

**SPTO Executive Board  
2020-2021**

<b>Name</b>	<b>Position</b>	<b>Email</b>
Annie Tomei	President	Anne.Tomei@rockets.utoledo.edu
Jordan Arrington	Vice President	Jordan.Arrington@rockets.utoledo.edu
Calli Scheuermann	Treasurer	Calli.Scheuermann@rockets.utoledo.edu
Jenna Marie Hohman	Secretary	Jenna.Hohman2@rockets.utoledo.edu
Alexis Vella	Association Rep	Alexis.Vella@rockets.utoledo.edu
Kaylie Baker	District Rep	Kaylie.Baker@rockets.utoledo.edu
Tabby Stein	Risk Manager	Tabitha.Stein@rockets.utoledo.edu
Brianna Overly	Publicist	Brianna.Overly@rockets.utoledo.edu
Hannah Stewart	Publicist	Hannah.stewart2@rockets.utoledo.edu
Dr. Tori Smith	Faculty Advisor	Tori.Smith@utoledo.edu

## **DUTIES OF OFFICERS**

**A. President**

1. Organizes and presides over all organizational meetings.
2. Appoints committee leaders.
3. Facilitates the development of organizational relationships with other organizations.
4. Delegates various responsibilities to other officers and members.

**B. Vice President**

1. Assumes the president's duties in his/her absence.
2. Acts as a liaison between the committee leaders and the executive board of the organization.
3. Acts as a liaison between the first year class and the organization to express any comments and concerns.
4. Is responsible for completing application for School of the Month to OPTA.

**C. Secretary**

1. Records minutes of all meetings and distributes copies to the president, faculty advisor and all students.
2. Is responsible for organizational correspondence and other assigned clerical dues (e.g. forms for Office of Student Affairs).

D. Treasurer

1. Maintains an account of and is responsible for the funds of the organization.
2. Is responsible for the collection of dues from members of the organization.
3. Creates and maintains a budget throughout the academic year to keep manage all income and expenditures.

E. Publicists (2)

1. Are responsible for maintaining and overseeing the SPTO web page.
2. Are responsible for taking pictures at all SPTO events (or making sure pictures are taken).
3. Are responsible for all advertisement and publicity of all SPTO events.
4. Are responsible for organizing the bi-annual Alumni Newsletter.

F. District Representative

1. Represents the University of Toledo and the SPTO at meetings of the Northwest District of the Ohio Physical Therapy Association and at other functions as requested.
2. Assists the Association representative as needed.

G. Association Representative

1. Represents the University of Toledo and the SPTO to the American Physical Therapy Association and the Ohio Physical Therapy Association.
2. Is responsible for activities related to the APTA and OPTA.

H. Risk Manager

1. Keeps track of number of participants attending all events through out the academic year.
2. Completes and submits the Annual Report to the Office of Student Involvement and Leadership.