

PTAG Policy & Procedure Manual

Local Area Network (LAN) DIRECTOR

Job Summary:

1. Serves as a voting member of the PTAG BOD
2. Maintains knowledge of current matters of interest to physical therapists and physical therapist assistants in PTAG.
3. Acts as a liaison and resource person for the physical therapists and physical therapist assistants in their assigned LAN
4. Develops and maintains a method of connecting with LAN members in an efficient and effective manner

Term: Serves for two (2) years

Reports to:

1. Executive committee liaison

Responsibilities

1. Serve as a voting member of the BOD
 - a. attends all BOD and business meetings
 - b. prepares and submits a written yearly budget in accordance with PTAG policies and procedures
 - (1) reflects purposeful activities as related to PTAG's current strategic plan
 - c. prepares a yearly report that includes activities and objectives accomplished and their relationship with PTAG's strategic initiatives and goals
 - d. collaborates with other LAN Directors to share ideas for encouraging membership involvement in PTAG and conversion of potential members to members.
2. Maintains working knowledge of issues of interest to physical therapists and physical therapist assistants
3. Acts as a resource person for the physical therapists and physical therapist assistants in their assigned LAN
 - a. informs LAN members regarding BOD initiatives, legislative issues and grass roots efforts needed.
 - b. serve as a resource for creating new focus interest networks
 - c. Serve as a liaison to FINs
4. Develops and maintains a method of contacting LAN members in an efficient and fast manner
 - a. use of e-blast email delivery to all LAN members by request made to Executive Office
 - b. Other PTAG-established means of communication
5. Provides periodic opportunities for professional contact, communication within the LAN as appropriate
 - a. assesses the LAN needs and formulates a plan to meet the needs of the LAN
 - b. collects information from LAN membership for BOD action
 - (1) may include, but not limited to, future trends, current policies, educational directions, ethical or legislative concerns.

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- 47 6. Communicates directly with their respective Professional Development
48 Facilitator to meet the needs of the LAN members.
49 a. Facilitates and/or plans continuing education opportunities in
50 accordance with PTAG CEU policy
51 7. Preparation and distribution of consent agendas items to the BOD on behalf
52 of the LAN membership as necessary
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56 **Qualifications**

- 57 1. Member in good standing
58 2. Interested in professional service, practice, and advocacy at the state level
59 3. Effective communication skills
60 4. Ability to work collaboratively...
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62 **Time and Financial Commitments**

63 **Time**

- 64 1. Attend all BOD and business meetings
65 2. Planning, organizing and leading LAN meetings
66 3. Bring member issues and LAN needs forward to BOD meetings
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67 **Financial**

- 68 1. Time away from work to attend meetings
69 2. Travel expenses to meetings