



AMERICAN COUNCIL OF ACADEMIC PHYSICAL THERAPY

Succession & Orientation Policy

Outgoing leaders provide for a smooth transition by acquainting the newly elected/appointed leaders with pertinent information, materials, and procedures. This should occur within 6 weeks of election or known appointments, and the two should review information in person or by using the Council's conference call line. The list of items to review during orientation includes (but is not limited to):

- a. ACAPT's mission/vision/goals as outlined in the Strategic Plan
- b. A review of the Policies, Procedures, Bylaws and Standing Rules
- c. Job responsibilities
- d. Annual Planning Calendar
- e. Current initiatives
- f. Current challenges (e.g., use select sections of Policy & Procedure manual such as job description, calendar, strategic plan)
- g. Role as mentor to others, including newly elected Board members and leadership
- h. ACAPT history
- i. Liaison assignments

Orientation Procedures consist of the following:

- a. Assign a continuing member to mentor the new member. The mentor will be responsible for being a resource for the new member.
- b. Review of significant past actions, pending current actions, and future directions for the group to which the elected/appointed individual is serving.
- c. In cases where there is a Board liaison assigned, the liaison should assure that the activities of succession planning and orientation are occurring.