

NSSIG Position Descriptions

2025-2026

President:

1. Preside over all NSSIG Executive Committee and general meetings, ensuring organized and professional conduct.
2. Prepare and distribute meeting agendas, coordinating with Executive Committee officers and stakeholders.
3. Serve as the primary liaison to APTA Nebraska (APTA-NE) and maintain communication with state leadership and committees.
4. Act as the official spokesperson for NSSIG, representing the organization to students, academic programs, APTA-NE, and external partners.
5. Chair the NSSIG Student Conclave and National Advocacy Dinner, overseeing event planning, programming, stakeholder engagement, and day-of operations.
6. Appoint and oversee ad hoc or standing committees as needed to support NSSIG initiatives.
7. Oversee implementation of NSSIG goals and annual programming, ensuring alignment with APTA-NE priorities.
8. Support and mentor Executive Committee members, promoting leadership development and accountability.
9. Coordinate statewide student engagement efforts, including outreach to DPT/PTA programs and student representatives.
10. Ensure smooth leadership transitions, including onboarding new officers and maintaining organizational documents.

Vice President:

1. Assume the duties of the President in the President's absence.
2. Preside over established committees.
3. Update and maintain a current copy of NSSIG by-laws.
4. Assign duties of updating the social media presence and correspondence with the state and national associations.

Secretary:

1. Be responsible for keeping and reporting minutes for each meeting.
2. Maintain records of all official actions of the Executive Committee/NSSIG and Executive Committee officers.
3. Work to maintain an organized Google Drive & share access to the appropriate positions.

Treasurer:

1. Be responsible for reporting on the financial status of the NSSIG.
2. Receive and distribute all monies when appropriate.
3. Communicate with faculty regarding monetary transactions.
 - a. Primary: Erin Isenhardt, APTA NE Executive Director

4. Be responsible for developing and presenting a budget.
5. Provide a review of accounts at each meeting.

NSSIG Program Representative

1. Attend monthly meetings the first Thursday of every month at 7pm on Zoom
2. Share NSSIG updates/events with your classmates (email + your school's APTA meetings).
3. Encourage classmates to attend events.
4. Optional: help plan or join events (Student Conclave & Advocacy Dinner, Finals Week Goodies, Virtual Residency Fair, EPSIG pub nights).
5. Core expectation: communication with your class—you can be as involved beyond that as your schedule allows.