



Awards Committee Fact Sheet

Chair

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What is the Awards Committee?

The Awards Committee identifies and manages the annual recognition of members and non-members who have made exceptional contributions to the section and the profession. The Section awards managed by the Committee are the Dicus Award and Friend of Private Practice Award.

How is the Awards Committee organized?

The Awards Committee is led by a Chair and supported by a staff liaison. The Committee is also supported by a Board liaison who represents the Committee to the Board of Directors. One Committee member position is always occupied by the most recent Dicus Award recipient.

Committee members are typically appointed for a three-year term and may be re-appointed for no more than a total of two consecutive terms of service. Volunteers begin their term at the Annual Conference.

How often does the Awards Committee meet?

The Awards Committee meets one time in-person each year, typically at the PPS Annual Conference. The Committee may hold 3-4 conference calls a year at the discretion of the Chair.

Who pays my expenses?

When approved by the Board, expenses incurred at face-to-face meetings will be reimbursed pursuant to the Section's Financial Policies and Procedures. A reimbursement form with original receipts must be submitted to the office to receive payment.

What are my responsibilities?

Volunteers are expected to attend the Annual Conference.

Other responsibilities include active participation, prompt responses to messages, and the following:

1. Support the promotion of the awards and award submissions.
2. Review all award submissions and compile recommendations for the Board's approval.
3. Review and revise award descriptions and procedures for Board approval as needed.
4. Welcome and support award recipients at the awards ceremony and reception.

5. Willingly accept assignments as delegated.

What are the qualifications?

- Must be a PPS member in good standing.
- Must be organized and detail-oriented to complete assignments.
- Must maintain a working e-mail address in the PPS membership database.
- Must be able to respond to queries promptly.

Chair Position Description:

The key roles of the Chair are facilitation, coordination, communication, and volunteer group leadership – ensuring that the volunteers, including ad hoc volunteers, are actively engaged in the achievement of the scope of work and the Section’s strategic plan. This individual, in collaboration with the staff liaison, actively participates in the work of the Awards Committee, provides thoughtful input to the deliberations, and focuses on the best interests of PPS, its membership, and partners, rather than the interests of an individual or limited group, and works toward the accomplishment of the Committee’s goals as described in the strategic plan. This position term is a three-year commitment and is appointed by the Board of Directors.

What are the Chair’s responsibilities?

1. Attend all face-to-face meetings and conference calls.
2. Attend the PPS President and Committee Chairs meeting at Annual Conference.
3. Collaborate with staff liaison to develop meeting agendas.
4. Review all relevant materials prior to meetings in order to facilitate discussion and task completion.
5. Communicate regularly with Committee members to ensure that volunteer obligations are fulfilled.
6. Support diversity and inclusion by assisting in the identification and growth of future section leaders.
7. Accept and complete special assignments as requested.
8. Provide timely reports to the Board of Directors on the activities of the committee.
9. Promote the Section’s strategic plan by the completion of goals and objectives as assigned.
10. Collaborate with PPS Committee chairs for the benefit of the section members and completion of the strategic plan.