

WMSIG Chair Position Description: Overview

Excerpt from: Job Description: Wound Management SIG (WMSIG)

Revised: 8/19/2025

**Please read bylaws and policies for complete descriptions*

VI: OFFICERS AND COUNCIL

Section 1. Executive Board

D. Duties of the WMSIG Officers shall be as follows:

a. Chair:

- i. Serves as the official head of and public spokesperson for the WMSIG.
- ii. Presides over all meetings of the WMSIG and Council.
- iii. Is an ex-officio member of all committees except the Nominating Committee of the WMSIG.
- iv. Acts as the neutral member of the WMSIG in voting matters.
- v. Exercises the right to vote in order to resolve a tie vote.
- vi. Is liaison to the Academy Executive Committee.
- vii. Coordinates WMSIG finances in accordance with these and Academy Bylaws.
- viii. Reports financial status to the Academy and the membership annually.

In addition to the duties to the Wound Management SIG, the chair of the SIG is a voting member of the ACEWM Board of Directors. Please see the ACEWM Policy excerpt below:

Job Description: SPECIAL INTEREST GROUP (SIG) CHAIR(S)

Original Adoption/Approval: Unknown

Revised: 8/19/2025

Reports to: Board of Directors

Term: 2 to 3-year term with no more than two consecutive terms. The term of office shall commence at the close of the Combined Sections Meeting and end at the close of the Combined Sections Meeting 2 to 3 years later.

Elected: By SIG-specific members in accordance with SIG-specific policies and procedures. Upon the creation of a new SIG, the interim SIG Chair is appointed by the Board of Directors until elections occur.

Position: SIG Chairs are voting members of the Board of Directors.

Specific Responsibilities:

1. Identify prospective committee members with interest, background, and access to practice and reimbursement resources
2. Respond to member requests for practice information or assure that Committee member responds
3. Act as a point of contact and moderator for Academy and SIG functions.
4. Represent the interests of the SIGs and the Academy
5. Serve the membership by gathering information on current federal and state legislation, legal actions, practice, and reimbursement issues.
6. Encourage submissions by members for conference presentations
7. Fulfill general Board of Director responsibilities, including
 - a. submit Consent Agenda reports for monthly conference calls
 - b. submit written reports in preparation for the CSM annual meeting
 - c. contribute to special newsletters, routine monthly newsletters, and other Academy publications as appropriate
 - d. contribute to the Academy's annual budget review
 - e. answer occasional member questions
 - f. actively participate in the Academy's strategic planning process
8. Coordinate and lead SIG meetings at CSM
9. Actively engage and engage SIG members in securing sponsorship for the Academy

Meetings to Attend:

- Combined Sections Meeting
- Monthly Board of Director conference calls
- One in-person Board of Director meeting at CSM
- Academy Annual Meeting at CSM
- Other APTA sponsored meetings, such as Policy & Payment, as appropriate