**APTA WI Student Special Interest Group**

**Application for the Executive Board of Officers**

Thank you for your interest in running for an officer position within the APTA WI Student Special Interest Group! Completed applications are due to wisconsinssig@gmail.com by **Friday, January 28th**. Applications will be reviewed and candidates selected for the ballot. Elections will open online shortly after. The last day of the elections will be February 26th, the date of our Virtual Wisconsin Student Conclave. The term of service for the newly elected board is February 2022 - February 2023.

**Eligibility:**

* Executive Board Officers must be students in good academic standing with their program through their entire year of service (i.e. SPTs and SPTAs who will be graduating in Spring 2022 are not eligible to run for the Executive Board).
* Please note that only 1st year DPT students are eligible to run for the position of Vice Chair. The individual elected for Vice Chair during 2022 will serve as Chair in 2023.
* Executive Board Officers must be members of the APTA WI.
* At any point in their term, Executive Board Officers may not hold more than one Executive Board position.

**Applicant Information:**

1) Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2) Academic Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DPT/PTA: \_\_\_\_\_\_\_

3) Expected Year of Graduation: \_\_\_\_\_\_\_\_\_

4) APTA Membership ID #: \_\_\_\_\_\_\_\_\_

5) Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone # \_\_\_\_\_\_\_\_\_\_\_\_

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

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*\*Depending on the applicant pool and individual qualifications, the Nominating Committee may be in touch with applicants to discuss the possibility of slating candidates for a different position than the position for which the candidate initially applied.*

*What is your previous leadership experience and what skill set will you bring to the Executive Board (<200 Words)?*

*What motivated you to join the APTA/APTA WI and what plans do you have to encourage further student membership and involvement (<200 words)?*

*Please indicate what you hope to accomplish in the coming year as a member of the SSIG Executive Board (<200 Words).*

*Please list your other* ***current*** *extracurricular involvements and indicate your anticipated level of commitment (time/participation) to the Executive Board.*

*Please provide a short statement about yourself for individuals voting to know a little more about you. (<100 words).*

**Executive Board Officers Duties and Responsibilities:**

1. **Chair** (POSITION NOT OPEN FOR ELECTION)

The responsibilities of the Chair shall include:

* Prepare agendas for all SSIG meetings, APTA WI Virtual Happy Hours, and programming.
* Preside at the meetings of the SSIG and meetings of the Executive Board.
* Serve as the official spokesperson of the SSIG to the APTA WI and Academic Liaison Committee.
* Represent the SSIG Executive Board at APTA WI Board of Director Meetings. In the case that the Chair cannot attend APTA WI Board of Director Meetings, it is the responsibility of the Chair to designate another SSIG Board Member to attend the meeting and fulfill any SSIG duties.
* Coordinate and oversee all activities of the SSIG Executive Board to maximize effective communication, timely completion of projects, conference representation, and student activities.
* Keep records of the role and responsibilities of the Chair to ease the transition to successor. Collaborate with the Vice Chair and APTA WI executive director to develop the annual budget.

2. **Vice Chair**

The responsibilities of the Vice Chair shall include:

* Assume the duties of the Chairperson within the SSIG and in the event of his/her absence or inability to preside for any cause.
* Following one complete year of service, the Vice Chair will assume the position of Chair.
* Accounting of SSIG funds and spendings.
* Organize at least one SSIG fundraising event during term of office.
* Maintain and coordinate all necessary updating of the SSIG Policies and Procedures.
* Keep records of the role and responsibilities of the Vice Chair to ease the transition to successor.
* Only first year DPT students are eligible for election to Vice Chair.
* Communicate with the Chair on annual budget & submit final budget to APTA WI executive director

3. **Nominating Committee Chair**

The responsibilities of the Nominating Committee Chair shall include:

* Generate student interest in SSIG membership and involvement.
* Oversee the nomination and election process for the Executive Board.
* Serve as Chair of the Nominating Committee.
* Keep records of the role and responsibilities of the Nominating Committee Chair to ease the transition to successor.

4. **Secretary**

The responsibilities of the Secretary shall include:

* Maintain Instagram and Facebook APTA WI SSIG Social Media Pages.
* Update SSIG website as needed.
* Keeping and distributing the minutes of the SSIG and Executive Board meetings.
* Maintain the SSIG archives of official records, documents, and membership, including overseeing the documentation of the roles and responsibilities of the SSIG Executive Board.
* Notify SSIG members of the date, time, and location of all meetings.
* Keep records of the role and responsibilities of the Secretary to ease the transition to successor.
* Promote APTA/APTA WI and student involvement by bridging the gap and making information accessible and keeping students up to date.

5. **Core Ambassador\*** (POSITION NOT OPEN FOR ELECTION)

The responsibilities of the Core Ambassador shall include:

* Fulfilling the Core Ambassador responsibilities as outlined by APTA.
* Maintain an up-to-date contact list for your state, including a faculty contact and student representative from each program in your state, a point of contact with chapter leadership, and state Student Special Interest Group (SSIG) contact, if applicable.
* Use the monthly newsletter from the SABoD Vice President to construct regular emails to your student contacts that include state specific involvement opportunities
* Communicating APTA SABoD initiatives to the SSIG.
* Maintaining communication with the APTA WI Academic Liaison Committee.
* Keep records of the role and responsibilities of the Core Ambassador to ease the transition to successor.

*\*The Core Ambassador is not an elected position. Rather, the Core Ambassador is selected by an application process through the Student Assembly through APTA Engage. Please contact* *aptasa.vicepresident@gmail.com* *for more information on how to apply for this position.*

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

A. Attend scheduled and special meetings of the Board.

B. Carry out the mandates and policies of the SSIG as determined by the membership.

C. Direct all business and financial affairs for and on behalf of the SSIG.

D. Foster the growth and development of the SSIG.

E. Direct and determine the priority of all activities and expenditures in fulfillment of the SSIG Purpose and Objectives.

F. Create and appoint task forces or committees needed to carry out the functions of the SSIG.

G. Serve as a liaison to the designated SSIG committee(s).

H. Review and revise SSIG policies as needed.