****

**Job Description: Program Committee**

**Term**: The chair of this committee is appointed by the Board of Directors at the beginning to of the term. There is a 3-year term limit for committee members and no committee member may serve more than two consecutive terms without board approval.

**Elected/Appointed:**  Appointed. Appointee must be an “Individual Member” of an ACAPT member institution, as defined in the ACAPT bylaws.

**Position Objectives**: The Program Committee provides educational and networking opportunities for members and physical therapy educators, working collaboratively with all leaders within ACAPT, the Education Section of APTA, and other outside stakeholder groups.

**Composition**: The suggested composition of the Program Committee is:

1. A Program director
2. A Fellowship director
3. A Residency director
4. A Clinical education director
5. A Clinician member

The board shall appoint one of the above individuals to serve as Chair of this committee. The committee will also have an ACAPT board member liaison.

**Specific Responsibilities**:

1. Advises the Board of Directors on matters pertaining to ACAPT’s and its members’ educational needs and growth.
2. Works closely with the Board Liaison and Executive Director to develop plans and timelines.
3. Interacts with Consortia chairs and other stakeholder groups to facilitate and coordinate programming efforts.
4. Develops and proposes a budget by date requested by ACAPT’s Treasurer to accomplish goals and objectives.
5. Makes recommendations to the Board of Directors for appointment of members as needed to assist in planning and on site management of the programs.
6. Submits written reports regarding programming when requested.
7. Coordinates advertising and marketing initiatives
8. Works with Executive Director to procure signed speaker agreements.
9. Communicates on a regular basis with board liaison regarding program issues related to planning, administration and evaluation.
10. Conducts an educational needs assessment of membership as appropriate.
11. Pursues program sponsors and exhibitors.

Qualifications:

The committee chair must be an active or life member in good standing with a particular interest in communications and possess organization skills. Additional members of the committee are not required to be active members of ACAPT.

Evaluation:

The Board of Directors will have an opportunity to evaluate the committee yearly. The goal of the evaluation process is to improve function of the office to provide personal and professional development.