



**Physical Therapy Compact Commission**  
**Job Descriptions**  
**Executive Board | Committees | Task Forces**  
**January 2026**

Chair – Executive Board .....	1
Vice Chair – Executive Board .....	2
Secretary/Treasurer – Executive Board .....	3
Member-at-Large – Executive Board .....	4
Non-Voting Ex Officio Member – Executive Board .....	5
Compact Commission Delegate .....	6
Members and Chair – Elections Committee .....	7
Members and Chair – Finance Committee .....	8
Members and Chair – Rules and Bylaws Committee .....	9
Members and Chair – Compliance Committee .....	10
Members and Chair – Education & Outreach Committee .....	11

## PT Compact Job Descriptions (Rev. January 2026)

### Chair – Executive Board

**Established by:** Bylaws

**Executive Board Summary:**

- A. Consists of the Officers (Chair, Vice Chair, Secretary/Treasurer), four Members-at-Large, and two non-voting ex officio members representing APTA and FSBPT.
- B. Recommend changes to the PT Compact governing documents to the full Compact Commission.
- C. Recommend establishment of fees to the full Compact Commission.
- D. Ensure compact administration services are appropriately provided.
- E. Prepare and recommend the budget for adoption by the full Compact Commission.
- F. Select an independent certified public accountant to prepare the financial audit of the Compact Commission.
- G. Maintain financial records on behalf of the Compact Commission.
- H. Monitor member state compliance and provide compliance reports to the full Compact Commission.
- I. Review and adopt policies and procedures.
- J. Perform the duties prescribed by the model statute, rules, bylaws, and policies and procedures.

**Term of Chair:** Elected for a term of three years or until their successors are elected and assume office. Shall not serve a third consecutive full term in the same office. Shall assume office at the close of the Annual PT Compact Commission meeting at which the officers are elected.

**Number of meetings (estimated):**

- A. Eight to ten one-hour virtual Executive Board meetings annually.
- B. One weekend-long in person meeting of the Executive Board every three years.
- C. Virtual meeting of the full PT Compact Commission.
- D. Individual virtual meetings with Compact Administrator weekly.
- E. Attendance at the FSBPT Leadership Issues Forum.

**Position Functions:**

- A. Preside at all meetings of the PT Compact Commission.
- B. Preside at all meetings of the Executive Board.
- C. Serve as non-voting ex officio member of all committees.
- D. Serve as official spokesperson of the PT Compact Commission.
- E. Make an annual report to the PT Compact Commission.
- F. Schedule meetings as required.
- G. Preside over the meetings and ensure that the focus is on the Executive Board objectives.
- H. Working with the Executive Board members, complete specific strategies in support of the Compact Commission's mission, vision, and goals.
- I. Assume such other duties as the Executive Board may delegate.

**Position Requirements:**

- The office of Chair shall be a Delegate of a Member Board.
- No Officer shall concurrently hold an elected or appointed office in a physical therapy state, national, or international association or hold credentials in another health care profession that would result in potential or actual conflict of interest with the PT Compact Commission.
- Governance experience
- Strong planning and facilitative skills
- Ability to relate well with peers
- Open to new ideas
- Commitment to furthering the Compact Commission's mission

## PT Compact Job Descriptions (Rev. January 2026)

### Vice Chair – Executive Board

**Established by:** Bylaws

**Executive Board Summary:**

- A. Consists of the Officers (Chair, Vice Chair, Secretary/Treasurer), four Members-at-Large, and two non-voting ex officio members representing APTA and FSBPT.
- B. Recommend changes to the PT Compact governing documents to the full Compact Commission.
- C. Recommend establishment of fees to the full Compact Commission.
- D. Ensure compact administration services are appropriately provided.
- E. Prepare and recommend the budget for adoption by the full Compact Commission.
- F. Select an independent certified public accountant to prepare the financial audit of the Compact Commission.
- G. Maintain financial records on behalf of the Compact Commission.
- H. Monitor member state compliance and provide compliance reports to the full Compact Commission.
- I. Review and adopt policies and procedures.
- J. Perform the duties prescribed by the model statute, rules, bylaws, and policies and procedures.

**Term of Vice Chair:** Elected for a term of three years or until their successors are elected and assume office. Shall not serve a third consecutive full term in the same office. Shall assume office at the close of the Annual PT Compact Commission meeting at which the officers are elected.

**Number of meetings (estimated):**

- A. Eight to ten one-hour virtual Executive Board meetings annually.
- B. One weekend-long in person meeting of the Executive Board every three years.
- C. Virtual meeting of the full PT Compact Commission.
- D. Individual virtual meetings with Compact Administrator prior to Executive Board meetings.

**Position Functions:**

- A. Attend all meetings.
- B. Actively prepare for and participate in the meetings.
- C. Working with the Executive Board members, complete specific strategies in support of the Compact Commission's mission, vision, and goals.
- D. Succeed to the office of the Chair for the remainder of the term in case of a vacancy in that office.
- E. Assume the duties of the Chair in their absence or incapacitation.
- F. Assume such other duties as the Executive Board may delegate.

**Position Requirements:**

- The office of Vice Chair shall be a Delegate of a Member Board.
- No Officer shall concurrently hold an elected or appointed office in a physical therapy state, national, or international association or hold credentials in another health care profession that would result in potential or actual conflict of interest with the PT Compact Commission.
- Governance experience
- Strong planning and facilitative skills
- Ability to relate well with peers
- Open to new ideas
- Commitment to furthering the Compact Commission's mission

## PT Compact Job Descriptions (Rev. January 2026)

### Secretary/Treasurer – Executive Board

**Established by:** Bylaws

**Executive Board Summary:**

- A. Consists of the Officers (Chair, Vice Chair, Secretary/Treasurer), four Members-at-Large, and two non-voting ex officio members representing APTA and FSBPT.
- B. Recommend changes to the PT Compact governing documents to the full Compact Commission.
- C. Recommend establishment of fees to the full Compact Commission.
- D. Ensure compact administration services are appropriately provided.
- E. Prepare and recommend the budget for adoption by the full Compact Commission.
- F. Select an independent certified public accountant to prepare the financial audit of the Compact Commission.
- G. Maintain financial records on behalf of the Compact Commission.
- H. Monitor member state compliance and provide compliance reports to the full Compact Commission.
- I. Review and adopt policies and procedures.
- J. Perform the duties prescribed by the model statute, rules, bylaws, and policies and procedures.

**Term of Secretary/Treasurer:** Elected for a term of three years or until their successors are elected and assume office. Shall not serve a third consecutive full term in the same office. Shall assume office at the close of the Annual PT Compact Commission meeting at which the officers are elected.

**Number of meetings (estimated):**

- A. Eight to ten one-hour virtual Executive Board meetings annually.
- B. One weekend-long in person meeting of the Executive Board every three years.
- C. Virtual meeting of the full PT Compact Commission.

**Position Functions:**

- A. Attend all meetings.
- B. Actively prepare for and participate in the meetings.
- C. Working with staff, ensure that attendance, votes, and the proceedings of the Executive Board and the full PT Compact Commission meetings are recorded and maintained in the permanent records of the PT Compact Commission.
- D. Conduct roll call of Delegates at any meeting of the Compact Commission and Executive Board meetings for the official records and to establish the presence of a quorum.
- E. Ensure that staff takes and distributes the minutes in a timely manner.
- F. Ensure that copies of the minutes of Executive Board meetings are approved as appropriate.
- G. Make an annual fiscal report to the Compact Commission.
- H. Work with staff to prepare a budget and present it to the Finance Committee and the Executive Board for approval to submit to the Compact Commission for adoption.
- I. Inform Executive Board members of the Compact Commission's financial status at Executive Board meetings.
- J. Ensure that an annual, independent audit is conducted, and the auditor's recommendations are addressed.
- K. Monitor the Compact Commission's financial status, financial policies, and programs.
- L. Help the Chair ensure that adequate resources are available to fund Compact Commission programs.
- M. Working with the Executive Board members, complete specific strategies in support of the Compact Commission's mission, vision, and goals.
- N. Serve as Chair of the Finance Committee
- O. Assume such other duties as the Executive Board may delegate.

**Position Requirements:**

- A. The office of Secretary/Treasurer shall be a Delegate of a Member Board.
- B. No Officer shall concurrently hold an elected or appointed office in a physical therapy state, national, or international association or hold credentials in another health care profession that would result in potential or actual conflict of interest with the PT Compact Commission.
- C. Governance experience
- D. Strong planning and facilitative skills
- E. Ability to relate well with peers
- F. Open to new ideas
- G. Commitment to furthering the Compact Commission's mission

## PT Compact Job Descriptions (Rev. January 2026)

### Member-at-Large – Executive Board

**Established by:** Bylaws

**Executive Board Summary:**

- A. Consists of the Officers (Chair, Vice Chair, Secretary/Treasurer), four Members-at-Large, and two non-voting ex officio members representing APTA and FSBPT.
- B. Recommend changes to the PT Compact governing documents to the full Compact Commission.
- C. Recommend establishment of fees to the full Compact Commission.
- D. Ensure compact administration services are appropriately provided.
- E. Prepare and recommend the budget for adoption by the full Compact Commission.
- F. Select an independent certified public accountant to prepare the financial audit of the Compact Commission.
- G. Maintain financial records on behalf of the Compact Commission.
- H. Monitor member state compliance and provide compliance reports to the full Compact Commission.
- I. Review and adopt policies and procedures.
- J. Perform the duties prescribed by the model statute, rules, bylaws, and policies and procedures.

**Term of Members-at-Large:** Elected for a term of three years or until their successors are elected and assume office. Shall not serve a third consecutive full term in the same office. Shall assume office at the close of the Annual PT Compact Commission meeting at which the officers are elected.

**Number of meetings (estimated):**

- A. Eight to ten one-hour virtual Executive Board meetings annually.
- B. One weekend-long in person meeting of the Executive Board every three years.
- C. Virtual meeting of the full PT Compact Commission.

**Position Functions:**

- A. Attend all meetings.
- B. Actively prepare for and participate in the meetings.
- C. Working with the Executive Board members, complete specific strategies in support of the Compact Commission's mission, vision, and goals.
- D. Assume such other duties as the Executive Board may delegate.

**Position Requirements for Member-at-Large:**

- A. The Members-at-Large shall be a Delegate of a Member Board
- B. No Member-at-Large shall concurrently hold an elected or appointed office in a physical therapy state, national, or international association or hold credentials in another health care profession that would result in potential or actual conflict of interest with the PT Compact Commission.
- C. Governance experience
- D. Strong planning and facilitative skills
- E. Ability to relate well with peers
- F. Open to new ideas
- G. Commitment to furthering the Compact Commission's mission

## **PT Compact Job Descriptions (Rev. January 2026)**

### **Non-Voting Ex Officio Member – Executive Board**

**Established by:** Bylaws

**Executive Board Summary:**

- A. Consists of the Officers (Chair, Vice Chair, Secretary/Treasurer), four Members-at-Large, and two non-voting ex officio members representing APTA and FSBPT.
- B. Recommend changes to the PT Compact governing documents to the full Compact Commission.
- C. Recommend establishment of fees to the full Compact Commission.
- D. Ensure compact administration services are appropriately provided.
- E. Prepare and recommend the budget for adoption by the full Compact Commission.
- F. Select an independent certified public accountant to prepare the financial audit of the Compact Commission.
- G. Maintain financial records on behalf of the Compact Commission.
- H. Monitor member state compliance and provide compliance reports to the full Compact Commission.
- I. Review and adopt policies and procedures.
- J. Perform the duties prescribed by the model statute, rules, bylaws, and policies and procedures.

**Non-Voting Ex Officio Member Term:**

- The Non-Voting Ex Officio Members are appointed by their respective organizations and serve until the appointing organizations appoints a new Non-Voting Ex Officio Member.

**Number of meetings (estimated):**

- A. Eight to ten one-hour virtual Executive Board meetings annually.
- B. One weekend-long in person meeting of the Executive Board every three years.
- C. Virtual meeting of the full PT Compact Commission.

**Position Functions:**

- A. Provide the perspective of their organizations.
- B. Attend all meetings.
- C. Actively prepare for and participate in the meetings.
- D. Working with the Executive Board members, complete specific strategies in support of the Compact Commission's mission, vision, and goals.
- E. Assume such other duties as the Executive Board may delegate.

**Position Requirements for Non-Voting Ex Officio Member:**

- A. One member shall be appointed by the American Physical Therapy Association (APTA), the recognized national physical therapy professional association.
- B. One member shall be appointed by the Federation of State Boards of Physical Therapy (FSBPT), the recognized membership organization of the physical therapy licensing boards.
- C. No member of the Executive Board shall concurrently hold an elected or appointed office in a physical therapy state, national, or international association or hold credentials in another health care profession that would result in potential or actual conflict of interest with the PT Compact Commission.
- D. Ability to relate well with peers
- E. Open to new ideas
- F. Commitment to furthering the Compact Commission's mission

## PT Compact Job Descriptions (Rev. January 2026)

### Compact Commission Delegate

**Established by:** Bylaws

#### **Compact Commission Summary:**

- A. Compact Commission Membership  
The Physical Therapy Compact Commission consists of one delegate selected by each member states' physical therapy licensing board.
- B. Compact Commission  
The Physical Therapy Compact Commission shall meet at least once during each calendar year. Additional meetings may be scheduled at the discretion of the Chair, and must be called upon the request of a majority of the Commission.
- C. Special Meetings  
If a special meeting is called, the notice shall be made at least twenty-four (24) hours before the scheduled meeting. The notice shall include the topic(s) that will be discussed at the special meeting. No additional agenda items may be added to the agenda.
- D. Duties of the Compact Commission
  - 1. Adopt changes to the Rules or Bylaws.
  - 2. Adopt changes to the Compact language.
  - 3. Adopt in rule the fees/dues to be paid by Member States.
  - 4. Adopt in rule the fee charged by the Commission to a licensee purchasing a Compact Privilege.
  - 5. Adopt the budget based on the recommendation from the Executive Board.
  - 6. Enter into contracts for the provision of personnel and other administrative services.
  - 7. Enforce Member State compliance with the terms of the Compact, including the Bylaws and Rules adopted by the Commission.
  - 8. Perform any other necessary or appropriate duties authorized by the Compact.

#### **Term and Identification of Delegate:**

Each member state shall forward the name of its Delegate to the Compact administrator within ten (10) business days of selecting a Delegate. The member state shall also provide notice within ten (10) business days whenever a vacancy occurs.

#### **Duties of Commission Delegates:**

- A. Delegates will represent their member jurisdiction in all meetings of the Physical Therapy Compact Commission.
- B. Delegates will attend the annual meeting of the Commission, and any other meetings of the Commission.
- C. Delegates will participate in the business and affairs of the Commission.
- D. Delegates will disseminate information from the Physical Therapy Compact Commission to their Member Board.
- E. Delegates will respond to requests for information and ensure that their Member Board meets deadlines established by the Physical Therapy Compact Commission.

#### **Delegate Requirements:**

The Delegate shall be a current member of the physical therapy board, who is a physical therapist, physical therapist assistant, public member, or the board administrator or other individual serving as administrative staff to a member state's physical therapy licensing board.

#### **Rights and Privileges of Individuals Other than Delegates and Section 7.D.1.b. & c. Appointees ("Non-Delegates"):**

Non-Delegates may attend the meetings of the Compact Commission and may speak during the public comment period. At the discretion of the Chair, consultants, staff, resource individuals, or other guests may speak to address an issue on the agenda. Non-Delegates may not make motions, make nominations, or vote.

Upon written request to the Commission at least ten (10) business days prior to the meeting date, any non-Delegate may ask to add an item to the agenda and present an oral statement at an open meeting of the Commission.

## PT Compact Job Descriptions (Rev. January 2026)

### Members and Chair – Elections Committee

**Established by:** Bylaws

**Committee Summary:**

- A. Consists of two Delegates who are not on the Executive Board or slated for election.
- B. Submits one or more candidates for each office that is to be filled by election.
- C. Coordinates the election process at the annual meeting of the Compact Commission

**Term of Committee:** Ongoing Standing Committee of the Commission

**Term of Chair:** Senior member of the Committee shall serve as Chair

**Term of Member:** Two Years

**Number of meetings (estimated):**

- A. Three to four virtual meetings, as necessary

**Position Functions:**

- A. Attend all of the meetings.
- B. Actively prepare for and participate in the meetings.
- C. Working with the board liaison, staff liaison, and the other committee members, complete specific strategies in support of the Compact's mission and strategic plans.
- D. Submit an annual report of past year's goals and accomplishments.

**Position Requirements:**

- A. Ability to relate well with peers
- B. Well networked within the PT Compact community
- C. Open to new ideas
- D. Commitment to furthering the Compact's mission

**Additional Chair Position requirements:**

- Strong planning and facilitative skills
- Governance experience

**Additional duties if appointed to serve as Chair:**

- A. Participate in one orientation conference call at the beginning of the term as Chair with the staff liaison and board liaison to review roles (or if board liaison changes).
- B. Schedule meetings as required.
- C. Preside over the meetings and ensure that the focus is on the committee objectives.
- D. See that staff takes and distributes a report to the Executive Board within one week of the meetings.
- E. Submit an annual report to the Compact Commission of past year's goals and accomplishments.



## PT Compact Job Descriptions (Rev. January 2026)

### Members and Chair – Finance Committee

**Established by:** Bylaws

**Committee Summary:**

- A. Consists of at least three members, plus the Secretary/Treasurer who serves as the Chair. It is preferred that at least one committee member is current or former member of a member board and at least one committee member is current or former administrative staff for a member board.
- B. Discusses, reviews, and analyzes the annual budget with PT Compact staff in order to present to and make a recommendation for approval to the Executive Board.
- C. Provide suggestions on revisions to or more analysis needed on the annual budget for the Board's consideration.
- D. Promotes the PT Compact as an organization working together to protect the health, safety, and welfare of the public.
- E. Carries out other duties as assigned by the Executive Board.

**Term of Committee:** Standing Committee of the Executive Board

**Term of Chair:** Remainder of term as the Secretary/Treasurer

**Term of Member:** Two Years

**Number of meetings (estimated):**

- A. One to two virtual meetings, as needed.

**Position Functions:**

- A. Attend all of the meetings.
- B. Actively prepare for and participate in the meeting.
- C. Working with the chair and the other committee members, complete specific strategies in support of the PT Compact's mission and strategic plan.

**Position Requirements:**

- A. Ability to relate well with peers
- B. Open to new ideas
- C. Familiarity with Financial statements and budgets.
- D. Familiarity with Microsoft products such as Excel and PowerPoint.
- E. Ability to evaluate and perform mathematical calculations for review of the annual budget.
- F. Commitment to furthering the PT Compact's mission

**Additional Chair Position requirements:**

- Hold the position of Secretary/Treasurer of the Executive Board
- Strong planning and facilitative skills
- Governance experience

**Additional duties if serving as Chair:**

- A. Participate in one orientation conference call at the beginning of the term as Chair with the staff liaison and board liaison to review roles (or if board liaison changes).
- B. Schedule meetings as required.
- C. Preside over the meetings and ensure that the focus is on the committee objectives.
- D. See that staff takes and distributes a report to the Executive Board within one week of the meetings.
- F. Submit an annual report to the Compact Commission of past year's goals and accomplishments.

## **PT Compact Job Descriptions (Rev. January 2026)**

### **Members and Chair – Rules and Bylaws Committee**

**Established by:** Bylaws

**Committee Summary:**

- A. Consists of at least three members. It is preferred that at least one committee member is current or former member of a member board and at least one committee member is current or former administrative staff for a member board.
- B. Annually reviews the Rules, Bylaws, and Policies & Procedures to determine if any changes should be recommended to the Executive Board
- C. As appropriate, submit drafts of potential amendments to the Rules, Bylaws, and Policies & Procedures
- D. Upon request of the Executive Board, draft potential amendments to Rules, Bylaws, and Policies & Procedures

**Term of Committee:** Ongoing Standing Committee of the Executive Board

**Term of Chair:** Length of time appointed by Executive Board

**Term of Member:** Two Years

**Number of meetings (estimated):**

- Three or four virtual meetings, as needed

**Position Functions:**

- A. Attend all of the meetings.
- B. Actively prepare for and participate in the meetings.
- C. Working with the staff liaison and committee members, complete specific strategies in support of the PT Compact's mission and strategic plan.

**Position Requirements:**

- A. General knowledge of drafting regulatory language
- B. Ability to relate well with peers
- C. Open to new ideas
- D. Commitment to furthering the PT Compact's mission

**Additional Chair Position requirements:**

- Strong planning and facilitative skills
- Governance experience

**Additional duties if serving as Chair:**

- A. Participate in one orientation conference call at the beginning of the term as Chair with the staff liaison and board liaison to review roles (or if board liaison changes).
- B. Schedule meetings as required.
- C. Preside over the meetings and ensure that the focus is on the committee objectives.
- D. See that staff takes and distributes a report to the Executive Board within one week of the meetings.
- E. Submit an annual report to the Compact Commission of the past year's goals and accomplishments.

## PT Compact Job Descriptions (Rev. January 2026)

### Members and Chair – Compliance Committee

**Established by:** Bylaws

**Committee Summary:**

- A. Consists of at least three members, with at least one representative from a jurisdiction with an autonomous licensing board and at least one representative from a jurisdiction with a system that is run by an agency director, commission or council, with or without the assistance of a board and if the board does exist, it is strictly advisory. Members of this committee must have current or former service with a member board.
- B. Reviews quarterly member board compliance data
- C. Collaborates with member boards with potential compliance issues with a goal of identifying potential resolution to bring the board into compliance
- D. Makes recommendations to Executive Board when compliance issues need to be escalated

**Term of Committee:** Ongoing Standing Committee of the Executive Board

**Term of Chair:** Length of time appointed by the Executive Board

**Term of Member:** Two Years

**Number of meetings (estimated):**

- Quarterly virtual meetings
- Periodic follow up meetings with specific jurisdiction with potential compliance issues

**Position Functions:**

- A. Attend all of the meetings.
- B. Actively prepare for and participate in the meetings.
- C. Working with the staff liaison and committee members, complete specific strategies in support of the PT Compact's mission and strategic plan.

**Position Requirements:**

- A. Ability to relate well with peers
- B. Open to new ideas
- C. Commitment to furthering the PT Compact's mission

**Additional Chair Position requirements:**

- Strong planning and facilitative skills
- Governance experience

**Additional duties if serving as Chair:**

- A. Schedule meetings as required.
- B. Preside over the meetings and ensure that the focus is on the committee objectives.
- C. See that staff takes and distributes a report to the Executive Board within one week of the meetings.
- D. Submit an annual report to the Compact Commission of the past year's goals and accomplishments.

## **PT Compact Job Descriptions (Rev. January 2026)**

### **Members and Chair – Education & Outreach Committee**

**Established by:** Executive Board

**Committee Summary:**

- A. Consists of at least three members. It is preferred that at least one committee member is current or former member of a member board, at least one committee member is current or former administrative staff for a member board, and at least one committee member is a current compact privilege holder or employee for an organization that utilizes the PT Compact.
- B. Identifies strategies to increase sales of Compact Privileges through education and outreach efforts

**Term of Committee:** Ongoing Standing Committee of the Executive Board

**Term of Chair:** Length of time appointed by the Executive Board

**Term of Member:** Two Years for members associated with a member board and one year for compact privilege holders and/or employees.

**Number of meetings (estimated):**

- Three to four virtual meetings, as needed

**Position Functions:**

- A. Attend all of the meetings.
- B. Actively prepare for and participate in the meetings.
- C. Working with the staff liaison and task force members, complete specific strategies in support of the PT Compact's mission and strategic plan.

**Position Requirements:**

- A. Ability to relate well with peers
- B. Open to new ideas
- C. Commitment to furthering the PT Compact's mission

**Additional Chair Position requirements:**

- Strong planning and facilitative skills
- Governance experience

**Additional duties if serving as Chair:**

- A. Schedule meetings as required.
- B. Preside over the meetings and ensure that the focus is on the task force objectives.
- C. See that staff takes and distributes a report to the Executive Board within one week of the meetings.
- D. Submit an annual report to the Compact Commission of the past year's goals and accomplishments.