

Board of Directors Public Member



BOD Y11-20-16-10 [Initial] [Policy]

In accordance with the Bylaws of the American Physical Therapy Association, one of the 10 directors of the APTA Board of Directors is a public member, who is appointed by the Board. The public member is a full voting member who may not be an officer of the association or a member of the Executive Committee.

Including a public member allows the Board to broaden and strengthen its deliberations and actions by appointing an individual with the external perspective, background, and experience necessary to assist with identified areas of strategic need. The public member is a full voting member with all the same legal and fiduciary obligations as other Board members.

I. APTA Public Member Appointment

The process by which the public member is appointed, and their duties and responsibilities, are described herein. The process for removal of the public member is described in the [Code of Conduct](#) policy. The process for filling a vacancy for the public member position is described in the [Vacant Position on the Board of Directors](#) policy.

II. Qualifications of Public Board Member

- A. As stated in the APTA bylaws, the public member shall not be a physical therapist or a physical therapist assistant and shall not be a member of the association.
- B. The public member shall not be or have been a licensed, educated, or practicing physical therapist or physical therapist assistant.

III. Appointment Process and Term Limits

- A. The public member shall be appointed in a timeframe sufficient to allow them to participate in all orientation and onboarding activities for newly elected Board members.
- B. The Board shall identify the area(s) of need for which the Board requires insight or expertise.
- C. As indicated in the APTA bylaws, the Board shall designate the term for the public member, from one to three years, based on need.
- D. Board members and the CEO shall be invited to submit to the president names of individuals they would like considered for the public member.
- E. APTA staff shall confirm eligibility as outlined in the APTA Bylaws and section II. of this policy.
- F. The Board shall be given a list of the eligible individuals to be considered and the Board shall determine who will be invited to apply.
- G. After applications have been received the Board shall meet in executive session to identify, and rank in order of preference, individuals to interview.
- H. After selecting up to three finalists, the Board shall invite selected candidates to interview for the position with designated members of the Board and the executive team.
- I. Following the interviews, the Board shall meet in executive session to vet candidates and by majority vote rank the candidates the Board wishes to consider for the public member position.
- J. The president shall contact the first individual on the list and invite them to fill the position. If that person declines, the next person shall be contacted, and then the next person, if needed. If none of the individuals identified consent to serve, the Board shall meet again to identify additional individuals.
- K. Board service for the public member will begin at the start of the next calendar year following their appointment once a signed consent-to-serve form and volunteer agreement has been received at association headquarters, and will end at the close of the calendar year in which their term ends.

- L. The [Conflict of Interest and Disclosure](#) policy shall apply to the public member's participation in the nomination and appointment process.
- M. All Board and staff deliberations and discussions, along with personal information of the candidates, will remain confidential at all times.

Explanation of Reference Numbers:

HOD P00-00-00-00 stands for House of Delegates/[month](#)/[year](#)/[page](#)/[vote](#) in the House of Delegates minutes; the "P" indicates that it is a position (see below). For example, HOD P06-17-05-04 means that this position can be found in the June 2017 House of Delegates minutes on Page 5 and that it was Vote 4.

P: Position | S: Standard | G: Guideline | Y: Policy | R: Procedure

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Contact: nationalgovernance@apta.org