



# AMERICAN COUNCIL OF ACADEMIC PHYSICAL THERAPY

## **External Liaisons**

There exists numerous external health care special interest organizations; these organizations represent practitioners or groups who are involved in or responsible for issues in their respective areas of interest. To be adequately represented on these issues, ACAPT may determine that some form of formal or informal relationship with these organizations would be valuable. ACAPT is also asked at times to provide formal representation to an external organization.

**Objectives and Responsibilities:** To assist in the management and oversight, ACAPT representatives to these external organizations are categorized as External Liaisons. The external organizations are referred to as Partners.

This form of relationship is a formal appointment by the Board of Directors and is ongoing with no specific term established. These representatives may also be funded by ACAPT to attend a specific meeting of the Partner organization. If an ongoing agenda is identified, the representation can be continued based on an annual review.

### **Criteria for External Liaisons:**

The following represents the criteria for representative selection. When determining appropriate representation, the mix of skills noted below should be assessed based on the specific organization and the current goals of ACAPT's representation relative to the Partner organization's activities.

1. Must be an ACAPT member.
2. **Skills or Experiences Commensurate with Need:** The ACAPT Board of Directors must consider skills and experiences in prospective Liaisons that reflect ACAPT's strategic initiatives and core values as well as those in the Partner organization for which such a relationship is desired.
3. **Orientation**  
Upon notification of a new appointee as an External Liaison, staff will forward to that individual a copy of this document. The role of the ACAPT liaison to the external organization will be discussed with the new appointee.
4. **Reporting Requirements**  
Written reports are required from the External Liaison for the Board of Directors meetings at least at CSM, NEXT, and ELC. These reports serve as a basis for

determining whether to continue the relationship. External Liaisons may submit written reports as the need arises.

5. Resignation

An appointed member who wishes to resign as External Liaison to a Partner organization may do so by sending a letter to the President of ACAPT with a copy to the Executive Director.