

Job Description: WOUND MANAGEMENT SIG (WMSIG)

Original Adoption/Approval: Unknown

Revised: 8/19/2025

I: NAME AND RELATIONSHIP TO THE ACADEMY OF CLINICAL ELECTROPHYSIOLOGY AND WOUND MANAGEMENT, APTA, INC.

The name of this organization is the Wound Management Special Interest Group, hereinafter referred to as the WMSIG. The WMSIG shall be a special interest group of the Academy of Clinical Electrophysiology and Wound Management, APTA, Inc., hereinafter referred to as the Academy, which is a component of the American Physical Therapy Association, hereinafter referred to as the Association.

II: Purpose

The purpose of the WMSIG shall be to provide a forum where individuals having a common interest in Physical Therapy for wound management may meet, confer, and promote patient care through education, clinical practice and research, as well as multi-disciplinary dissemination of Physical Therapy based knowledge. The WMSIG furthers the objectives of the WMSIG and the Academy as expressed in the WMSIG policies and Academy bylaws and policies.

III: OBJECTIVES

The objectives of the WMSIG shall be to:

- A. Foster physical therapy management of wounds based upon a scientific foundation.
- B. Provide standards for entry-level physical therapy programs regarding the management of wounds.
- C. Encourage and foster clinical and laboratory research.
- D. Provide a forum for discussion of the management of wound healing among physical therapists and physical therapist assistants from the various APTA components.
- E. Establish standards for wound assessment protocols as well as terminology relative to wound management.
- F. Provide a framework for interaction with other health care professionals who manage wounds.
- G. Provide a network for enhancing communication among clinicians, academicians, and researchers in the physical therapy community interested in wound management.

- H. Submit annual and other requested reports to the Academy's Executive Committee.
- I. Adhere to Academy Bylaws and Association Bylaws.
- J. Promote and support the APTA Specialist Certification in Wound Management
- K. Establish and support residency/fellowship programs for a Wound Management Clinical Specialty.

IV: MEMBERSHIP

- A. Categories and Qualifications of Members- the WMSIG membership categories and qualifications for Physical Therapist, Retired Physical Therapist, Life Physical Therapist, Physical Therapist Post-Professional Student, Student Physical Therapist, Physical Therapist Assistant, Retired Physical Therapist Assistant, Life Physical Therapist Assistant, and Student Physical Therapist Assistant shall be the same as those of the Academy.
 - B. Rights and Privileges of Members - The rights and privileges of the WMSIG members shall be identical to those established in the Academy's bylaws.
 - C. Application: An eligible Academy member shall submit their name and contact information to the Academy for WMSIG membership.
 - D. Good Standing - A member is in good standing if the member is in good standing in the Academy.
 - E. Disciplinary Action
 - a. Any member of the WMSIG who is suspended by the Academy shall have their membership privileges suspended in the WMSIG.
 - b. Any member who is expelled from membership in the Academy shall be expelled from WMSIG membership.
 - c. Reinstatement - Any former member of the WMSIG who is in good standing in the Academy may be reinstated to membership in the WMSIG.
- #### V: LIMITATIONS OF THE WMSIG

The WMSIG is subject to the following limitations:

- A. The WMSIG shall not profess or imply that it speaks for or represents the Academy or members other than those currently holding membership in the WMSIG unless authorized to do so in writing by the Academy's Board of Directors.
- B. The WMSIG shall operate under policies and rules of order that shall not be inconsistent with the Association and the Academy and in accordance with Parliamentary Authority.
- C. When a conflict or inconsistency should arise, these policies shall become invalid with review and revision to follow procedures approved by the Academy.

- D. The WMSIG shall not levy special assessments that carry punitive action or loss of good standing.

VI: OFFICERS AND COUNCIL

Section 1. Executive Board

- A. The Officers of the Executive Board will govern the WMSIG.
 - a. The WMSIG Executive Board shall be a 3-member voting body that is comprised of officers: a Chair, a Vice-Chair, and a Secretary. The Nominating Committee member shall be the non-voting fourth member.
 - b. No member of the Executive Board shall receive compensation for their service but may receive reimbursement for expenses incurred when performing the duties of the Officers.
- B. WMSIG members who are physical therapists, have consented to serve, and are in good standing, are eligible to hold office.
- C. The WMSIG members shall elect the Executive Board Officers.
 - a. Terms of office:
 - i. Executive Board members shall be divided into 3 classes, which shall be as nearly equal in size as possible. The Chair shall belong to the first class, whose members shall be elected or appointed in years that are multiples of three. The Vice-Chair shall belong to the second class, whose members shall be elected or appointed in the year after the first class. The Secretary shall belong to the third class, whose members shall be elected or appointed in the year after the second class.
 - ii. Each Officer shall serve a three (3) year term.
 - iii. Each Officer may, however, be elected to not more than two (2) complete consecutive terms in the same office, and not more than four (4) complete consecutive terms on the WMSIG Executive Board.
 - iv. New Officers will assume office at the close of the WMSIG Annual Business meeting at the Combined Sections Meeting.
 - b. Vacancies:
 - i. In the event of a vacancy in the office of Chair, then the Vice-Chair shall succeed to the Chairmanship for the unexpired remainder of the term.
 - ii. In the event of a vacancy in the office of Vice-Chair or Secretary, the WMSIG Council of Officers shall appoint a WMSIG member replacement to serve for the unexpired term.
- 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.
- b. Vice-Chair:
- i. Assumes the duties of the Chair if she/he is unable to serve or attend scheduled meetings.
 - ii. Serves as the chair of the WMSIG education planning committee
 - An Education Committee, if required, will be under the leadership of the Vice Chair, and will be charged with facilitating and organizing appropriate educational programs sponsored by the WMSIG.
 - iii. Serves as Parliamentarian at all WMSIG meetings.
 - iv. Works with the Academy Continuing Education Chair and the Academy Program Chair in reviewing and selecting continuing education programming for the annual Combined Sections Meeting
- c. Secretary:
- i. Records and distributes minutes of the WMSIG Council and Business meetings.
 - ii. Carries on official correspondence on behalf of the WMSIG
 - iii. Sends notice as specifically requested by the WMSIG members and the WMSIG Council.
 - iv. Works with membership chair to maintain a list of current WMSIG members.
 - v. The Secretary will work closely with the Academy's Executive Director and Communication Chair for dissemination of information regarding matters related to the WMSIG.
- d. Nominating Committee Chair
- i. Non-voting Council member.
 - ii. May appoint at least one other Nominating Committee member.
 - iii. Ensures all actions of the Nominating Committee are in compliance with nominations and election procedures.

- e. Each Officer shall promptly transfer all appropriate records, in proper order, and no later than thirty (30) days to his or her successor upon termination of service.
- E. Quorum
 - a. A simple majority of the Council constitutes a quorum.

Section 2. WMSIG Council

- A. The WMSIG Council shall consist of WMSIG Chair, Vice Chair, Secretary and Chairpersons of all standing committees.
- B. The duties of the WMSIG Council shall include:
 - a. Assures that the WMSIG accepts the obligations and observes the limitations set forth by the Academy Bylaws.
 - b. Carries out the mandates and policies of the WMSIG as determined by the membership.
 - c. Creates or appoints special committees and directs the activities of such committees with Academy Executive Committee Approval.
 - d. Meets at least one (1) time per year, adding additional meetings as necessary to effectively conduct the business of the WMSIG.
 - e. Presents to the members, at meetings or through correspondence, communications from the Academy and the Academy's Executive Committee and/or Board of Directors requesting information, opinion or vote.
 - f. Maintains a close liaison with the Academy and informs the WMSIG members of all matters affecting the welfare of the WMSIG and the Academy.
 - g. Prepares and presents an annual report to the membership and the Academy's Board of Directors.
 - h. Reviews the WMSIG Bylaws annually and recommends revisions in agreement with WMSIG members, the Academy Executive Committee, and the Association Bylaws.
- C. The duties of the WMSIG Council are subject to the provisions of the Academy and Association Bylaws and the resolutions and enactments of the WMSIG Members. The Council, with Academy Executive Committee approval, shall have full power and complete authority to perform the necessary acts to transact all business for and on behalf of the WMSIG as approved by the membership.
- D. A simple majority of the Council constitutes a quorum.
- E. The Immediate-Past Chair shall serve for one year in an advisory capacity to the Council.

VII: COMMITTEES

Section 1. Nominating Committee

- A. Nominating Committee
 - a. Manages WMSIG election of officers.
 - b. Consists of the Nominating Committee Chair with the option of one other appointed committee member.
 - c. A slate of candidates shall be prepared by this committee for each WMSIG election per the established timeline.
 - d. The WMSIG Committee Chair will coordinate WMSIG elections with the Academy's Nominating Committee.
- B. Nominations and Elections Timeline
 - 1. July 1st – Call for Nominations announced on WMSIG listserv, delivered via eblasts and posted on ACEWM website.
 - 2. The Nominating Committee Chair collects nominations and updates the Executive Director.
 - 3. September 15th – Nomination deadline.
 - 4. October 1st – Election launches
 - 5. October 31st – Election Closes
 - 6. November 15th – Candidates notified of election results.
 - 7. December 1st – New officers announced in newsletter and ACEWM's website.
 - 8. New officers assume their elected position at the following Combined Section Meeting

Section 2. Standing Committees

The standing committees of the WMSIG shall be the Social Media Committee, the Practice Committee, and the Membership Committee.

- A. The Social Media Committee is charged with facilitating:
 - a. The maintenance and dissemination of information to WMSIG members via social media platforms
 - b. Updating and monitoring chosen social media platforms
 - c. Working with the Executive Director on updating the WMSIG website
 - d. Other social and informational systems as requested
- B. The Practice Committee is charged with facilitating:
 - a. The identification, research and analysis of the standards of practice.
 - b. The formulation of recommendations for standards of practice as well as entry-level and continuing education related to physical therapy for wound management.

- c. Handling of issues related to reimbursement and legislation involving wound management that affect physical therapy practice.
 - d. Advisement of the WMSIG or Section regarding interdisciplinary issues that arise and necessitate cumulative information or opinion for resolution.
- C. The Membership Committee is charged with:
 - a. Maintaining the membership list with the Secretary and Executive Director
 - b. Working with the social media committee to promote membership to the WMSIG
 - c. Developing a plan with the WMSIG Council to promote increased membership

Section 3. Appointment

- A. Chairpersons and members of the standing committees except Nominating Committee shall be selected by the WMSIG Council with the approval of the Academy's Executive Committee.

Section 4. Tenure

- A. The term for all standing committee members shall be two (2) years.

Section 5. Vacancies

- A. If an appointed Committee Chairperson or committee member is unable to complete the term of office or fails to effectively carry out assigned duties, the WMSIG Council shall appoint, within two (2) months, an eligible member to serve the unexpired portion of the term.

Section 6. Special Committees

- A. Special committees may be appointed by the WMSIG Council, with the Academy's Executive Committee approval, as necessary to effectively address WMSIG concerns.

Section 7. Reports

- A. Each committee shall present an annual report to the WMSIG Council and WMSIG members through the WMSIG Secretary/Treasurer regarding the activities of the year.

VIII: MEETINGS

Section 1 Annual Meeting

The WMSIG shall hold an Annual Meeting of the general membership for the conduct of business, with attendance limited to WMSIG membership and invited guests approved by the WMSIG officers.

- A. There shall be at least one (1) WMSIG Annual Meeting held in the spring each year. The meeting may be face-to-face, teleconference or a combination of both and shall include at least the following elements:
 - a. Introduction of current officers and installation of new officers.
 - b. Recognition awards not shared at Academy's Annual Meeting
 - c. Accomplishments for prior year
 - d. Membership updates
 - e. Goals for upcoming year
 - f. Other topics as determined by WMSIG Council
- B. Special business meetings may be held during any calendar year.
 - a. Special meetings may be called by the Chair, three (3) voting members of the Council, or by petition of 20% of the WMSIG membership to the Council or Chair.
 - b. Sixty (60) days written notice shall be provided to the membership for such Special Business Meetings.
- C. A quorum of the membership is ten (10) voting WMSIG members.
- D. All meeting minutes shall be submitted to the Academy within thirty (30) days of the date of the meeting.

Section 2. Additional Meetings

- A. Additional WMSIG Meetings may be held during the course of the calendar year provided there has been sixty (60) days' notice to the Academy's Executive Committee, no conflict with Academy and Association functions, and sixty (60) days' notice to the WMSIG members.
- B. The voting body shall consist of WMSIG members in good standing. A vote on any matter may be made at a regular meeting properly called, or by mail, provided that proper procedures have been followed as stated in the Academy Bylaws.
- C. Except where otherwise stated in these Bylaws, the WMSIG Council shall determine the need for a mail vote. If a mail vote is to be taken, WMSIG members shall receive ballots and instructions thirty (30) days prior to the announced deadline for return.

Section 3. Quorum

- A. A minimum of ten (10) voting WMSIG members shall constitute a quorum.

IX: NOMINATIONS AND ELECTIONS

A. Nominations

- a. The Nominating Committee shall present the open Officer positions electronically to the WMSIG membership and post these open Officer positions no later than July 1st of each year. The posting will include a request for members to propose themselves or another member to be a candidate for the offices for which an election is held.
- b. Nominations for vacant positions for WMSIG Officers may be made in person at WMSIG meetings or submitted in writing to the WMSIG Nominating Committee no later than September 15. WMSIG nominations will be consistent with the Academy's policies, procedures and timelines.
- c. The Nominating Committee Chair will prepare a final slate of one or more nominees for each office and position for which an election will be held. Only those members who are in good standing and who have consented to serve shall be slated. The final slate will be distributed electronically to the WMSIG membership and posted on the Academy's website no later than October 1st at which time voting will commence.
- d. The Nominating Committee will close the election October 31st.

B. Elections

- a. The voting body shall be composed of WMSIG members in good standing.
- b. Voting for officer positions shall be done electronically.
- c. A plurality of the votes cast will determine the winner in all elections.
- d. The Nominating Committee Chair shall post the names of the winners of the elections electronically to the WMSIG membership and posted on the Academy's website by November 15th of each year.
- e. The newly elected officers will assume office at the close of the WMSIG Annual Meeting at the Combined Section Meeting
- f. Upon termination of office of service, each Officer shall transfer appropriate records, in proper order, to the successor of that office not more than thirty (30) days after leaving office.
- g. If the office of Chair becomes vacant for any reason, the Office shall be assumed by the Vice-Chair for the duration of the Chair's term. All other Officer vacancies will be filled by appointment of the WMSIG Council and approved by the Academy's Executive Committee, for the unexpired portion of the Officer's term.

X: VOTING

- A. When deemed necessary, the Council shall have the authority to conduct a vote by either mail or electronic means of the WMSIG membership.

- B. The ballot sent, either by mail or electronic means, shall be returned not fewer than ten (10) days or more than thirty (30) days after the notice was sent to the WMSIG membership.
- C. A minimum return of ten percent (10%) of the ballots shall be required for a valid vote.
- D. Electronic Voting
 - a. Voters must use the official ballot form.
 - b. The WMSIG will electronically submit ballots to members by October 1st of each year. The deadline for electronically returning the ballot shall be a date printed on the ballot, which shall be within 30 days of initial electronic notification.
 - c. The ballot will include the offices and positions to be filled, candidate statements, and any supporting information the Vice-Chair deems appropriate. Instructions for completing and returning the ballot shall be printed on the ballot.
 - d. The Executive Director or designee shall receive the electronic ballots, verify the voter's status, and assure that no duplicate ballots were cast.
 - i. Ballots must be returned by at least 10% of the WMSIG members, measured as of the date of returning the electronic ballot, in order to constitute a legal vote.
 - ii. If ballots from 10% of the WMSIG members are not received by the announced deadline, the Executive Director or designee under the direction of the Chair will extend the deadline by two weeks and electronically contact all members requesting non-voters to cast their vote.
 - iii. If ballots from 10% of the WMSIG members are not time-stamped by the extended deadline, the vote will be considered invalid, and the election process shall be repeated.

XI: FINANCE

- A. The WMSIG shall follow the financial policies of the Academy.

XII: PARLIAMENTARY AUTHORITY

- A. Parliamentary authority shall be as described by the Academy and the Association Bylaws.

XIII: Dissolution

- A. Voluntary Dissolution:

- a. The WMSIG may be dissolved by a two-thirds (2/3) vote of the WMSIG members present at any annual meeting of the Academy.
- b. A quorum must be present; sixty (60) days' notice of such pending action must have been given to the WMSIG members.

B. Non-voluntary Dissolution:

- a. The WMSIG may be dissolved by a two-thirds (2/3) vote of the Academy's Executive Committee if its membership falls below twenty (20) members.
- b. The WMSIG Council shall be notified of said resolution with the right to appeal the decision.
- c. The WMSIG's right to appeal shall remain in effect for one (1) year or until the annual meeting of the Council, whichever occurs first.
- d. During the time of appeal, the Academy shall not allocate any financial resources to the WMSIG.
- e. In the event that the WMSIG should be dissolved, all property, records, and residual funds, after payment of bona fide debts, shall be transferred to the Academy.