

SECTION ON RESEARCH POLICY AND PROCEDURES

OFFICERS OF THE SECTION ON RESEARCH: As called for in the Bylaws of the Section, the term for each officer shall be two years or until the election of a successor. Terms shall begin on July 1st of the year of election, and shall end on June 30th at the end of the second year.

1.0 PRESIDENT

1.1 DUTIES AND RESPONSIBILITIES

- 1.1.1 Serves as the Executive Officer of the Section.
- 1.1.2 Serves as a voting member of the Section's Executive Committee.
- 1.1.3 Serves as the official spokesperson for the Section.
- 1.1.4 Meets annually with the Section officers (Executive Committee) at CSM and at any other meetings as agreed by the Executive Committee.
- 1.1.5 With assistance from the Executive Director, prepares the agenda for and presides at the annual meeting and any other meetings of the Section and all meetings of the Executive Committee.
- 1.1.6 Serves as an ex-officio member of all committees except the Nominating Committee.
- 1.1.7 Serves as the liaison between the Section's Executive Committee and the Awards Committee and Special Interest Groups (SIGs).
- 1.1.8 Serves as the Section Delegate to the House of Delegates or appoints an alternate delegate.
- 1.1.9 In unison with the Executive Committee of the Section, interacts with the APTA Board of Directors liaison, other components of the APTA, and the staff of the APTA regarding needs, resources, and planning.
- 1.1.10 Submits a written annual report of the activities of the Section to the APTA.
- 1.1.11 Submits the President's editorial to the Editor of the Section on Research Newsletter for each issue of the SOR Newsletter.
- 1.1.12 Coordinates bylaws changes as necessary.
- 1.1.13 Conference Calling: A conference calling service is available for meetings. Current information and guidelines for use can be obtained from the Executive Director.

1.2 EXPENSES: Maintains account of expenses incurred during these duties.

1.2.1 Meetings

1.2.1.1 CSM and Annual Conference (plus HOD):

- 1.2.1.1.1 Five (5) days for hotel and meals (plus HOD)
- 1.2.1.1.2 Coach airfare and/or ground transportation
- 1.2.1.1.3 APTA Complimentary CSM registration at early bird rate/ reimbursement of early-bird annual conference registration
- 1.2.1.1.4 APTA-designated per diem for meals

1.2.1.2 Strategic planning meetings:

- 1.2.1.2.1 One (1) day for hotel and meals

- 1.2.1.2.2 Coach airfare and/or ground transportation
- 1.2.1.3 APTA Board of Directors meetings (2)
- 1.2.1.4 Any meeting(s) agreed to by the SOR Executive Committee
- 1.2.2 Expense Submissions
 - 1.2.2.1 Submits expense vouchers to the Executive Director, on reimbursement request forms, within one (1) month of the expenditure accompanied by original receipts. If the SOR credit card is used, submits an itemized account of expenses along with receipts.
- 1.2.3 Prepares an annual budget for any expenditure associated with this office. Budget should be submitted to the Treasurer by October 15th of the year preceding the projected budget.
- 1.2.4 The Section President shall have a Section credit card.

1.3 ORIENTATION OF SUCCESSOR

- 1.3.1 The President provides for smooth transition by acquainting the newly elected President-Elect with Section policies and procedures and with procedures pertinent to this office.
- 1.3.2 Each newly elected President shall review with the outgoing President the Policies and Procedures Manual (as posted on the SOR website), and shall receive all pertinent records and materials deemed necessary for the smooth transition of operations.
- 1.3.3 The President will transition duties within the one-year period concurrently held by the President and President-elect.

2.0 PRESIDENT ELECT

2.1 DUTIES AND RESPONSIBILITIES

- 2.1.1 Serves 1 year prior to assuming office as President of the Section
- 2.1.2 Serves as a voting member of the sections Executive Committee
- 2.1.3 Serves with the President to become familiar with the organizational structure of the Section, meetings, reporting, and supervision of the Executive Officers
- 2.1.4 Becomes familiar with other component members, needs, resources as well as the operations of the House of Delegates, and the APTA Board of Directors.
- 2.1.5 Observes in the gallery of the House of Delegates.
- 2.1.6 Attends the APTA Component Leadership Meeting if they have not attended previously.

2.2 EXPENSES: Maintains account of expenses incurred during these duties.

- 2.2.1 The President Elect will be reimbursed for the following meetings:
 - 2.2.1.1 Combined Sections Meeting (CSM):
 - 2.2.1.1.1 Four (4) days for hotel and meals
 - 2.2.1.1.2 Coach airfare and/or ground transportation
 - 2.2.1.1.3 CSM registration at early bird rate
 - 2.2.1.1.4 APTA-designated per diem for meals
 - 2.2.1.2 Strategic planning meetings
 - 2.2.1.2.1 One (1) day for hotel and meals
 - 2.2.1.2.2 Coach airfare and/or ground transportation

- 2.2.1.3 Any meeting(s) agreed to by the SOR Executive Committee
- 2.2.2 Submits expense vouchers to the Executive Director, on reimbursement request forms, within one (1) month of the expenditure accompanied by original receipts.
- 2.2.3 Prepares an annual budget for any expenditure associated with this office. Budget should be submitted to the Treasurer by October 15th of the year preceding the projected budget.

3.0 VICE PRESIDENT

3.1 DUTIES AND RESPONSIBILITIES

- 3.1.1 Assumes the duties of the President in the absence or incapacitation of the President (only applicable if the office of President-elect is vacant)
- 3.1.2 Assists President in all activities of the Section and Executive Committee
- 3.1.3 Monitors Association and public policies on research and advises the Executive committee and President on the Section's role in policy matters.
- 3.1.4 Serves as the liaison between the Executive Committee and the Website, Program, Retreat, and Abstracts Review Committees.
- 3.1.5 Meets annually with the Section officers (Executive Committee) at CSM and at any other meetings as agreed by the Executive Committee.
- 3.1.6 Oversees Section website.
- 3.1.7 Participates in Section strategic planning meetings.

3.2 EXPENSES: Maintains account of expenses incurred during these duties.

- 3.2.1 The Vice-President will be reimbursed for the following meetings:
 - 3.2.1.1 Combined Sections Meeting (CSM):
 - 3.2.1.1.1 Four (4) days for hotel and meals
 - 3.2.1.1.2 Coach airfare and/or ground transportation
 - 3.2.1.1.3 CSM registration at early bird rate
 - 3.2.1.1.4 APTA-designated per diem for meals
 - 3.2.1.2 Strategic planning meetings:
 - 3.2.1.2.1 One (1) day for hotel and meals
 - 3.2.1.2.2 Coach airfare and/or ground transportation
 - 3.2.1.3 Any meeting(s) agreed to by the SOR Executive Committee
- 3.2.2 Submits expense vouchers to the Executive Director, on reimbursement request forms, within one (1) month of the expenditure accompanied by original receipts.
- 3.2.3 Prepares an annual budget for any expenditure associated with this office. Budget should be submitted to the Treasurer by October 15th of the year preceding the projected budget.

3.3 ORIENTATION OF SUCCESSOR

- 3.3.1 Provides for smooth transition by acquainting the newly elected Vice President with Section policies and procedures pertinent to this office.

- 3.3.2 Each newly elected Vice President shall review with the outgoing Vice President, the Policy & Procedures Manual posted on the SOR website, and all other pertinent records and materials deemed necessary for the smooth transition of operations.

4.0 SECRETARY

4.1 DUTIES AND RESPONSIBILITIES

- 4.1.1 Serves as a voting member of the Section's Executive Committee
- 4.1.2 Maintains a record and archives of all official actions and decisions of the Executive Committee
- 4.1.3 Meets annually with the Section officers (Executive Committee) at CSM and at any other meetings agreed by the Executive Committee.
- 4.1.4 Records the minutes of all Section Business and Executive Committee meetings, Strategic Planning Retreats and conference calls.
- 4.1.5 Submits minutes of Section business meetings (CSM, Annual Conferences and Retreats) to the Executive Committee within forty-five days of the meeting
- 4.1.6 Submits minutes of previous business meetings to the Webmaster for posting on the SOR Website within forty-five days of the meeting.
- 4.1.7 Distributes minutes of the Executive Committee conference call meetings to the Executive Committee, SIG Chairs, Committee Chairs and APTA Board Liaison
- 4.1.8 Serves as a liaison between the Executive Committee and the Membership, Newsletter and Nominating Committees.
- 4.1.9 Coordinates updating of Policy and Procedures Manual
- 4.1.10 Coordinates the election process
 - 4.1.10.1 The Secretary receives the completed slate (including biosketches and interest statements) from the NC within one week of the close of CSM.
 - 4.1.10.2 The Secretary works with the Webmaster and the Executive Director to finalize the ballot and online voting site, with a blast email to membership including a link to the voting site by the last week in February.
 - 4.1.10.2.1 The ballot will include for each open office: the names of the candidates (including attached or linked biosketches and interest statements), a space for write-ins, and instructions for voting including the closing date of the online ballot.
 - 4.1.10.3 The membership email and online ballot will indicate that elections will close 30 days from notification of opening of the ballot or no later than March 30th.
 - 4.1.10.4 The Secretary will obtain the final vote count from the online site (via Webmaster or APTA) by March 31st.
 - 4.1.10.4.1 In the event of a tie, one or more run-off elections is held with the original candidates until a winner is ascertained. The current officer remains in office until the newly elected officer takes office.
 - 4.1.10.5 Communicates to all persons on the ballot who won and acknowledges the Section's appreciation for their willingness to serve.
 - 4.1.10.6 Informs the Executive Committee of results of officer elections and the new Nominating Committee member.

- 4.1.11 Maintains list of committee chairs and member terms. Works with Membership Committee to determine new appointees to committees and committee chair positions.
 - 4.1.11.1 Writes letters to newly appointed committee members and chairs to notify them of their appointment. Also writes a letter of thanks to those not appointed.
- 4.1.12 Writes letters to committee members and chairs who are rotating off committee to thank them for their service.
- 4.2 EXPENSES: Maintains account of expenses incurred during these duties.
 - 4.2.1 The Secretary will be reimbursed for the following meetings:
 - 4.2.1.1 Combined Sections Meeting (CSM):
 - 4.2.1.1.1 Four (4) days for hotel and meals
 - 4.2.1.1.2 Coach airfare and/or ground transportation
 - 4.2.1.1.3 CSM registration at early bird rate
 - 4.2.1.1.4 APTA-designated per diem for meals
 - 4.2.1.2 Strategic planning meetings
 - 4.2.1.2.1 One (1) day for hotel and meals
 - 4.2.1.2.2 Coach airfare and/or ground transportation
 - 4.2.1.3 Any meeting(s) agreed to by the SOR Executive Committee
 - 4.2.2 Submits expense vouchers to the Executive Director, on reimbursement request forms, within one (1) month of the expenditure accompanied by original receipts.
 - 4.2.3 Prepares an annual budget for any expenditure associated with this office. Budget should be submitted to the Treasurer by October 15th of the year preceding the projected budget.
- 4.3 ORIENTATION OF SUCCESSOR
 - 4.3.1 Provides for smooth transition by acquainting the newly elected Secretary with Section policies and procedures and with procedures pertinent to this office.
 - 4.3.2 Each newly elected Secretary shall review with the outgoing Secretary, all Policies and Procedures related to the office (as posted on the SOR website)
 - 4.3.3 Each newly elected Secretary shall receive all pertinent records and materials deemed necessary for the smooth transition of operations.

5.0 TREASURER

5.1 DUTIES AND RESPONSIBILITIES

- 5.1.1 Receives and disburses all monies
- 5.1.2 Establishes and oversees bank account
- 5.1.3 Coordinates annual review of SOR accounts
- 5.1.4 Meets annually with the Section officers (Executive Committee) at CSM and at any other meetings as agreed by the Executive Committee.
- 5.1.5 Submits written report to the membership at each business meeting
- 5.1.6 Serves as a voting member of the SOR Executive Committee
- 5.1.7 Submits financial reports to APTA upon request

- 5.1.8 Files section IRS 990 tax return annually
- 5.1.9 Coordinates audits
- 5.1.10 Prepares SOR annual budget in collaboration with Finance Committee
- 5.1.11 Serves as liaison between the Executive Committee and the Finance Committee
- 5.1.12 Monitors use of Conference Call Service and administers the account.
- 5.2 EXPENSES: Maintains account of expenses incurred during these duties.
 - 5.2.1 Maintains record of all expenditures, on reimbursement request forms, within one (1) month of the expenditure accompanied by original receipts, and submits them to the Executive Director for reimbursement
 - 5.2.2 The Treasurer will be reimbursed for the following meetings:
 - 5.2.2.1 Combined Sections Meeting (CSM):
 - 5.2.2.1.1 Four (4) days for hotel and meals
 - 5.2.2.1.2 Coach airfare and/or ground transportation
 - 5.2.2.1.3 CSM registration at early bird rate
 - 5.2.2.1.4 APTA-designated per diem for meals
 - 5.2.2.2 Strategic planning meetings
 - 5.2.2.2.1 One (1) day for hotel and meals
 - 5.2.2.2.2 Coach airfare and/or ground transportation
 - 5.2.2.3 Any meeting(s) agreed to by the SOR Executive Committee
- 5.3 FINANCIAL PROCEDURES
 - 5.3.1 The Section Treasurer shall have a Section ATM/check and credit card
 - 5.3.2 All monies received and disbursed must be entered into an appropriate ledger
 - 5.3.3 Monies received should be deposited in a timely manner and deposit slips maintained for the records
 - 5.3.4 Section debt should be paid promptly and documented with a receipt or check record
 - 5.3.5 Funds budgeted for but not used in a specified fiscal year are not carried over to the following year
 - 5.3.6 Reimbursement will be made only upon submission of original receipts accompanied by "Request for Reimbursement Form". The reimbursement form and receipts should be submitted to the Treasurer within one month of the expenditure.
 - 5.3.7 Requests for reimbursement must be received within one month of expense
 - 5.3.8 IRS tax returns will be filed annually prior to May 15.
 - 5.3.8.1 The Section is tax exempt under Section 501(c)(6) of the IRS Code
 - 5.3.8.2 The tax identification number is 54-1484482
- 5.4 ORIENTATION OF SUCCESSOR
 - 5.4.1 Provides for a smooth transition by acquainting the newly elected Treasurer with Section policies and procedures and with the procedures pertinent to this office.

- 5.4.2 Each newly elected Treasurer shall review with the outgoing Treasurer the Policy & Procedures Manual (as posted on the SOR website).
- 5.4.3 Each newly elected Treasurer shall receive all other pertinent records and materials deemed necessary for the smooth transition of operations.

COMMITTEES OF THE SECTION ON RESEARCH: Unless otherwise indicated, all terms are for 3 years, beginning on July 1 and ending June 30.

6.0 PROGRAM COMMITTEE

6.1 COMPOSITION

- 6.1.1 The program Committee will be composed of 1 Chair and up to 4 members of the Section on Research (SOR)
- 6.1.2 The Program Chair is appointed by the Executive Committee for a 3 year term and each reappointment will be for 3 years.
- 6.1.3 The Program Chair reports to the Vice-President of the Section.
- 6.1.4 Program Committee members are appointed by the Program Chair for a 3 year term and each reappointment will be for 3 years.

6.2 DUTIES AND RESPONSIBILITIES of the Program Chair:

- 6.2.1 Meets annually with the Section officers (Executive Committee) at CSM and at any other meetings as agreed by the Executive Committee.
- 6.2.2 Coordinates and oversees educational programming and meeting events at CSM to meet the obligations of the CSM contract with APTA.
- 6.2.3 Prepares an annual budget for any expenditure associated with this office. Budget should be submitted to the Treasurer by October 15th of the year preceding the projected budget. Budget should include:
 - 6.2.3.1.1 Projected expenditures for upcoming CSM (i.e., speakers, AV, catering)
 - 6.2.3.1.2 Projected revenue from upcoming CSM (based on historical data)
- 6.2.4 Attends Executive Committee meetings when requested and communicates with the Executive Committee as necessary.
- 6.2.5 Serves as liaison between Executive Committee and Michels Forum Subcommittee.
- 6.2.6 Serves as liaison between Executive Committee and Gossman Seminar Subcommittee.
- 6.2.7 Conference Calling: A conference calling service is available for meetings. Current information and guidelines for use can be obtained from the Executive Director.

6.3 DUTIES AND RESPONSIBILITIES of the PROGRAM COMMITTEE:

- 6.3.1 Reviews and evaluates programming proposals for CSM, with recommendations made to the Executive Team
- 6.3.2 Coordinates logistics of poster presentations for CSM to meet the obligations of the CSM contract.

6.4 EXPENSES: Maintains account of expenses incurred during these duties.

- 6.4.1 The Program Chair will be reimbursed for the following meetings:
 - 6.4.1.1 Combined Sections Meeting (CSM):

- 6.4.1.1.1 Four (4) days for hotel and meals
- 6.4.1.1.2 Coach airfare and/or ground transportation
- 6.4.1.1.3 CSM registration at early bird rate
- 6.4.1.1.4 APTA-designated per diem for meals
- 6.4.1.2 APTA Program Committee Chairs' meetings (if the latter is held separately from CSM):
 - 6.4.1.2.1 Three (3) days for hotel and meals
 - 6.4.1.2.2 Coach airfare and/or ground transportation
 - 6.4.1.2.3 APTA-designated per diem for meals
- 6.4.1.3 Strategic planning meetings
 - 6.4.1.3.1 One (1) day for hotel and meals
 - 6.4.1.3.2 Coach airfare and/or ground transportation
- 6.4.1.4 Any meeting(s) agreed to by the SOR Executive Committee
- 6.4.2 Submits expense vouchers to the Executive Director, on reimbursement request forms, within one (1) month of the expenditure accompanied by original receipts.

6.5 ORIENTATION OF SUCCESSOR

- 6.5.1 The Program Chair provides for a smooth transition by acquainting the newly appointed Program Chair with Section policies and procedures and with the procedures pertinent to this office.
- 6.5.2 Each newly appointed Program Chair shall review with the outgoing Program Chair the Policy & Procedures Manual (as posted on the SOR website)
- 6.5.3 Each newly appointed Program Chair shall receive all other pertinent records and materials deemed necessary for the smooth transition of operations

7.0 ABSTRACTS REVIEW COMMITTEE

7.1 COMPOSITION

- 7.1.1 The Abstracts Review Committee will be composed of 1 Chair and 3 other members of the SOR.
- 7.1.2 The Abstracts Review Committee Chair is appointed by the Executive Committee for a 3 year term and each reappointment will be for 3 years.
- 7.1.3 The Abstracts Review Committee members are appointed by the Committee Chair for a 3 year term and each reappointment will be for 3 years.

7.2 DUTIES AND RESPONSIBILITIES: The Committee

- 7.2.1 The Chair of the Abstracts Review Committee reports to the Vice-President of the Section.
- 7.2.2 Chair serves in the capacity of other section research chairs relative to the online platform and poster abstract review process.
- 7.2.3 Reviews and makes acceptance or rejection recommendations on abstracts for posters submitted electronically to the SOR for Combined Sections Meeting (CSM).
 - 7.2.3.1 The online review process and deadlines are established by APTA and the SOR Program Chair and are communicated to the Chair of the Abstract Review Committee by ScholarOne.

- 7.2.3.2 The online submissions generally become available for review in mid-July, with decisions generally due in mid-August.
- 7.2.4 Reviews and chooses no more than 6 platform abstracts from post-professional doctoral students for presentation at the Marilyn Gossman Post-professional Research Seminar.
 - 7.2.4.1 Chair will communicate with Program Chair as to number of Gossman presentations per CSM and time allocation for each.
 - 7.2.4.2 Chair will communicate with Gossman presenters as to Gossman Seminar format.
- 7.2.5 Reviews and chooses platform abstracts from for presentation at CSM.
 - 7.2.5.1 Chair will communicate with Program Chair as to number of platform presentations per CSM and time allocation for each.
- 7.2.6 Chair will serve as or identify the moderator of the Gossman Post-Professional Research Seminar each year and provide the moderator with the session's introductory slide and comments.
 - 7.2.6.1 Chair will be responsible for generation of Certificates of Recognition and conveyance of names to Treasurer for each Gossman presenter.

7.3 EXPENSE

- 7.3.1 The Chair of the Committee will prepare an annual budget for any expenditure associated with this office. Budget should be submitted to the Treasurer by October 15th of the year preceding the projected budget. Budget should include:
 - 7.3.1.1.1 Projected expenditures for upcoming CSM (i.e., speakers, AV, catering)
- 7.3.2 The Gossman presenters will receive a \$500 honorarium as approved by the Executive Team.

7.4 ORIENTATION OF SUCCESSOR

- 7.4.1 The Abstracts Review Committee Chair provides for a smooth transition by acquainting the newly appointed Program Chair with Section policies and procedures and with the procedures pertinent to this office.
- 7.4.2 Each newly appointed Abstracts Review Committee Chair shall review with the outgoing Abstracts Review Committee Chair the Policy & Procedures Manual (as posted on the SOR website).
- 7.4.3 Each newly appointed Abstracts Review Committee Chair shall receive all other pertinent records and materials deemed necessary for the smooth transition of operations.

8.0 MICHELS FORUM PLANNING COMMITTEE

8.1 COMPOSITION

- 8.1.1 The Michels Forum Planning Committee will be composed of 1 Chair and at least 2 other members of the SOR.
- 8.1.2 The Michels Forum Planning Committee and Chair are appointed by the Executive Committee for 3 year terms and each reappointment will be for 3 years.

8.2 DUTIES AND RESPONSIBILITIES: THE COMMITTEE

- 8.2.1 The Michels Forum Planning Committee reports to the Program Chair.
- 8.2.2 Plans the topic and invites the speakers for each year's Eugene Michels Forum at Combined Sections Meeting (CSM). Forums can be the traditional format of two (2)

speakers in the point/counterpoint style OR a panel of no more than four (4) speakers and a moderator. If the Planning committee wishes to invite more than four (4) speakers and a moderator, prior approval must be obtained from the Executive Committee.

- 8.2.3 Submits the topic and tentatively identified speakers for the Michels Forum for the next CSM to the SOR Program Chair by April of each year.
- 8.2.4 Works within the deadlines set by the Program Chair to confirm session moderator, speakers and submit relevant promotional materials as requested by the Program Chair.
- 8.2.5 Provide the Michels Forum moderator with introductory slides that review the Michels Forum history and initiate each Forum presentation.
- 8.2.6 Obtain from each Michels Forum presenter a copy of his or her slides for submission to the Program Chair for posting immediately after CSM.
- 8.2.7 Update each CSM the Eugene Michels Forum History file maintained in the Members Only section of the SOR Website. Send updated file to the Website Coordinator for reposting.
- 8.3 EXPENSES: Maintains account of expenses incurred during these duties.
 - 8.3.1 Prepares an annual budget for any expenditure associated with this office. Budget should be submitted to the Treasurer by October 15th of the year preceding the projected budget. Budget should include:
 - 8.3.1.1.1 Projected expenditures for upcoming CSM (i.e., with regards to speakers)
 - 8.3.2 Michels Forum speakers at CSM will each be paid a \$250 honorarium (with payment of the moderator included at the recommendation of the Committee and with approval of the ExComm).
 - 8.3.3 Michels Forum speakers at CSM that are non-PT's or international will be reimbursed for coach airfare and/or ground transportation, as well as up to two (2) nights hotel and meals at APTA per diem rate.
- 8.4 ORIENTATION OF SUCCESSOR
 - 8.4.1 The Michels Forum Planning Committee Chair provides for a smooth transition by acquainting the newly appointed Program Chair with Section policies and procedures and with the procedures pertinent to this office.
 - 8.4.2 Each newly appointed Michels Forum Planning Committee Chair shall review with the outgoing Michels Forum Planning Committee Chair the Policy & Procedures Manual (as posted on the SOR website).
 - 8.4.3 Each newly appointed Michels Forum Planning Committee Chair shall receive all other pertinent records and materials deemed necessary for the smooth transition of operations.

9.0 MEMBERSHIP COMMITTEE

9.1 COMPOSITION

- 9.1.1 The Membership Committee will be composed of 1 Chair and up to 4 members of the Section on Research (SOR)
- 9.1.2 The Membership Chair is appointed by the Executive Committee for a 3 year term and each reappointment will be for 3 years.
- 9.1.3 Membership Committee members are appointed by the Program Chair for a 3 year term and each reappointment will be for 3 years.

9.2 DUTIES AND RESPONSIBILTIES – The Membership Chair:

- 9.2.1 The Membership Chair reports to the SOR Secretary.
- 9.2.2 Meets annually with the Section officers (Executive Committee) at CSM and at any other meetings as agreed by the Executive Committee.
- 9.2.3 Monitors membership status within the section.
 - 9.2.3.1 Inspects and tabulate section membership statistics on a monthly basis.
 - 9.2.3.2 Evaluates patterns of membership change.
 - 9.2.3.3 Determines the need to modify or develop new, member outreach procedures.
 - 9.2.3.4 Develops an annual membership status report regarding section membership.
- 9.2.4 Provides outreach to new members.
 - 9.2.4.1 Works with Executive Director to communicate with new members by sending a welcome letter and a survey regarding expectations (within 30 days of new member registration; therefore this is a monthly duty).
 - 9.2.4.2 Tabulates new member expectations and report the results each year to the Executive Committee and the Section membership.
 - 9.2.4.3 Evaluates the success of new member outreach.
 - 9.2.4.4 Develops or modify procedures for new member outreach, as needed.
- 9.2.5 Provide outreach to current SOR membership.
 - 9.2.5.1 Solicits participation of section members for their participation in displaying their research work at the SOR booth.
 - 9.2.5.2 Solicits participation of SOR members in providing networking service at the SOR booth during national conference.
 - 9.2.5.3 Queries SOR membership regarding their satisfaction of SOR service for the prior year.
 - 9.2.5.4 Communicates with SOR members who have complaints.
- 9.2.6 Solicits SOR membership for open committee positions
 - 9.2.6.1 Receives listing of open committee positions from Secretary by March 1st.
 - 9.2.6.2 Puts out open Call for Committee members no later than March 15th.
 - 9.2.6.3 Receives and collates responses, including submitted CVs and statements of interest. Submits collated responses to President no later than April 15th.
- 9.2.7 Functions as a liaison between the section membership and the Executive Committee
 - 9.2.7.1.1 Advocates on behalf of the membership to the Executive Committee regarding expressed membership needs.
- 9.2.8 Develops annual report for the Executive Committee, including membership status report, evaluation of the success of current outreach activity, and recommendations for changes in policy and procedures.
 - 9.2.8.1.1 Attends biannual business meeting
 - 9.2.8.1.2 Participates in strategic planning.
 - 9.2.8.1.3 Provides Executive Committee and Committee Chairmen with public relations materials.

- 9.2.9 Coordinates set up and staffing of the SOR display booth
 - 9.2.9.1.1 Solicits staffing for the booth at CSM and Annual Conference
 - 9.2.9.1.2 Oversees shipment and setup of the SOR booth to and from conferences
- 9.3 EXPENSES: Maintains account of expenses incurred during these duties.
 - 9.3.1 Prepares an annual budget for any expenditure associated with this office. Budget should be submitted to the Treasurer by October 15th of the year preceding the projected budget. Budget should include:
 - 9.3.1.1.1 Projected expenditures for upcoming conferences (i.e., speakers, AV, catering)
 - 9.3.2 The Membership Chair will be reimbursed for the following meetings:
 - 9.3.2.1 Combined Sections Meeting (CSM):
 - 9.3.2.1.1 Four (4) days for hotel and meals
 - 9.3.2.1.2 Coach airfare and/or ground transportation
 - 9.3.2.1.3 CSM registration at early bird rate
 - 9.3.2.1.4 APTA-designated per diem for meals
 - 9.3.2.2 Strategic planning meetings
 - 9.3.2.2.1 One (1) day for hotel and meals
 - 9.3.2.2.2 Coach airfare and/or ground transportation
 - 9.3.2.3 Any meeting(s) agreed to by the SOR Executive Committee
 - 9.3.3 Submits expense vouchers to the Executive Director, on reimbursement request forms, within one (1) month of the expenditure accompanied by original receipts.
 - 9.3.4 Prepares an annual budget for any expenditure associated with this office. Budget should be submitted to the Treasurer by October 15th of the year preceding the projected budget.
- 9.4 ORIENTATION OF SUCCESSOR
 - 9.4.1 The Membership Chair provides for a smooth transition by acquainting the newly elected Membership Chair with Section policies and procedures and with the procedures pertinent to this office.
 - 9.4.2 Each newly elected Membership Chair shall review with the outgoing Membership Chair the Policy & Procedures Manual (as posted on the SOR website).
 - 9.4.3 Each newly elected Membership Chair shall receive all other pertinent records and materials deemed necessary for the smooth transition of operations

10.0 COMMUNICATIONS COMMITTEE

10.1 COMPOSITION:

- 10.1.1 The Communications Committee will be composed of a Chair and at least 2 other members. The SOR website's Webmaster will also be on the Committee, either as one of the minimum of 3 members or as an additional member. The Committee may request additions to the Committee if such additions facilitate their work.
- 10.1.2 The Communications Committee members and Chair are appointed by the Executive Committee for 3 year terms and each reappointment will be for 3 years.

10.2 DUTIES AND RESPONSIBILITIES: The Committee (or designated individuals within the Committee) shall:

- 10.2.1 Report to the SOR Vice-President through the Committee Chair.
 - 10.2.2 Oversee all electronic communications of the SOR, including the website, any SOR social media, and the SOR newsletter.
 - 10.2.3 Periodically review and recommend to the SOR officers any modifications to website content, layout, design changes, or new elements that will engage SOR members and potential members.
 - 10.2.4 Be responsible for periodically reviewing and updating the SOR website and its content.
 - 10.2.5 Be responsible for maintaining or improving webpage functionality, including the Lab Directory, Research Retreat registrations, payment submissions, voting for SOR elections and other interactive elements as required.
 - 10.2.6 Work with Executive Director on all email communications with the SOR members, including newsletter distribution and email “blasts”.
 - 10.2.7 Oversee any social media that has an SOR outlet.
 - 10.2.8 Work with the Executive Director to prepare the SOR newsletter using content submitted by officers and committees of the SOR and gathered by the Committee Chair. The finalized newsletter will be submitted to the Webmaster for posting on the SOR website and distributed to the membership via email.
 - 10.2.9 The Chair of the Committee will meet with Section officers (Executive Committee) at CSM and at any other meetings as agreed by the Executive Committee.
 - 10.2.10 Submit timely reports to officers on electronic communications issues within the Committee purview.
 - 10.2.11 Attend SOR meetings when needed to discuss and advise SOR members on issues regarding SOR communications issues.
- 10.3 EXPENSES: Maintains account of expenses incurred during these duties.
- 10.3.1 Prepares an annual budget for any expenditure associated with this committee. Budget should be submitted to the Treasurer by October 15th of the year preceding the projected budget. Budget should include:
 - 10.3.1.1.1 Projected expenditures for upcoming year.
 - 10.3.2 The Chair of the Communications Committee will be reimbursed for the following meetings:
 - 10.3.2.1 Combined Sections Meeting (CSM):
 - 10.3.2.1.1 Four (4) days for hotel and meals
 - 10.3.2.1.2 Coach airfare and/or ground transportation
 - 10.3.2.1.3 CSM registration at early bird rate
 - 10.3.2.1.4 APTA-designated per diem for meals
 - 10.3.2.2 Strategic planning meetings
 - 10.3.2.2.1 One (1) day for hotel and meals
 - 10.3.2.2.2 Coach airfare and/or ground transportation
 - 10.3.2.3 Any meeting(s) agreed to by the SOR Executive Committee
 - 10.3.3 Submits expense vouchers to the Executive Director on reimbursement request forms, within one (1) month of the expenditure accompanied by original receipts.

- 10.3.4 Prepares an annual budget for any expenditure associated with this office. Budget should be submitted to the Treasurer by October 15th of the year preceding the projected budget.

10.4 ORIENTATION OF SUCCESSOR

- 10.4.1 Provides for a smooth transition by familiarizing the newly appointed Chair with Section policies and procedures and with the issues relevant to this office and Committee.

11.0 NOMINATING COMMITTEE

11.1 COMPOSITION

- 11.1.1 Only those members as specified in the Section Bylaws are eligible to serve on the Nominating Committee.
- 11.1.2 The Nominating Committee shall consist of three (3) members. A new member shall be elected annually. Each member shall serve for three (3) years.
- 11.1.3 One new member shall be elected each year.
- 11.1.4 Vacancies that occur during a term of office shall be filled by appointment by the Executive Committee for the unexpired portion of the term.
- 11.1.5 The senior member of the committee shall serve as chair, unless otherwise designated by the Executive Committee.

11.2 DUTIES AND RESPONSIBILITIES

- 11.2.1 The Nominating Committee Chair reports to the SOR Secretary.
- 11.2.2 Inform SOR membership of positions available each year on the first Monday in October via blast emails and posting on the SOR website. If necessary, second notification of open offices should go out to the Membership by November 15th.
- 11.2.3 Accept nominations and assure eligibility (current SOR membership) and consent to serve.
- 11.2.4 Prepare a slate of two (2) or more candidates for each open Section office each year and submit the slate of appropriate candidates to the Executive committee by two weeks prior to the Annual Business Meeting (CSM) of the Section.
- 11.2.5 Solicit nominations from the floor at the Annual Business Meeting of the Section, followed by formally closing the nominations.
 - 11.2.5.1 Gather candidate biosketches and interest statements, assuring compliance with format requirements, including a biosketch written in the 3rd person and an interest statement written in the 1st person for a *total* word limit of 350 words.
- 11.2.6 Submit each candidate's biosketch and interest statement to the Secretary within a week of the close of the CSM for preparation of the ballot and setting up online voting.
- 11.2.7 Communicate with the Section Secretary as necessary.

12.0 FINANCE COMMITTEE

12.1 COMPOSITION

- 12.1.1 Treasurer of the Executive Committee serves as the Chair
- 12.1.2 Immediate Past Treasurer serves as a member of the Committee
- 12.1.3 Other committee members to be appointed by the Executive Team as deemed necessary
- 12.1.4 Term of appointment shall be for 3 years.

12.2 DUTIES AND RESPONSIBILITIES

- 12.2.1 Reviews and revises budget forms and processes
- 12.2.2 Approves the annual budget in conjunction with the strategic plan
- 12.2.3 Monitors overall budgetary processes
- 12.2.4 Provides consultation regarding Section's finances to the Executive Committee and Treasurer as requested
- 12.2.5 Develops financial goals
- 12.2.6 Develops investment strategies in conjunction with investment manager
- 12.2.7 Receives investment reports and information and determines course changes
- 12.2.8 Investigates fund-raising possibilities
- 12.2.9 Evaluates and recommends dues adjustments
- 12.2.10 Performs bi-annual internal audit
- 12.2.11 Conference Calling: A conference calling service is available for meetings. Current information and guidelines for use can be obtained from the Executive Director.

12.3 PROCEDURES

- 12.3.1 In September, request that Executive Committee members compile budget requests from their areas of responsibility
- 12.3.2 In October, compile first draft of budget and present to Executive Committee
- 12.3.3 Consult with Treasurer in preparation for final draft of the budget

12.4 EXPENSES

- 12.4.1 Submits expense vouchers to the Executive Director within one (1) month of expenditure
- 12.4.2 Maintains account of expenses incurred during these duties
- 12.4.3 An annual budget for expenditures associated with this committee will be prepared prior to CSM in the year preceding the projected budget

13.0 NEWSLETTER EDITOR

13.1 DUTIES AND RESPONSIBILITIES

- 13.1.1 The Newsletter Editor reports to the SOR Secretary.
- 13.1.2 Collects, edits, and prepares material for the electronic distribution to the membership at least twice per year.
- 13.1.3 Newsletter to be disseminated electronically during July and in the month prior (December/January) to Combined Sections Meeting each year.

13.2 EXPENSES

- 13.2.1 Prepares an annual budget for any expenditure associated with this office. Budget should be submitted to the Treasurer by October 15th of the year preceding the projected budget.

14.0 AWARDS COMMITTEE

14.1 DUTIES AND RESPONSIBILITIES

- 14.1.1 The Awards Committee Chair reports to the SOR President.
- 14.1.2 Select Section on Research Members for various APTA awards
- 14.1.3 Select persons for receipt of the John H.P. Maley Award

14.2 PROCEDURES

14.2.1 For various APTA awards:

- 14.2.1.1 Generate a list of persons who meet qualifications and who are worthy of any of the awards (usually Fellows or research type awards) (date: 9/1)
- 14.2.1.2 Forward list of candidates to SOR Executive Committee for approval and additions (9/15)
- 14.2.1.3 Determine a person who will be responsible for soliciting, compiling, and submitting the materials needed for nomination (9/30)
- 14.2.1.4 Assure that APTA rules are followed for each nomination
- 14.2.1.5 Submit complete packet of materials to APTA by specified deadline (variable dates depending on the award but most are around 12/1)

14.2.2 Maley Award

14.2.2.1 Criteria

- 14.2.2.1.1 Outstanding contributions to leadership in research over a sustained period of time
- 14.2.2.1.2 Results of the leadership must be documented
- 14.2.2.1.3 Individual must show evidence of sustained contact and interest in research in physical therapy

14.2.2.2 Procedure

- 14.2.2.2.1 Nomination may be by any member of the Section on Research.
- 14.2.2.2.2 A letter of nomination for the candidate and a current curriculum vitae are to be submitted to the Awards Committee of the SOR no later than Dec 1.
- 14.2.2.2.3 The Awards Committee reviews the materials and makes a recommendation to the SOR Executive Committee.
- 14.2.2.2.4 The decision of the Executive Committee will be final and the reasons for the decision will not be disclosed. In the case where members of the Awards Committee or the Executive Committee are closely associated with the nominee, those so associated will voluntarily abstain from participating in the review and selection process.
- 14.2.2.2.5 A maximum of one award will be given at each Combined Sections Meeting of the APTA.
- 14.2.2.2.6 Nominees may have the materials resubmitted in the following year for reconsideration. New materials must be submitted for any subsequent nomination.

14.3 EXPENSES

- 14.3.1 Prepares an annual budget for any expenditure associated with this office. Budget should be submitted to the Treasurer by October 15th of the year preceding the projected budget. The award is a plaque or statue.

14.4 ORIENTATION OF THE SUCCESSOR

- 14.4.1 New members will familiarize themselves with the pertinent information contained in the P&P Manual and consult with co-chair and previous members as applicable

14.5 MEETINGS

14.5.1 All are done by telephone or email

15.0 LEGISLATIVE AFFAIRS LIAISON

15.1 DUTIES AND RESPONSIBILITIES

15.1.1 Appointed by Section President for 3-year term.

15.1.2 Attend Federal Government Affairs Forum in April of each year.

15.1.3 Forward alerts to membership and solicit assistance in lobbying efforts.

15.1.4 Poll membership for critical issue rankings in fall of each year.

15.2 PROCEDURES

15.2.1 APTA Dept. of Government affairs is informed of the liaison's contact information.

15.2.2 Registration for the forum requires signature of the section president.

15.2.3 All expenses are covered by the APTA dept. of government affairs.

15.2.4 Work with the SOR Webmaster for web-based polling of critical issues.

15.3 ORIENTATION OF THE SUCCESSOR

15.3.1 Takes place upon the selection of the new liaison.

16.0 SPECIAL INTEREST GROUPS (SIGS)

16.1 Formulation of a new special interest group:

16.1.1 Requires a petition and a proposal for consideration and approval by the Executive Team.

16.2 SIGs report to the President of the Section

16.3 SIGs are responsible for formulating and a keeping a record of their own Bylaws and Policies and Procedures.

16.4 SIGs receive an annual allocation of funding as determined by the Executive Team.

16.5 SIGs are expected to submit proposal for CSM programming.

16.6 Conference Calling: A conference calling service is available for meetings. Current information and guidelines for use can be obtained from the SOR Treasurer.