

**Idaho Physical Therapy Association
Position Description
Student Liaison**

1.0 INTRODUCTION

The purpose of this position description is to establish and define the functional role, requirements, reporting relationships, authority, tasks and responsibilities, and measurements of performance of the student liaison.

2.0 FUNCTIONAL ROLE

- 2.1 The student liaison serves to enhance communication between the IPTA and the PTA and PT programs within the state of Idaho.
- 2.2 The student liaison attends IPTA Chapter and District meetings and reports back to the students in the represented programs.
- 2.3 The student liaison provides input to the IPTA regarding student concerns.
- 2.4 The student liaison provides input to the IPTA regarding discussions and activities at the Student Conclave meeting.
- 2.5 **Term:** 1 -2 years depending on the program.

3.0 REQUIREMENTS

- 3.1 **Membership:** IPTA student member in good standing.
- 3.3 **Experience:** none required.
- 3.4 **Skills, Knowledge, and Abilities:** Ability to distribute information to peers and to the IPTA in a comprehensive and succinct manner.
- 3.5 **Physical and Mental Requirements:**
 - 3.5.1 **Physical:** Willingness to attend Chapter and District meetings. Strong interpersonal communication skills and ability to speak in public.
 - 3.5.2 **Mental:** Requires note taking and organizational skills.

4.0 REPORTING RELATIONSHIPS

- 4.1 The student liaisons are selected by their respective educational programs.
- 4.2 The student liaisons report to the Educational Chair for representation at the IPTA Board of Directors; or they can report directly to the Board.
- 4.3 No positions report to the student liaisons.

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5.0 AUTHORITY

5.1 none

6.0 TASKS AND RESPONSIBILITIES

6.1 Maintain clear and open lines of communication between the students and the IPTA.

6.2 Distribute information on IPTA activities and opportunities to their respective peers.

7.0 MEASUREMENTS OF PERFORMANCE

7.1 Attended at least 1 Chapter meeting and 1 BOD or District meeting per year.

7.2 Provided a report to the BOD at least twice per year.

7.3 Held a meeting with their respective peers to distribute IPTA information on activities and opportunities.

8.0 ACKNOWLEDGMENTS

I have reviewed and understand the above job description. I also agree that the Board of Directors has the right to change this job description by providing notice to me of the changes.

Student Liaison

Date

President of the IPTA

Date