



# AMERICAN COUNCIL OF ACADEMIC PHYSICAL THERAPY

## Appointment Policy

**Purpose:** ACAPT is fortunate to have individuals interested in serving as a volunteer leader. Not every position within the leadership structure of ACAPT is an elected position. This policy is designed to facilitate best practices for the appointment of those not running for an elected position to ensure all who have an interest in serving are given an equal and fair opportunity to do so and that the objectives of the strategic plan are met.

**Procedures:**

There are several occasions or circumstances by which this policy and process may apply:

1. A current volunteer leader has terminated his/her position
2. A current volunteer leader identifies needs that require additional volunteer support
3. The Board of Directors identifies a need for a task force or work group
4. A person expresses an interest in serving

Regardless of the reason, when there is a need for one or more volunteers on a committee, the following process is recommended:

1. When a committee, consortia or the Board is actively seeking additional volunteer support
  - a. The chair and/or members draft a *Call for Volunteers*
  - b. The *Call* is reviewed by the President or Board liaison
  - c. Once approved, the call is posted on ACAPT's website and any social media outlets including the newsletter

*Call for Volunteers* items to include

- ♦ Position sought
- ♦ Purpose/role
- ♦ Qualifications sought of volunteer(s)
- ♦ Length of term
- ♦ Job description
- ♦ Deadline for response to the Call
- ♦ RSVP email

- d. After the deadline, the list of all candidates are reviewed by the committee.
  - e. Once a decision is made, the chair or board liaison should invite the individual(s) to join the committee.
  - f. Once he/she has confirmed participation, those not selected should be contacted with thanks for their offer of service. Before contacting those not selected, it may be worthwhile to see if another committee has a need for volunteers for which some/all of the candidates are well suited. If so, allow that committee to follow up with the invitation to the candidate to join their committee.
  - g. After exhausting all options, a thank you letter should be sent to those not selected.
2. When a person expresses an interest in serving
  - a. Notify the chair of this person's interest
  - b. The chair should explore whether or not there is a need currently unfulfilled or objectives unmet for which such support would be valuable. This may include short-term tasks for which a task force could be created. These are often desirable opportunities for those wanting to get involved but with limited time available should such a need be recognized.
  - c. The candidate's qualifications are reviewed by the committee/consortia
  - d. If he/she is a good fit, the Chair invites the individual to serve

As individuals are appointed, their contact information should be shared with the Executive Director, who will in turn share the same with the Board of Directors. This information is to assure all individuals are properly recognized for their service and that important information related to ACAPT business is shared.

Chairs are responsible for assuring the training/transitioning of incoming and outgoing leaders and to assure all new members of the committee/consortia are aware of ACAPT's policies, procedures, and bylaws.