

Section on Geriatrics (SoG)

Our Mission: To further our members' ability to advocate for optimal aging and to provide best practice physical therapy.

Position Title: E-News Editor

Section Board Liaison: Carol Schunk, GeriNotes Editor

Program Goal(s): To gather information for a quarterly e-newsletter for the Section on Geriatrics that will provide valuable information to Section members about Section news and news relevant to PT and the aging adult.

Benefits To You:

- Become familiar with the resources available to members through the Section on Geriatrics, and become more familiar with APTA resources.
- Use your creativity to benefit consumers and PTs
- Manage the contributions of other volunteers in the e-news committee.
- Participate as a volunteer in the Section on Geriatrics. Make lasting contacts and friendships with outstanding PTs and PTAs from all over the US with an interest in geriatrics.

Responsibilities (Chair is encouraged to recruit and delegate tasks to committee members and oversee their contributions):

1. Create an e-newsletter at least quarterly, according to the schedule for the e-news set up by the Section Office.
 - a. Collect news items and Section deadlines from Section Leaders (Awards & Grant Deadlines, Contest Deadlines, Course Registration Deadlines, Reimbursement news, etc.)
 - b. Put together all information and edit the newsletter, using Constant Contact. (Constant Contact is an online program that will help you format a professional e-newsletter. As long as you are comfortable using a computer, you should not find Constant Contact challenging.)
 - c. Include any general news related to PT and the aging adult that members might find useful (current research, funding opportunities, reimbursement news, etc.)
 - d. Work with Membership Chair to ensure that the e-newsletter occasionally advertises benefits of Section membership to current members.
 - e. Alert the Section Office when the e-news is ready to be sent out to members.
 - f. Respond to any members who attempt to unsubscribe from the E-news, and let them know that they need to visit www.apta.org and click "My APTA" to manage their e-mail preferences (so far this is only 2-4 people per issue).
2. Complete any projects delegated by the Section Board or Strategic Plan.
3. Submit a written committee report when requested, usually prior to the Combined Sections Meeting and Annual Conference.
4. Submit a budget and annual report to the Board by established deadlines.
5. When attending CSM, the SoG Member's Meeting.

Qualifications:

Must be a member of the Section on Geriatrics.

Must maintain a working e-mail address in APTA's database.

Must generally be able to respond to member and officer queries sent via e-mail or phone within one week.

Training and Guidance: The Section Executive will provide an orientation packet. The Executive will provide log-in information for Constant Contact. Constant Contact has WONDERFUL technical support: their staff can help you if you ever get stuck while drafting an e-mail. The Board Liaison will provide support throughout the term and is available to answer any questions.

Commitment: 3 year term, estimated 2-3 hours per month.

I have read and understood my responsibilities according to this job description.

Volunteer- E-News Editor

Date