**APTA NC SSIG**

**2022-2023 SSIG Leadership Position Application**

***Due July 3rd, 2022 by 11:59 pm.*** *Please email to SSIG Chair, Mohammad Saad [**mohammad.saad@duke.edu**]*

For a complete list of positions and their descriptions, please see the bottom of this document.

Thank you! We look forward to hearing from you and potentially having you join the SSIG! Please do not hesitate to let us know if you have any questions by emailing our Chair, Mohammad *[**mohammad.saad@duke.edu**]* or by emailing the person who currently holds the position you are interested in (scroll down to find email table).

**What is the APTA NC Student Special Interest Group (SSIG)?**

The APTA NC SSIG is composed of student PTs & student PTAs in the state of North Carolina. If you are an APTA NC student member, you are already a part of the SSIG! Our goal is to improve the SPT/A experience by increasing involvement in leadership activities, PT advocacy, diversity, equity and inclusion efforts, community service and much more. The SSIG board consists of the Chair, Vice Chair, Director of Communications, Director of Student Involvement, Director of Community Service and Director of Diversity Equity and Inclusion DEI). The SSIG board oversees all SSIG activities and project committees (PCs). Each board member oversees a project committee individually or with a partner (see below).

* Chair & Director of Student Involvement: NC Student Conclave PC & Socials PC
* Vice Chair & APTA Core Ambassador: Advocacy PC
* Director of Community Service: Community Service PC
* Director of Communications: Blog/Engagement PC
* Director of DEI: DEI PC

Positions accepting applications:

**Chair**

**Vice Chair**

**Director of Communications**

**Director of Student Involvement**

**Director of Community Service**

**Director of Diversity, Equity & Inclusion**

**APPLICATION:**

Name:

Program:

Student PT (SPT) or Student PTA (SPTA):

APTA Membership Number:

Are you graduating before August 2023? Y N

 If yes, when?

***Please answer the following questions in 250 words or less.***

1. What position are you applying for and why? Would you like to be considered for another position if your first choice is filled?
2. What are your social media handles (including but not limited to: Twitter, Instagram, Facebook, LinkedIn, etc.)
3. What skills do you possess that you believe will help you excel in this role?
4. What skills would you like to develop if appointed to this role?
5. How much time (on average) per week do you feel you could reasonably commit to this role?
6. The individual roles also work with the rest of the APTA NC SSIG board on a regular basis on planning and programming. How do you feel you will be a positive addition to the SSIG?
7. ***Optional***: Anything else we should know?

**Current SSIG Positions and Contact Information:**

|  |  |  |
| --- | --- | --- |
| **Position** | **Name** | **Contact Info** |
| **Chair** | Mohammad Saad (Duke DPT) | mohammad.saad@duke.edu |
| **Vice Chair** | Lucas Saacks (Duke DPT) | lucas.saacks@duke.edu |
| **Director of Student Involvement** | Morria Heilman(Duke DPT) | morria.heilman@duke.edu |
| **Director of Community Service** | Julie Hanson(Duke DPT) | julie.hanson@duke.edu |
| **Director of Communications** | Kelly O’Shaughnessy(Duke DPT) | kelly.oshaughnessy@duke.edu |
| **Director of Diversity, Inclusion & Equity (DEI)** | Lauren Youngblood(High Point DPT) | lyoungbl@highpoint.edu |

**Position Descriptions:**

**Chair:**

As the Chair, I organize and run monthly SSIG conference calls, maintain the GroupMe to ensure that there is a constant stream of communication for the SSIG group, and serve as the main liaison with the APTA NC Board. We submit all ideas/flyers/info to the APTA NC Board so they can approve our actions, budget, proposals for student involvement, and approve/email blast our event flyers to APTA NC students and members.

 The SSIG has a strong presence in NC, is well known amongst students, and is in great standing with the APTA NC Board of Directors. I attend quarterly APTA NC board meetings as often as I can. This allows me to advocate for the SSIG and constantly keep close relations with the members. I also communicate with the EP SIG. They are beginning this year, and have reached out to us for advice, so we partner with them as often as we can!

 I also lead two subcommittees- The Student Conclave Planning Committee and the Summer Socials Planning Committee. My roles there are to maintain constant communication, lead meetings, and delegate work so that events occur throughout the state for students to network and connect at.

**Vice Chair:**

As the Vice-Chair, the ultimate priority is to serve under the Chair of the organization, and make their job seamless. I oversee the SSIG annual budget spreadsheet and provide reimbursement when needed. Reimbursement needs typically revolve around the production of the APTA NC Student Conclave and Fall Conference.  The focus of the budget spreadsheet is to ensure we are bringing in revenue from our hosted events and if not, at least break even. I am in close communication with the APTA NC Board via the President, Administrative Assistant, and Executive Director.

       Additionally, I am responsible for revising the SSIG bylaws annually and applying edits when appropriate. When time to adjust the bylaws, the SSIG will hold a meeting with Program Delegates, and discuss our continuous efforts/goals/concerns. I will then apply any additions/subtractions deemed necessary to the bylaws.

        I also oversee the Professional Advocacy Project Committee. The main assignment of this committee is planning National Advocacy Dinners throughout the state. I host monthly meetings with the project committee members to explore progress with planning efforts as well as offer assistance when needed.

        Finally, it is important to recognize that the APTA NC SSIG is expanding our leadership efforts. That being said, the Vice-Chair role is continuously developing and presents with room for expansion. One current idea is identifying a way to collaborate nationally with other SSIGs. The role continues to evolve and the expectation is to tackle more responsibilities with each cycle.

**Director of Communications:**

As the Director of Communications, I primarily manage the social media accounts for APTA NC SSIG (Twitter, Instagram, Facebook). I collaborate with the entire board to make sure information is dispersed to promote events/opportunities and raise awareness of what is happening in PT within NC. Additionally, I interact with students and clinicians on social media that may reach out with questions. It is my responsibility to either provide them with appropriate information or direct them to someone that is better able to help them.

I also oversee an engagement/blog sub-committee that is responsible for writing short articles about various student experiences. As Director of Communications, it is vital that I remain unbiased in how I utilize social media accounts that represent APTA NC SSIG and ensure that all students across the state are well represented.

**Director of Student Involvement:**

1. Co-Chair of the North Carolina Student Conclave (NCSC) Project Committee
* Time Commitment: 5-10 hours/month (more closer to NCSC and drops off afterwards)
* Plan and execute the annual North Carolina Student Conclave (typically in March of every year with planning beginning in September): contacting speakers, event planning, etc. (a detailed guide is provided in a shared Google Drive)
* Direct monthly NCSC project committee meetings/phone calls
* Lead the NCSC project committee and delegate tasks to committee members
1. Program Delegates from every North Carolina PT and PTA Program
* Time Commitment: 1-2 hours/month (more at the beginning to transition/recruit delegates)
* Communicate announcements, student involvement opportunities, and events on a monthly basis through an email newsletter
* Recruit Program Delegates and keep contact information up to date
* Look to expand and evolve the Program Delegates’ role in promoting student involvement
1. Monthly APTA NC SSIG Conference Calls
* Time Commitment: 1 hour/month
* Provide position updates and be willing to contribute your thoughts and time toward additional duties to support the board and SSIG
1. Co-Chair of the Summer Socials Project Committee
* Time Commitment: 2-3 hours/month (during the summer months, when NCSC is finished and responsibilities are complete)
* Lead the Summer Socials project committee and delegate tasks to committee members
* Assist designated students at each PT/PTA program with planning social events (PT Pub Night, sporting events, picnics, etc.) as a way to bring students together across North Carolina

**Director of Community Service:**

The Director of Community Service serves as the point person for volunteerism and service within the APTA NC SSIG.

NC Outreach Challenge:

The Director of Community Service oversees the NC Outreach Challenge, which is a community service challenge between all PTA and DPT programs in the state of North Carolina. This includes but is not limited to maintaining and updating the submission form, tracking participating school’s hours on a spreadsheet, following up with students about submitted events as needed, creating promotional materials for the Outreach Challenge, promoting the challenge, and more as needed to make the challenge successful.

Community Service Project Committee:

The Director of Community Service presides over the Community Service Project Committee (PC). The role of the Community Service PC is to assist the Director of Community Service to plan APTA NC SSIG service events while promoting community service within the PT community. The Community Service PC will also help promote the NC Outreach Challenge to SPTAs/SPTs in NC.

APTA NC SSIG Service Events:

The Director of Community Service is responsible for planning service events with the Community Service PC at the NC Student Conclave in March and at the APTA NC Fall Conference in October. At the 2019 Fall Conference, we hosted a Penny Wars fundraiser for the Special Olympics North Carolina, raising over $900! In March 2019, we organized a collection of donated items including school supplies and hygiene products to build welcome kits for World Relief of Triad.

PTDOS:

The Director of Community Service is responsible for working with the Community Service PC to plan and facilitate service events at various PTA and DPT programs across North Carolina for PT Day of Service in October.

**Director of Diversity, Equity & Inclusion (DEI):**The overall role of the Director of DEI will be to promote diversity, equity and inclusion among SPTs & SPTAs in the state of North Carolina. As this is a new position, the position will continue to be developed with the assistance of mentors with previous experience with DEI initiatives. The roles & responsibilities of the Director of DEI may include but are not limited to:

* Direction and supervision of the DEI project committee including all DEI committee publications and projects
* Attendance at monthly SSIG meeting calls
* Regular communication with APTA of NC’s Diversity & Inclusion Committee
* Hosting educational events about the field of physical therapy and how to choose a career in physical therapy to populations that are underrepresented within the APTA of NC
* Promoting cultural competency among students through education and exposure