at the Combined Sections Conference and submit a manuscript to the Journal within one year of the award.

**Application Submission and Deadline:** Receipt of the application is due to the SOWH Director of Research and SOWH Executive Director 60 days prior to CSM. The applicant may request “return receipt” as notification of receipt will not automatically be issued upon receipt.

**Award Notification:** The award will be announced approximately 30 days prior to CSM.

**General Information:** Once awarded, travel plans, hotel reservations and conference registration will be the responsibility of the awardee. The SOWH Director of Research or SOWH Executive Director will provide a copy of the SOWH reimbursement form to the awardee. The awardee is responsible for submitting the expense report and detailed report of all activities while at CSM within one (1) month of CSM to the Director of Research and the SOWH Executive Director. The awardee is responsible for submitting a manuscript to the journal within one year of CSM.

Applicants are required to use Ariel 12 point font with no less than ½ inch margins. References must be cited using AMA style. Tables and charts may use smaller font if necessary but must be legible.

All application materials must be submitted electronically. When submitting the electronic application, the applicant must include in the subject line the following:

SOWH Travel Grant Award Application. [Applicant Name, Date of Application Submission].

All materials must be submitted to:

Secili DeStefano, P.T., D.P.T., O.C.S.
Director of Research
Section on Women’s Health
research@womenshealthapta.org
W: (703) 230-1760

Contact the Director of Research if you have any questions about the application and/or process.
TRAVEL GRANT AWARD APPLICATION

Title Page Form

Title of research project to be presented: ____________________________________________
____________________________________________________________________________
____________________________________________________________________________

Applicant name & title: ____________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Mailing Address: _________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

E-mail: ______________________
Website (if applicable): ________________
Facebook (if applicable): ________________
Twitter (if applicable): ________________
Fax: _________________________
Telephone: __________________

Name, title, institution of immediate supervisor or faculty advisor: __________________________
____________________________________________________________________________
____________________________________________________________________________

Signature of Approval of immediate supervisor or faculty advisor:
Signature: ___________________________ Date: ___________________
PROCEDURE FOR MANUSCRIPT REVIEW FOR JWHPT

JOURNAL OF WOMEN’S HEALTH PHYSICAL THERAPY

I. Manuscript Initial Review Initiated
   A. Designated Editor will obtain the following information:
      1. Author(s) name
      2. Title of manuscript
      3. Manuscript category
      4. Date received

   B. The manuscript will be assigned a code including type of manuscript and a number that is sequential depending on the order of receipt
      1. Research Study = RS#
      2. Clinical Commentary = CC#
      3. Literature Review = LR#
      4. Case Report = CR#
      5. Special Report = SR#
      6. Research Forum = RF#

   C. Copy of the article is sent to:
      1. Editor-in-Chief (EIC): (all manuscripts)
      2. Senior Editor (SE): (all manuscripts)
      3. Associate Editor (AE): determined by manuscript category
      4. EIC, SE, AE will acknowledge receipt of the manuscript

   D. Designated Editor acknowledges receipt of manuscript and notifies the author(s) that the manuscript is being considered for review, along with the category and manuscript number.

   E. Designated Editor reviews the manuscript and determines if basic requirements of the identified manuscript category are met (according to the templates). If the manuscript is determined to be incomplete or inadequate in format, the Designated Editor communicates this to the other editorial member(s) that received the manuscript for confirmation of decision.

   F. If the other editorial members agree with the Designated Editor, the manuscript is not reviewed further.

   G. If the manuscript does not meet standards for publication, the EIC and/or SE notifies the author.

II. Decision to Review and Reviewer Assignment
   A. If the manuscript is accepted for review, the EIC, SE or AE who reviewed the manuscript will assign the manuscript to a reviewer.

   B. The EIC, SE or AE contacts the potential reviewers in the established order noted by the EIC, SE or AE, identifies interest in reviewing the manuscript and availability to complete the review within 4 weeks.

   C. Two reviewers are assigned based upon interest and availability. The manuscript is provided to the reviewers. The following data is removed from the manuscript in order to blind the manuscripts before it is sent to the reviewers:
1. Author name(s)
2. Author affiliations
   The JWHPT manuscript review forms are sent with the manuscript.

D. Reviewers and dates are noted.

E. Author(s) is/are informed that the article is in review and that the first round review should be sent to
   them in 4-6 weeks.

F. Reviewers are reminded one week prior to due date.

III. Review Completion
   A. Completed reviews are returned to EIC and/or SE. The date the review is received is documented.

   B. The EIC and/or SE reads the reviews and determines the recommendations for the author, based upon
      the reviewers comments.

   C. The EIC and/or SE ensures that the reviewer comments are sent to the author(s) with the confidential
      comments of the reviewers removed, as well as any information that can identify the reviewers. In
      some cases, phone or e-mail consultations with the reviewers may be necessary to determine the best
      response when reviewer opinions are in conflict. The decision regarding the interpretation of the
      reviews and recommendations that will be relayed to the author(s) is the final decision of the EIC.

IV. Manuscripts Recommended for Reconsideration after Revisions
   A. The EIC or the Senior Editor sends reviewer’s comments to the author(s) and date is documented.

   B. Author is given 4 weeks to submit revisions.

   C. Author(s) are reminded 1 week prior to the recorded due date.

   D. Revised manuscripts are returned to the EIC and/or SE by the author(s). Date of receipt is
      documented.

   E. “Request for Second Review” letters/notices are sent to the same two reviewers who completed the
      initial review. Reviewer’s willingness and availability to complete the second round review are
      confirmed. Additional or substitute reviewers may be utilized at the EIC or SE discretion.

   F. Review forms, revised manuscript and a copy of the reviewer’s previous review, along with a
      requested date (4 weeks) for the completion of the second review, are sent to the reviewers.

   G. Reviewers submit results to EIC and/or SE.

V. Manuscripts Accepted for Publication:
   A. Manuscripts approved by the EIC and SE or approved with only “Minor Revisions” are accepted for
      publication. The EIC and/or SE may make additional editorial changes for writing style prior to
      publication.

   B. Proofs of the article are sent to the reviewers and the author(s) for final review before final
VI. Follow Up

A. The EIC or SE sends thank yous to the author(s) and reviewers. Reviewers are thanked at the time that the manuscript is accepted for publication. Authors are thanked for their submission when notified the review process is complete and that the manuscript will be published. Thank yous indicate the issue in which the manuscript will be published.

VII. Record of Reviews Completed by Reviewers.

A. A record of the reviews completed by each reviewer is maintained by the EIC and SE in order to acknowledge this in an issue of the JWHPT.

**PROCEDURE FOR WEBSITE CLASSIFIED ADS**

1. Client fills out the online information for ad and payment - make payment online or through invoice.

2. Ad information is sent to D of Financial Dev

3. DFD submits Ad to AMG for posting. Note about the length of the ad is included.

Cost:

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<td>First month</td>
<td>$25</td>
<td>$50</td>
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<td>Second and subsequent months</td>
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No set up fee
Payment options by credit card on the web site at the time of application or by mail. Ad will not be placed until payment is received. Ads will run for 30 consecutive days from the date the ad is accepted.

**RESEARCH GRANT AWARDS PROGRAM**

**Purpose**
The purpose of the Section on Women’s Health (SOWH) Research Grant Awards program is to encourage the scientific study of issues in women’s health and physical therapy and to support the dissemination of research findings.

**Grant Award**
Funding is available with a total of up to $10,000 to be disbursed to an organization or institution. More than one award may be dispersed. For instance, two separate awards in the amount of $5,000 may be awarded.

**Grant Submission and Deadline**

Proposals submission deadline is April 1, 11:00PM Eastern Standard Time. The application should be received in electronic format by the SOWH Director of Research no later than April 1 Eastern Standard Time of the application year. The applicant may request a “read receipt” via email to ensure submission of the electronic format of the grant application to document receipt of the application. No paper or facsimile submissions will be accepted.

**Application Structure**

- In 10 pages provide a Research Plan with a description of the proposed study including details of the purpose, specific aims, hypothesis (tested or generated), sampling design, methods, analytical approach, expected results and discussion. The research plan should also highlight the novelty of the study, the importance to women’s health and physical therapy, background, significance including conceptual framework and preliminary data.
- The, budget justification, facilities, resources, other support, biosketches, subject procedures, citation list, data and safety monitoring plan, and appendices are NOT considered part of the 10 pages and should be their own sections. The budget and budget justification should be no longer than 4 pages.

**IRB Approval**

Documentation of approval by an Institutional Review board (human subjects) and copies of approved informed consent forms are due to the Director of Research within 30 days of notification of award. The awarded funds will be distributed after IRB approval has been granted. Indirect costs are not allowable under this mechanism.

**Appendix**

- Please attach as appendices copies of Internal Review Board (IRB) approval (if already secured), informed consent forms, any written instruments used in the project (e.g., survey, standardized test, instructions to subjects) and letters of support. If the grant is awarded, IRB approval is required prior to the distribution of funds.
- The appendices are not subject to formatting requirements and there is no limit to the number of appendices. However, the appendices should not be used to circumvent the page limits in the other sections. Applicants should include only those appendices which will allow the reviewer to provide an optimal review of the application. All appendices should be attached as they appear referenced in the research plan. References should be cited using AMA or APA style. Tables and charts may use smaller font if necessary, but no smaller than Arial 8 point font.

**Award Period and Notification of Award**

The funding period is July 1 – June 30. Funding is expected to begin on July 1 of the award year and end the following year on June 30. Awardees will be notified by e-mail of the award decision once the review of the applications has been completed. Please note that if IRB approval is not secured prior to July 1, distribution of funding may be delayed or distributed to another applicant. In the event that distribution of funding is delayed or redistributed to another applicant, the ending date will remain unchanged.

**Eligibility**

Applicants may be students, clinicians, educators or researchers.

**Reports**

A progress report is due within 90 days following completion of the project and sent to the SOWH Director of Research and Executive Director. The progress report will include a description of the results, plans for the next phase of research, an update on manuscripts, grant proposals and abstracts presented related to the project.

**Data Dissemination or Publication**
Recipients are required to submit a research article from the funded project to the *Journal of the Section on Women’s Health* upon completion with appropriate acknowledgement of the source(s) of project funding. A manuscript may be submitted to another journal only in the event that the research article is not found suitable for publication in the *Journal of the Section on Women’s Health* and/or after it has been published in the *Journal of the Section on Women’s Health*.

**General Instructions**

- This document contains specific instructions on how to prepare and submit your proposal for the SOWH Research Grant Awards program. Please read this information carefully. In addition to your research plan, there are several required supporting documents that must be submitted in order to complete your application.
- Allow ample time to obtain required signatures from your Institution Signing Official and your Financial Official.
- Do not exceed one-half page for the Abstract and 10 pages for the Research Plan. Page limitation, margins, and font size requirements must be followed in preparing your templates. The Research Plan must be single-spaced, using an Arial 11 point font with ½ inch margins all around.
- Applications that do not adhere to the format and page requirements specified, and submission of all required supporting documents, will NOT be reviewed or considered for funding. All applications should be submitted electronically as indicated.
- Please be sure to include the applicant’s name and project title in the top left corner of the header throughout the document.

**Review Procedures**

A peer and/or expert review of all submitted applications for funding will be conducted by the Research Committee.

Criteria for evaluation include the following:

- Ability to follow application instructions
- Abstract
- Biosketch
- Budget
- Other Support
- Budget Justification
- Facilities & Resources
- Research Plan
  - **Section A:** Purpose, Specific Aims, Hypothesis
  - **Section B:** Background, Significance, Preliminary Studies
  - **Section C:** Research Design, Methods, Analytical Approach
  - **Section D:** Expected Results, Discussion, Novelty, Importance to Women’s Health and Physical Therapy
    - Subjects, Data and Safety Monitoring Plan
    - Literature Citation List
    - Appendices

**Please submit one original electronic copy to:**
Secili DeStefano, PT, DPT, OCS (Director of Research Section on Women’s Health of the APTA
research@womenshealthapta.org
APPLICATION GUIDELINES

ABSTRACT

The abstract should explain in very broad terms what you will be doing in your study and why it is significant. The purpose of the abstract is to describe succinctly every major aspect of the proposed project. The abstract should include the specific aims of the proposed study. The abstract should be no more than ½ page in length.

RESEARCH PLAN

The 10 pages Research Plan should include details of the purpose, specific aims, hypothesis (to be tested or generated), sampling design, methods, analytical approach, expected results and discussion. The research plan should also highlight the novelty of the study, the importance to women’s health and physical therapy, background, significance including conceptual framework and preliminary studies.

The budget, budget justification, facilities, resources, other support, biosketches, subject procedures, informed consent, citation list, data and safety monitoring plan, and appendices are NOT considered part of the 10 pages and should be their own sections. The budget justification should be no longer than 4 pages.

Include sufficient information in the research plan to facilitate an effective and optimal review. Be specific and informative; do not assume that the reviewer will know what you mean.

Do not exceed 10 pages for the research plan, Sections A-D. You may use any page distribution within the 10-page limit. However, the following section titles and ordering are required. Tables and graphs essential to the application should be included within the page limit and font specified above.

SECTION A: PURPOSE, SPECIFIC AIMS, HYPOTHESIS

State the broad, long-term objectives of the proposed research. The specific aims should be realistic (i.e. not "to find a cure for cancer"). Then describe concisely and realistically what the specific work described in this application is intended to accomplish and, if appropriate, the hypotheses to be tested.

An example of language might include:

"Specific Aim x is [state aim and hypothesis]. This will be accomplished by [state specific procedure(s)]. The result of this experiment will tell us [what will you learn?]"

SECTION B: BACKGROUND, SIGNIFICANCE, PRELIMINARY STUDIES

Briefly sketch the background to the present proposal, critically evaluate existing knowledge, and specifically identify the gaps that the project is intended to fill. Do not limit your discussion to studies or theories that support yours; rather, show how your work will address or resolve controversies and/or needs that exist.

State concisely the importance of the work described in this application by relating the specific aims to the broad, long-term objectives.
Provide an account of the Applicant/Principal Investigator's preliminary studies pertinent to the application and/or any other information that will help to establish the experience and capabilities of the applicant/investigator pursuing the proposed project.

Preliminary results are important to also provide experimental support for the hypothesis and research design.

SECTION C: RESEARCH DESIGN, METHODS, ANALYTICAL APPROACH

Outline the design and the procedures to be used to accomplish the specific aims of the project. Include the means by which the data will be collected, analyzed, and interpreted.

Describe any new methodology and its advantage over existing methodologies. Discuss the potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the aims.

Provide a tentative sequence or timetable for the investigation. It should be clear that the proposed project activities can be accomplished in the allotted time.

The role of the Principal Investigator in the project should be clearly described and should not be limited to general oversight or to final data interpretation.

Point out any procedures, situations, or materials that may be hazardous to personnel and the precautions to be exercised.

SECTION D: EXPECTED RESULTS, DISCUSSION, NOVELTY, IMPORTANCE

Discuss the expected results and how you came to this conclusion. Explain the novelty of the study and the importance of this study to women’s health and physical therapy.

Although no specific number of pages is recommended for each section above, the total for Sections A-D may not exceed 10 pages.

SUBJECTS, DATA, SAFETY and MONITORING

Utilize the NIH requirements for human subjects

To assess the adequate protection of human subjects, four requirements must be considered:

1. Requirement 1: Risks to subjects, including:
   - Characteristics of the study population such as anticipated number, age range, and health status; inclusion and exclusion criteria; and the rationale for involvement of any vulnerable populations
   - The source and type of research data or specimens, how this will be collected, who will have access to identifiable private information, and whether materials will be collected specifically for the proposed project
   - Potential risks (physical, psychological, financial, legal, or other)

2. Requirement 2: Adequacy of protection against risks, including:
   - Plans for the recruitment and informed consent process
   - Protections against risk, including procedures for protecting against risks to privacy and confidentiality of data, and plans for medical intervention and reporting of adverse events
3. Requirement 3: Potential benefit of the proposed research to the subjects and others as well as why risks are reasonable in relation to the anticipated benefits.

4. Requirement 4: Importance of the knowledge to be gained in relation to the risks to subjects. If a clinical trial is proposed, a data and safety monitoring plan must be included.

**Utilize the NIH requirements for animal welfare**

Address 5 points:
- Description of animals and how they will be used
- Justifications for use of animals
- Veterinary Care
- Provisions to minimize discomfort, distress, pain and injury
- Euthanasia

**Data and Safety Monitoring Plan**

All projects should provide a detailed description of the procedures that will be used to monitor for adverse events during the course of the project. Further, security of data should be ensured with appropriate detail provided about the procedures and methods used to secure the data.

**LITERATURE CITATION LIST**

AMA or APA format is acceptable. However, to save space, AMA format is strongly recommended. Literature citations are not counted in the 10-page page limit.

**BUDGET & BUDGET JUSTIFICATION**

Using the provided template, please provide the following budget information:
- Detailed budget for the funding year
- Budget Justification
- Facilities & Resources available to carry out the proposed activities

Research proposals may request 1 year of funding, not to exceed $10,000 per year. However, matching may occur to fulfill remaining amounts needed if the budget is greater than $10,000, but the benefactor must be disclosed. Indirect costs are not allowed under this mechanism.

Indicate budget amounts in U.S. dollars (no cents).

**Personnel Costs**

| Column 1: | Individuals participating in this project, including Principal Investigator and all key personnel. If this is a mentored project, funding for mentor salaries will not be considered. |
| Column 2: | Role in the proposed project (e.g., Principal Investigator, Co-Investigator, Technician). |
| Column 3: | Percentage of time this individual will spend working on this project. |
| Column 4: | Institutional Annual Base Salary |
| Column 5: | Dollar amounts for each individual/position for which funds are being requested. |
| Column 6: | Fringe benefits (fringe benefits must not exceed 35%). |
| Column 7: | Total salary and fringe benefits |
**Personnel Expenditures/Applicant**
List the names of all personnel involved in the project, regardless of whether salaries are requested. The percentage of salary requested cannot exceed the percent effort for each person. Justify personnel expenses by briefly explaining the services each person will perform or knowledge he or she brings to the project. Personnel expenditures Domestic should not exceed $500 total.

**Consultant Costs**
Provide the name and institutional affiliation of any and all consultants, including statisticians (if required), who have agreed to serve on the project and are not listed under personnel.

Under the budget justification, describe services to be performed, the number of days, rate of compensation, and other associated consultant costs.

**Equipment**
List each item of equipment separately. If funds are requested to purchase items of equipment that appear to duplicate or to be equivalent to items listed on the Resources and Environment page or items used in preliminary studies, justify the reasons for the duplication.

Requests for computer equipment should be justified. All equipment purchased under the terms of this Award become the property of the host institution and may not be removed by the principal investigator without specific release by the institution.

**Supplies**
Break out supply costs into major categories (laboratory supplies, animals, disposables, etc.). Provide special justification for expenses.

**Equipment Repair & Service Contracts**
No award shall be used for repair or service contract costs for institutional equipment.

**Travel Expenditures**
Detail and justify travel costs. Make sure they reflect current economy fares and lodging costs and that proposed travel is directly project-related. Domestic travel expenses should not exceed $1,000 per trip. Consider applying for the Section Elaine Meadow Research Scholar Award to cover travel costs to Combined Sections Meeting.

**Overhead/Indirect Costs**
Overhead/indirect costs are not allowed under this mechanism.

Please provide a justification for the proposed budget. The Budget and Budget Justification should not exceed four (4) pages.

**FACILITIES & RESOURCES**
Using the template provided, describe the institutional resources and facilities that will be provided for the project. Do not exceed one (1) page for Facilities & Resources.

**Facilities**
Specify the facilities to be used for conducting the proposed research. Indicate the performance sites and describe capacities, relative proximity and extent of availability to the project. Under “Other,” identify support services such as machine shop, electronics shop, and specify the extent to which they will be available to the project.
Major Equipment
List the most important equipment items already available for this project, noting the location and pertinent capabilities of each.

Facilities & Resources should not exceed 1 page.

BIOSKETCH

A Biographical Sketch should be included for each of the Key Personnel, starting with the Applicant/Principal Investigator. Please refer to “General Terms and Conditions” below for definition of key personnel.

Each biosketch should provide the following information about each key person, starting with the applicant/Principal Investigator:

- Positions and Honors. List previous positions in chronological order, concluding with your present position. List any honors.
- Selected peer-reviewed publications (in chronological order). Do not include publications submitted or in preparation.
- Research Support:
  List selected ongoing or completed (during the last three years) research projects (federal and non-federal support). Begin with the projects that are most relevant to the research proposed in this application. Briefly indicate the overall goals of the projects and your role (e.g. Principle Investigator, Co-Investigator, Consultant) in the research project.

Do not list award amounts or percent effort in projects.

The Biographical Sketch should not exceed four (4) pages for each person listed as key personnel.

OTHER SUPPORT

List other financial support for all key personnel, including both current and pending financial support. Applicants are required to explicitly list all research funding support available to them (active or pending), exclusive of applicant’s institutional salary (i.e. NIH project grants, portions of NIH program projects, center grants, NIH contracts, Veterans Administration funds, NSF grants, contracts from industry, grants from other non-federal health agencies, etc).

Other Support includes all financial resources, whether Federal, non-Federal, commercial or institutional, available in direct support of an individual's research endeavors, including but not limited to research grants, cooperative agreements, contracts, and/or institutional awards. Other support includes any funds available to them through other investigators, as well as departmental or institutional support. Training awards, prizes, or gifts do not need to be included.
No overlapping of funding is allowed. Should overlap be requested, you should provide a compelling justification for apparent overlaps in project funding. 

**No page limit applies to the Other Support section.**

**APPLICATION TEMPLATES**

**BUDGET TEMPLATE**

<table>
<thead>
<tr>
<th>PERSONNEL</th>
<th>% EFFORT ON PROJ.</th>
<th>DOLLAR AMOUNT REQUESTED (omit cents)</th>
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<tr>
<td>NAME</td>
<td>ROLE ON PROJECT</td>
<td>INST. BASE SALARY</td>
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<td>SALARY REQUESTED</td>
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<td>FRINGE BENEFITS</td>
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<td>TOTAL</td>
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**SUBTOTALS**

**EQUIPMENT** *(Itemize)*

**SUPPLIES** *(Itemize by category)*

**TRAVEL**

**CONSULTANT COSTS**

**OTHER EXPENSES** *(Itemize by category)*
TOTAL DIRECT COSTS FOR BUDGET PERIOD

JUSTIFICATION. Follow the budget justification instructions.

FACILITIES: Specify the facilities for conducting the proposed research.

<table>
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<th>Facilities</th>
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<td>Laboratory:</td>
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<td>Clinical:</td>
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<td>Computer:</td>
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<td>Office:</td>
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<td>Other:</td>
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MAJOR EQUIPMENT: List the most important equipment items already available for this project, noting the location and pertinent capabilities of each.

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<th>institutional and location</th>
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BIOGRAPHICAL SKETCH

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EDUCATION/TRAINING  *(Begin with baccalaureate or other initial professional education, such as nursing, and include postdoctoral training.)*

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A. Positions and Honors.
B. Selected peer-reviewed publications (in chronological order).

| NAME OF INDIVIDUAL: |
| ACTIVE/PENDING (Please indicate if project is active or pending approval.) |
| Title of Project (or Subproject): | Dates of Approved/Proposed Project: | Percent Effort: |
| Funding Source: | Annual Direct Costs: | |
| The major goals of this project are… |

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<td>Annual Direct Costs:</td>
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# ASSESSMENT TOOL

<table>
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<tr>
<th>Criteria: (Please rank each criteria on a scale of 1-9 for each applicant.)</th>
<th>App 1</th>
<th>App 2</th>
<th>App 3</th>
<th>App 4</th>
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<th>App 6</th>
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The final submitted application should be organized as follows:

1. Abstract
2. Biosketch
3. Budget
4. Other Support
5. Budget Justification
6. Facilities & Resources
7. Research Plan
   Section A: Purpose, Specific Aims, Hypothesis
   Section B: Background, Significance, Preliminary Studies
   Section C: Research Design, Methods, Analytical Approach
   Section D: Expected Results, Discussion, Novelty, Importance to Women’s Health and Physical Therapy
   Subjects, Data and Safety Monitoring Plan
   Literature Citation List
   Appendices

All applicants are encouraged to contact the Director of Research with any inquiries about the application, process of review, budget preparation and other concerns.

Contact Information:
Secili DeStefano, PT, DPT, OCS
Director of Research
Section on Women’s Health
Cell: (703) 989-3973
Work: (703) 230-1760
e-mail: research@womenshealthapta.org
RESEARCH GRANT REVIEWER GUIDANCE DOCUMENT

First, thank you for taking time out of your busy schedules to serve as a reviewer. It is time consuming, but paramount for the future success of our profession and our patients.

Overall Impact Review Critique:
Reviewers will provide an Overall Impact Reviewer Critique to reflect their subjective assessment of the importance to women’s health physical therapy, in consideration of the review criteria. The Overall Impact Review Critique is to assist you in completing the assessment tool.

The Overall Impact Review Critique provides the reviewer with the opportunity of explaining how the decision was derived (i.e., those factors that contributed). If a project has a strong/weak Overall Impact Review Critique then the reviewer should highlight the appropriate criteria that contributed to the favorable/poor score. For example, if the potential significance of a study was so great as to overshadow a number of methodological weaknesses then this should be clearly stated. Likewise, if the design of the study is so flawed as to negate any potential significance and/or innovation of the study then this should be clearly stated. Importantly, the Overall Impact Review Critique should provide a clear justification of those key factors that led to his/her Overall Impact Assessment Score. For our purposes this year, it is intended to provide a detailed account of the strengths and weakness.

Please use a bulleted format to assess the strengths and weaknesses of each criterion. The bullet should consist of multiple sentences such that it is clear what the strength is, to what area it refers (e.g. sampling methodology) and WHY it is a strength or weakness. The sections will extend as you type. Please assign a score based on the enclosed tool for each criterion. See the Sample Critique Comments document for assistance.

Overall Impact Assessment Tool:
Applicants will NOT be provided the numeric score. It is for our internal purposes only. We are utilizing it to maintain objectivity and attempt to ensure that the strongest applicant receives the award based on the current requirements of the application.

Please utilize a 9-point scale (1=exceptional; 9=poor) when scoring. This is the scoring system being currently utilized at NIH. The 9-point scale was selected based on the desire for a scale with sufficient range. The NIH also has prior experience with the distribution of scores from a 9-point scale, based on data on the 1-5 scale when only 0.5 increments were allowed. Moreover, prior recommendations from measurement and decision science experts regarding the scoring system suggested that an 8 to 11 point scale is appropriate for this type of scoring.

A score of 1 indicates an exceptionally strong application with essentially no weaknesses. A score of 9 indicates an application with serious and substantive weaknesses with very few strengths; 5 is considered an average score. Ratings are in whole numbers only (no decimal ratings).

See enclosed High Impact Table to assist in scoring.
Other pertinent information:
Please sign the conflict of interest form attached and fax (703-230-1761) or scan and email it back to me. For purposes of that form, I am the Scientific Review Officer.
Please email me with any questions regarding the review process.

Additionally, if you have any comments on how to improve the application, review process, assessment tool, critique or other portions, please let me know. I have begun revisions for next year, in order to, keep us "moving forward" in our research endeavors. I would like you to assist with this as you go through the applications this year. Thus, on the enclosed current application, please highlight, comment and/or track possible changes in the application that you would like to see implemented next year. I truly value your important input.

After I have received all of the responses I will tabulate them and send out a report.

Thank you again for your willingness to serve.

http://grants.nih.gov/grants/funding/phs398/phs398.html
http://grants.nih.gov/grants/peer_review_process.htm

Overall Impact Critique

- Ability to follow application instructions
  - Comments:
  -
  -
  -

- Abstract
  - Strengths:
  -
  -
  - Weaknesses:
  -
  -

- Biosketch
  - Strengths:
  -
  -
  - Weaknesses:
  -
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- Budget
  - Strengths:
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  - Weaknesses:
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- Other Support
• Strengths:
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  •

• Weaknesses:
  •
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• Budget Justification
  • Strengths:
    •
    •

  • Weaknesses:
    •
    •

• Facilities & Resources
  • Strengths:
    •
    •

  • Weaknesses:
    •
    •

• Research Plan
  • Section A: Purpose, Specific Aims, Hypothesis
    • Strengths:
      •
      •
    • Weaknesses:
      •
      •

  • Section B: Background, Significance, Preliminary Studies
    • Strengths:
      •
      •
    • Weaknesses:
      •
      •

  • Section C: Research Design, Methods, Analytical Approach
    • Strengths:
      •
      •
    • Weaknesses:
      •
      •

  • Section D: Expected Results, Discussion, Novelty, Importance to Women’s Health and Physical Therapy
    • Strengths:
      •
      •
    • Weaknesses:
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• Subjects, Data and Safety Monitoring Plan
  o Strengths:
    •
  o Weaknesses:
    •

• Literature Citation List
  o Strengths:
    •
  o Weaknesses:
    •

• Appendices
  o Strengths:
    •
  o Weaknesses:
    •

These are not to be taken literally, but to assist you in thinking of pertinent, objective, measurable and professional responses. Thus, please ignore the topics and focus more on the presentation style.

Sample Strengths:
• The applicants introduce the attractive innovation of providing interventions within a comprehensive service delivery system.
• The multitude of outcomes measures to be studied for pelvic floor interventions encompass the most modern methods of communication and learning utilized by this population.
• The hypotheses are well defined and able to be tested in similar ways to other recent evidence based practice examples.
• This application proposes several interesting and potentially promising methodologies for risk reduction and adherence.
• Conducting focus groups to inventory patients’ technology assets is a strength.
• There is clear discussion of how the study will benefit physical therapy practices in the clinic. These changes are likely to be able to be implemented at low cost/high benefit and be clinically relevant.
• The application addresses the important problem of testing the acceptability and feasibility of developing combination interventions for this diagnosis and patient population.
• This project proposes to target males with incontinence with a focus on prevention. The targeted population is critical for prevention. More research is needed in this area.
• Interventions are proposed to optimize adherence and to convey risk-reduction strategies through the bladder record. These are very likely to appeal to and be utilizable by the vast majority of this population, a population for which most previously tested strategies
have not shown sustainable results.
Valuable data will be obtained about the utilization of the voiding diary in different populations.
With respect to modeling, the researchers propose a model with interacting population pools, using size effects of interventions, when known, and estimating different levels of size effects when not known, and testing these effects with a sensitivity analysis.
They propose a large data collection activity using focus group discussions and in-depth interviews. Inclusion of an external monitor for the pilot study is a strength.
The methodology based on the initial literature review appears to be well designed and flexible enough to accommodate findings from focus groups and pilot studies.
The inclusion/exclusion criteria are appropriate for this research proposed.
Exclusion of this particular patient population is appropriate since this is unlikely to affect the aspects being studied.
They are in compliance with national and international ethical guidelines including inclusion, consent and parental consent for minors.
Sample Weaknesses:
There are relatively few details about the integrated services to be delivered at the family and community level or hypothesized effects of this context on the uptake of prevention interventions, adherence, willingness to test and disclose, and other elements.
No particularly innovative strategies are proposed in the application.
The relevance to women’s health physical therapy is not well defined or discussed.
A plan for interactions between the experts for import of accurate and culturally appropriate information and behavioral assessment tools to the technology and media platforms is not adequately presented.
There is no cohesive plan and timetable for designing and individually and/or jointly assessing the methods for delivery of the behavioral interventions. Differences between the study populations do not appear to have been taken into account.
It is not clear how the data will be analyzed or used to inform subsequent studies or interventions.
There is insufficient documentation provided concerning the effects associated with delivering interventions in this unique setting. This has impact at several levels: the generalizability of results and the potential limitations of a clinical setting for delivering the elements of the intervention.
The role of and how to evaluate the proposed behavior change is not clear.
It is not clear how the analysis will be performed and what methods will be used. There are major weaknesses in the presentation of the proposed study. Presentation of the multiple parts of the study plan lacks cohesion. The research strategy outlined is not consistent with what is portrayed in the study description of the human subjects section, and the timetable presented is not consistent with the research strategy portrayed.
Discussion of some things mentioned in the research strategy is incomplete and left unjustified.
The research strategy is overly ambitious and not likely to be accomplished during the period of funding.
The inclusion/exclusion criteria are too narrow since they will lose those women over 60, which could be a large subset of patients needing this treatment.
They did not control for medications being used or factor in those who have high blood pressure, which could affect the aspect being studied.
POLICIES

POLICY ON POLICIES

I. Purpose

To serve as a resource for management, leadership, members or volunteers seeking information and guidance related to the development, review, revision, approval and communication policies and procedures included in the Section on Women’s Health (SoWH) Policy and Procedure Manual.

II. Policy

It is the policy of the Section on Women’s Health to develop, organize, maintain, review, revise, approve, promulgate, and control official policies and procedures in accordance with this statement concerning the Section’s policy and procedure to ensure that all Section-wide policies and procedures are organized effectively, standardized, current, and otherwise compliant with this policy and procedure. Policies shall not be in conflict with:

- The Section’s mission, vision, values and strategic initiatives
- Applicable regulatory and accreditation requirements
- The Section’s corporate policies and procedures
- Other policies in the Section’s Policy and Procedure Manual

III. Procedures

Preparation of Section’s New Policies and Procedures:
General

Policies may be developed or revised by individual Board of Directors (BoD) or committees with input from key stakeholders who are affected by its content.

Section-wide policies are those policies that are broad based, safety based, or have operations implications for multiple areas and/or divisions. Director/Committee/Program-specific policies and procedures will be developed and maintained within the respective areas.

Development

All policies and procedures will be prepared in a standardized format (Exhibit 1). An approved policy and procedure template is available. Save the template and re-open it as a word processing document to begin working on the policy and procedure in the standardized format.

Every new and revised policy must include: a statement of its purpose; the policy statement itself; detailed procedures (or attachments for more detailed procedures); and, language describing how the policy and procedure will be communicated to those who need to know them; a plan for educating members to the new policy and procedure; a plan for monitoring compliance with the new policy and procedure; and, any specific committee endorsements required. The Section on Women’s Health specific policies must be consistent with pertinent regulatory and accreditation requirements.

Approval Process

The policy originator shall complete and prepare the policy and procedure per template.

Section-wide policies require a minimum of two approval signatures. The first signature is the person primarily responsible for developing the policy and referred to as the “content expert”. In most cases this is a member of the BoD, committee chairperson, or individual contributor. The second approval signature shall be of a Section Executive Officer most responsible for overall administration of the policy. Depending on the content, certain policies may also require the endorsement of one or more committees with oversight for the content contained in the policy.

Revisions and/or Review of Existing Section-wide Policies

The Policy Committee chaired by the Vice President shall send out regular reminders to each Executive Officer and Board of Director, as appropriate, to review and/or revise existing policies. All policies shall undergo a review every three years. Content changes will be made as necessary.

The development and approval processes are the same as delineated in Section III.

Policies shall meet established criteria for policies.

Any change in the text or signatory (name or title) shall constitute a policy revision with the date noted on the policy and changed accordingly.
Policies in which there is no text or signatory change (name or title) will be considered a review (as opposed to a revision and only the review date will be added to the policy).

IV. Policy Committee Review

Policy shall undergo review by the Policy Committee for compliance with formatting and other established criteria. If compliant, the policy shall be sent to the BoD for approval. If not compliant or if not approved, the policy shall be returned to the originator for further action.

V. Communication

Once a new, revised, or reviewed Section-wide policy has been approved, it shall be sent in printed form to the Policy Chair. The policy must also be submitted electronically. Once a new policy is approved, it will be assigned a section and policy number by the Policy Committee and will ensure all necessary signatures are obtained. All approved new, revised, or reviewed policies shall then be posted.

It shall be the responsibility of the Executive Officer and/or Director of the new or revised policy to provide and distribute, within 14 business days of signature, a written communication that outlines pertinent changes and information to impacted departments and other stakeholders.

VI. Access and Retention

Section-wise policies are maintained for read and print only. They will in housed in the SoWH Policy and Procedure Manual on the Section Website. All prior versions of policies must be archived for a minimum of seven years. The Policy Chair shall ensure archived SoWH Policies and Procedures as described above. Director/Committee specific policies are the responsibility of the respective Director and/or Executive Director and should be maintained, made available and archived within as described above.

VII. Policy Committee

The SoWH Policy Committee is a multi-disciplinary group charged to oversee the development, review, revision, approval, and posting of Section-wide policies and procedures. Sub-committees of the SoWH Policy Committee along with sub-committee leaders shall be appointed, on an as needed basis, by the Chair to perform specific duties and responsibilities related to the ongoing development, review, revision, and administration of Section-wide policies.

Specifically, the committee shall:

a) Develop standards for the titling, organizing, distributing, revising, reviewing, or deletion of all Section-wide policy and procedures

b) Set guidelines for policy and procedure development, approval and posting

c) Review all new, reviewed, and revised policies and procedures for appropriateness and compliance prior to posting.

d) Review monthly the status of all Section-wide policies
e) Advise senior management on matters related to the administration of this policy and procedure

f) Refer unusual or difficult problems or conflicts related to the development and approval of hospital-wide policies to senior management

g) Form sub-committees to deal with specific tasks or assignments as needed

VIII. Administrative Responsibility

Administrative responsibility, accountability, and authority has been delegated to the Vice President who shall serve as the Chair of the Section’s Policy Committee and report progress to the Section’s BoD at BoD meetings, conference calls, and retreat.

IX. Policy Monitoring and Tracking

All policies shall undergo a review every three years.

The Policy Chair shall send out regular reminders to each Executive Officer and Board of Director as appropriate to review existing policies.

POLICY ON ADMINISTRATION

Policy on Member Initiated Special Projects [0893-RT-V2]

Any Section member who wishes to initiate a special project under the auspices of the Section must inform the Board of Directors in writing of their intent prior to execution.

Policy on the Use of Section's Insignia, Name and Address [0894-RT-V17]

The Section's Board of Directors, appointed groups, and staff may use stationery with the imprinted insignia when they are conducting official business on behalf of the Section.

The Section's appointed groups may also imprint or affix the Section's full name on or to stationery, publications, documents, and other materials produced by the appointed group, provided that:

1. Any such use of the Section's name is approved by the Board of Directors, and

2. A copy or sample of any such material produced by the appointed group for public relations or public information is sent to the Section Board of Directors for informational purposes.

The Section's address may be imprinted on or affixed to only printed public relations and public information materials that the Section has agreed to distribute for appointed groups, at no cost to the appointed group, provided that:

1. The Section's address appears only as part of the statement "Distributed by the Section on Women's Health of the American Physical Therapy Association, 8400 Westpark Drive, McLean, VA 22102.

2. The sale price, if any, for single and multiple copies of such printed material is determined by the Board of Directors.
Individual members may display the Section insignia in advertisements and materials that promote the Section, provided that:

1. The insignia is imprinted or affixed adjacent to a statement of the member's relationship to the Section (e.g. "A member of the Section on Women's Health of the American Physical Therapy Association") and

2. Any such use of the insignia is limited to office stationery, note pads, business cards, promotional fliers and brochures, print ads, and telephone book listings.

Appointed groups and individual members having inquiries about the use of the Section's insignia, name and address not covered in this policy should direct their inquiries to the Executive Office of the Section.

**Policy on Use of Original Section Display Booth [0497-CC-VT3]**

The Section reserves the right to determine which person(s) may use the original Section Display Booth. The display will be loaned to section members who request it, subject to: Availability, whether the exhibition is in keeping with the Mission and Vision of the Section, and whether the requestor is deemed trustworthy. The decision to grant the request rests with the Director of Communications. Student members will require the sponsorship of a faculty member in order to exhibit. Damages to the display will be charged to the requestor if it is deemed that said damage occurred while the display was under his/her care. The requestor is responsible for return shipping fees, unless the Director of Communications believes that the exhibition of the display and subsequent benefit to the Section has warranted waiver of the postage. The requestor must follow Procedure for Use of the Section Display Booth (IV.H.) and use Request for Use of the Section on Women’s Health Display Booth Form VI.M.

**Policy on Providing Promotional/Educational Materials to Members Representing the Section at Conferences/Conventions [0497-CC-VT2]**

Any Section member representing the Section at a conference or convention, with or without the Section booth, may request that the Section provide them with any of the Section’s promotional or education materials listed below, provided they are germane to the content of the conference or convention. The member should request the items in writing from the Director of Communications. Once the annual budget for these items is spent, special requests may be considered by the Treasurer.

The Board of Directors will include monies for these endeavors in its annual budget. The line item will be placed under the program of Public Relations.

Quantity of materials will depend on availability, but will not exceed 500 of any particular item, or a total of 1000 units. Costs of mailing will be borne by the Section. Due to the cost of some items, only samples (one copy) will be sent.

Members of the Board of Directors and those in appointed positions may request these items to sell at conferences or conventions. The requests must be made in writing to the Director of Communications. Only cash or checks will be accepted for payment of said items. Monies and remaining inventory must be returned to the Section office within 10 days after the event.

<table>
<thead>
<tr>
<th>Educational materials available:</th>
<th>Incontinence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journal of the Section on Women’s Health</td>
<td>Pelvic Pain</td>
</tr>
<tr>
<td>(single copy)</td>
<td>Pregnancy</td>
</tr>
<tr>
<td>Customizable Brochures</td>
<td>Home Study Modules</td>
</tr>
</tbody>
</table>
Members will be held accountable for the inventory they receive on request from the Section. Public Relations materials available:

**Policy on Requests for Component Recommendation for National Office [0997-RT-V8]**

The Board of Directors shall review all requests for recommendation of nomination for national office and determine whether the candidate is in conflict with the Section’s goals and strategic objectives. A majority vote of the Board of Directors shall allow the nominee to receive the recommendation for their nomination to national office from the Section.

**Policy on Endorsement of Candidates for National Office [0997-RT-V9]**

Endorsement by the Section for national office shall require a \( \frac{2}{3} \) (two thirds) majority vote of the Board of Directors. The following criteria shall be used:

1. Nominees must be submitted to the Board of Directors by a Section member in good standing.
2. A support statement and candidate profile must be accompanied by the nomination request detailing the nominee’s component involvement, leadership qualities, and qualifications for office.

The Board of Directors, after reviewing the documents, shall make a decision as the action of the Board - support letter, completed form, publication of recommendation in newsletter, etc. under the guidance of the Section Delegate and the Director of Practice.

**Policy on Nominating Section Members for National Office [0997-RT-V10]**

Nomination of a Section member for national office shall require a \( \frac{2}{3} \) (two thirds) majority vote of the Board of Directors. The following criteria shall be used:

1. Written nomination consideration must be submitted to the Board of Directors.
2. Verification of the candidate’s APTA membership will occur prior to consideration.
3. A support statement and candidate profile of qualifications for office must be accompanied by the nomination request.
POLICY ON ADVERTISING

1. Advertisements are accepted when they conform to the standards and policies of the Section on Women’s Health (SoWH or publisher). SoWH’s print and digital vehicles that accept advertising do not verify the accuracy of claims made in advertisements, and running a print/digital ad/posting does not imply endorsement by SoWH. Acceptance of ads for professional development courses does not imply review or endorsement by the SoWH.

2. SoWH advertising does not influence editorial decisions.

3. SoWH shall have the right to approve or deny all advertising prior to publication. SoWH may decide that certain products or services are not eligible for advertising in SOWH publications if advertisements for these specific products or services depart from SoWH standards. The fact that an advertisement has appeared previously in an SoWH publication shall not preclude SoWH from denying placement of that advertisement in the future.

4. Cancellations are not accepted after the stated closing date. All cancellations prior to space closing date must be made in writing and acknowledged by SoWH.

5. Quotations or excerpts of published articles and references are eligible only if they accurately reflect the meaning intended by the author. Claims made within quotations must conform to the same standards as unquoted claims. Complete reference information or a Web link to a complete reference must be included in the advertisement when a study is cited, a quotation is used, or terms such as “effective” or “proven” are used.

6. Advertisements must clearly identify the advertiser and the product or service being offered. The layout, artwork, and format must be such as to avoid confusion with the editorial content of the publication. SoWH may, at its sole discretion, include the word “Advertisement” prominently on advertisements that might be confused with editorial pages. Comparisons with, or disparagements of, a named competitor's product, service or company will not be accepted. Sensational language, such as the extravagant use of superlatives or punctuation marks, will not be accepted.

7. Advertisers and their agencies assume full liability for all content of their advertisements and responsibility for any claims arising from them against SoWH. SoWH is not liable for errors in reader service numbers, ad index, or buyers guide listings. SoWH shall have the right to accept or deny advertisements for any product, apparatus, instrument, device or pharmaceutical product that is the subject of litigation pending before the FDA. Advertising will be accepted in cases of pending compliance or noncompliance with the FDA requirements if the advertiser includes a disclaimer in the copy stating: “FDA approval pending.” Errors in ads must be noted immediately. SoWH will not offer credit if an ad repeats incorrectly. SoWH will not be bound by any conditions, printed or otherwise, appearing on any insertion order or contract, when they conflict with SoWH standards and policies.

8. SoWH prohibits preferential or adverse discrimination on the basis of race, creed, color, sex, age, national or ethnic origin, sexual orientation, disability, or health status in all areas including, but not limited to, its qualifications for membership, rights of members, policies, programs, activities, and employment practices. SOWH is committed to promoting cultural diversity throughout the profession.
I. Purpose
The purpose of this policy is to establish clear guidelines for advertising with the Section on Women’s Health via any medium.

II. Policy
No competing courses will be allowed on the SoWH website or social media outlets.

Editor of the Journal has permission to deny any advertisement without reason.

Director of Financial Development has the right to refuse any advertisement if it is determined that the advertisement does not align with the Section on Women’s Health’s mission or vision.

Advertisers will either pay online, or be invoiced for any remaining amount due on the date of publication.

The advertisement may be cancelled after submission, and a 50%-full refund will be issued at the discretion of the Director of Financial Development.

Publisher/website host shall not be responsible for errors made by typesetters or advertisement designers if using an outside source. The website host’s liability for any error will not exceed the charge for the advertisement in question.

The website host is not responsible for claims made in advertisements, banners, and listings, and the advertiser shall indemnify and hold the website host harmless from liability of any kind arising from such claims.

All advertisements are subject to approval by the Director of Communications and Director of Financial Development. Advertising simulating editorial content must be clearly labeled “paid advertisement”.
III. Procedure

See Specific Procedures for each venue for advertising.

VOLUNTEER & TRAVEL PER DIEM

Officers shall reserve standard rooms for any hotel needs. The Section will reimburse the BOD up to $250 per diem for hotel and food expenses with original receipts. The Section will reimburse all other officers, directors, committee chairs, regional course coordinator, and any others conducting Section business as approved in the budget up to $175 per diem for hotel and food expenses with original receipts.

The Section's travel mileage reimbursement shall be .55 cents per mile ($0.55/mile). Airfare reimbursement is based on coach fare.

The Section will reimburse the approved member up to $600 for travel to include transportation expenses with original receipts.

POLICY ON COURSE PURCHASE CANCELLATION

Registrant Withdrawal or Transfer from SoWH Education Courses

Refunds (less a $50 handling fee) will be granted until two weeks prior to the course with a letter of registration withdrawal. The letter of written withdrawal must be received by the Section on Women’s Health office electronically or in hard-copy form within 14 days prior to the first day of the course:
programmanager@womenshealthapta.org
OR
Section on Women's Health
8400 Westpark Drive, 2nd Floor
McLean, VA 22102

In some cases, full refunds may be granted for registrants experiencing a need to withdraw registration for circumstances beyond their control. The registrant shall provide a written request to the Section on Women’s Health to request a refund in such situations. Determinations will be made on a case-by-case basis.
Requests should be sent to:
programmanager@womenshealthapta.org
OR
Section on Women's Health
8400 Westpark Drive, 2nd Floor
McLean, VA 22102

Course Transfers
Participants may request to transfer registration into a different course (if there is availability of participant slots) by submitting written electronic request to the SoWH office 30 days prior to the beginning of the most immediate course. If there is a difference in course fees, the participant must pay the remaining balance in order to reserve a spot. Requests should be sent to:
programmanager@womenshealthapta.org

POLICY ON CONFLICT OF INTEREST

It is in the best interest of the Section on Women's Health of the American Physical Therapy Association (the “SOWH”) to be aware of and properly manage all conflicts of interest and appearances of a conflict of interest. This conflict of interest policy is designed to help directors and officers of the SOWH identify situations that present potential conflicts of interest and to provide SOWH with a procedure to appropriately manage conflicts in accordance with legal requirements and the goals of accountability and transparency in SOWH’s operations.

1. Conflict of Interest Defined. In this policy, a person with a conflict of interest is referred to as an “interested person.” For purposes of this policy, the following circumstances shall be deemed to create a Conflict of Interest:
   a. A director, officer, subcontractor, or a member of a committee/TF acting with powers delegated by the board of directors (hereinafter, a “committee member” (or family member of any of the foregoing) is a party to a contract, or involved in a transaction with SOWH for goods or services.
   b. A director, officer, subcontractor, or committee member/TF (or a family member of any of the foregoing) has a material financial interest in a transaction between SOWH and an entity in which the director or officer or committee member or a family member of any of the foregoing, is a director, officer, agent, partner, associate, employee, trustee, personal representative, receiver, guardian, custodian, or other legal representative.
   c. A director, officer, subcontractor, or committee member/TF (or a family member of any of the foregoing) is engaged in some capacity or has a material financial interest in a business or enterprise that competes with SOWH.

Other situations may create the appearance of a conflict, or present a duality of interests in connection with a person who has influence over the activities or finances of the nonprofit. All such circumstances should be disclosed to the board, and a decision made as to what course of action the organization or individuals should take so that the best interests of the nonprofit are not compromised by the personal interests of stakeholders in the nonprofit.

Gifts, Gratuities and Entertainment. Accepting gifts, entertainment or other favors from individuals or entities can also result in a conflict or duality of interest when the party providing the gift/entertainment/favor does so under circumstances where it might be inferred that such action was intended to influence or possibly would influence the interested person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value which are not related to any particular transaction or activity of SOWH.
2. **Definitions.**
   a. A "Conflict of Interest" is any circumstance described in Part 1 of this Policy.
   b. An "Interested Person" is any person serving as an officer or member of the Board of Directors of SOWH, subcontractor, or a committee member/TF or a major donor to SOWH or anyone else who is in a position of control over SOWH who has a personal interest that is in conflict with the interests of SOWH.
   c. A "family member" is a spouse, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister, of an interested person.
   d. A "material financial interest" in an entity is a financial interest of any kind, which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect an Interested Person’s or family member's judgment with respect to transactions to which the entity is a party.
   e. A "Contract or Transaction" is any agreement or relationship involving the sale or purchase of goods or services, the providing or receipt of a loan or grant, the establishment of any other type of financial relationship, or the exercise of control over another organization. The making of a gift to SOWH is not a Contract or Transaction.

3. **Procedures.**
   a. Prior to board or committee action on a Contract or Transaction involving a Conflict of Interest, a director, officer, subcontractor, or committee/TF member having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting. If a board member or officer, subcontractor or committee/TF member becomes aware that a person has a conflict of interest, relevant facts should be disclosed by the board member or officer or committee member, as the case may be, or by the interested person him/herself if invited to the board meeting as a guest for purposes of disclosure.
   b. A director, officer, subcontractor or committee/TF member who plans not to attend a meeting at which he or she has reason to believe that the board or committee will act on a matter in which the person has a Conflict of Interest shall disclose to the chair of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.
   c. A person who has a Conflict of Interest shall not participate in or be permitted to hear the board's or committee's discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.
   d. A person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote.
   e. The person having a conflict of interest may not vote on the Contract or Transaction and shall not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such person's ineligibility to vote shall be reflected in the minutes of the meeting.
   f. Interested Persons who are not members of the Board of Directors of SOWH, or who have a Conflict of Interest with respect to a Contract or Transaction that is not the subject of Board or committee action, shall disclose to the Chair, or the Chair's designee, any Conflict of Interest that such Interested Person has with respect to a Contract or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Interested Person.
The Interested Person shall refrain from any action that may affect SOWH’s participation in such Contract or Transaction.

4. **Confidentiality.**
   a. Each director, officer, subcontractor, and committee member/TF shall exercise care not to disclose confidential information acquired in connection with disclosures of conflicts of interest or potential conflicts, which might be adverse to the interests of SOWH. Furthermore, directors and officers shall not disclose or use information relating to the business of SOWH for their personal profit or advantage or the personal profit or advantage of their Family Member(s).

5. **Review of policy.**
   a. Each director, officer, employee and volunteer shall be provided with and asked to review a copy of this Policy and to acknowledge in writing that he or she has done so.
   b. Annually at a minimum or more frequently if conflict(s) of interest arise during the year, each director, officer, subcontractor and committee member/TF shall complete a disclosure form identifying any relationships, positions or circumstances in which s/he is involved that he or she believes could contribute to a Conflict of Interest. Such relationships, positions or circumstances might include service as a director of or consultant to another nonprofit organization, or ownership of a business that might provide goods or services to SOWH. Any such information regarding the business interests of a director, officer, subcontractor or committee member/TF, or a Family Member thereof, shall be treated as confidential and shall generally be made available only to the Chair, the Executive Committee, and any committee appointed to address Conflicts of Interest, except to the extent additional disclosure is necessary in connection with the implementation of this Policy.
   c. This policy shall be reviewed annually by each member of the Board of Directors.
INTEGRITY IN SERVING THE ASSOCIATION HOD Y06-02-28-50 [Initial HOD 06-99-25-08] [Policy]

American Physical Therapy Association (APTA) members elected or appointed to positions of trust in the Association may, at times, be placed in situations in which there are real or perceived conflicts between the member’s personal interests (or those of a non-APTA entity he or she represents) and the interests of the Association. This policy, which is general in nature, does not supersede any other policy having a narrower scope (eg, Integrity in the Association’s Accreditation Program). In the event of any divergence or conflict between this policy and a more specific policy, the provisions of the more specific policy shall control.

Association members who are considering whether to run for elective office or to consent to serve in an appointed position are encouraged to consider how real and perceived conflicts of interest may interfere with their serving in such an office or position and to make a personal determination as to whether such service will be compromised.

A. Transactions Involving the Association

When a transaction, to which a member of the Board of Directors is directly or indirectly a party, comes before the Board for approval, authorization, or ratification, (i) the material facts of the transaction and the director’s interest shall be disclosed to the Board and (ii) the interested director shall abstain for the record from voting. The interested director ordinarily should remove himself or herself from the Board’s deliberations after disclosing his or her interest in the transaction. For this purpose, a director is “indirectly” a party to a transaction with the Association, if the other party to the transaction is an entity in which the director has a material financial interest or of which the director is an officer, director, or general partner. In addition, a director shall be deemed to be “indirectly” a party to a transaction with the Association if the director’s spouse, child, parent, grandparent, or grandchild is directly or indirectly a party.

B. Decisions Involving Particular Persons

In situations in which the Board of Directors, any Board-appointed body, or elected persons have authority in a proceeding involving a particular person (whether an individual, company, educational institution, organization, or other entity) to take action favorable or adverse to the affected person, a member of the Board, any Board-appointed body, or elected persons should abstain for the record from participating in the deliberations and the voting if he or she has a close association or relationship with the affected person of a kind (whether familial, personal, financial, or business) that impairs the member’s ability to act impartially or that reasonably would tend to cast doubt on the member’s ability to act impartially. This obligation to abstain shall apply to situations in which a Board-appointed body has authority to recommend to the Board that it grant an APTA award.

C. General Policy Decisions

Because the Association’s object includes promoting the profession of physical therapy and meeting the needs and interests of Association members, it is natural that the policy-making activity of the Board of Directors often will promote the professional, personal, and financial interests of physical therapists and physical therapist assistants generally. Due to the size and diversity of the Association’s membership, it is inevitable that the Board will encounter proposals to adopt certain policies the adoption/rejection of which would be favorable to the self-interest of some Association members and adverse to the self-interest of others. In the long run, the interests of the Association and its members will be served best by allowing open debate.
At the same time, the Board of Directors recognizes that the persuasiveness of any advocacy depends, in part, on the listener’s understanding of the speaker’s own interest in the matter. Awareness of a speaker’s self-interest therefore promotes informed decision making. Accordingly, in connection with deliberations of the Board of Directors whether to make general policy on behalf of the Association, a member of the Board shall make reasonable efforts to ensure that his or her fellow Board members are aware of any special personal interest he or she may have in the decision. While a Board member’s primary business/employment ordinarily is known to fellow Board members, other relevant interests are more likely not to be known, such as leadership positions in non-APTA entities and significant financial interests in companies/businesses that could be affected by the policy decision. In connection with Board policy-making deliberations whose outcome is likely to have a significant effect (favorable or unfavorable) upon the interests of a non-APTA entity in which a Board member holds a leadership position or of a company/business in which a Board member has a significant financial interest, the Board member shall disclose the existence of such leadership position or financial interest to fellow Board members. (For this purpose, “non-APTA entities” do not include (i) any Association component, (ii) any entity directly or indirectly controlled by the Association, such as the Physical Therapy Fund or (iii) the American Board of Physical Therapy Specialties. For this purpose, “significant financial interest” includes any investment whose cost or value exceeds $10,000 and any compensation for services exceeding $5,000 per year.)

Because the Board frequently relies upon appointed bodies to provide advice and recommendations, the above principles shall apply to such bodies in connection with deliberations whose outcome is likely to have a significant effect (favorable or unfavorable) upon the interests of a non-APTA entity in which a member of the body holds a leadership position or of a company/business in which a member of the body has a significant financial interest. In connection with such deliberations, the member of the Board-appointed body shall disclose the existence of such leadership position or financial interest to fellow members of the Board-appointed body and to the Board.

D. Privileged/Confidential Information

A member of staff, the Board, any Board-appointed body, or elected persons who obtains access to privileged or confidential information in the course of carrying out APTA responsibilities shall not disclose such information to any outside party. In addition, a person who thus obtains access to privileged or confidential information shall not use such information (i) in any way that would be adverse to the interests of the Association or its members, (ii) for his or her personal gain, or (iii) for the advantage of any non-APTA entity. Members of staff, the Board, any Board-appointed body, or elected persons are strongly encouraged to avoid obtaining access in the first instance to privileged or confidential information of a kind that foreseeably could be used to the detriment of the Association and for the advantage of a non-APTA entity in which the member holds a leadership position or of a company/business in which the member has a significant financial interest.

Relationship to Vision 2020: Professionalism; (General Counsel, ext 3252)

Explanation of Reference Numbers:
BOD P00-00-00-00 stands for Board of Directors/month/year/page/vote in the Board of Directors Minutes; the "P" indicates that it is a position (see below). For example, BOD P11-97-06-18 means that this position can be found in the November 1997 Board of Directors minutes on Page 6 and that it was Vote 18.

Basic Conflict of Interest Disclosure Form

Date:
Name:
Position (officer/board member/committee member):

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest between SOWH and your personal interests, financial or otherwise:

☐ I have no conflict of interest to report
☐ I have the following conflict of interest to report (please specify other nonprofit and for-profit boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own):

1.
2.
3.

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Policy of Conflict of Interest of SOWH. I understand that failure to disclose conflicts of interest may result in disciplinary action as outlined in the SoWH Governance Manual, and may include dismissal from the appointed/elected position or expulsion from the SoWH.

Signature:
Printed Name:
Date:
(electronic signatures accepted)
### Accounting

<table>
<thead>
<tr>
<th>Category</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Receivable and Payable</td>
<td>3 Years</td>
</tr>
<tr>
<td>Auditors' Reports / Work Papers</td>
<td>Permanently</td>
</tr>
<tr>
<td>Bank Deposit Slips</td>
<td>3 Years</td>
</tr>
<tr>
<td>Bank Statements, Reconciliations</td>
<td>7 Years</td>
</tr>
<tr>
<td>Budgets</td>
<td>3 Years</td>
</tr>
<tr>
<td>Canceled Checks (generally)</td>
<td>7 Years</td>
</tr>
<tr>
<td>Cash Disbursements Journal</td>
<td>Permanently</td>
</tr>
<tr>
<td>Cash Receipts Journal</td>
<td>Permanently</td>
</tr>
<tr>
<td>Depreciation Records</td>
<td>Permanently</td>
</tr>
<tr>
<td>Employee Expense Reports</td>
<td>3 Years</td>
</tr>
<tr>
<td>Employee Payroll Records (W-2, W-4, annual earnings records, etc.)</td>
<td>4 Years</td>
</tr>
<tr>
<td>Financial Statements (annual)</td>
<td>Permanently</td>
</tr>
<tr>
<td>Financial Statements (interim / internal)</td>
<td>Permanently</td>
</tr>
<tr>
<td>General Ledger</td>
<td>Permanently</td>
</tr>
<tr>
<td>Inventory Lists</td>
<td>Permanently</td>
</tr>
<tr>
<td>Invoices</td>
<td>3 Years</td>
</tr>
<tr>
<td>Payroll Journal</td>
<td>3 Years</td>
</tr>
<tr>
<td>Petty Cash Vouchers</td>
<td>3 Years</td>
</tr>
</tbody>
</table>
Corporate Records

Annual Reports                                  Permanently
Articles of Incorporation                       Permanently
Authorization and Appropriations for Expenditures 3 Years
Bylaws                                         Permanently
Contracts (generally)                           10 Years
Contracts, Government                          4 Years
Contracts, Sales                               4 Years
Minutes (Board and Committees with Board Authority) (generally) Permanently
Minutes (Committees without Board Authority) (generally) 5 Years
Qualifications to Do Business                   Permanently
Reorganization Records                         Permanently

Insurance

Accident Reports                                6 Years
Insurance Claims                                6 Years
Insurance Policies                              Permanently

Miscellaneous Legal

Claims and Litigation Files                     10 Years
Copyright and Trademark Registrations          Permanently

Personnel

Applications                                    1 Year
Employee Earnings / Payroll Records            3 Years
Employee Files                                 6 Years
Employee Pension Records, including
Service, Eligibility, Personal Information, Pensions Paid 1 Year (after plan termination)

Savings Bond Registration Records of Employees 3 Years
Employment Contracts 10 Years
Garnishments 10 Years
Government Reports 6 Years
Medical or Exposure to Toxic Substances Records 30 Years
Pension, Profit-Sharing Plans Permanently
Time Sheets 3 Years

**Real Estate**

Leases 10 Years

Purchases, including Title Abstracts, Opinions, Insurance Policies, Sales Agreements, Mortgages, Deeds 20 Years
Property Appraisals by Outside Appraisers Permanently

**Taxes**

Income Tax Returns and Canceled Checks (Federal, State and Local) Permanently
Payroll Tax Returns 4 Years
Property Tax Returns Permanently
Sales and Use Tax Returns 10 Years

Supporting Documentation (Correspondence Memos, Newsletters, Fax Alerts, Reports, Notes, Attendance Rosters, Cost Allocation Records, etc.) re: Government Affairs Activities (Lobbying and Non-Lobbying), Unrelated Business Activities 3 Years

**General**

Correspondence (routine) with Members,
<table>
<thead>
<tr>
<th>Category</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendors, etc. (generally)</td>
<td>1 Year</td>
</tr>
<tr>
<td>Correspondence, Internal (generally)</td>
<td>1 Year</td>
</tr>
<tr>
<td>Correspondence (legal and important matters only)</td>
<td>Permanently</td>
</tr>
<tr>
<td>Journals / Magazines</td>
<td>Permanently</td>
</tr>
<tr>
<td>Correspondence (legal and important matters only)</td>
<td>Permanently</td>
</tr>
<tr>
<td>Meetings-Related Documents (generally)</td>
<td>3 Years</td>
</tr>
<tr>
<td>SoWH Applications and Related Documents</td>
<td>3 Years</td>
</tr>
<tr>
<td>SoWH, Disciplinary Proceedings</td>
<td>Permanently</td>
</tr>
<tr>
<td>Newsletters and Similar Publications (generally)</td>
<td>1 Year</td>
</tr>
<tr>
<td>Records relating to Campaign Contributions, PAC Fundraising, etc.)</td>
<td>3 Years</td>
</tr>
<tr>
<td>Studies / Reports / Research Results (generally)</td>
<td>3 Years</td>
</tr>
<tr>
<td>Supporting Correspondence and Notes re: Copyrights, Trademarks, Licenses</td>
<td>Greater of &quot;Life of Principal Document which It Supports&quot; or 3 Years</td>
</tr>
<tr>
<td>Agreements, Bills of Sale, Permits, Liabilities, etc.</td>
<td></td>
</tr>
</tbody>
</table>

Lengths of retention periods which appear in italics are suggested retention periods. All other retention periods are those times explicitly required by federal law (i.e., the Code of Federal Regulations).
INVESTMENT POLICY STATEMENT
Reviewed by Treasurer July 2014

1. Purpose of the Investment Policy Statement

This Investment Policy Statement outlines the goals and investment objectives for the Section on Women’s Health (“SOWH”) and is intended to provide guidelines for managing the SOWH’s Reserve Fund (“Reserve Fund” or “Fund”) and to provide specific policies to govern how the SOWH achieves these investment goals. These policies will be reviewed and revised by the Finance Committee (“FC” or “Committee”) annually to ensure they adequately reflect changes related to the SOWH, the Reserve Fund, and the financial environment.

2. Investment Objective

The Reserve Fund of SOWH shall be invested to achieve reserves equal to or greater than 50% of the SOWH’s annual operating budget in order to contribute to the cash flow needs of SOWH for ongoing operations, special initiatives, and capital projects.

3. Tax Status

SOWH is organized as a private not-for-profit corporation under IRS Section 501(c)(3). As a result, the income and earnings of the Reserve Fund generally are exempt from state and federal taxes.

4. Board of Directors

The Board of Directors (“BOD” or “Board”) is the body that has fiduciary responsibility for the establishment and administration of Reserve Fund policies and programs. The Board assigns the FC, under the authority of the Treasurer, as trustee for the duration of their tenure as members of the committee.

The Treasurer, under the guidance of the FC, shall have authority to hold, invest, reinvest, disburse, and otherwise deal with and manage the Reserve Fund in accordance with this investment policy statement. The FC has responsibility for acting within established policies, procedures, and guidelines in the management of the Reserve Fund. Specifically, the responsibilities include:

- To hold, invest, reinvest and distribute Reserve Fund funds;
- To recommend operating procedures for the effective management of the Reserve Fund;
- To develop, review and recommend investment policy, strategies and guidelines;
- To report on the status of the Reserve Fund and its performance to the Board;
- To communicate with the membership as appropriate about the Reserve Fund and its performance; and
- To invest these funds in a manner that is consistent with the Investment Objective and with generally accepted standards of fiduciary responsibility.

5. Standards of Conduct

The FC and SOWH members involved in the investment process are to refrain from any activity that could conflict with the proper execution of the investment program, or which could be viewed as impairing their ability to make impartial investment recommendations. Members of the SOWH Board, staff, and investment agents are to disclose to the SOWH Board any material interests in financial institutions that conduct business
with SOWH. The SOWH Board, staff, and investment agents are to disclose further any personal financial/investment positions that could be related to the performance of the Reserve Fund. Finally, the SOWH Reserve Fund is not to invest directly in any financial instrument of any member company or its parent or subsidiaries.

Each person responsible for managing and investing the Fund shall manage and invest the Fund in good faith and with the care an ordinarily prudent person in a like position would exercise under similar circumstances.

The Committee will incur only costs that are appropriate and reasonable in relation to the assets, purposes of the institution, and skills available to the institution.

In managing and investing the Fund the following factors, if relevant, shall be considered: general economic conditions, the possible effect of inflation or deflation, the expected tax consequences, if any, of investment decisions or strategies, the role that each investment plays within the overall investment portfolio of the Fund, the expected total return from income and the appreciation of investments, other resources of the institution, the needs of the institution and the Fund to make distributions and to preserve capital. Management and investment decisions about an asset shall be made not in isolation but rather in the context of the institution’s portfolio of investments as a whole and as a part of an overall investment strategy having risk and return objectives reasonably suited to the Fund and to the institution.

SOWH shall diversify the investments of the Fund unless the institution reasonably determines that, because of special circumstances, the purposes of the Fund are better served without diversification.

SOWH and/or the FC shall act in good faith, with the care that an ordinarily prudent person in a like position would exercise under similar circumstances in selecting an agent, such as an investment manager, establishing the scope and terms of the delegation, periodically reviewing the agent’s actions in order to monitor the agent’s performance and compliance with the scope and terms of the delegation. An institution that complies with the above shall not be liable for the decisions or actions of an agent to which the function was delegated.

6. **Portfolio Investment Policies**
   
   A. **Asset Allocation Policy**
      
      1. The Committee’s strategic allocation of the Portfolio assets across broadly defined financial asset and sub-asset categories with varying degrees of risk, return, and return correlation will be the most significant determinant of long-term investment returns and Portfolio asset value stability.

      2. The Committee expects that actual returns and return volatility may vary from expectations and return objectives across short periods of time. While the Committee wishes to retain flexibility with respect to making periodic changes to the Portfolio’s asset allocation, it expects to do so only in the event of material changes to the Fund, to the assumptions underlying Fund spending policies, and/or to the capital markets and asset classes in which the Portfolio invests.

      3. Fund assets will be managed as a balanced portfolio composed of three major asset class components: an equity portion, a fixed income portion, and an alternative investments portion.

      4. Cash investments will, under normal circumstances, only be considered as a *temporary Portfolio holdings*, and will be used for Fund liquidity needs or to facilitate a planned
program of dollar-cost averaging into investments in either or both of the equity and fixed income asset classes.

5. Portfolio assets will, under normal circumstances, be allocated across broad asset and sub-asset classes in accordance with the guidelines attached as Exhibit A hereto.

B. Diversification Policy

B.1. Diversification across and within asset classes is the primary means by which the Committee expects the Portfolio to avoid undue risk of large losses over long time periods. To protect the Portfolio against unfavorable outcomes, within an asset class due to the assumption of large risks, the following specific guidelines will apply to the main investment asset classes:

a. **Equities**: The equity component of the Portfolio will consist of high-quality domestic and foreign securities traded on the New York, NASDAQ or American Stock exchanges, to include common stocks, quality preferred shares, exchange traded funds (ETF’s) and mutual funds:
   
i. No single equity security shall represent more than 5% of the market value of the total Portfolio.
   
ii. ETF’s shall not use leverage.
   
iii. Core investments will represent higher quality companies with capitalizations typically counted among the S&P 500 Index and the S&P Global 100 Index.

b. **Fixed Income**: Bond investments will consist solely of taxable, fixed income securities that have an investment-grade rating (BAA or higher) that possess a liquid secondary market and/or high yield bond mutual funds (not to exceed 5% of the Fund):
   
i. No more than 5% of the total fixed income investments will be in corporate bonds of the same issuer. As well, not more than 20% of the fixed income allocation of the Portfolio will be invested in bonds of issuers in the same industry.
   
ii. The average life of the bond portion of the Portfolio should average no more than seven (7) years. For this calculation, floating rate notes will be viewed as short-term.

c. **Alternative Investments**: Alternative investments may consist of real estate investment trusts (REITs), pipeline companies engaged in the distribution of energy such as master limited partnerships (MLP’s), ETF’s focused on natural resources, and mutual funds engaged in directional, hedging or world allocation strategies.

d. **Money Market Funds**: The Fund will invest in “money market” instruments with remaining maturities of one year or less, that have been rated by at least one nationally recognized rating agency in the highest category for short-term debt securities. If, non-rated, the securities must be of comparable quality:
   
i. No single investment pool or investment company (mutual fund) shall comprise more than 20% of the total Portfolio assets.

e. **Prohibited Investments**: There shall be no use or investments in letter stock, private placements, commodities (except as part of alternative mutual fund strategies, or ETF’s investing in gold or silver), margined transactions, short sales, futures, derivatives, private equity, collateralized mortgage obligations, interest only obligations, principal only obligations, foreign denominated bonds (except for bond mutual funds investing in foreign issuers, or illiquid securities investments.
7. Performance Monitoring and Measurements

The Committee will monitor the Portfolio’s investment performance against the Portfolio’s stated investment objectives. At a frequency to be decided by the Committee, it will formally assess the Portfolio and the performance of its underlying investments as follows:

A. The Portfolio’s absolute long-term return objective, net of fees, against average return of the index, based on these benchmarks, over the investment manager’s contract period:
   1. US Equities: S&P 500 Index or Wilshire 5000
   2. Non-US Equity: MSCI EAFE + EM Index
   3. Fixed Income: Barclays Capital US Aggregate Bond Index
   4. Cash: Citigroup 3-month T-Bill Index

B. The performance of the investment managers over a suitably long-term investment horizon, generally across full market cycles of 3-5 years.

8. Approval

It is understood that this investment policy is to be reviewed every two years by the Board to determine if changing circumstances warrants any revisions. Should the Board wish to deviate from this policy or implement a change in policy, this Investment Policy Statement shall be formally revised by a Board vote, and the circumstances and rationale for any changes shall be documented and attached to this Investment Policy Statement.

Exhibit A

<table>
<thead>
<tr>
<th>Asset Class</th>
<th>Sub-asset Class</th>
<th>Allowable Ranges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equity</td>
<td></td>
<td>30%-65%</td>
</tr>
<tr>
<td></td>
<td>US</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Non-US</td>
<td></td>
</tr>
<tr>
<td>Fixed Income</td>
<td></td>
<td>30%-60%</td>
</tr>
<tr>
<td></td>
<td>US Investment Grade</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Non-US Govt or High Yield</td>
<td></td>
</tr>
<tr>
<td>Alternatives</td>
<td></td>
<td>10%-25%</td>
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<tr>
<td></td>
<td>Real Estate</td>
<td></td>
</tr>
<tr>
<td></td>
<td>“MLP” Pipeline Companies</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Commodities</td>
<td></td>
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<tr>
<td></td>
<td>Absolute Return Funds</td>
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</tr>
<tr>
<td>Money Market</td>
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<td>0%-25%</td>
</tr>
<tr>
<td></td>
<td>Rated, short term</td>
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</tr>
<tr>
<td>Cash</td>
<td></td>
<td>0%-25%</td>
</tr>
</tbody>
</table>
POLICIES ON GOVERNANCE

Policy on Committee to Review Section Business Meeting Minutes [0894-RT-V4]
A member of the BoD shall request two (2) volunteers from the members present, to assist with the review of the minutes. The Secretary shall email the draft minutes to the members of the BoD. If the BoD has not responded within one week of receiving the draft minutes, the minutes shall be considered approved. Upon approval of the BoD, the final minutes shall be emailed to the BoD and be posted on the website. Any Section member disagreeing with the final minutes may bring their concerns to the BoD. The Secretary shall submit the final minutes to the Section’s Executive Office as the archive copy.

Policy on the Liaison Relationship Between Elected Officers and Committee Chairs
The following are working guidelines:

Liaison assignments are laid out in the Governance Manual with job descriptions of each officer. A BoD motion (1996) requires each officer to make contact with their assigned committee chairs at least once per quarter—before Conference Calls, CSM, and Board Retreat. The nature of this contact is to be collegial, not supervisory.

The officer may address the following:

1. Status of any unfinished action items assigned to the committee chair.
2. Assistance needed in completing action items.
3. Establishing goals or activities within their committee jurisdiction.
5. Review any correspondence or activity received/initiated during the quarter.
6. Assistance in obtaining/suggesting resources to aid in completion of tasks or projects.

The committee chair is encouraged to self-initiate contact with the officer on an as needed basis in order to keep the officer apprised of committee activities.

POLICY GUIDELINES FOR WOMEN’S HEALTH SECTION SPECIAL INTEREST GROUPS

Women’s Health Section Special Interest Groups (SIG) are designed to provide opportunities for members who share a special professional interest that cannot be served through existing means to meet and participate
in activities related to that special interest within Section on Women’s Health (SOWH) structure. Special interest groups are under the jurisdiction of the SOWH Board of Directors.

A. **Formation**

A number of eligible section members specified by the section should file a petition to form a SOWH special interest group (SIG) with the SOWH Board of Directors. The petition should include a brief explanation of the reason(s) for forming the SIG and indicate why the interests of individuals represented by the proposed group cannot be served through existing means. The SOWH Board should act on the petition in a timely manner (e.g., at the next scheduled board meeting).

A member of the section’s Board of Directors should be assigned to review the petition and make a recommendation to the section board concerning formation of the special interest group (SIG). If the petition is approved, the SIG’s bylaws or rules of order should be developed either as part of the section bylaws or as a separate document.

B. **Membership and Dues**

Membership in a special interest group (SIG) is voluntary. All SIG members continue to belong, pay dues to, and receive benefits from APTA and the section. SIGs may charge dues; nonpayment shall not carry punitive action or loss of good standing at the national or section level.

C. **Bylaws or Rules of Order**

Special interest groups (SIG) may use the Model Bylaws for Sections (BOD 11-00-14-42) as a guide in preparing their bylaws or rules of order. Proposed special interest group (SIG) bylaws or rules of order and amendments thereto should be reviewed by a parliamentarian for consistency with the SOWH bylaws. These bylaws or rules of order, in their original form and when they are amended, must be presented to the SOWH Board of Directors for approval after approval by the SIG’s membership.

Sections may wish to include the provisions for special interest groups (SIG) in the body of their bylaws rather than having a separate document for each SIG. In this event section bylaws should include a statement to the effect that the section’s bylaws and a procedure manual (see below) that has been approved by the section’s Board of Directors govern its special interest group(s).

Special interest group bylaws or rules of order, as a separate document or as part of the section bylaws, should include (but not be restricted to) the following areas:

- Special interest group name/area of special interest and name of governing section
- Object or Purpose
- Functions or Objectives
- Membership
- Meetings
- Officers, Board of Directors, Executive Committee
- Committees
- Elections
- Fiscal year
- Dissolution – voluntary or by section with right of appeal
- Parliamentary authority Amendments
- Association and section as higher authorities
- Property and records
D. Special Interest Group Procedure Manual

After its formation, a special interest group (SIG) may wish to develop and adopt a procedure manual for the conduct of its business and activities. Such a manual should be updated annually by the SIG’s officers. The procedure manual should include, but not be restricted to, the following items:

1. SIG name; name of governing section.
2. Statement of SIG object/purpose and functions/objectives.
3. SIG obligations to the section.
   - To provide opportunities for members to meet and participate in activities related to the special interest of the group.
   - To coordinate all SIG activities within the section’s calendar and time frames.
   - To inform the section of SIG activities.
   - To maintain complete and accurate financial records, and report on its financial status annually.
   - To cooperate in carrying out section activities and supporting section projects.
   - To further the object and functions of the section as set forth in the section bylaws.
4. A list of the SIG officers, terms of office, and description of duties & responsibilities.
5. A list of SIG committees, including their authorization, constituencies, terms of appointment, functions and responsibilities.
6. A description of membership requirements and dues payments, if any.
7. A description of the number(s) and type(s) of meetings and programs, including responsibility for planning and organization.
8. Financial information, including a description of regular sources of SIG income (including any allocations from the section), procedures and responsibilities for collecting dues, financial accounting, authorization for expenditures, budget preparation, and annual financial reports. Any forms and documents pertaining to the SIG’s financial activities and obligations should be included.
9. Information regarding the SIG’s communication with the SOWH (e.g., through regular reports, representation on the SOWH board, newsletters, etc.). Any reporting forms and documents pertaining to officers, committees and representatives should be included.
10. Other duties and responsibilities assigned by the SOWH, including the individuals and/or groups responsible, methods of executing and reporting, etc.

IOPTWH USE OF THE SECTION ON WOMEN’S HEALTH WEB SITE
In 1999 the IOPTWH was given space on the Section on Women’s Health Web site as a courtesy to bring international communication to the Section’s membership. The Section covered expenses involved under their contract with the APTA, Component Services.

In 2003 the IOPTWH developed its own website. The Section now provides a page on its website to update SOWH members on the activities of the IOPTWH. There is also a link to the IOPTWH newsletter. The costs for the IOPTWH information provided on the SOWH website is born by the SOWH.

This policy will be reviewed every 2 years for fiscal impact.

POLICY ON DIRECTOR-EXECUTIVE LIAISON RELATIONSHIP

I. Background and Purpose:
Each of the 6 Directors on the Section on Women’s Health Board of Directors is assigned a liaison from the Executive Board. The Vice President, Treasurer, and Secretary will each have a liaison relationship with 2 Directors on the Board of Directors. The nature of this relationship is not meant to be supervisory, but rather to allow a conduit for exchange of information between the Executive Board, the volunteers and committee members, and the Directors.

In the event that a Director is not fulfilling their responsibilities on the Board of Directors, the relationship between the Director and the Executive Board Liaison becomes supervisory in nature, and will require that all emails are copied to the Executive Board liaison and the President until such time as the issue is resolved.

II. Operations:
1. The Director-Executive Liaisons are as follows:
   - Vice President
     - Director of Research
     - Director of Practice
   - Treasurer
     - Director of Education
     - Director of Financial Development
   - Secretary
     - Director of Communications
     - Director of Programming

2. Minimum Recommendations for Contact:
   - Monthly communication from the Director prior to Executive Conference Call with updates on committees and initiatives
   - Follow-up communication from the Executive after the Executive Conference call to close the loop
3. The Executive Board Liaison and Director may address the following:
   - Status of any unfinished action items assigned to the Director
   - Assistance needed in completing the action items
   - Establishing goals or activities under the Director’s position
   - Assistance in problem solving
   - Assistance in obtaining/suggesting resources to aid in completion of tasks or projects
   - The Director is encouraged to self-initiate contact with the Executive Officer on an as needed basis in order to keep the officer apprised of activities
   - Personnel issues with Volunteers, Board Members, and Management Staff

4. The President may be consulted at any time deemed necessary by the Director or the Executive Board Liaison

**POLICY ON RESEARCH AWARD**

Research awards will be given annually to individuals presenting research projects to the Section at the Combined Sections Meeting.

Procedures:

A. Two awards will be made – one award for the most meritorious poster presentation and another for the most meritorious platform presentation.

B. Awards will be announced at the Section’s business meeting.

Recognition and notification will occur within 3 months of the Section’s Business Meeting.

C. Judges will include three individuals:
   1. Director of Research of the Section
   2. Poster & Platform Coordinator
   3. A volunteer who is a member of the section and is in attendance at the Combined Sections Meeting. This person will be selected by the Poster & Platform Coordinator and approved by the Director of Research.

D. Judging will be done using the judging form in the Policy & Procedure Manual.
   1. Results are determined by a point system defined in the judging form.
   2. The individual with the highest sum of the three judges’ scores will receive the award.
3. In the case of a tie, the Director of Research will determine the awardee based on review of the scores. The Director of Research reserves the right to utilize a coin toss in the event that the tie cannot be resolved by any other means.

POLICY FOR USE OF SECTION SPONSORED PUBLISHED MATERIALS

The Section on Women’s Health will charge a negotiated fee per page or per chapter for any material written for and on behalf of the section. The following terms will need to be followed by anyone requesting the use of material that was written for the Section on Women’s Health.

All requests must be submitted in writing to the appropriate officer on the BoD for the section on Women’s Health. To illustrate, educational materials written for and/or on behalf of the SoWH must be requested of the Director of Education. All requests for reprints of articles published in the Journal of Women’s Health Physical Therapy must be directed to the Editor in Chief of the Journal.

The Section on Women’s Health must be properly acknowledged in the reprinting of any written material requested by an author in accordance with guidelines of the International Consortium of Medical Journal Editors.

The Section of Women’s Health will release the use of any written material only for the current edition of the specified document, any future editions will need to be submitted in writing as a new request.

The Section on Women’s Health will allow reprint only for written material. Video and web based materials may not be reprinted.

RESEARCH PROCESS E-BLASTS

With regard to research, the Section will provide Email Blasts to members in support of a member(s)’ research project when the following criteria are met:
1. The person making the request is a member of the Section and is directly involved with the research project.
2. The research project is directly related to the practice of women’s health physical therapy.
3. The research project has received IRB approval and proof is given to the Section’s Director of Research.

All other requests for research-related Email Blasts will be handled as follows:
1. The person making the request is a member in good standing of the Section for at least 1 year.
2. The blast is determined by the Board to be of benefit to our membership.
3. The person making the request agrees to pay $75 (sent payable to: Executive Director Section on Women’s Health APTA, 8400 Westpark Dr. 2nd Floor, McLean, VA 22102) to cover costs. Payment needs to be received and processed before the Blast will be developed.

POLICY ON THE SOWH WEBSITE

The Section on Women’s Health website is designed to increase visibility of the Section to consumers and health professionals and to provide information for and to improve communication between members of the Section. The website allows for immediate information access to the membership and a national and global audience.
Updates to the website will be made on at least an annual basis for most pages/subpages (eg. About Us, Meetings, Member Center, Our Patients, Advertising, Research, Online Store, etc), and monthly to quarterly on other pages/subpages (eg. News, Education, etc.), as information becomes available. Responsibility for content updates is multidisciplinary; Board members and the Director of Communications and staff take ownership for content by reviewing and submitting updates and works collaboratively by established semi-annual deadlines or more often as appropriate (see reference: Website content update responsibilities spreadsheet.) SoWH Staff will perform systematic and thorough Section website inventory and reviews in order to facilitate maintenance of current information, accurate content, functional windows and links, and visible and inviting website material for members and the public (e.g. Therapy Tips.)

Members are encouraged to make suggestions for improvement to the website. Requests for additions or changes to the website may be submitted to either the Director of Communications, who ultimately must approve any changes, or the Webmaster. Correspondence between the web management company and the Section will only be limited to initiation by the Director of Communications, the Webmaster, and the Executive Director.

WEB LINKS
The Director of Communication will develop web links. Web links will only be developed with non-profit organizations that preferably reciprocate linking with the Section’s website, and are at the discretion of the Director of Communications. Links will not be listed for member Web pages or businesses; website advertisements and PT Locator options are available for those organizations.

CLASSIFIED ADVERTISING
The classified sections of the website are divided into two parts. First, the employment advertising section has options for employers looking to fill open women’s health PT jobs and options for job seekers. Second, the Resource Directory is for vendors who wish to advertise their products to Section members and consumers. Costs for these advertisements are provided through the Section Executive office, the Director of Financial Development, or on the website.

WEBSITE CONTENT
The Website will include, but is not limited to, the following content as determined by the Board of Directors:

1. Reports from officers, directors, and nominating committee chairperson
2. Names and contact information for the Board of Directors and all committees and task forces
3. Program announcements & News
4. Research projects, Awards and Information regarding research and research application
5. News and Information about legislative activities that pertain to Physical Therapy, Women’s Health, and Women’s Health Physical Therapy
6. Section Educational offerings
7. Consumer section with information regarding Women’s Health Physical Therapy
8. Online copies of the most recent Journal and archived issues for member download
9. Online store with all Section items available for sale
10. Information about reimbursement for physical therapy services
11. Information about CSM and Annual Conference
12. Information about Section membership and the Benefits of Belonging
13. Blog
14. Downloadable continuing ed. Outlines
15. Downloadable Handouts
16. PT Locator
17. Membership Directory

APTA Subject: Policy on Website File Under:
I. Purpose

The chief purpose of the Section of Women’s Health website (www.womenshealthapta.org) is to advance the Section’s mission, vision, brand, and message(s) to core constituents (i.e. members, potential patients, health care providers, the media, and general public). This will be done in a manner that is:

1) dynamic and user-friendly and can readily adapt to meet the diverse and changing needs of its constituents

2) provides targeted and user-friendly interaction

The secondary purpose is to provide information to the Section’s community of members. This will be done in a manner that is relevant, fresh, and engaging (i.e.- Mission centric, current information, and easily navigable.)

The strategic direction for and use of the website will be established and monitored by the Director of Communications and Board of Directors.

III. Policy

All website content should benefit the members of the SoWH or promote women’s and men’s health physical therapy. The content should align with the mission and vision of the SoWH. The presentation should strive to encapsulate the SoWH brand’s voice and be presented a professional manner. All advertisements should be paid and placed in a designated advertising space. Written content should not directly promote a product or service other than that of the SoWH or affiliated non-profit organizations. If content might be considered promotion, a disclaimer should be included. Competing courses will not be promoted.

IV. Procedure
All new content on the webpage must be approved by 2 members of BoD, or 1 member of the BoD in conjunction with the Executive Director to allow for consistency in communication with rapid turnaround. A SoWH member can also submit content for website publication to the BoD member whose job responsibilities most align with the content of the article. If unclear about blog article submission, content should be directed to the Director of Communications. All content should be proofed for accuracy of content (including working URLs), grammar, and spelling BEFORE request for publication. After approval, all content submission requests will be sent to the Program Manager at AMG in an attached Word document with desired formatting included. Please allow 2-3 business days for completion of task depending on the difficulty of page design, unless otherwise noted.

If content is recurrent or existing content needs editing or addendum placement, changes can be sent directly from the BoD member responsible for the content to the Program Manager at AMG. Please allow for 2 business days for completion of task, unless otherwise noted. If changes aren’t completed within the allotted time, please notify the Director of Communications.

Each board member is responsible for ensuring the web content in their department is evaluated annually (before CSM) for accuracy, clarity, and relevance. Out of date content should be removed in a timely manner following the protocol mentioned above.
POLICY ON SOWH DATA USE AND SHARING

Goals of SOWH Data Use and Sharing

Data use and sharing promotes many goals and activities of the SOWH. Data use and sharing are particularly important for unique data that cannot be readily replicated. Data use and sharing allows members to expedite the translation of research results into knowledge, products, and procedures to improve women’s and men’s health physical therapy.

There are many reasons to use and share data derived from SOWH-supported activities. Data use and sharing reinforces open scientific and clinical inquiry, encourages diversity of analysis and opinion, promotes new research and activities, makes possible the testing of new or alternative hypotheses and methods of analysis, enhances development of methods and measurement, facilitates the education of new members, enables the exploration of topics not envisioned by the initial activities of members, and holds the potential to permit the creation of new datasets when data from multiple sources are combined.

In the SOWH, all data should be considered for data sharing while safeguarding the privacy of participants, and protecting confidential and proprietary data of the SOWH. To facilitate data use and sharing, investigators are expected to submit a formal plan as part of their SOWH investigation activities and submit this plan and request to use existing SOWH data. Investigators are expected to provide justification for data use and sharing.

Applicability

The SOWH policy on data use and sharing applies:

- To the sharing of data for SOWH-supported investigations
- To research supported by the SOWH through the appointment of Task Forces, Work Groups and committees. It applies to research that involves human and non-human subjects research. It is especially important to share unique data that cannot be readily replicated.

Policies with respect to data use and sharing vary across countries and institutions. SOWH investigators should familiarize themselves with the policies governing data use and sharing from the SOWH as they plan to work and to address any specific limitations in the data use and sharing plans in correspondence with and reporting to the SOWH.

Implementation

The SOWH data use and sharing policy applies to all those collecting data as part of SOWH-supported activities and those seeking data resources from the SOWH including grant applicants and members of SOWH task forces or committees. Those requesting the use or sharing of SOWH data must contact in writing and/or telephone the SOWH Director of Research while planning their use of SOWH data but no later than 8 weeks before an anticipated submission date for any materials that will use SOWH data. Applicants are encouraged to discuss their proposed data use and/or sharing plan(s) with the SOWH Director of Research on an on-going basis.

Data collected as part of SOWH activities are considered the property of the SOWH regardless of storage format (paper, electronic, etc . . .). This does not mean summary statistics or tables; rather, it means the data on which summary statistics and tables are based. For most studies, data will be stored on a computerized dataset. For example, the data from an SOWH investigation would include the computerized dataset upon which recommendations are made however, original source documents such as policies of other
organizations, published literature, and property of individuals or organizations are not also considered the property of the SOWH. For some, but not all investigations, the dataset might include both raw data and derived variables, which would be described in the documentation associated with the dataset.

Given the variety of SOWH activities, neither the precise content for data documentation, nor the formatting, presentation, or transport mode for data is stipulated. What is sensible in one investigation or study may not work at all for others. It would be helpful for members to discuss methods for data collection, use and sharing, determine what standards and best practices should be proposed, and create a social environment that supports data use sharing.

When the authorized individual leading an SOWH activity accepts such a leadership role, they are assuring compliance with policies and regulations governing shared data. The SOWH expects that each member involved with such activities also comply with and follow these rules to conduct the work associated with the SOWH activity. If a progress report is planned with the SOWH data, then the submitted documentation should note this in the progress report. In the progress report, if not sooner, the investigator should note what steps have been taken with respect to the data use and sharing plan. In the case of noncompliance (depending on its severity and duration) the SOWH can take various actions to protect the SOWH’s interests. In some instances, for example, SOWH may make the data use and sharing plan an explicit term of agreement SOWH-supported activities.

Under this policy Statement, the member is required to return the data to the SOWH upon completion of SOWH activities however a different time period may be specified if necessary.

**Timeliness of Data Use and Sharing**

Recognizing that the value of data often depends on their timeliness, data use and sharing should occur in a timely fashion. The SOWH expects the timely notification of any publication using SOWH data to be no later than 8 weeks before a submission due date for publication of any findings from the dataset. The specific time will be influenced by the nature of the data collected. Data from small investigations can be analyzed and submitted for publication relatively quickly. If data from large investigations are collected over several discrete time periods or waves, it is reasonable to expect that the data would be used as data become available or main findings from waves of the data are published. The SOWH recognizes that the investigators who collected the data have a legitimate interest in benefiting from their investment of time and effort. The SOWH continues to expect that the investigators may benefit from first and continuing use but not from prolonged exclusive use as specified by the agreement with the Director of Research of the SOWH.

**Human Subjects and Privacy Issues**

The rights and privacy of human subjects who participate in SOWH investigations must be protected at all times. It is the responsibility of the investigators, their Institutional Review Board (IRB), and their institution to protect the rights of subjects and the confidentiality of the data. Prior to sharing, data should be redacted to strip all identifiers, and effective strategies should be adopted to minimize risks of unauthorized disclosure of personal identifiers. Stripping a dataset of items that could identify individual participants is referred to by several different terms, such as "data redaction," "de-identification of data," and anonymizing data. In addition to removing direct identifiers, e.g., name, address, telephone numbers, and Social Security Numbers, investigators should consider removing indirect identifiers and other information that could lead to "deductive disclosure" of participants’ identities. Deductive disclosure of individual subjects becomes more likely when there are unusual characteristics of the joint occurrence of several unusual variables. Samples drawn from small geographic areas, rare populations, and linked datasets can present particular challenges to the protection of subjects’ identities.

Investigators who seek access to individual level data are typically required to enter into a data-sharing agreement. Data-sharing agreements, which come by many terms, including "license agreements," and "data
distribution agreements," generally include requirements to protect participants' privacy and data confidentiality. They may prohibit the recipient from transferring the data to other users or require that the data be used for investigation purposes only, among other provisions, and they may stipulate penalties for violations. In most instances, sharing and archiving of data is possible without compromising confidentiality and privacy rights. The procedures adopted to share data while protecting privacy should be individually tailored to the specific dataset and requirements of the investigation.

Several factors should be considered while developing the data-sharing plan. Investigators who intend to share the resulting data should think carefully about the study design, the informed consent documents, and the structure of the resulting dataset prior to the initiation of the study. Some study designs afford greater privacy protection to subjects than others. For example, longitudinal research poses challenges because the need to retain identifiers in order to link individual-specific data collected at different time points.

The Health Insurance Portability and Accountability Act (HIPAA) guidelines must be followed when issues related to the Privacy Rule are investigated. The Department of Health and Human Services (DHHS) provides guidance on research and the Privacy Rule elsewhere (http://www.hhs.gov/ocr/).

If participants are promised that their data will not be shared with other investigators, then the investigator must explain the reasons for such promises. Such promises should not be made routinely and without adequate justification. For the most part, it is not appropriate for the investigator to place limits on the research questions or methods that the SOWH might pursue with the data collected on their behalf.

NIH requirements for human and animal welfare should be followed.

**Proprietary Data**

The SOWH considers data collected as part of SOWH supported activities to be SOWH property. Data collected through such endeavors are overseen and administered by the SOWH Director of Research. The use and sharing of SOWH data, the process by which data are to be used and shared, and monitoring of data are subject to oversight by the SOWH Director of Research. Issues related to proprietary data also can arise when cofunding is provided by the private sector (e.g., technology industries) with corresponding constraints on public disclosure. The SOWH recognizes the need to protect patentable and other proprietary data that belong to the SOWH or the patent holder. Any restrictions on data use and sharing due to such circumstances should be discussed in the data use and sharing plan submitted by the investigator and will be considered by the SOWH Director of Research. While the SOWH understands that an institution's desire to exercise its intellectual property rights may justify a need to delay disclosure of research findings, a delay of 60 to 90 days is generally viewed as a reasonable period for such activity.

**Method for Data Depositing**

Data collected for the purposes of SOWH activities are considered the property of the SOWH and therefore the data must be deposited to the office SOWH Director of Research.

The method for deposit is likely to depend on several factors, including the sensitivity of the data, the size and complexity of the dataset, and the volume of data use requests anticipated.

**Data Documentation**

Each dataset will require documentation. Some fields refer to data documentation by other terms, such as metadata or codebooks. Proper documentation is needed to ensure that others can use the dataset and to prevent misuse, misinterpretation, and confusion. Documentation provides information about the methodology and procedures used to collect the data, details about codes, definitions of variables, variable
field locations, frequencies, and the like. The precise content of documentation will vary by methods of data collection, study design, the type of data collected, and characteristics of the dataset.

It is appropriate for investigators to **acknowledge the source(s) of data** upon which their work is based regardless of the form of reporting of the results (progress report, manuscript, professional presentation and the like.) Many investigators include this information in the methods and/or reference sections of their manuscripts. Journals generally include an acknowledgement section, in which the authors can recognize people who helped them gain access to the data. Authors using shared data should check the policies of the journal to which they plan to submit to determine the precise location in the manuscript for such acknowledgement.

**Data Use and Sharing Plan**

The precise content of the data use and sharing plan will vary, depending on the goals of the SOWH activity, the type of data being collected and how the investigator is planning to use and share the data. Investigators planning to use or share data may wish to describe briefly the expected schedule for data use and sharing, the format of the dataset, the documentation to be provided, whether or not any analytic tools also will be provided, whether or not a data-sharing agreement will be required and, if so, a brief description of such an agreement (including the criteria for deciding who can receive the data and whether or not any conditions will be placed on their use), and the mode of data sharing (e.g., under their own auspices by mailing a disk to the investigator). This plan must be submitted for review by the SOWH Director of Research. Approval of the data use and sharing plan is subject to approval and revision by the SOWH Director of Research. The SOWH Director of Research may consult with the SOWH Board of Directors and administrators of other professional organizations and institutions to inform the decision. The investigator submitting the data use and sharing plan will be notified of the decision in writing from the SOWH Director of Research.

**EXAMPLE OF DATA USE AND SHARING PLAN**

The precise content and level of detail to be included in a data use and sharing plan depends on several factors, such as the nature of the SOWH activity, whether or not the investigator is planning to share data, the size and complexity of the dataset, the other members of the investigation team, and the like. Below is an example of a data use and sharing plan.

The investigation requested by the SOWH Board of Directors will involve a small sample (less than 20 subjects) recruited from clinical facilities in the New York City area which focus on women’s health physical therapy. This relatively rare practice niche is associated with distinguishing features as well as practice models.

The investigation requested by the SOWH Board of Directors will include interview and survey data about the scope of women’s health physical therapy practice. The final dataset will include self-reported demographic and behavioral data from interviews with the subjects and surveys completed by the subjects at more than one time period. Because we will be collecting longitudinal data and even though the final dataset will be stripped of identifiers prior to release of the data, we believe that there remains the possibility of deductive disclosure of subjects with unusual characteristics. Thus, we will make the associated documentation that provides for: (1) a commitment to use the data only for SOWH activity purposes and not to identify any individual participant; (2) a commitment to securing the data using appropriate computer technology; and (3) a commitment to destroying or returning the data to the SOWH Director of Research after analyses are completed.

Even with the removal of all identifiers, we believe that it would be difficult if not impossible to fully protect the identities of subjects given these characteristics. Therefore, we are not planning to share the data. All members of the investigation team will have the same access and ability to use the data.
The information provided will not be used for commercial purposes, and will not be redistributed to other users without the express permission of the SOWH Director of Research.

The data will be stored in a password protected electronic format using either EXCEL or a statistical package compatible with EXCEL. The hard copies of data will be stored in a locked cabinet belonging to a member of the investigation team as determined by the investigation team leader. Documentation of all data entered will be an ongoing process with two investigators entering data to ensure completeness and accuracy. All tools developed as part of SOWH activities used to collect the data are also considered SOWH property with the exception of those tools protected by a patent or copyright apart from the SOWH sponsored activity with clear documentation that the tool was not developed for the SOWH activity. Documentation and the electronic dataset will be complete and submitted to the SOWH Director of Research. The hard data will be destroyed once the data collection and verification process has been completed.

The investigators understand that all data collected as part of SOWH-supported activities are considered the property of the SOWH with oversight by the SOWH Director of Research. The only exceptions to this are data collected as part of a SOWH sponsored grant award. The SOWH Board of Directors reserves the right to audit the investigation and the data collected at any time.

DEFINITIONS

**Data** - Recorded factual material commonly accepted in the scientific community as necessary to document and support research findings. This does not mean summary statistics or tables; rather, it means the data on which summary statistics and tables are based. For the purposes of this policy, final research data do not include laboratory notebooks, partial datasets, preliminary analyses, drafts of scientific papers, plans for future research, peer review reports, communications with colleagues, or physical objects, such as gels or laboratory specimens.

**Timeliness** - In general, the SOWH considers the timely release and sharing of data to be no later than 8 weeks prior to submission of reports, manuscripts, professional presentations and the like associated with reporting on the findings from the dataset. The actual time will be influenced by the nature of the data collected.

**Unique Data** - Data that cannot be readily replicated. Examples of studies producing unique data include: large surveys that are too expensive to replicate; studies of unique populations, such as centenarians; studies conducted at unique times, such as a natural disaster; studies of rare phenomena, such as rare metabolic diseases or practice niches.
POLICY ON REIMBURSEMENT & SPEAKER TRAVEL

Internal Revenue Service regulations requires that an employee who is reimbursed by his/her employer for travel and entertainment expenses be able to support his/her expenses as to: a) the amount of the expense, b) the time and place of the travel or use of the facility, c) the business purpose of the expense and, d) the business relationship to the employee of persons entertained.

Original receipts are to be included for all expenditures for which you wish reimbursement. Expenditures, including airfare, paid by or charged directly to the Section on Women’s Health are to be included in the reimbursement request.

REIMBURSEMENT POLICY

1. Officers and volunteers of the Section on Women’s Health shall reserve standard rooms for any hotel needs. The Section will reimburse the BOD up to $250 per diem for hotel and food expenses with original receipts. The Section will reimburse all other officers, directors, committee chairs, and any others conducting Section business as approved in the budget up to $250 per diem for hotel and food expenses with original receipts.
2. The Section will reimburse the approved member up to $600 for travel to include transportation expenses with original receipts.
3. The Section's travel mileage reimbursement shall be $.55cents per mile ($0.55/mile). Airfare reimbursement is based on coach fare.
4. A completed expense form with copies of receipt but be mailed within 60 days of event in order to be eligible for reimbursement.

TRAVEL REIMBURSABLE EXPENSES

Travel
1. **Airfare or Rail** -- include non-local transportation (airfare, rail, etc.) Receipts must be attached except for airfare charged directly to the Section.
2. **Ground Transportation-Personal Car Mileage** -- local transportation, including to and from the airport or train station is to be entered. Include tips in the total. Personal automobile mileage is reimbursable at the government rate per mile.
3. **Car Rental** -- enter amount for car rental and attach original receipts.
4. **Travel Reimbursable** -- If total travel expenses exceed amount in contract, if under contractual agreement, no reimbursement over that amount is due.

OTHER REIMBURSABLE EXPENSES

1. **Hotel Room** -- attach hotel bill and receipt and list as per diem.
2. **Meals** -- attach receipts and list as per diem.
3. **Miscellaneous** -- include any unusual expenses incurred.
4. **Total Expenses** -- total the daily columns and total column.
5. **Reimbursable Expenses** -- If the figure exceeds the budgeted amount for non-travel expenses, reimbursement will be based on the budgeted amount.
POLICY ON SPONSORING A STUDENT TO CSM

I. Criteria

A. Must be a member of the Women’s Health Section of the APTA.

   B. Must have a letter of recommendation from a professor at the student’s school stating why he/she should be considered for sponsorship

   C. Understand that first priority is given to students located in the area that CSM will be held the year he/she is sponsored (or have plans to travel to CSM).

   D. Will be required to write an article for the next issue of the WH newsletter about the student’s perspective of attending CSM

   E. Must sign up for a 2-hour time block at the WH section booth during CSM

   F. Must attend the SOWH Business Meeting and other meetings onsite as designated.

II. Process for choosing a student for sponsorship

   A. A request for student applications for sponsorship will be placed in the fall enotes, the newsletter, student newsletter, flier at Student Conclave and on the SOWH website.

   B. All student requests for sponsorship and letter of recommendation must be received by November 15th

   C. Students that meet criteria will all be equally eligible and one student will be chosen at random with a second student chosen to be the alternate.

   D. Both students will be informed (sponsored student and alternate) and the section will submit his/her registration. Only registration to CSM will be provided. The student will be responsible for his/her own transportation and hotel.
POLICY ON WEB ADVERTISING

Web ads will appear in 3-4 working days or based upon the request of the submitting company.

- Ad costs and sizing will be indicated in the Advertising Menu
- Location: Location is assigned on a first-come, first-served basis. We will do everything possible to place the ads as requested.

Terms and Conditions:

- No competing courses will be allowed on the SoWH website or social media outlets.
- Advertisers will either pay online, or be invoiced for any remaining amount due on the date of publication.
- The advertisement may be cancelled after submission, and a 50%-full refund will be issued at the discretion of the Director of Financial Development.
- If advertisement specifications aren’t met, the ad placement and specifications are under the discretion and control of the Director of Communications and Executive Assistant in conjunction with the website host.
- Publisher/website host shall not be responsible for errors made by typesetters or advertisement designers if using an outside source. The website host’s liability for any error will not exceed the charge for the advertisement in question.
- The website host is not responsible for claims made in advertisements, banners, and listings. and the advertiser shall indemnify and hold the website host harmless from liability of any kind arising from such claims.
- The advertising index is prepared by the publisher as an extra service, and the publisher does not assume liability for errors in the index.
- All advertisements are subject to approval by the Director of Communications and Director of Financial Development. Advertising simulating editorial content must be clearly labeled “paid advertisement”.
- Information is posted in the format in which it is provided. If materials provided do not meet the website host’s specifications, website host is not responsible for the quality of reproduction.
- The website host reserves the right to notify the advertiser if the advertiser’s agency has not paid in full within 90 days of invoice date; and to hold the advertiser responsible for payment-in-full if the advertiser’s agency declares bankruptcy, or otherwise does not pay within 120 days of invoice date.
- All advertisers and their agencies agree to hold the website host harmless against any damages, costs, or expenses incurred by reason of advertising that may later be found to violate copyright requirements, may contain inaccurate, misleading or defamatory material, or may constitute an invasion of privacy.
- Materials will not be returned once they are submitted.
I. Purpose

The purpose of the blog is to serve as the interface between the Section and its constituents. It should be used to establish the Section as an authority in the field of women’s health, provide valuable content, and build trust with our constituents.

Secondary purposes can be, but are not limited to:
- Gain exposure
- Connect constituents
- Encourage engagement
- Build community
- Earn shares and links to elevate SEO
- Nourish visitors
II. Policy

The blog content and submission falls under the guidelines of the web policy. All content should fall under one of the E³ categories: Educate, Entertain, Empower. Content should follow the guidelines (Details here: http://www.uwb.edu/advancement/publicrelations/guidelines/website).

Revealing Page Titles
Consistent and Logical Organization
Interesting, Relevant, Accurate, Complete, and Concise Copy
Text that is Easily Skimmed
Impeccable Spelling and Grammar
Appropriate and Consistent Text Styles
Appropriate use of Images and Photos

The ratio of “give” to “take” posts should be 3:1. “Give” posts are posts that offer benefit to the reader without asking anything in return, more benefit to the reader than the Section. “Take” posts are posts that benefit the Section more than the reader (i.e.- Advertisements, call for volunteers, deadline for class sign ups, etc.). Posts should have a call to action at the end in order to promote engagement. Blog posts should be published 2-4 times a week to maintain web visibility. When a new blog post is published, it will be pushed through all the Section’s social media outlets, linking to members or groups where appropriate.

All BoD members should submit at least, but not limited to, eight original articles yearly related to their position or area of influence. Two articles will be due before each formal Board Meeting: CSM, Spring Conference Call, Summer Retreat, and Fall Conference Call. “Re-blogging” is not included in this number.

Reblogging is a mechanism in blogging which allows users to repost or redirect to the content of another user’s post with an indication that source is another user. If a re-blog is submitted, there must be an appropriate summary of the article, its relationship to matters of the SoWH, and a link to the original article.

III. Procedure

All blog articles must be approved by 2 members of BoD, or 1 member of the BoD in conjunction with the Executive Director to allow for consistency in communication with rapid turnaround. Any SoWH member or affiliated partner can also submit a blog post for publication to the BoD member whose job responsibilities most align with the content of the article. If unclear about blog article submission, content should be directed to the Director of Communications. All content should be proofed for accuracy of content (including working URLs), grammar, and spelling BEFORE request for publication. After approval, all content submission requests will be send to the Program Manager at AMG in an attached Word document with desired formatting included. The articles will be added to the schedule for publication in the date received unless otherwise requested. The blog posting schedule will be accessible via Google Doc Spreadsheet located on MemberFuse.
I. Purpose

Email blasts (e-blasts) are e-mails sent to the membership solely for the purpose of communicating a promotional message or requesting actions on behalf of the Section or affiliated non-profits.

II. Policy

E-blasts will be sent to the e-mail address that members submit upon joining the Section. They should be used only by the Section or affiliated non-profits to benefit the membership and promote relevant information from organizations, not individuals. E-mail list is not for sale.

No more than 3 eblasts should be sent weekly, without approval from the Director of Communications.

III. Procedure

Any member can submit a request for eblasts to the BoD member whose job responsibilities most align with the content of the eblast. If unclear, content should be directed to the Director of Communications. The request should be submitted fully ready to publish and in an attached Word document. All member submissions must be approved by 2 members of BoD, or 1 member of the BoD in conjunction with the Executive Director to allow for consistency in communication with rapid turnaround. Once e-blasts have been approved and sent to the Program Manager, they will be added to the schedule for publication in the date received unless otherwise requested. The eblast schedule will be accessible via Google Doc Spreadsheet located on MemberFuse.
Email Blast content may include, but are not limited, to Section educational offerings, new online store products, upcoming events/meetings, links for member log in to read the latest issue of the Journal, Section or field-related news, or Section advertisement requests.

Email Blasts will be distributed within two weeks of receipt of the request and order/priority will be at the discretion of the Section’s Director of Communications. Content and editing are the responsibility of the requesting party and are expected to be professional and succinct in nature. All Email Blast requests must, at a minimum, include the following information:

1. Subject Line
2. Body text/content & any photos/images (e.g. Award winner(s)) to be embedded
3. Group or Subgroup of members to send to
4. Release/distribution date

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I. Purpose

Social media outlets (Facebook, Twitter, Instagram, LinkedIn, Google Plus, Pinterest) should be used to provide value content, build trust, and engage membership and the public in order to establish credibility and expertise in the area of Women’s Health Physical Therapy.

II. Policy

All content should fall under one of the E3 categories: Educate, Entertain, Empower. All content and responses should be drafted with best practice and Section image in mind. The presentation should strive to encapsulate the SoWH brand’s voice and be presented a professional manner. If in doubt regarding the content of a proposed social media post, contact the a board member over the subject matter of the content in...
question or the Director of Communications for clarification. There will be no advertisement of competing classes on social media.

The ratio of “give” to “take” posts should be 3:1. “Give” posts are posts that offer benefit to the reader without asking anything in return, more benefit to the reader than the Section. “Take” posts are posts that benefit the Section more than the reader (i.e. - Advertisements, call for volunteers, deadline for class sign ups, etc.). “Give” content will be provided by the Social Media Committee and “Take” content will be provided by the Director of Communications or Program Manager. Social media engagement should happen at least twice daily, with morning and evening being preferable, in order to maintain web visibility and build community. All posts should be HIPAA compliant.

III. Procedure

The Social Media Committee Member (SMCM) on call is responsible for posting content to Facebook and Twitter at the preferred rate of 3x daily, not including responses. If an article is reposted, the entire article should be read prior to distribution in order to assure that the content follows the above criteria. If the content is questionable, the SMCM can contact the Board Member whose area most closely aligns with the subject area or the Director of Communications via text or phone call. If content can be deemed inflammatory or contrary to our mission and vision, it should be posted with a question instead of a definitely statement, i.e.: “What you think about this?”, or “How would you respond?”, etc.

Content can be requested for distribution by sending a request to the Social Media Committee e-mail address. The Social Media Committee member on call will determine if the content fits the criteria for distribution and add it into the publication cue as they see fit.

If there concern or a retraction needs to be provided, please contact the Director of Communications.

POLICY FOR COMBINED SECTIONS ADS AND SPONSORSHIPS

- CSM notes are edited and published by the Executive Officer (EO).
- In late September, a list is generated of courses and sponsorship amounts. This is done by Director of Financial Development (DFD) and Director of Programming (DP).
- Letter and ad form are corrected and emailed to EO
- DFD will create a vendor list using information provided by APTA on which vendors are already in the exhibit hall and in conjunction with the advertising company.
- A mailing will go out to all vendors in late Oct for ads and sponsorship (consider two mailing – one earlier for those who are in the exhibit hall and later for those not in the hall)
- Solicitation of specific vendors is done by the DFD and DP
- General solicitation is done by the advertising company on request. Each year the DFD will check with the DP to determine the timing of solicitation. Currently it begins in late Oct early Nov. Must wait till Nov 1st to solicit any vendor who is not already exhibiting at CSM. Exhibitors can be solicited at any time.
- Final deadline for ad commitment is 8 weeks before CSM.
- SoWH Staff will secure ad contracts and fax summary to EO and DFD
- Preferred method of ad submission:
Electronically on computer disc in either Macintosh or PC formats. Ads should be created in PageMaker, Quark, Illustrator, or Freehand. All PostScript fonts and graphics used in the ad must be included on the disc. Either Zip Discs or CDs may be used for submission. Include hard copy along with the disc. Laser proofs are adequate. Images should be of adequate quality to allow output at 2,540 dpi and 150 lpi screens. All ads are black and white.

- We cannot use Journal ad as they are with the Journal publisher and this is published at the Section office.
- Payments are sent to EO with invoicing and receipts provided as needed
- The August Journal issue will have a box with all contributors. Would like to make this box very noticeable and nice looking, maybe a ½ page
- List of sponsors will be forwarded to the EO and DP for sign making. DFD and DP will establish the date this information is needed.
- Monies must be reported with ad price, web price and sponsorship separated for tax purposes
- DFD will check web site for ad placement and links
- DFD will prepare a thank you note to all sponsors and advertisers. Letter and sample of the program book will be given to vendors who are at CSM and mailed to those not present.

**Paper ads** – will appear in Program book with a mention in the table of contents on the web site

- Full page (7 ½” x 9 ½”) $700
- Half page (7 ½” x 5”) $500
- Quarter page (3 ½” x 5”) $300

**Web ads**

- Only available when purchased with a paper ad
- $100 over paper ad price
- 120px X 60px web ad with link plus full page paper ad = $800
- 70px X 70px web ad with link plus ½ page paper ad = $600

**Full sponsorship** - $2,000 per hour lecture

- 1 full page ad in the notes – premium location
- Large paper ad on a premium page on the web site or 120px X 60px web ad with link
- Recognition at the lecture
- Recognition at the Section booth and all Section events
- Recognition in the April journal

**Partial sponsorship** - $1,000 per hour lecture

- 1 full page ad in the notes
- Medium paper ad on the web page or 70px X 70px web ad with link
- Same as above

**Customized sponsorship** – Vendor pays speaker’s honorarium, flight, hotel and expenses. Plus $1,000 to the Section for AV and misc costs.

- 1 full page ad in the notes – premium location
- Large paper ad on a premium page on the web site or 120px X 60px web ad with link
- Same as above

**Solicitation of vendors at CSM**

It is the responsibility of the DFD in conjunction with the advertising company to organize solicitation of vendors in the exhibit hall at CSM

Before the meeting:
- Update the media kit
EO to print
100 copies of the media kit.
30 copies of the information for job ads on the web
40 copies of information on how to have a product or book reviewed by Section Journal
- 20 copies of the endorsement announcement
- Staple DFD business card to all papers as able
- EO to have free copies of the journal and newsletter available at CSM
- A list should be obtained before the conference of all the vendors by isle
- Vendors who have been asked to drop from our list should be crossed off
- Vendors who are currently on our list should be highlighted and the DFD should personally approach each of these:
- Try to speak to the person who is responsible for making decisions about advertising
- Determine if they are still interested in receiving information about advertising with the Section
- Answer any questions about the Section members and publications that would help with the decision to advertise
- Make sure the information we have is correct
- Sponsors of CSM will receive a laminated certificate to be displayed at their booth during the show – these should be given out at the very start of the exhibit hall
- Advertisers and sponsors will be given a copy of the program book and thank you letter
- Vendors not currently on our list or the drop list should be divided between the DFD and any other volunteers for solicitation
- Vendors least likely to advertise should be solicited last and only if time allows (those with specialized equipment that most likely will not be used by women’s health PTs, universities)
- Book vendors usually do not place regular ads but should be given information about book review possibilities. Hospitals & employment firms also do not usually place regular ads but should be given info on web job ads
- Try to speak to the person who makes ad decisions
- When approaching the vendor look for equipment that would be of special interest to women’s health PTs and point that out to the vendor
- Have a copy of the Journal and newsletter available if needed
- Offer the have the Section review a piece of equipment in the Journal for them
- Give written information to the vendor and offer to send them a media kit
- Take a business card and the name of the marketing/ advertising contact
- All vendors should be give an invitation to the Multi Section party
POLICY ON FINANCIAL MANAGEMENT PROCEDURES
AUDIT, BUDGET, REVIEW of FINANCES

1. Annual Procedures
   1. Audit--to be completed annually by Audit firm hired by the Section on Women’s Health
      a. The treasurer will assist in collection information and documentation needed to assist in the audit process.
      b. When the audit process is complete, a summary of the audit will be sent to all members of the Board of Directors.
      c. Annually all tax information along with completed audit will be sent to APTA headquarters by the deadline as stated in the APTA Bylaws.

   2. Tax preparation--with the assistance of the Executive Office and bookkeeping assistant, the Treasurer is responsible for assuring that appropriate records and reports are sent to the designated accountant for tax preparation. The Treasurer will assist in facilitating the tax preparation by finding any information requested by the accountants. Upon completion of the tax report, the Treasurer will be sent the tax report ready for review, signature, and mailing.

J. Budget
   1. Timetable
      a. May - develop timetable for BoD work time and draft for budget preparation. Time table set to allow adequate completion by BoD as well as assimilation of information by Treasurer/Executive Office before year end.
      b. June/July - provide other BOD and committee members with copies of previous year end financials and June financials to review. E-mail budget preparation information including:
         1. Instructions
         2. First and/or Second quarter financial statement, previous year end statement
         3. Project and program worksheets
         4. Motion form
      d. July/August- Request return of draft budget from each program. Review information returned and with assistance of Executive Office, enter information into computer for first draft of budget. Compile draft budget with review of each item, changes, new project, etc.
      e. Sept/Oct- Send for finance committee to review and make suggested changes. Review Minutes and assure that all changes to the budget are documented in the Minutes including all projects that have any financial impact on the Section and that all action items in the Minutes that have financial implications are also included in the budget.
      f. Oct/Nov- Submit budget for vote at next meeting or conference call.
      g. Treasurer responsible for presentation of the financial state of the section at the Annual Business Meeting at Combined Sections Meeting the following Feb.

2. Objectives of the budget
a. To establish a document that will provide financial guidelines for the operations of the Section for the upcoming year and future.
b. To provide a means for which the rationale and the decisions made in the budgeting process will be appropriately documented.
c. To provide a means by which the strategic and financial planning will be reviewed and modified according to the activity and goals of the Section.

3. Policy on Adjustments to the Annual Budget
All recommendations for adjustment to approved annual budgets shall be submitted to the Treasurer for review before submission to the BOD. Exceptions may be made by the Treasurer. A motion must be made (via in a board meeting or via electronic mail) to the BOD for approval and vote.

K. Cash Flow Assessment

1. Semiannually, the Treasurer will review the cash flow for the previous 36 month period including cash receipts, cash disbursements, and the difference between these amounts (See worksheet in VI).

   a. Purpose is 1) to determine base amount needed in checking account, 2) to identify trends in cash flow and section operations, 3) to insure investment return and objectives are being realized, 4) to consider Section goals and objectives including financial management contributions.

   b. Definitions: (developed in accordance with Section policies and APTA guidelines)
      1) Working Funds: those monies kept in an interest bearing checking account needed for normal operating expenses
      2) Normal Operating Expenses: an amount equal to the sum of (a) the average monthly disbursements from the previous 3 years and (b) the largest negative cash flow difference for 1 month in the previous 3 years.
      3) Liquid Reserve Funds: those monies held in reserve to provide back up funds for Section expenses. These funds are equal to 50% of the Section's annual operating revenue (as defined in the Component Treasurer's Manual) and include the working funds. The monies are kept readily accessible and may include the following investment options: (1) Interest bearing checking account (2) Money Market Accounts and (3) Short Term Bond Funds.
      4) Restricted Reserve Funds: those monies held in reserve to include all remaining funds. These funds are not as readily accessible however, they will provide a source of revenue in the event of a financial emergency or nonbudgeted action that the BOD deems critical. Investment options may include: (1) Certificates of deposit (2) Treasury bill and notes (3) Conservative stock and bond mutual funds.

2. Treasurer will prepare report of the above bi-annually and send to Finance Committee members for their review.
   A. Report to include:
      1. Financial summary of past 6 months
      2. Recommendations for transfer of any monies between funds based on cash flow and investment returns
      3. Finance Committee members to respond in timely manner to allow Treasurer to prepare final report to present at BOD meetings.
4. BOD, at semiannual meetings, to further add to Treasurer's recommendations based on goals and objectives developed

Policy on checks over $2,500.00
Two (2) signatures are required for checks issued for more than two thousand five hundred dollars.

Policy on Adjustments to the Annual Budget [0894-RT-V13]
All recommendations for adjustment to approved annual budgets shall be submitted to the Treasurer for review before submission to the BOD. A motion should be submitted to the board and if passed by quorum.

Policy on Financial Accounts [0298-CSM-V16]
1. All investments and monies shall be held in institutions with insured accounts to cover the maximum deposits in that institution held by the SoWH.
2. No more than one hundred thousand dollars will be invested in any institution with FDIC insurance.
3. All accounts will have the President, Treasurer, and Associate Director of Finance as signatories.
4. All investments will require two signatures for withdrawals.
APPENDIX

Financial Worksheet

Example of Division of Monies
As of ________________

1. Working Fund (for normal operating expenses)
   A. Average monthly disbursements for past 3 years 1A______________
   B. Greatest negative difference in 1 month comparing past 3 years 1B______________
   C. 1A. + 1B. = working funds held in checking account TOTAL 1C______________

2. Liquid reserve funds
   A. Annual operating revenue (AOR) for current or prior year, which ever is greater 2A___________
   B. Liquid reserve funds = 50% AOR see definitions) 2B____________
   C. 50% AOR less amount in checking acct. = MMA (2B less 1C= amount designated for money market account 2C____________

3. Restricted Reserve Funds (RRF)
   A. Total monies available as (of__________) 3A_______________
   B. Total monies available less sum of checking and MMA = amount for RRF (3A  2B = 3B)
   3B_______________

SUMMARY

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Recommended amount for Checking Acct. ________________  
Recommended amount for Money Market Acct ________________
Recommended amount for Restricted Reserves ________________  
Recommended changes: __________________________________________

______________________________________________________

______________________________________________________

______________________________________________________
POLICY FOR HOME STUDY MODULES

Time Frame for Completion
1. Participants have 90 days to complete testing and receive continuing education credit after purchase of a home study module.
2. After 90 days, participants shall not be allowed to complete testing for continuing education credit.

Testing
1. Testing will be performed online via educational management programming software.
2. Participants must receive a minimum score of 75% on the test to receive credit for the course.
3. Participants will immediately receive the results of test scores after completion of the online test.

   If the participant scored a 75% or greater, then the participant will be able to access a course completion certificate online (also via the educational management programming).

   Participants scoring less than 75% may take the test again free of charge up to two times (three times total). Participants will need to contact the executive office to set up a new examination (programmanager@womenshealthapta.org)

   Participants may NOT receive information regarding correct or incorrect answers, as this may result in loss of integrity of the test.

4. Participants failing the post-course test 3 times will not be allowed to retake the test to complete the course.

Record Keeping
1. The Section on Women's Health will maintain certificates of completion for a minimum of 7 years.

1. Records of failure will be kept for a period of one year after the most recent test was completed.
POLICY ON PRICING OF HOME-STUDY MODULES

I. Purpose
To establish pricing for home-study modules.

II. Policy
Home-study modules (in current existence) shall be priced as follows:
$15 per contact hour, with the following minimum pricings:

- Minimum of $50 per module for Section members
- Addition of $40 for non-members to final pricing

III. Procedure
To be carried out through home-study module purchase procedures.
POLICY ON PRICING OF VOICE-OVER POWERPOINT ONLINE COURSES

I. Purpose
To establish pricing for online courses.

II. Policy
Voice-over PowerPoint online courses shall be priced at:
$35 per CEU hour for Section members
$50 per CEU hour for non-Section members

III. Procedure
To be carried out via course registration procedures.
Purpose:
The Section on Women’s Health is dedicated to the wellness of women and men worldwide through a commitment to quality physical therapy education and practice. We strive to facilitate education, mentorship, advocacy, and research in an atmosphere of respect, integrity, creativity, and empowerment.

Guidelines:
1. PTAs are not allowed to participate in any level of CAPP courses (Pelvic Health, and Pregnancy/Postpartum).
2. Speakers for other course offerings will designate whether the content and skill level required are within the scope of practice for PTAs. Course advertising and website will list if course is open to PTAs.
3. It is expected that PTAs will not practice outside of their scope of practice and will abide by all state/federal mandates, regardless of courses they are permitted to attend offered through the SoWH.
4. PT students in their last year of physical therapy school are welcome to attend the following CAPP courses: Pelvic Health 1; OB Fundamentals. It is expected that students will be in good standing academically at the time of the course.
5. Speakers for other course offerings will designate whether the content and skill level required are within the ability of a PT student to attend. Course advertising and website will list if course is open to students.

History of Document:
Created: Mary Dockter, Director of Education, 8-7-07
Revised: Darla Cathcart, Director of Education, 5-27-14; Jennifer Hungate, Director of Practice 7-19-14
Board approval:

POLICY ON CAPP COURSE CURRICULUM OVERSIGHT

APTA File Under:
Section on Women’s Health
I. Purpose

To ensure a process of objective, extra-committee review of CAPP course curricular content and materials.

II. Policy

The CAPP courses shall be reviewed by a task force every 5-8 years to ensure sound development of course objectives and materials. The task force will provide reports to the Director of Education and the CAPP Committee Chairs with feedback, commendations, and recommendations. The task force (CAPP Course Curriculum Oversight Task Force or “C3OTF”) shall be comprised of the following members:

- One to two PTs skilled in academic course objective/material development, preferably a faculty member at a credentialed PT program
- One PT who has earned the CAPP-Pelvic certificate
- One PT who has earned the CAPP-OB certificate
- One PT who graduated within 1-5 years ago
- One student PT

III. Procedure

Current C3OTF review will be completed in 2015. The next C3OTF will be appointed by the Director of Education between 2020 and 2023 to begin a new review cycle.
I. Purpose
The members of the Board of Directors (Board) of the Section on Women’s Health (SoWH) must oversee and make decisions regarding continuing educational offerings (CAPP, non-CAPP and virtual). Auditing courses allows Board members to increase their understanding and knowledge to make informed decisions.

II. Policy
The members of the Board of Directors of SoWH shall be able to attend and audit courses hosted by the SoWH at no registration cost. Board members may receive CEU certificate for number of course hours attended if completing post-course written examination.

III. Procedure
The following procedures shall be followed for Board members who wish to attend live educational courses hosted by SoWH:

1. The Board member shall request to attend and audit a course through the Director of Education (DoE).
2. The DoE shall inform the association Program Manager and the course instructor of the Board member’s attendance.
3. The instructor and Board member shall communicate and determine arrangements regarding any circumstances specific to the course (for example, introduction of Board member to participants, Board member dining with course instructor and/or lab assistants, etc.). (The DoE will assist in facilitating communication as needed.)
4. Board members attending courses shall not participate in lab portions of course, unless special arrangements have been made ahead of time with the DoE.
5. The association Program Manager shall ensure that additional course manuals, name badge, or other necessary materials are provided for the Board member in attendance.

FORMS

CONSENT TO SERVE AND REQUEST FOR CANDIDATE STATEMENT

POSITION STATEMENT TEMPLATE (FOR NOMINATED OFFICERS)
About 370 words.
**Name**: Jane Doe  
**Position you are nominated for**: Secretary  

**Education**:  
BS in Kinesiology Angel University 2001, MS Gramercy University 2003, PhD in Physical Therapy America University 2005

**Certifications**: OCS 2006, CAPP 2007, Certified Strength and Conditioning…..

**Current Practice**:  
Faculty Member US University, Physical Therapy Curriculum primarily instructing Orthopedics and women’s health. Clinical practice at a hospital based outpatient department seeing patients with pelvic floor dysfunctions.

**Work History**:  
10 years in clinical practice. Started in general acute care for 2 yrs and moved to OP orthopedic setting next 5 years. Women’s health in OP setting for last 7 years

**Professional Contributions or Volunteer work.**  
Contributed as a writer to the Gyne manual. Assisted with the development of the Sections marketing brochures. Two interviews published in ADVANCE regarding the role of physical therapy in the treatment of urinary incontinence. Several interviews on radio and TV regarding women’s health in my home town. Volunteer at a battered women’s shelter 5 hours per week. PTA Chair for my neighborhood middle school.

**Awards**:  
Volunteer of the Year, Section on women’s health 1999

**Role in the SoWH**:  
PR chair 1994-97, won national awards two of three years for marketing brochures for women’s health diagnoses  
Director of Practice 1998-2001. My primary contribution was towards refining the Sections position statement on Breast Exam by Physical Therapists. As a Section volunteer, I was a State Representative (Utah) and also served as a cub reporter.

**Why are you running for this position**:  
I have been involved in women’s health clinical practice for over 7 years and have served the Section in a variety of ways. As Secretary, I would be more intimately involved with moving the Sections strategic vision forward. I am particularly interested in assisting with realizing the Sections vision for specialization via ABPTS. I am also hard working and have good organizational ability and attentiveness to detail. These qualities are desirable in a Secretary in terms of keeping the archives and documents for the Section in good order. As a front line clinical therapist, I also understand some of the tools that a clinician would need in women’s health. Specifically, ready to use marketing flyers and assistance with documentation tools. I would like to bring these issues to the Board and play a leadership role in getting these tools out to the membership.

**PLATFORM PRESENTATION SCORING FORM**  
Section on Women’s Health

APTA Combined Sections Research Award

**Platform Presentations**

Title & Authors: ____________________________________________

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212 | P a g e
### 1. Clinical Relevance (10%)
- Demonstrate treatment efficacy or
- Explained underlying mechanisms

### 2. Clear Presentation (10%)
- Introduction generated interest and set direction
- Body was logically organized and with clear transitions
- Used understandable language
- Cited examples or evidence to support assertions
- Conclusion reinforced introduction and summarized body

### 3. Knowledge of Topic (25%)
- Cited relevant literature
- Demonstrated breadth of understanding
- Stated underlying assumptions and limitations

### 4. Research Design (25%)
- Design appropriate to answer clinical questions
- Used valid and reliable measurement tools (with established reliability and validity)
- Exhibited reasonable control over potential error variables

### 5. Effective Use of Visuals (20%)
- Appropriate image size (easy to view)
- Appropriate balance of text and figures
- Professional in appearance
- Helped to make or reinforce difficult points

### 6. Effective Use of Voice (10%)
- Spoke clearly
- Spoke at an appropriate pace
- Diction was easy to understand
- Volume was good

---

**Poster Presentations**

**Section on Women’s Health**  
**APTA Combined Sections Research Award**

Title & Authors: __________________________________________________________

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### 2. Clear Presentation (10%)
- Introduction generated interest and set direction
- Body was logically organized and with clear transitions
- Used understandable language
- Cited examples or evidence to support assertions
- Conclusion reinforced introduction and summarized body

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### 3. Knowledge of Topic (25%)
- Cited relevant literature
- Demonstrated breadth of understanding
- Stated underlying assumptions and limitations

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### 4. Research Design (25%)
- Design appropriate to answer clinical questions
- Used valid and reliable measurement tools (with established reliability and validity)
- Exhibited reasonable control over potential error variables

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### 5. Effective Use of Visuals (25%)
- Appropriate image size (easy to view)
- Appropriate balance of text and figures
- Professional in appearance
- Helped to make or reinforce difficult points

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### 6. Effective use of Poster Space (5%)
- Poster not simply a replication of abstract (i.e. added additional information)
- Poster was easy to understand

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**ELIZABETH NOBLE AWARD ACKNOWLEDGEMENT LETTER**

Dear Nominator:

Thank you for your interest in the Elizabeth Noble Award. Elizabeth Noble is the founder of the Section on Women’s Health, (then the Section on Obstetrics and Gynecology) and served as its first Chairman. She was a driving force behind the development of the field of obstetric and gynecological physical therapy in the United States. She is the author of multiple books for both the lay public and the professional.
The Elizabeth Noble award is the Section on Women’s Health’s highest honor, and is given to a member in good standing of the Section on Women’s Health of the APTA providing extraordinary and exemplary service to the field of physical therapy for women, or to the Section on Women’s Health of the American Physical Therapy Association. The award may be, but is not necessarily, presented on an annual basis. When awarded, the recipient is presented with the award at the Section’s Annual Business Meeting, at the APTA Combined Sections Meeting.

Enclosed/attached you will find a nomination packet. It contains a nomination form the nominator must complete and return. It also contains two blank letters of support the nominator should distribute to individuals who also advocate the nominee’s selection. All forms and letters should be returned to the Vice President of the Section and copied to the Section’s Administrative Liaison at the APTA via email or USPS at:

Attn: Elizabeth Noble Award  
Section on Women’s Health APTA  
8400 Westpark Dr. 2
nd Floor  
McLean, VA 22102

Deadlines are indicated on the form. It is ultimately the nominator’s responsibility to see that the nomination form and letters of support are received before the deadline. Nominators may wish to submit the nomination and letters together. Unfortunately, no incomplete nominations can be considered.

Please contact the Section Executive Office at 703-610-0224, by fax at 703-995-0936, or by email at info@womenshealthapta.org with any questions or concerns. You may also contact me by email at pwolfe1@Lifespan.org or through the website at www.womenshealthapta.org. Thank you again for your interest in the Elizabeth Noble Award and the field of Physical Therapy for Women.

Sincerely,

Patricia Wolfe, Vice President
ELIZABETH NOBLE AWARD NOMINATION FORM

I. __________________________, nominate __________________________ for the Elizabeth Noble Award, an award given to honor a person or institution providing extraordinary service to the field of physical therapy for women, or to the Section on Women’s Health of the American Physical Therapy Association.

Note: Responses to the questions below need not be lengthy, but if additional room is required, do not hesitate to add other pages. All nominations should be typewritten for clarity.

Please describe the nominee's contributions to the field.

Please describe the nominee's contributions to the Section.

Please comment on other qualifications or pertinent information.

Return this nomination to: Attn: Elizabeth Noble Award
Section on Women’s Health APTA
8400 Westpark Dr. 2nd Floor
McLean, VA 22102

APPLICATIONS ARE DUE BY NOVEMBER 1.
ELIZABETH NOBLE AWARD SAMPLE SUPPORT LETTERS

I, _________________________, am writing in support of __________________________, who has been nominated for the Elizabeth Noble Award, an award given to honor a person or institution providing extraordinary service to the field of physical therapy for women, or to the Section on Women's Health of the American Physical Therapy Association.

Note: Responses need not be lengthy, but if additional room is required, do not hesitate to add other pages. All letters should be typewritten for clarity.

Please include in your letter the nominee's contributions to the field of physical therapy for women and to the Section.

Return this letter to: Attn: Elizabeth Noble Award
Section on Women’s Health APTA
8400 Westpark Dr. 2nd Floor
McLean, VA 22102

LETTERS OF SUPPORT ARE DUE BY NOVEMBER 15.
ELIZABETH NOBLE AWARD BALLOT

Nomination(s) for the Elizabeth Noble Award have been received and are enclosed for your perusal. The Elizabeth Noble Award is the Section on Women's Health's highest honor, and is given to a person or institution providing extraordinary and exemplary service to the field of physical therapy for women, or to the Section on Women's Health of the American Physical Therapy Association. The award may be, but is not necessarily, presented on an annual basis. When awarded, the recipient is presented with the award at the Section's annual business meeting, at the APTA Combined Sections Meeting.

Recipients are selected by a 2/3 majority vote of the Board of Directors. If an officer or director is also a nominee, s/he abstains from voting. Individuals may also vote against giving the award in any given year. This may occur in cases where the nominee has made contributions to the Section or the field, but the contributions have not been so substantial that the individual is deserving of the Award.

_____  [Name]
_____  [Name]
_____  [Name]
_____  None of the above

Please return your ballot to:  Elizabeth Noble Ballot
Section on Women’s Health APTA
8400 Westpark Dr. 2nd Floor
McLean, VA 22102

Fax number is 703-995-0936
ELIZABETH NOBLE AWARD THANK YOU LETTER

Dear [Name]:

Thank you for your nomination of [Name] for the Elizabeth Noble Award. Among her other qualifications, she is certainly a well-informed therapist who is very willing to share her knowledge with interested Physical Therapists.

This year the Section on Women’s Health was fortunate to have more nominees for the award than ever before. After much discussion, the award was presented to [Name], in honor of [list accomplishments here.] The award will be announced via the Journal in June.

I gratefully acknowledge your contribution to the Section and the award process. Thank you for again for your nomination.

Sincerely,

[name]
Vice-President
MEDIA RELEASE FORM

Section on Women’s Health

Please complete the entire form:

I hereby grant permission to the Section on Women’s Health of the American Physical Therapy Association (APTA) to photograph and/or videotape me and/or record my voice and/or use my name in connection with media projects highlighting SoWH membership and/or the role of physical therapy in the health care system.

SIGNATURE: ________________________________

NAME: __________________________  MEMBERSHIP #: _________________

ADDRESS: __________________________________________________________________
________________________________________________________________

PHONE #: (_____)___________________ E-MAIL: ________________________________

Check if you are: o PT o PTA o Student PT o Student PTA

DEMOGRAPHIC INFORMATION

To help APTA identify your photo, please verify the information below:

Race/Ethnic Origin:
o American Indian/Alaskan Native o Asian/Pacific Islander o Hispanic
o African American/Black o White
o Other

Physical Description: Hair:
o Tall o Average o Petite o Long o Medium o Short
Color: ________________________________
MOTION FORM

MEETING: 

MOTION:

DATE: 

SUPPORT STATEMENT:

FISCAL IMPACT:

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TOTAL

Submitted by: ________________________________________________________________
Name   Title

TO BE COMPLETED BY SECRETARY

MOTION # _______ Passed ___ Failed ___ Other ___ _____________________________
REQUEST FOR USE OF SECTION ON WOMEN’S HEALTH ORIGINAL DISPLAY BOOTH

Name of Requestor: ___________________________  Phone: ___________________________

Address of Requestor: ____________________________________________________________

Date of Request: ___________________________  Date of Exhibition: _______________________

Please explain reason for requesting the use of the Section on Women’s Health Display: ______________

I understand the damage policy and will abide by it. ________________________________

(Signature)

Mail requests to:
Section on Women’s Health
8400 Westpark Drive, 2nd Floor
McLean, VA 22102

For Office Use Only

Request received at SOWH office on (date)  Check sent: Yes  No

Faxed to Communications Chair on (date)  Approved: Yes  No

Response sent to requestor on (date)
CONSENT TO SERVE FORM

Your name has been submitted to the Nominating Committee of the Section on Women's Health as a potential candidate for the office of:

(double click to check box)
☐ President
☐ Treasurer
☐ Director of Education
☐ Director of Research
☐ Nominating Committee

In order to prepare a final slate for presentation to the Section membership, please indicate your willingness to serve in this office if elected by the Section membership.

• Would you be willing to serve in an office other than the one listed above or on a committee? If so, please indicate:
  ☐ yes ☐ no
  If yes, what office?

• If nominated and elected, I hereby give my consent to serve in the office of in the Section on Women's Health.

• I have been a licensed physical therapist and member of the Section for 2 consecutive years.
  ☐ yes ☐ no

• I understand that, if elected, I am expected to attend Combined Sections Meeting and Summer Retreat annually.
  ☐ yes ☐ no

• ☐ I decline the nomination.

_________________________________________  __________________________
Signature (electronic accepted)              Date

Name:
E-mail:
Address:
Telephone:  (w)  (h)  (f)

Member of Section on Women's Health for years

Please complete and return to:

Attn: Nominating Committee
Karen S. Weeks PT MPT WCS CLT
Nominating Committee Chair
Ksweeks75@yahoo.com
NOMINEE POSITION STATEMENT INSTRUCTIONS

1. Please complete and return the position statement template using the example provided below.
2. Please supply a photo headshot in e-mail format if you do not have one on file from previous office or if you did not have a photo taken of you during CSM 2014.
3. Complete and return Conflict of Interest Form.
4. In order for your nomination to be complete:
   • E-mail Position Statement, Conflict of Interest Form and Headshot by APRIL 15th 2014 to:

   Attn: Nominating Committee
   Karen S. Weeks PT MPT WCS CLT
   Nominating Committee Chair
   Ksweeks75@yahoo.com

POSITION STATEMENT TEMPLATE FOR NOMINATED OFFICERS
Section on Women’s Health
American Physical Therapy Association
500 WORDS MAXIMUM
(Outline format is acceptable except for final question.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Jane Doe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position for which you are nominated</td>
<td>Secretary</td>
</tr>
<tr>
<td>Education</td>
<td>B.S. in Kinesiology Angel University 2001; M.S. Gramercy University 2003; Ph.D. in Physical Therapy, America University, 2005</td>
</tr>
<tr>
<td>Current Practice</td>
<td>Faculty Member, US University. Physical Therapy Curriculum primarily instructing orthopedics and women’s health. Clinical practice at a hospital based outpatient department seeing patients with pelvic floor dysfunctions.</td>
</tr>
<tr>
<td>Employment</td>
<td>10 years in clinical practice. Started in general acute care for 2 yrs and moved to OP orthopedic setting next 5 years. Women’s health in OP setting for last 7 years.</td>
</tr>
<tr>
<td>Professional Contributions, for example, speaking, teaching, # of peer-review publications, etc. (150 words or less)</td>
<td>Contributed as a writer to the Gynecological Manual. Assisted with the development of the Section on Women’s Health marketing brochures. Two interviews published in ADVANCE regarding the role of physical therapy in the treatment of urinary incontinence. Several interviews on radio and TV regarding women’s health physical therapy in my home town.</td>
</tr>
<tr>
<td>Professional Awards</td>
<td>Volunteer of the Year, Section on Women’s Health 1999</td>
</tr>
<tr>
<td>Previous Involvement in the SoWH</td>
<td>PR chair 1994-97; won national awards two of three years for marketing brochures for women’s health diagnoses; Director of Practice 1998-2001. My primary contribution was towards refining the Sections position statement on Breast Exam by Physical Therapists. As a Section volunteer, I was a State Representative (Utah) and also served as a cub reporter.</td>
</tr>
<tr>
<td>Previous Involvement in the APTA or State Chapter or Sections</td>
<td>Chief Delegate, Texas Chapter, House of Delegates, 1999-2002. Delegate, Texas Chapter, House of Delegates, 1993-4. Secretary, Texas Chapter, APTA, 1998-1999</td>
</tr>
<tr>
<td>Why are you running for this position? (250 words or less)</td>
<td>I have been involved in women’s health clinical practice for over 7 years and have served the Section in a variety of ways. As Secretary, I would be more intimately involved with moving the Section’s strategic vision forward. I am particularly interested in assisting with realizing the Sections vision for specialization via ABPTS. I am also hard working and have good organizational ability and attentiveness to detail. These qualities are desirable in a Secretary in terms of keeping the archives and documents for the Section in good order. As a front-line clinical therapist, I also understand some of the tools that a clinician would need in women’s health, specifically, ready-to-use marketing flyers and documentation tools. I would like to bring these issues to the Board and play a leadership role in getting these tools out to the membership.</td>
</tr>
</tbody>
</table>
# POSITION STATEMENT TEMPLATE FOR NOMINATED OFFICERS

Section on Women’s Health  
American Physical Therapy Association  
500 WORDS MAXIMUM  
(Outline format is acceptable except for final question.)

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Position for which you are nominated</td>
<td></td>
</tr>
<tr>
<td>Education</td>
<td></td>
</tr>
<tr>
<td>Certifications</td>
<td></td>
</tr>
<tr>
<td>Current Practice</td>
<td></td>
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<tr>
<td>Employment</td>
<td></td>
</tr>
<tr>
<td>Professional Contributions, for example, speaking, teaching, # of peer-review publications, etc. (150 words or less)</td>
<td></td>
</tr>
<tr>
<td>Professional Awards</td>
<td></td>
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<tr>
<td>Previous Involvement in the SoWH</td>
<td></td>
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<tr>
<td>Previous Involvement in the APTA or State Chapter or Sections</td>
<td></td>
</tr>
<tr>
<td>Why are you running for this position? (250 words or less)</td>
<td></td>
</tr>
</tbody>
</table>
### REGIONAL COURSE EQUIPMENT REQUEST FORM

<table>
<thead>
<tr>
<th>Company Information</th>
<th>Company Contact</th>
<th>Name of Course</th>
<th>Date</th>
<th>Location</th>
<th>Instructors</th>
<th># of Participants</th>
<th>Host Site Contact</th>
<th>Shipping address</th>
<th>Shipment arrival dates</th>
</tr>
</thead>
</table>

### Special Instructions
Contact our Program Manager with questions.
703-245-8044
Send shipment tracking #’s to: programmanager@womenshealthapta.org

### EQUIPMENT/ACCESSORIES

<table>
<thead>
<tr>
<th>Product Marketing Materials</th>
<th>Quantity</th>
<th>Responsible Party</th>
<th>Status</th>
<th>Additional Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment Manifest</td>
<td>1</td>
<td></td>
<td></td>
<td>include in shipment</td>
</tr>
<tr>
<td>Emergency company contact information</td>
<td>1</td>
<td></td>
<td></td>
<td>contact name &amp; phone #</td>
</tr>
</tbody>
</table>
BASIC CONFLICT OF INTEREST DISCLOSURE FORM

Date:

Name:

Position (officer/board member/committee member):

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest between SOWH and your personal interests, financial or otherwise:

☐ I have no conflict of interest to report

☐ I have the following conflict of interest to report (please specify other nonprofit and for-profit boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own):

1. 
2. 
3. 

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Policy of Conflict of Interest of SOWH. I understand that failure to disclose conflicts of interest may result in disciplinary action as outlined in the SoWH Governance Manual, and may include dismissal from the appointed/elected position or expulsion from the SoWH.

Signature:

Printed Name:

Date:

(electronic signatures accepted)

(5/10/12)
The Section on Women's Health of the American Physical Therapy Association

Conflict of Interest Policy of the Section on Women's Health of the American Physical Therapy Association

It is in the best interest of the Section on Women's Health of the American Physical Therapy Association (the “SOWH”) to be aware of and properly manage all conflicts of interest and appearances of a conflict of interest. This conflict of interest policy is designed to help directors and officers of the SOWH identify situations that present potential conflicts of interest and to provide SOWH with a procedure to appropriately manage conflicts in accordance with legal requirements and the goals of accountability and transparency in SOWH’s operations.

6. **Conflict of Interest Defined.** In this policy, a person with a conflict of interest is referred to as an “interested person.” For purposes of this policy, the following circumstances shall be deemed to create a Conflict of Interest:
   a. A director, officer, subcontractor, or a member of a committee/TF acting with powers delegated by the board of directors (hereinafter, a “committee member” (or family member of any of the foregoing) is a party to a contract, or involved in a transaction with SOWH for goods or services.
   b. A director, officer, subcontractor, or committee member/TF (or a family member of any of the foregoing) has a material financial interest in a transaction between SOWH and an entity in which the director or officer or committee member or a family member of any of the foregoing, is a director, officer, agent, partner, associate, employee, trustee, personal representative, receiver, guardian, custodian, or other legal representative.
   c. A director, officer, subcontractor, or committee member/TF (or a family member of any of the foregoing) is engaged in some capacity or has a material financial interest in a business or enterprise that competes with SOWH.

Other situations may create the appearance of a conflict, or present a duality of interests in connection with a person who has influence over the activities or finances of the nonprofit. All such circumstances should be disclosed to the board, and a decision made as to what course of action the organization or individuals should take so that the best interests of the nonprofit are not compromised by the personal interests of stakeholders in the nonprofit.

Gifts, Gratuities and Entertainment. Accepting gifts, entertainment or other favors from individuals or entities can also result in a conflict or duality of interest when the party providing the gift/entertainment/favor does so under circumstances where it might be inferred that such action was intended to influence or possibly would influence the interested person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value which are not related to any particular transaction or activity of SOWH.

7. **Definitions.**
   a. A "Conflict of Interest" is any circumstance described in Part 1 of this Policy.
   b. An "Interested Person" is any person serving as an officer or member of the Board of Directors of SOWH, subcontractor, or a committee member/TF or a major donor to SOWH or anyone else who is in a position of control over SOWH who has a personal interest that is in conflict with the interests of SOWH.
   c. A "family member" is a spouse, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister, of an interested person.
   d. A "material financial interest" in an entity is a financial interest of any kind, which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect an Interested Person’s or family member's judgment with respect to transactions to which the entity is a party.
   e. A "Contract or Transaction" is any agreement or relationship involving the sale or purchase of goods or services, the providing or receipt of a loan or grant, the establishment of any other type of financial relationship, or the exercise of control over another organization. The making of a gift to SOWH is not a Contract or Transaction.

8. **Procedures.**
   a. Prior to board or committee action on a Contract or Transaction involving a Conflict of Interest, a director, officer, subcontractor, or committee/TF member having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting. If a board member or officer, subcontractor or committee/TF member becomes aware that a person has a conflict of interest, relevant facts should be disclosed by the board member or officer or committee member, as the case may be, or by the interested person him/herself if invited to the board meeting as a guest for purposes of disclosure.
b. A director, officer, subcontractor or committee/TF member who plans not to attend a meeting at which he or she has reason to believe that the board or committee will act on a matter in which the person has a Conflict of Interest shall disclose to the chair of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.

c. A person who has a Conflict of Interest shall not participate in or be permitted to hear the board's or committee's discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.

d. A person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote.

e. The person having a conflict of interest may not vote on the Contract or Transaction and shall not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such person's ineligibility to vote shall be reflected in the minutes of the meeting.

f. Interested Persons who are not members of the Board of Directors of SOWH, or who have a Conflict of Interest with respect to a Contract or Transaction that is not the subject of Board or committee action, shall disclose to the Chair, or the Chair's designee, any Conflict of Interest that such Interested Person has with respect to a Contract or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Interested Person. The Interested Person shall refrain from any action that may affect SOWH’s participation in such Contract or Transaction.

g. In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to the Chair or the Director responsible, who shall determine whether full board discussion is warranted or whether there exists a Conflict of Interest that is subject to this policy.

9. **Confidentiality.**
   a. Each director, officer, subcontractor, and committee member/TF shall exercise care not to disclose confidential information acquired in connection with disclosures of conflicts of interest or potential conflicts, which might be adverse to the interests of SOWH. Furthermore, directors and officers shall not disclose or use information relating to the business of SOWH for their personal profit or advantage or the personal profit or advantage of their Family Member(s).

10. **Review of policy.**
   a. Each director, officer, employee and volunteer shall be provided with and asked to review a copy of this Policy and to acknowledge in writing that he or she has done so.
   b. Annually at a minimum or more frequently if conflict(s) of interest arise during the year, each director, officer, subcontractor and committee member/TF shall complete a disclosure form identifying any relationships, positions or circumstances in which s/he is involved that he or she believes could contribute to a Conflict of Interest. Such relationships, positions or circumstances might include service as a director of or consultant to another nonprofit organization, or ownership of a business that might provide goods or services to SOWH. Any such information regarding the business interests of a director, officer, subcontractor or committee member/TF, or a Family Member thereof, shall be treated as confidential and shall generally be made available only to the Chair, the Executive Committee, and any committee appointed to address Conflicts of Interest, except to the extent additional disclosure is necessary in connection with the implementation of this Policy.
   c. This policy shall be reviewed annually by each member of the Board of Directors.
# TASK FORCE MEETING MINUTES TEMPLATE

Task Force / Committee:          Date:          Location:
Time called to order:          Time meeting adjourned:  Chair:
Recorder:                      Guests:

Members Present:

Members Absent:

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>DISCUSSION</th>
<th>ACTION</th>
<th>FOLLOW – UP / NAME DUE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review of Minutes</td>
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<tr>
<td>Next Meeting</td>
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</tbody>
</table>
### ACTION ITEMS

<table>
<thead>
<tr>
<th>ACTION ITEM</th>
<th>RESPONSIBLE PARTY</th>
<th>DUE DATE</th>
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</table>
### Strategic Plan Goals:

1. Provide excellent, relevant and diverse education  
2. Effective, timely and clear communication  
3. Professional and social networking  
4. Promote Best Practices  
5. Support and promote research

---

**APTA SoWH 2014 Board Leadership Report**

**Date/Meeting:**

**Name/BoD Position:**

<table>
<thead>
<tr>
<th>Action Item/Agenda Item</th>
<th>Due Date</th>
<th>Completed / In progress (C/IP)</th>
<th>Consent</th>
<th>Discussion, information, and/or decision</th>
<th>Report attached (Y/N)</th>
<th>Relevance to Strategic Plan/Goal number</th>
</tr>
</thead>
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</tbody>
</table>
SPEAKER TRAVEL EXPENSE AND REIMBURSEMENT FORM

Internal Revenue Service regulations requires that an employee who is reimbursed by his/her employer for travel and entertainment expenses be able to support his/her expenses as to: a) the amount of the expense, b) the time and place of the travel or use of the facility, c) the business purpose of the expense and, d) the business relationship to the employee of persons entertained.

Original receipts are to be included for all expenditures for which you wish reimbursement. Expenditures, including airfare, paid by or charged directly to the Section on Women's Health are to be included in the reimbursement request.

REIMBURSEMENT POLICY

1. Officers and volunteers of the Section on Women’s Health shall reserve standard rooms for any hotel needs. The Section will reimburse the BOD up to $250 per diem for hotel and food expenses with original receipts. The Section will reimburse all other officers, directors, committee chairs, and any others conducting Section business as approved in the budget up to $250 per diem for hotel and food expenses with original receipts.

2. The Section will reimburse the approved member up to $600 for travel to include transportation expenses with original receipts.

3. The Section's travel mileage reimbursement shall be $.55 cents per mile ($.55/mile). Airfare reimbursement is based on coach fare.

4. A completed expense form with copies of receipts but be mailed within 60 days of event in order to be eligible for reimbursement.

TRAVEL REIMBURSABLE EXPENSES

1. **Airfare or Rail** -- include non-local transportation (airfare, rail, etc.) Receipts must be attached except for airfare charged directly to the Section.

2. **Ground Transportation-Personal Car Mileage** -- local transportation, including to and from the airport or train station is to be entered. Include tips in the total. Personal automobile mileage is reimbursable at the government rate per mile.

3. **Car Rental** -- enter amount for car rental and attach original receipts.

4. **Travel Reimbursable** -- If total travel expenses exceed amount in contract, if under contractual agreement, no reimbursement over that amount is due.

OTHER REIMBURSABLE EXPENSES

1. **Hotel Room** -- attach hotel bill and receipt and list as per diem.

2. **Meals** -- attach receipts and list as per diem.

3. **Miscellaneous** -- include any unusual expenses incurred.

4. **Total Expenses** -- total the daily columns and total column.

5. **Reimbursable Expenses** -- If the figure exceeds the budgeted amount for non-travel expenses, reimbursement will be based on the budgeted amount.
# BUDGET PROGRAM SUMMARY FORM

Program Name: ____________________________  Chair: __________________ Year: ______

Please enter income and expense totals for each project description. Total all the project expenses and income for your program total. Attach Project Worksheets.

<table>
<thead>
<tr>
<th>Project</th>
<th>Total Income: $</th>
<th>Total Expenses: $</th>
<th>Net Income: $</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

TOTAL PROGRAM INCOME: $ __________________

TOTAL PROGRAM EXPENSES: $ __________________

TOTAL NET INCOME: $ __________________
# BUDGET PROJECT WORKSHEET

**Program Name:** ______________________________  **Year:** __________________

**Project Name/Description:**

Please enter your expenses and income for each project in your program. Use a separate "Project Worksheet" form for each project. Expense and income totals should be entered on the "PROGRAM BUDGET TOTALS"

### Expenses:

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractual Fees</td>
<td>$______</td>
<td></td>
</tr>
<tr>
<td>Equipment Purchase</td>
<td>$______</td>
<td></td>
</tr>
<tr>
<td>Equipment rental</td>
<td>$______</td>
<td></td>
</tr>
<tr>
<td>Stationery/Supplies</td>
<td>$______</td>
<td></td>
</tr>
<tr>
<td>Marketing/Advertising</td>
<td>$______</td>
<td></td>
</tr>
<tr>
<td>Postage/Shipping</td>
<td>$______</td>
<td></td>
</tr>
<tr>
<td>Printing: General</td>
<td>$______</td>
<td></td>
</tr>
<tr>
<td>Printing: Journal</td>
<td>$______</td>
<td></td>
</tr>
<tr>
<td>Printing: Newsletter</td>
<td>$______</td>
<td></td>
</tr>
<tr>
<td>Audiovisuals</td>
<td>$______</td>
<td></td>
</tr>
<tr>
<td>APTA Staff Travel</td>
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<tr>
<td>APTA Staff Per Diem</td>
<td>$______</td>
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<tr>
<td>Member Travel</td>
<td>$______</td>
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<tr>
<td>Member Per Diem</td>
<td>$______</td>
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<tr>
<td>Speaker Travel</td>
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<td>Advertising</td>
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<td>Meeting Services</td>
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<td>Honoraria</td>
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<td>Professional Fees</td>
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<td>Outside Services</td>
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<tr>
<td>Awards/Grants</td>
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<td>Benevolent Fund</td>
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<td>Subscriptions</td>
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<td>Bank Charges:</td>
<td>$______</td>
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<tr>
<td>Miscellaneous:</td>
<td>$______</td>
<td></td>
</tr>
</tbody>
</table>

**EXPENSE TOTAL:** $________

### Income Line Item

<table>
<thead>
<tr>
<th>Income Line Item</th>
<th>Income Amount</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>$____________</td>
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</tbody>
</table>

**INCOME TOTAL** $____________
OVERALL IMPACT CRITIQUE FORM

- Ability to follow application instructions
  - Comments:

- Abstract
  - Strengths:
  - Weaknesses:

- Biosketch
  - Strengths:
  - Weaknesses:

- Budget
  - Strengths:
  - Weaknesses:

- Other Support
  - Strengths:
  - Weaknesses:

- Budget Justification
  - Strengths:
  - Weaknesses:

- Facilities & Resources
  - Strengths:
  - Weaknesses:
• Research Plan
  o Section A: Purpose, Specific Aims, Hypothesis
    ▪ Strengths:
    •
    •
  ▪ Weaknesses:
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  o Section B: Background, Significance, Preliminary Studies
    ▪ Strengths:
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  ▪ Weaknesses:
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  o Section C: Research Design, Methods, Analytical Approach
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  o Section D: Expected Results, Discussion, Novelty, Importance to Women’s Health and Physical Therapy
    ▪ Strengths:
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• Subjects, Data and Safety Monitoring Plan
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• Literature Citation List
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• Appendices
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EDUCATION COURSES EXPENSE REPORT

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Signature
Mailing Address:
City
State
Zip Code

Total ____________________
Total Expense: $__________
Research Grant Receipt

Congratulations on being awarded our Section on Women’s Health Research Grant. This will serve as the documentation we need to provide that you have received your award check.

The Section on Women’s Health has awarded ________________________________ the

(name of organization)

following amount $_____________ to be used as a Research Grant to for the

purpose of:______________________________________________________________

(name of research study)

Please complete and return to our office via US Mail at:
Denise Jackson
Executive Director
SoWH
8400 Westpark Drive
McLean, VA 22102

Signed by:______________________________________________________________

Date________________________________________