Promoting Safety and Competence

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Federation of State Boards of Physical Therapy
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FSBPT Job Descriptions (Rev. 2026-Jan)

President – Board of Directors

Established by: Bylaws

Board of Directors Summary:

A. Consists of the Officers (President, Vice President, Secretary, and Treasurer) and four Directors.
B. Have general supervision of the affairs of FSBPT.
C. Conduct business of FSBPT on behalf of the Federation.
D. Conduct business referred to it by the Delegate Assembly.
E. Make appointments as provided in the Bylaws.
F. Establish the fees for the National Physical Therapy Examination.
G. Select an independent certified public accountant to prepare the financial audit of FSBPT.
H. Review and adopt policies.
I. Adopt and provide oversight to an annual budget.
J. Perform the duties prescribed by the Bylaws, the Articles of Incorporation, the Standing Rules, and the Policies.
K. Serve as a board liaison to outside organizations, FSBPT members, committees, and task forces. Duties of the board liaison are found in the FSBPT Policies Manual.

Term of President: Elected for a term of three years or until their successors are elected and assume office. Shall not serve a third consecutive full term in the same office. Shall assume office at the close of the Annual Education Meeting at which the officers are elected.

Number of meetings (estimated)*:*

A. Minimum of two in-person Board meetings annually (generally four per year) plus Annual Education Meetings. Each meeting will last approximately two days.
B. Telecommunication meetings of the Board eight to ten times annually.
C. Individual telephone conferences with staff weekly.
D. Two meetings annually for each committee that a board member serves as the board liaison. Committee involvement could be as few as one or as high as four.
E. Attendance at the Leadership Issues Forum.

Position Functions:

A. Preside at all FSBPT meetings, including the Delegate Assembly.
B. Preside at all meetings of the FSBPT Board of Directors.
C. Serve as non-voting ex officio member of all committees except the nominating committee.
D. Serve as official spokesperson of FSBPT.
E. Be designated as a signatory of the FSBPT financial accounts.
F. Make an annual report to FSBPT.
G. Schedule meetings as required.
H. Preside over the meetings and ensure that the focus is on the Board objectives.
I. Working with the Board members, complete specific strategies in support of FSBPT's mission, vision, areas of focus, and goals.
J. Assume such other duties as the Board of Directors may delegate.
K. Board liaison to committees and external organizations:

Committees/task forces:

- Ensure they are operating within FSBPT's mission and goals and the committee's charge.
- Serve as a communication connection between the board and committee activities.
- Although contributions to the committee are valuable, remain self-aware so as to not dominate committee discussions or directions of the discussions.

External organizations:

- Understand FSBPT's mission and the external organization's mission in order to see what might enhance FSBPT functions or what FSBPT might do to better contribute to the external organization.

Position Requirements:

- The office of President shall be a current or past member of a Member Board or current or past administrator of a Member Board.
- No Officer shall concurrently hold an elected or appointed office in a physical therapy state, national, or

international association or hold credentials in another health care profession that would result in potential or actual conflict of interest with FSBPT.

- Governance experience
- Strong planning and facilitative skills
- Ability to relate well with peers
- Open to new ideas
- Commitment to furthering FSBPT's mission

Vice President – Board of Directors

Established by: Bylaws

Board of Directors Summary:

A. Consists of the Officers (President, Vice President, Secretary, and Treasurer) and four Directors.
B. Have general supervision of the affairs of FSBPT between meetings of the Delegate Assembly.
C. Conduct business of the FSBPT on behalf of the Delegate Assembly between meetings of the Delegate Assembly.
D. Conduct business referred to it by the Delegate Assembly.
E. Make appointments as provided in the Bylaws.
F. Establish the fees for the National Physical Therapy Examination.
G. Select an independent certified public accountant to prepare the financial audit of FSBPT.
H. Review and adopt policies.
I. Adopt and provide oversight to an annual budget.
J. Perform the duties prescribed by the Bylaws, the Articles of Incorporation, Standing Rules, and the Policies.
K. Serve as a board liaison to outside organizations, FSBPT members, committees and task forces. Duties of the board liaison are found in the FSBPT Policies Manual.

Term of Vice President: Elected for a term of three years or until their successors are elected and assume office. Shall not serve a third consecutive full term in the same office. Shall assume office at the close of the Annual Education Meeting at which the officers are elected.

Number of meetings (estimated):

A. Minimum of two in-person Board meetings annually (generally four per year) plus Annual Education Meetings. Each meeting will last approximately two days.
B. Telecommunication meetings of the Board eight to ten times annually.
C. Individual telephone conferences with staff weekly.
D. Two meetings annually for each committee that a board member serves as the board liaison. Committee involvement could be as few as one or as high as four.
E. Attendance at the Leadership Issues Forum.

Position Functions:

A. Attend all meetings.
B. Actively prepare for and participate in the meetings.
C. Working with Board members, complete specific strategies in support of FSBPT's mission, vision, areas of focus, and goals.
D. Succeed to the office of the President for the remainder of the term in case of a vacancy in that office.
    a. Assume the duties of the President in their absence or incapacitation.
E. Working with Board members, complete specific strategies in support of FSBPT's mission, vision, areas of focus, and goals.
F. Assume such other duties as the Board of Directors may delegate.
G. Board liaison to committees and external organizations:

Committees/task forces:

- Ensure they are operating within FSBPT's mission and goals and the committee's charge.
- Serve as a communication connection between the board and committee activities.
- Although contributions to the committee are valuable, remain self-aware so as to not dominate committee discussions or directions of the discussions.

External organizations:

- Understand FSBPT's mission and the external organization's missions in order to see what might enhance FSBPT functions or what FSBPT might do to better contribute to the external organization.

Position Requirements:

- The office of Vice President shall be a current or past member of a Member Board or current or past administrator of a Member Board.
- No Officer shall concurrently hold an elected or appointed office in a physical therapy state, national, or international association or hold credentials in another health care profession that would result in potential or actual conflict of interest with FSBPT.

- Governance experience
- Strong planning and facilitative skills
- Ability to relate well with peers
- Open to new ideas
- Commitment to furthering FSBPT's mission

Secretary – Board of Directors

Established by: Bylaws

Board of Directors Summary:

A. Consists of the Officers (President, Vice President, Secretary, and Treasurer) and four Directors.
B. Have general supervision of the affairs of FSBPT between meetings of the Delegate Assembly.
C. Conduct business of the FSBPT on behalf of the Delegate Assembly between meetings of the Delegate Assembly.
D. Conduct business referred to it by the Delegate Assembly.
E. Make appointments as provided in the Bylaws.
F. Establish the fees for the National Physical Therapy Examination.
G. Select an independent certified public accountant to prepare the financial audit of FSBPT.
H. Review and adopt policies.
I. Adopt and provide oversight to an annual budget.
J. Perform the duties prescribed by the Bylaws, the Articles of Incorporation, Standing Rules, and the Policies.
K. Serve as a board liaison to outside organizations, FSBPT members, committees and task forces. Duties of the board liaison are found in the FSBPT Policies Manual.

Term of Secretary: Elected for a term of three years or until their successors are elected and assume office. Shall not serve a third consecutive full term in the same office. Shall assume office at the close of the Annual Education Meeting at which the officers are elected.

Number of meetings (estimated):

A. Minimum of two in-person Board meetings annually (generally four per year) plus Annual Education Meetings. Each meeting will last approximately two days.
B. Telecommunication meetings of the Board eight to ten times annually.
C. Individual telephone conferences with staff weekly.
D. Two meetings annually for each committee that a board member serves as the board liaison. Committee involvement could be as few as one or as high as four.
E. Attendance at the Leadership Issues Forum.

Position Functions:

A. Attend all of the meetings.
B. Actively prepare for and participate in the meetings.
C. Working with staff, ensure that attendance, votes, and the proceedings of the Board of Directors and Delegate Assembly meetings are recorded and maintained in the permanent records of FSBPT.
D. Conduct roll call of Delegates at the annual Delegate Assembly and Board of Directors meetings for the official records and to establish the presence of a quorum.
E. See that staff takes and distributes the minutes for distribution within one week of the meeting.
F. Ensure that copies of the minutes of the Board meetings are approved as appropriate.
G. Working with the Board members, complete specific strategies in support of FSBPT's mission, vision, areas of focus, and goals.
H. Assume such other duties as the Board of Directors may delegate.
I. Board liaison to committees and external organizations:

Committees/task forces:

- Ensure they are operating within FSBPT's mission and goals and the committee's charge.
- Serve as a communication connection between the board and committee activities.
- Although contributions to the committee are valuable, remain self-aware so as to not dominate committee discussions or directions of the discussions.

External organizations:

- Understand FSBPT's mission and the external organization's mission in order to see what might enhance FSBPT functions or what FSBPT might do to better contribute to the external organization.

Position Requirements:

A. The office of Secretary shall be a member of a Member Board, administrator of a Member Board, or an Associate Member.
B. No Officer shall concurrently hold an elected or appointed office in a physical therapy state, national, or

international association or hold credentials in another health care profession that would result in potential or actual conflict of interest with FSBPT.

C. Governance experience
D. Strong planning and facilitative skills
E. Ability to relate well with peers
F. Open to new ideas
G. Commitment to furthering FSBPT's mission

Treasurer – Board of Directors

Established by: Bylaws

Board of Directors Summary:

A. Consists of the Officers (President, Vice President, Secretary, and Treasurer) and four Directors.
B. Have general supervision of the affairs of FSBPT between meetings of the Delegate Assembly.
C. Conduct business of the FSBPT on behalf of the Delegate Assembly between meetings of the Delegate Assembly.
D. Conduct business referred to it by the Delegate Assembly.
E. Make appointments as provided in the Bylaws.
F. Establish the fees for the National Physical Therapy Examination.
G. Select an independent certified public accountant to prepare the financial audit of FSBPT.
H. Review and adopt policies.
I. Adopt and provide oversight to an annual budget.
J. Perform the duties prescribed by the Bylaws, the Articles of Incorporation, the Standing Rules, and the Policies.
K. Serve as a board liaison to outside organizations, FSBPT members, committees and task forces. Duties of the board liaison are found in the FSBPT Policies Manual.

Term of Treasurer: Elected for a term of three years or until their successors are elected and assume office. Shall not serve a third consecutive full term in the same office. Shall assume office at the close of the Annual Education Meeting at which the officers are elected.

Number of meetings (estimated):

A. Minimum of two in-person Board meetings annually (generally four per year) plus Annual Education Meetings. Each meeting will last approximately two days.
B. Telecommunication meetings of the Board eight to ten times annually.
C. Individual telephone conferences with staff weekly.
D. Two meetings annually for each committee that a board member serves as the board liaison. Committee involvement could be as few as one or as high as four.
E. Attendance at the Leadership Issues Forum.

Position Functions:

A. Attend all meetings.
B. Actively prepare for and participate in the meetings.
C. Be designated as a signatory of FSBPT financial accounts.
D. Serve as chair of the Finance Committee.
E. Make an annual report to FSBPT.
F. Work with the CEO and CFO to prepare a budget and present it to the Finance Committee and the Board of Directors for approval.
G. Inform Board Members of FSBPT's financial status at the Board meetings.
H. Ensure that an annual, independent audit is conducted and the auditor's recommendations are addressed.
I. Monitor FSBPT's financial status, financial policies, and programs.
J. Help the President ensure that adequate resources are available to fund FSBPT programs.
K. Working with the Board members, complete specific strategies in support of FSBPT's mission, vision, areas of focus, and goals.
L. Assume such other duties as the Board of Directors may delegate.
M. Board liaison to committees and external organizations:

Committees/task forces:

- Ensure they are operating within FSBPT's mission and goals and the committee's charge.
- Serve as a communication connection between the board and committee activities.
- Although contributions to the committee are valuable, remain self-aware so as to not dominate committee discussions or directions of the discussions.

External organizations:

- Understand FSBPT's mission and the external organization's mission in order to see what might enhance FSBPT functions or what FSBPT might do to better contribute to the external organization.

Position Requirements:

A. The office of Treasurer shall be a current or past member of a Member Board or current or past administrator of a Member Board.
B. No Officer shall concurrently hold an elected or appointed office in a physical therapy state, national, or international association or hold credentials in another health care profession that would result in potential or actual conflict of interest with FSBPT.
C. Elected to office by the Delegate Assembly
D. Governance experience
E. Strong planning and facilitative skills
F. Ability to relate well with peers
G. Open to new ideas
H. Commitment to furthering FSBPT's mission

Director – Board of Directors

Established by: Bylaws

Board of Directors Summary:

A. Consists of the Officers (President, Vice President, Secretary, and Treasurer) and four Directors.
B. Have general supervision of the affairs of FSBPT between meetings of the Delegate Assembly.
C. Conduct business of the FSBPT on behalf of the Delegate Assembly between meetings of the Delegate Assembly.
D. Conduct business referred to it by the Delegate Assembly.
E. Make appointments as provided in the Bylaws.
F. Establish the fees for the National Physical Therapy Examination.
G. Select an independent certified public accountant to prepare the financial audit of FSBPT.
H. Review and adopt policies.
I. Adopt and provide oversight to an annual budget.
J. Perform the duties prescribed by the Bylaws, the Articles of Incorporation, the Standing Rules, and the Policies.
K. Serve as a board liaison to outside organizations, FSBPT members, committees and task forces. Duties of the board liaison are found in the FSBPT Policies Manual.

Directors Terms:

A. All Directors are elected for a term of three years or until their successors are elected and assume office. Shall not serve a third consecutive full term in the same office. Shall assume office at the close of the Annual Education Meeting at which the directors are elected.

Number of meetings (estimated):

A. Minimum of two in-person Board meetings annually (generally four per year) plus Annual Education Meetings. Each meeting will last approximately two days.
B. Telecommunication meetings of the Board eight to ten times annually.
C. Individual telephone conferences with staff weekly.
D. Two meetings annually for each committee that a board member serves as the board liaison. Committee involvement could be as few as one or as high as four.
E. Attendance at the Leadership Issues Forum.

Position Functions:

A. The Director who is a current administrative staff of a Member Board shall:
    a. Fill vacancies, by appointment, in the offices of Council of Board Administrators officers.
B. Attend all meetings.
C. Actively prepare for and participate in the meetings.
D. Working with Board members, complete specific strategies in support of the FSBPT's mission, vision, areas of focus, and goals.
E. Assume such other duties as the Board of Directors may delegate.

Position Requirements for Directors:

A. One Director shall be a current member of a Member Board at the time of the election.
B. One Director shall be a current administrative staff of a Member Board.
C. One Director shall be a member of a Member Board, administrator of a Member Board, or an Associate Member.
D. No Director shall concurrently hold an elected or appointed office in a physical therapy state, national, or international association or hold credentials in another health care profession that would result in potential or actual conflict of interest with FSBPT.
E. Ability to relate well with peers
F. Open to new ideas
G. Board liaison to committees and external organizations:

Committees/task forces:

- Ensure they are operating within FSBPT's mission and goals and the committee's charge.
- Serve as a communication connection between the board and committee activities.
- Although contributions to the committee are valuable, remain self-aware so as to not dominate committee discussions or directions of the discussions.

External organizations:

- Understand FSBPT's mission and the external organization's mission in order to see what might enhance FSBPT functions or what FSBPT might do to better contribute to the external organization.

H. Commitment to furthering FSBPT's mission

Public Member Director – Board of Directors

Established by: Bylaws

Board of Directors Summary:

A. Consists of the Officers (President, Vice President, Secretary, and Treasurer) and four Directors.
B. Have general supervision of the affairs of FSBPT between meetings of the Delegate Assembly.
C. Conduct business of the FSBPT on behalf of the Delegate Assembly between meetings of the Delegate Assembly.
D. Conduct business referred to it by the Delegate Assembly.
E. Make appointments as provided in the Bylaws.
F. Establish the fees for the National Physical Therapy Examination.
G. Select an independent certified public accountant to prepare the financial audit of FSBPT.
H. Review and adopt policies.
I. Adopt and provide oversight to an annual budget.
J. Perform the duties prescribed by the Bylaws, the Articles of Incorporation, the Standing Rules, and the Policies.
K. Serve as a board liaison to outside organizations, FSBPT members, committees and task forces. Duties of the board liaison are found in the FSBPT Policies Manual.

Public Member Term:

- The Director who is a Public Member shall be appointed by the Board of Directors and shall serve a term of one year. The Public Member shall not serve more than ten consecutive terms in this office.

Number of meetings (estimated):

A. Minimum of two in-person Board meetings annually (generally four per year) plus Annual Education Meetings. Each meeting will last approximately two days.
B. Telecommunication meetings of the Board eight to ten times annually.
C. Individual telephone conferences with staff weekly.
D. Two meetings annually for each committee that a board member serves as the board liaison. Committee involvement could be as few as one or as high as four.
E. Attendance at the Leadership Issues Forum.

Position Functions:

A. Provide an "outsider" perspective for the board on physical therapy regulatory issues.
B. Help the board and the membership focus on public protection rather than protection of the profession without alienating them.
C. Actively prepare for and participate in the meetings.
D. Working with Board members, complete specific strategies in support of FSBPT's mission, vision, areas of focus, and goals.
E. Assume such other duties as the Board of Directors may delegate.

Position Requirements for Public Member:

A. Non-PT/PTA
B. Preference would be an individual with a law or philosophy background who is published or known in their field in other ways
C. Have a passion for and be knowledgeable in an area such as health care, quality health care, health care regulation, the purpose of health care regulation, public protection, or public health
D. Have an educational/work experience background that can be viewed as credible by the membership
E. Have some special talent, skill, knowledge contact, or other contribution to the work of the board
F. Knowledge of and appreciation for physical therapy
G. Willing to make a commitment to FSBPT, including concern for its development and willingness to participate in meetings
H. Ability to clearly articulate their views while tolerant of the opinions of others' points of views and comfortable with change
I. No Director shall concurrently hold an elected or appointed office in a physical therapy state, national, or international association or hold credentials in another health care profession would result in potential or actual conflict of interest with FSBPT
J. Ability to relate well with peers
K. Open to new ideas

L. Commitment to furthering FSBPT's mission

Recruitment Characteristics for the Public Member

1. Willing to make a commitment to the organization.
    - Is this the right cause and organization for them?
    - Can they work with the organization and this board given the organization's current issues?
    - Do they show concern for the organization's development?

2. Willing to actively participate in board meetings.
    - Explicit assurance regarding the amount of time they are willing and able to commit.

3. Have some special talent, skill, knowledge contact, or other contribution to the work of the board.

4. Willing to bring themselves to the work of the board: desire to serve, willing to share ideas, experiences, feelings, insights, fears, questions.
    - Feel comfortable speaking up
    - Ability to listen to other people's opinions
    - Capacity to disagree with a board decision but to support the decision and organization once the vote has been cast

5. See themselves as facilitators for the organization, providing support to staff and other board members

6. Can articulate what they can and will contribute to the organization

7. Can articulate what they want to get out of their time on the board

8. Personal characteristics: honesty; community-building skills; personal integrity; a developed sense of values; a sense of humor; listens; open to opinions of others; tolerates differences of opinion; can see a new points of view; comfortable with change

Possible Interview Questions for FSBPT Public Member

General questions for current board prior to interviewing candidates

- What should the general profile for an FSBPT public member include?
- What are the generic attributes and qualifications that the board would like nominees to have?
- What should be the criteria for selecting a Public Member?

Specific questions for candidates

- What interests you most about serving on the board?
- Could your schedule accommodate attending meetings on weekends? Have you seen the annual meeting calendar?
- Can you commit to fully participate on the board and to commit the time to attend these meetings?
- How can you envision yourself advocating on behalf of public protection (provide an example)?
- Can you advance a differing point of view yet reach a compromise decision with your fellow board members?
- Will you openly discuss, debate, and share views in a constructive manner?
- Can you disagree with a specific board decision, but support the overall board's decision externally?
- Can you support the concept of states' rights in the licensure of health care professionals?
- Can you provide us some examples of your demonstrated ability in, and commitment to, teamwork?
- Can you respect confidential data or sensitive information that may be necessary to share during board deliberations?
- Do you have any potential conflicts of interest given your other responsibilities?
- Will you openly participate in board self-evaluations for the purpose of improving the overall organization's effectiveness?
- Are you willing to potentially take on assignments as a board liaison to certain committees of the board?
- What knowledge or skills do you believe you would bring to the board and organization?
- What are the potential downsides of your involvement with the board?

- What other experiences have you had serving on boards of directors?
- Do you have an understanding of, and commitment to, the vision and mission of FSBPT?
- What experiences do you have volunteering in nonprofit organizations?
- What, if any, political resources do you possess that could benefit the board?
- Provide references from other organizations the person has served on their board.

Evaluating the effectiveness of the public member:

- Do they present an "outsider" perspective for the board?
- Do they have a passion or deep knowledge in an area of health care regulation?
- Do they have a background that is viewed as credible by the membership?
- Do they participate as a full member of the board of directors?
    - Do they attend meetings?
    - Do they participate in conference calls?
    - Do they read and understand material prior to discussions?
    - Do they actively participate in board discussions?
- Have they "effectively communicated" (see above) with the board? The membership? The staff?

CBA Chair

Established by: Bylaws
Position Summary:
The Council of Board Administrators (CBA) elects a Chair at its annual CBA meeting in odd-numbered years. The CBA Chair is a leadership position. The Chair facilitates all forums of the CBA. The Chair acts as a representative and spokesperson for the CBA in all forums, soliciting input from CBA members as applicable, and disseminating CBA resolutions as appropriate. The CBA Chair is automatically appointed to the CBA Nominating Committee, Excellence in Regulation Committee, and FSBPT Education Committee while chair and will participate in the annual Leadership Issues Forum.

Term of Chair: Two years

Number of meetings (estimated):
Two:

- Leadership Issues Forum (usually in summer)
- Annual CBA Meeting/FSBPT Annual Education Meeting (usually in autumn)

Conference calls/Webinars:

- Participate in FSBPT Education Committee planning sessions (three during the year done via webinar). However, this position has no active role during the Annual Education Meeting.
- Participate in telephone planning conferences for the CBA Annual Education Meeting
- Participate in Excellence in Regulation Committee telephone conferences
- Participate in the follow-up telephone planning conference for the Annual Education Meeting

Position Functions:

- Officiate at all CBA forums
- Serve as chair of the CBA Nominating Committee
- Organize, plan, and facilitate the annual CBA program and business meeting
- Report/respond to FSBPT Board as appropriate
- Initiate communications/solicit consensus to/from CBA members as warranted
- Participate in the Education Committee functions as assigned
- Serve on Excellence in Regulation Committee

Position Requirements:

- Member of CBA
- Strong leadership skills
- Strong oral and written communication skills
- Strong planning and facilitative skills
- Ability to relate well with peers
- Open to new ideas

CBA Vice Chair

Established by: Bylaws
Position Summary:
The Council of Board Administrators (CBA) elects a Vice Chair at its annual CBA meeting in even-numbered years. The Vice Chair shall be responsible for keeping a record of Annual Forum sessions of the Council. The Vice Chair shall notify Council members of the date, time, and place of Council meetings. The CBA Vice Chair is automatically appointed to the CBA Nominating Committee and FSBPT Education Committee while vice chair and will participate in the annual Leadership Issues Forum.

Term of Vice Chair: Two years

Number of meetings (estimated):
Two:

- Leadership Issues Forum (usually in summer)
- Annual CBA Meeting/FSBPT Annual Education Meeting (usually in autumn)

Conference calls/Webinars:

- Participate in FSBPT Education Committee planning sessions (three during the year done via webinar). However, this position has no active role during the Annual Education Meeting.
- Participate in telephone planning conferences for the CBA Annual Education Meeting
- Participate in the follow-up telephone planning conference for the Annual Education Meeting

Position Functions:

- Record Annual Forum sessions of the Council
- Serve as vice chair of the CBA Nominating Committee
- Notify Council members of the date, time, and place of council meetings
- Participate in the Education Committee functions as assigned

Position Requirements:

- Member of CBA
- Strong leadership skills
- Strong oral and written communication skills
- Strong planning and facilitative skills
- Ability to relate well with peers
- Open to new ideas

CBA Nominating Committee

Established by: CBA Rules of Procedure

Committee Summary:
The CBA shall maintain a nominating committee consisting of the current Chair and Vice Chair of the CBA and one non-officer CBA member. The committee shall present a slate of candidates for CBA offices.

Term of Committee: Ongoing CBA Standing Committee

Term of Member: The term of the CBA Chair and Vice Chair is two years from the date of the CBA Forum at which they are elected. The term for the third member is three years from the date of the CBA Forum at which they are elected.

Number of meetings (estimated):

A. Attendance at the CBA Forum during the FSBPT Annual Education Meeting
B. Two to three webinars or conference calls as necessary

Position Functions:

A. Attend all meetings.
B. Actively prepare for and participate in the meeting.
C. Duties
    a. Determine a slate of candidates for the CBA Chair, Vice Chair, and the non-officer CBA member of the CBA Nominating Committee.
    b. Maintain a list of Council members available to serve as candidates for CBA Chair, Vice Chair, and CBA Nominating Committee.
    c. Update and distribute job descriptions for CBA Chair, Vice Chair, and CBA Nominating Committee.
    d. Reach out to potential nominees to discuss open positions.
    e. Provide to CBA Members the slate of candidates with qualifications in advance of the Annual Forum.

Requirements:

A. Member of the CBA
B. Ability to relate well with peers
C. Open to new ideas
D. Commitment to furthering FSBPT's mission

Members and Chair – Compensation Committee

Established by: Compensation Plans and the Board of Directors

Committee Summary:

A. The Compensation Committee comprises three members of the Board of Directors, to include the President, Treasurer, and one more Board member selected by the Board and intended to serve a two-year term.
B. The objective of the Compensation Committee is to manage the Executive Compensation process on behalf of the Board and to undertake to review and recommend action on other significant compensation matters in regards to general staff compensation (e.g., change in retirement plans, addition or deletion of major compensation elements, significant modification in compensation budgets, etc.) as requested by the CEO.
C. Annually, the Compensation Committee is responsible for managing the following Executive Compensation matters:
    a. Acting as administrator of the Executive Compensation plans;
    b. Reviewing and recommending for approval by the Board of Directors any new Executive Compensation plans, either deferred or non-deferred;
    c. Reviewing and making recommendations for approval by the Board of Directors regarding any changes to existing compensation plans;
    d. Reviewing and making recommendations for approval by the Board of Directors regarding changes to the CEO employment contract;
    e. Establishing and modifying the terms and conditions of employment of the CEO, including any severance provisions;
    f. Reviewing and approving changes to the CEO's base salary reflecting the results of the Board of Directors CEO Performance Evaluation and the overall financial results of FSBPT; and
    g. Leading and managing the Management Incentive Plan (MIP) process.
D. As regards to the Management Incentive Plan (MIP), the Compensation Committee is authorized by the FSBPT Board of Directors to approve the overall structure and content of the plan each year and to manage the Management Incentive Plan as outlined in the Plan Administrative Document, including:
    a. Meeting at least twice annually, first at the end/beginning of each fiscal year to review previous goals and to establish new goals, and a second time at mid-year to review progress made toward goals and to establish the ongoing viability of goals for the remainder of the plan year;
    b. Reviewing and making recommendations for approval by the Board of Directors of any proposed changes in the Plan document;
    c. Recommending to the Board the prescribing, amending, and/or rescinding of any MIP guidelines, rules, and/or provisions, as deemed necessary;
    d. Interpreting the provisions of the MIP and developing the procedures to be used in its administration;
    e. Reviewing and approving the annual organizational performance targets developed by the CEO and used to assess FSBPT's fiscal year performance;
    f. Developing and approving, in conjunction with the CEO, the CEO's individual performance goal(s);
    g. Reviewing and approving the management team's assessment of FSBPT's overall performance results at the end of each fiscal year;
    h. Approving, in accordance with the MIP document guidelines, the lump sum incentive awards for plan participants;
    i. Presenting the program, including organizational performance targets, to the full Board for approval at the beginning of each plan year; and
    j. Presenting the performance results and program costs to the full Board at the end of each Plan year.
E. Make recommendations to the Board of Directors regarding the stipends and other compensation to be paid to the members of the Board for their service.
F. Ensure that staff monitors and evaluates summary data on the employee population (e.g., total compensation costs, compensation benchmark data, employee diversity, turnover levels, etc.).
G. If needed, the Committee shall have the power and authority to retain such compensation consultants, outside counsel, and other advisors as the Committee may deem appropriate.
H. Perform such other activities and functions related to compensation as may be assigned by the Board of Directors.

Term of Committee: Standing Committee
Term of Chair: Remainder of term as the President
Term of Member: Remainder of term of Officer

Number of meetings (estimated):

- At least two committee meetings annually

Position Functions:

A. Attend all of the meetings.
B. Actively prepare for and participate in the meeting.
C. Working with the chair and the other committee members, complete specific strategies in support of FSBPT's mission and strategic plan.

Members and Chair – Continuing Competence Committee

Established by: Board of Directors

Committee Summary:

A. This committee reviews the current best evidence related to continuing competence, makes recommendations regarding new approaches to continuing competence based on the evidence and recommends appropriate models that incorporate these changes, uses the evidence to evaluate and recommend tools and methods that will help assure licensees are maintaining competence for safe and effective practice, and achieve the purpose of the FSBPT Continuing Competence Initiative.
B. Carries out other duties as assigned by the Board of Directors.

Term of Committee: Ongoing Standing Committee
Term of Chair: Remainder of term as a member
Term of Member: Three Years

Number of meetings (estimated):

A. One or two in-person committee meetings annually. The meeting will last about two days
B. Three to four webinars or conference calls as necessary

Position Functions:

A. Attend all meetings.
B. Actively prepare for and participate in the meetings.
C. Working with the board liaison, staff liaison, and the other committee members, complete specific strategies in support of FSBPT's mission and strategic plan.

Position Requirements:

A. Experience with continuing competence
B. Ability to relate well with peers
C. Open to new ideas
D. Commitment to furthering FSBPT's mission
E. At least one committee position will be filled by an APTA staff member

Additional duties if appointed to serve as Chair:

A. Participate in one orientation conference call at the beginning of the term as Chair with the staff liaison and board liaison to review roles (or if board liaison changes).
B. Develop meeting agendas with staff and schedule meetings as required.
C. Preside over the meetings and ensure that the focus is on the committee objectives.
D. See that staff takes and distributes a report to the Board of Directors within one week of the meeting.
E. Submit an annual report of the past year's goals and accomplishments.
F. Attend the Annual Education Meeting and the Leadership Issues Forum, which are required and in the budget.

Members and Chair – Education Committee

Established by: Board of Directors
Committee Summary:

A. Consists of at least six members, including the CBA Chair and Vice Chair.
B. Supports the Board's educational programs, including the Annual Education Meeting and others as assigned.
C. Promotes FSBPT as an organization of jurisdictions working together to protect the health, safety, and welfare of the public.
D. Carries out other duties as assigned by the Board of Directors.

Term of Committee: Ongoing Standing Committee
Term of Chair: Remainder of term as a member
Term of Member: Three years

Number of meetings (estimated):

- One webinar training held one to two weeks prior to the Annual Education Meeting and one in-person training held on the Wednesday evening prior to the Annual Education Meeting
- Two webinars in the first and second quarters (and others as needed) to plan the Annual Education Meeting and to plan the meeting for the following year
- Attendance at the Annual Education Meeting is required and in the budget

Position Functions:

- Working with the board liaison, staff liaison, and the other committee members, complete specific strategies in support of FSBPT's mission and strategic plan.

Committee Specifics at the Annual Education Meeting:

A. Working with staff, provide logistical on-site support for the three-day Annual Education Meeting, to include supporting educational sessions, general sessions, receptions, dinners, and other activities as outlined in the meeting schedule.
B. Arrive at the Registration Desk as scheduled each day and attend a wrap-up session with the staff liaison after the final session has ended.
C. Work with one to two other committee members in teams as assigned by the staff liaison and/or Chair.
D. Assist attendees in finding their sessions.
E. Wear appropriate colored FSBPT shirt each day of the Annual Education Meeting, Thursday through Saturday.
F. Attend the education committee dinner/training on Wednesday night at the Annual Education Meeting site.
G. **Stand and walk for extended periods (hours) over three days.**
H. Handle tasks as assigned in the logistics packets (provided during planning conference calls and training dinner), including, but not limited to: making announcements, introducing speakers, keeping time for speakers, handing out microphones to attendees, distributing handouts, directing attendees to session spaces, collecting evaluations, setting out signage and tent cards, answering attendees' wayfinding questions, alerting A/V personnel of technical problems, delivering motions/amendments to recorders, distributing and collecting electronic voting clickers, etc.

Position Requirements:

A. Attend all of the meetings, webinars, and conference calls.
B. Actively prepare for and participate in the Annual Education Meeting.
C. Be friendly, ready, and able to assist members during the Annual Education Meeting.
D. Be able to stand and walk for extended periods (hours) over three days.
E. Be open to new ideas.
F. Have a commitment to furthering FSBPT's mission.

Additional duties if appointed to serve as Chair:

A. Serve on Excellence in Regulation Committee.
B. Participate in one orientation conference call at the beginning of the term as Chair with the staff liaison and board liaison to review roles (or if board liaison changes).
C. Schedule meetings as required.
D. Preside over the meetings and ensure that the focus is on the committee objectives.

E. See that staff takes and distributes a report to the Board of Directors within one week of Education Committee meetings.
F. Submit an annual report of past year's goals and accomplishments.
G. Attend the Leadership Issues Forum as required and in the budget.
H. Oversee committee member duties at the Annual Education Meeting.
I. Make an announcement during the Annual Education Meeting welcome session.
J. Alert attendees to the sessions starting by ringing chimes.

Members and Chair – Ethics and Legislation Committee

Established by: Board of Directors

Committee Summary:

A. Consists of five members preference to include one public member.
B. Develops and analyzes methods to improve consumer protection.
C. Initiates research on the impact/effects of the health care delivery system.
D. Creates resources, resource papers, and position papers regarding disciplinary and standards of practice issues.
E. Completes ongoing review and update of the *Model Practice Act for Physical Therapy.*
F. Creates resources, resource papers, and position papers regarding legislative issues.
G. Promotes implementation and use of the Model Practice Act.
H. Promotes FSBPT as an organization working together to protect the health, safety, and welfare of the public.
I. Carries out other duties as assigned by the Board of Directors.

Term of Committee: Ongoing Standing Committee
Term of Chair: Remainder of term as a member
Term of Member: Three Years

Number of meetings (estimated):

A. One to two meetings annually; the meetings will last about two days.
B. Three to four virtual meetings or conference calls as necessary

Position Functions:

A. Attend all of the meetings.
B. Actively prepare for and participate in the meetings.
C. Working with the board liaison, staff liaison, and the other committee members, complete specific strategies in support of FSBPT's mission and strategic plans.
D. Submit an annual report of past year's goals and accomplishments.

Position Requirements:

A. Experience in governance and the disciplinary/remediation process
B. Ability to relate well with peers
C. Open to new ideas
D. Commitment to furthering FSBPT's mission

Additional Chair Position requirements:

- Member of a board for at least two years
- Strong planning and facilitative skills

Additional duties if appointed to serve as Chair:

A. Serve on Excellence in Regulation Committee.
B. Participate in one orientation conference call at the beginning of the term as Chair with the staff liaison and board liaison to review roles (or if board liaison changes).
C. Schedule meetings as required.
D. Preside over the meetings and ensure that the focus is on the committee objectives.
E. See that staff completes and distributes a report to the Board of Directors within one week of the meetings.
F. Submit an annual report to the Delegate Assembly of past year's goals and accomplishments.
G. Attend the Annual Meeting and the Leadership Issues Forum, which are required and in the budget.

Members and Chair – Exam Development Committee (PT & PTA)

Established by: Bylaws
Committee Summary:
The purpose of the NPTE Exam Development Committee is to ensure the reliability and validity of the NPTE by applying PT expertise to reviewing the content of test items and forms.

This committee is responsible for performing oversight of the item bank review process and for reviewing the forms of the National Physical Therapy Examination. Oversight activities of the item bank review process involve a combination of item review and revision. The committee reviews each item, verifying one correct key (best answer) and that the distractors are incorrect, and ensures that the items are current, relevant to the content outline, and entry-level. The committee ensures that items are assigned to content categories appropriately and verifies other item-related information, such as the cognitive level, the rating scales (e.g., the appropriateness for entry-level practice, likelihood that a therapist not having this skill or knowledge could cause a patient physical or mental harm, the importance of knowledge of the item for providing effective treatment at the entry-level), and the rationale and reference supporting the key and each distractor. These activities are performed for new items yet to be approved into the FSBPT item bank and items in the item bank that have been flagged because of perceived flaws (e.g., content or statistical).

The committee also does a final review of each scored and pretest item on draft test forms provided by FSBPT staff, verifying that each item reflects current practice, is relevant to the content outline, and is entry-level. Committee members also verify that items do not overlap with other items on the examination and do not give answers or substantial hints to other items within a section of the examination. The committee selects replacement items for any operational or pre-test item it deems not appropriate for the examination.

Committee Functions:

A. Reviews all new items submitted by item writer coordinators.
B. Revises (where necessary) new items being considered for the item bank.
C. Updates rationales and references for any items revised during the review process, including scored items finalized to NPTE forms.
D. Approves new items into the item bank.
E. Identifies and documents flaws in new items failing to be approved to the item bank.
F. May review/revise items flagged during other phases of the item development process and those flagged for review on the basis of statistics during pretesting.
G. Approves revised items into the item bank after verifying that references and rationales for the revised items have been updated.
H. Reviews draft forms of the examination.
I. Approves all items that go onto an examination.
J. Promotes FSBPT as an organization working together to protect the health, safety, and welfare of the public through the National Physical Therapy Examinations.
K. Carries out other duties as necessary to fulfill the committee's purpose as defined by the FSBPT Board of Directors.
L. Develops additional items for scenarios on an as-needed basis, while also reviewing and implementing EDC-proposed scenario edits.
M. Collaboratively reviews and approves scenario items for pretesting.

Committee Make-up:

A. EDC-PT and EDC-PTA each consists of at least thirteen members.
B. There are four chairs that lead EDC-PT and four chairs that lead EDC-PTA. At least one chair attends each EDC meeting. If additional leadership is needed, an experienced EDC member with at least one year of experience can help lead a meeting in lieu of the named chair.
C. A quorum of at least five members is needed to approve a test form and four members are needed to approve an item. An FSBPT staff physical therapist can serve as a committee member if we are not able to achieve a quorum.
D. The committee members as a whole should have experience/expertise in all of the following areas:
    - Geriatrics
    - Pediatrics
    - Orthopedics/musculoskeletal

- Neurologic
- Critical Care
- Cardiovascular/pulmonary
- Integumentary and wound care

E. To the extent possible, the committee will be geographically and demographically representative of member licensing jurisdictions
F. Previous experience as an item writer is preferred

Term of Committee: Ongoing Standing Committee
Term of Chair: Remainder of term as a member
Term of Member: Three Years

Number of meetings at each exam level (estimated):

- Four up to six meetings annually in Alexandria or virtual; each committee member is expected to attend three to four meetings.
- Each meeting lasts approximately three to four days; currently, meetings are held from Thursday or Friday morning through Sunday noon.

Committee Member Expectations:

A. Attends three to four meetings annually as scheduled.
B. Actively prepares for and participates in the meeting.
C. Working with the other committee members, completes specific strategies in support of FSBPT's goals.

Committee Member Requirements:

A. Makes all efforts to relate well with peers.
B. Maintains an openness to new ideas.
C. Maintains focus and attention to detail.
D. Thinks critically when making expert judgments.
E. Maintains a commitment to furthering the public protection mission of FSBPT.
F. Minimum of three years of being licensed as a physical therapist or physical therapist assistant and two years of experience in practice setting that the particular committee member represents.
G. Committee member should be recognized by peers as having expertise in area of practice, such as
    1. Receiving a certification or other credential in a specialty area;
    2. Recommended by a professional group or an experienced FSBPT volunteer;
    3. Having published in area of practice, experience teaching/training in area of practice); or
    4. Other qualifications as deemed appropriate by FSBPT staff or the Board of Directors.

Additional duties if appointed to serve as Chair:

A. Participate in one orientation conference call at the beginning of the term as Chair with the staff liaison and board liaison to review roles (or if board liaison changes).
B. Attend the Exam Chair's Meeting, Leadership Issues Forum, and Annual Meeting, which are required and in the budget.
C. Review and respond to item challenges from candidates.
D. Enhance collaboration between EDC members and item writer coordinators and item writers.

Member – Excellence in Regulation Award Committee

Established by: Board of Directors
Committee Summary:

A. Consists of the immediate past president of FSBPT and the chairs of the CBA, Education Committee, Ethics and Legislation Committee, and the Nominating Committee.
B. The immediate past president of FSBPT leads the committee discussions, informally serving as chair of the Excellence in Regulation Committee.
C. Reviews nominations made by a jurisdiction or an FSBPT committee for the Excellence in Regulation Award.
D. Selects awardees for the current year.
E. Submits a report to the Board of Directors following the selection of awardees (who will receive the award at the Annual Education Meeting from the current president of the FSBPT Board of Directors).

Term of Committee*:* Ongoing Standing Committee
Term of Member: Based on length of time serving as immediate past president or chair of the designated committees

Number of meetings (estimated):
There is usually one conference call.

Position Functions:

A. Attend all conference calls.
B. Actively prepare for and participate in the calls.
C. Working with the Staff Liaison and the other committee members, complete specific strategies in support of FSBPT's mission and strategic plan.

Position Requirements:

A. Serving as the immediate past president or serving as the chair of the CBA, the Education Committee, the Ethics & Legislation Committee, or the Nominating Committee.

Members and Chair – Finance Committee

Established by: Bylaws
Committee Summary:

A. Consists of six members, plus the Treasurer who serves as the Chair.
B. Discusses, reviews, and analyzes the annual budget with FSBPT staff in order to present to and make a recommendation for approval to the Board of Directors.
C. Provide suggestions on revisions to or more analysis needed on the annual budget for the Board's consideration.
D. Promotes FSBPT as an organization working together to protect the health, safety, and welfare of the public.
E. Carries out other duties as assigned by the Board of Directors.

Term of Committee: Standing Committee
Term of Chair: Remainder of term as the Treasurer
Term of Member: Three Years

Number of meetings (estimated):

A. One meeting annually lasting two days.
B. One conference call meeting mid-year, if needed.
C. Attendance at the Leadership Issues Forum — determined yearly by the Board of Directors

Position Functions:

A. Attend all of the meetings.
B. Actively prepare for and participate in the meeting.
C. Working with the chair and the other committee members, complete specific strategies in support of FSBPT's mission and strategic plan.

Position Requirements:

A. Ability to relate well with peers
B. Open to new ideas
C. Familiarity with Financial statements and budgets.
D. Familiarity with Microsoft products such as Excel and PowerPoint.
E. Ability to evaluate and perform mathematical calculations for review of the annual budget.
F. Commitment to furthering FSBPT's mission

Additional Chair Position requirements:

- Hold the position of Treasurer of the Board
- Strong planning and facilitative skills
- Governance experience

Additional duties if appointed as Treasurer:

A. Participate in one orientation conference call at the beginning of the term as Chair with the staff liaison and board liaison to review roles (or if board liaison changes).
B. Attend the Annual Meeting and Leadership Issues Forum.
C. Schedule meetings as required.
D. Preside over the meetings and ensure that the focus is on the committee objectives.
E. Assure that staff takes and submits a report to the Board within one week of the meeting.
F. Submit an annual report of the past year's goals and accomplishments.

Members and Chair – Investment Committee

Established by: Investment Policies of the Policies and Procedures Manual

Committee Summary:

A. Consists of at least three members of the Board of Directors, one of which will be the Treasurer, as well as the Chief Executive Officer and the Chief Financial Officer.
B. Using the CFO and staff, communicates regularly with the investment manager and investment consultant on duties and responsibilities.
C. Ensures that staff monitors and evaluates investments results on an ongoing basis to assure that policy guidelines are being adhered to and that objectives are appropriate.
D. Recommends to the Board of Directors investment managers and consultants to be used, as needed, to assist in carrying out the duties and responsibilities of the Committee. Monitors the performance of such investment managers and consultants.
E. Carries out other duties as assigned by the Board of Directors.

Term of Committee: Standing Committee
Term of Chair: Remainder of term as the President
Term of Member: Three Years

Number of meetings (estimated):

Two committee meetings annually, which last less than one day. These meetings are usually held in conjunction with already scheduled Board or Annual meetings.

Position Functions:

A. Attend all of the meetings.
B. Actively prepare for and participate in the meetings.
C. Working with the committee members, complete specific strategies in support of the Federation's mission and strategic plan.

Position Requirements:

A. Ability to relate well with peers
B. Open to new ideas
C. Commitment to furthering FSBPT's mission

Additional Chair Position requirements:

- Hold the position of President of the Board
- Strong planning and facilitative skills
- Governance experience

Additional duties if serving as Chair:

A. Schedule meetings as required.
B. Preside over the meetings and ensure that the focus is on the committee objectives.
C. See that staff takes and submits a report to the Board for distribution within one week of the meeting.
D. Submit an annual report of the past year's goals and accomplishments to the Delegate Assembly.

Members – Item Writer Coordinators

Established by: Board of Directors
Committee Summary:

A. Consists of at least four PT members and four PTA members
B. Oversees item writers.
C. Maintains the validity and reliability of the National Physical Therapy Examinations.
D. Promotes FSBPT as an organization of jurisdictions working together to protect the health, safety, and welfare of the public through the National Physical Therapy Examinations
E. Carries out other duties as assigned by the Board of Directors

Term of Committee: Ongoing Standing Committee
Term of Member: Three Years

Number of meetings (estimated):

- Attend at least one item writer workshop each year.
- Attend one EDC meeting annually.

Position Functions:

A. Assist and advise assigned items writers.
B. Approves items written by item writers before the items are reviewed by EDC.
C. Assists in teaching at item writing workshop.

Position Requirements:

A. Experience on exam subcommittees and/or item writing.
B. Ability to write and analyze items for the National Physical Therapy Examination item bank consistent with the NPTE item development standards.
C. Commitment to furthering FSBPT's mission.

Additional duties if appointed to serve as Item Writer Coordinator representative:

A. Attend the Exam Chairs' Meeting and Leadership Issues Forum, which are required and in the budget.

Members and Chair – Nominating Committee

Established by: Bylaws
Committee Summary:

A. Consists of three members elected by the Delegates.
B. Submits one or more candidates for each office or committee opening that is to be filled by election.
C. Submits to the Delegates one or more nominations for each office on the Board of Directors that becomes vacant as a result of an election.
D. Supports the process of reviewing the qualifications of a candidate slated by petition.
E. Coordinates the election processes at the Annual Education Meeting.

Term of Committee: Ongoing Standing Committee
Term of Chair: Third year on committee
Term of Member: Three Years

Number of meetings (estimated):

- Three or four conference calls
- Attend the Leadership Issues Forum (LIF) and Annual Education Meeting as required and in the budget.
- Attend the virtual candidate forum in July

Position Functions:

A. Attend all of the meetings.
B. Actively prepare for and participate in the meetings.
C. Working with the staff liaison and committee members, complete specific strategies in support of FSBPT's mission and strategic plan.

Position Requirements:

A. Ability to relate well with peers
B. Well networked within the FSBPT community
C. Open to new ideas
D. Commitment to furthering FSBPT's mission

Additional Chair Position requirements:

- The senior member (in the third year) becomes the chair of the committee
- Strong planning and facilitative skills
- Governance experience

Additional duties if serving as Chair:

A. Serve on Excellence in Regulation Committee.
B. Schedule meetings as required.
C. Preside over the meetings and ensure that the focus is on the committee objectives.
D. Submit an annual report of the past year's goals and accomplishments.

Members and Chair – Resolutions Committee

Established by: Bylaws
Committee Summary:
The Resolutions Committee shall consist of at least three persons appointed by the Board of Directors. The terms of the members shall be three years with staggered terms. A Parliamentarian shall serve as an ex officio member of the committee.

Duties:

A. Receives and correlates motions and resolutions to be presented to the Delegate Assembly and identifies motions that fall outside the purpose of FSBPT.
B. Provides advice and counsel to Delegates regarding form, wording, and method of presentation of matters to the Delegate Assembly.
C. All main motions to be considered shall be discussed by the membership at the Leadership Issues Forum and then submitted to the Resolutions Committee at least ninety days prior to the Annual Education Meeting. Main motions, once perfected, will be provided to the Delegates forty-five days prior to the Delegate Assembly.

Term of Committee: Ongoing Standing Committee
Term of Chair: Remainder of term as a member
Term of Member: Three Years

Number of meetings (Estimated):

- Three or four conference calls
- Attend the Leadership Issues Forum (LIF) as budgeted for and required
- Attend the Delegate Assembly

Position Functions:

A. Attend all of the meetings.
B. Actively prepare for and participate in the meetings.
C. Working with the board liaison, staff liaison, and the other committee members, complete specific strategies in support of FSBPT's mission and strategic plan.

Position Requirements:

A. Governance and parliamentary experience
B. Strong critical thinking and attention to detail
C. Ability to relate well with peers
D. Open to new ideas
E. Commitment to furthering FSBPT's mission

Additional Chair Position requirements:

- Well networked within the FSBPT community
- Senior member of the committee
- Attend the Annual Education Meeting

Additional duties if serving as Chair:

A. Participate in one orientation conference call at the beginning of the term as Chair with the staff liaison and board liaison to review roles (or if board liaison changes).
B. Schedule meetings as required.
C. Facilitate the Delegate Workshop in years where a Delegate Assembly takes place.
D. Preside over the meetings and ensure that the focus is on the committee objectives.
E. See that staff takes and submits a report to the Board for distribution within one week of the meeting.
F. Submit an annual report of the past year's goals and accomplishments.

Members and Chair – Sexual Misconduct and Boundaries Committee

Established by: Bylaws
Committee Summary:

A. The Sexual Misconduct and Boundaries Committee shall consist of at least six persons and a public member appointed by the Board of Directors.
B. Creates educational resources or resource papers regarding sexual misconduct and boundary violations
C. Promotes awareness of sexual misconduct and boundary violations issues to FSBPT membership
D. Promotes FSBPT as an organization working together to protect the health, safety, and welfare of the public
E. Carries out other duties as assigned by the Board of Directors

Term of Committee: Ongoing Standing Committee
Term of Chair: Remainder of term as a member
Term of Member: Three Years

Number of meetings (Estimated):

A. One or two in-person meetings annually; the meetings will last about two days
B. Three to four virtual meetings or conference calls as necessary

Position Functions:

A. Attend all meetings.
B. Actively prepare for and participate in the meetings.
C. Working with the board liaison, staff liaison, and the other committee members, complete specific strategies in support of FSBPT's mission and strategic plan.

Position Requirements:

A. Experience with regulating and/or sexual misconduct and boundary violations
B. Ability to relate well with peers
C. Open to new ideas
D. Commitment to furthering FSBPT's mission
E. One committee position will be filled by a public member who is outside of physical therapy regulation

Additional duties if appointed to serve as Chair:

A. Participate in one orientation conference call at the beginning of the term as Chair with the staff liaison and board liaison to review roles (or if board liaison changes).
B. Develop meeting agendas with staff and schedule meetings as required.
C. Preside over the meetings and ensure that the focus is on the committee objectives.
D. See that staff completes and distributes a report to the Board of Directors within one week of the meeting.
E. Submit an annual report of the past year's goals and accomplishments.
F. Attend the Annual Education Meeting and the Leadership Issues Forum, which are required and in the budget.

Members and Chair – Item Writing Task Force PT/PTA

Established by: Board of Directors

Task Force Summary:
The task force's purpose is to formalize the importance and leadership role of item writers who have made significant contributions to the NPTE item bank and to the item development process. The creation of the task force allows FSBPT to concentrate resources and training on a core group of item writers who have demonstrated the ability to write high-quality NPTE items. Creation of the task force should allow FSBPT to react quickly to changes/needs in the item bank as a result of security threats or changes in test content outline.

Task Force Functions:
A. Develop and implement strategies for targeting broad areas of content.
B. Create up to sixty items annually using the Item Entry and Review System (IER).
C. Maintain the validity and reliability of the National Physical Therapy Examinations.
D. Promote FSBPT as an organization working together to protect the health, safety, and welfare of the public through the National Physical Therapy Examinations.
E. Update rationales and references for any items revised during the review process.
F. Review/revise items flagged during other phases of the item development process and those flagged for review on the basis of statistics during pretesting.

Task Force Make-up:
A. PT Item Writing Task force consists of up to twenty members
B. PTA Item Writing Task Force consists of up to twenty members
C. The task force as a whole should have experience/expertise in all of the following areas:
- Geriatrics
- Pediatrics
- Orthopedics/musculoskeletal
- Neurologic
- Critical Care
- Cardiovascular/pulmonary
- Integumentary and wound care
- Women's health/pelvic health*
- Research*

**PT task force only*

Term of Task Force Member: Three years

Number of meetings (estimated):
A. In person meeting
- One three-day (Friday through Sunday) meeting yearly in Alexandria; each committee member attends this meeting.

B. Remote conferencing will be held on an as-needed basis. The task force will determine the frequency based on item bank needs.

Position Functions:
A. Attend yearly meeting.
B. Create new items.
C. Work with other task force members to review items to ensure the quality of new items.
D. Coordinate with exam committees and Item Writer Coordinators to target broad areas of content.

Position Requirements:
A. Ability to relate well with peers.
B. Ability to work independently.

C. Open to new ideas.
D. Commitment to furthering the mission of FSBPT.
E. Minimum of two years of experience in the practice setting that the particular committee member represents.
F. Overall geographic representation over the entire committee.
G. Previous experience writing items with recommendation from an item writing coordinator preferred.

Additional duties if appointed to serve as Item Writer Task Force representative:

A. Attend the Exam Chairs' Meeting and Leadership Issues Forum, which are required and in the budget.

Members and Chair – Supervised Clinical Practice Performance Evaluation Tool Standards Setting Task Force

Established by: Board of Directors

Task Force Summary:

A. Consists of at least fifteen members
B. Two members from the FCCPT Board of Directors
C. Past PET Trainee, if possible
D. Past PET Supervisor, if possible
E. One member from the APTA Multicultural Catalyst group
F. Six former PET -standard-setting volunteers
G. Review content and update the passing score for the Performance Evaluation Tool
H. Recommend further action to the Board of Directors based on the findings.

Term of Committee: Task Force

Term of Member: One year

Number of meetings (estimated):

A. One in-person meeting
B. Three to four virtual meetings per year

Position Functions:

A. Attend meetings.
B. Actively prepare for and participate in meetings.
C. Working with the consultant, board liaison, staff liaison, and the other committee members, complete specific strategies in support of FSBPT's mission and strategic plans.
D. Submit an annual report of the past year's goals and accomplishments.

Position Requirements:

A. Ability to relate well with peers
B. Ability to work independently
C. Open to new ideas
D. Commitment to furthering the mission of FSBPT

Members and Chair – Model Language for Code of Ethics for Licensing Boards Task Force

Established by: Board of Directors

Task Force Summary:

A. Consists of at least twelve members
B. Two members from APTA
C. One member from ACAPT
D. One member from the Ethics and Legislation Committee
E. One member from CLEAR (non-PT); if possible
F. Develop model language for a Code of Ethics for physical therapy regulatory boards to serve as a resource for state and jurisdictional boards.
G. Recommend further action to the Board of Directors based on the findings.

Term of Committee: Task Force

Term of Member: One year

Number of meetings (estimated):

A. One in-person meeting
B. Two to three virtual meetings per year

Position Functions:

A. Attend meetings.
B. Actively prepare for and participate in meetings.
C. Working with the consultant, board liaison, staff liaison, and the other committee members, complete specific strategies in support of FSBPT's mission and strategic plans.
D. Submit an annual report of the past year's goals and accomplishments.

Position Requirements:

A. Ability to relate well with peers
B. Ability to work independently
C. Open to new ideas
D. Commitment to furthering the mission of FSBPT