****

**Task Force Definition, Formation, and Reporting**

**Task Force Definition**

A task force is a group of individuals appointed by the ACAPT Board of Directors to complete a specific charge or objective of interest to the enterprise of academic physical therapy. Task forces are typically composed of ACAPT members, but may include representation from other communities of interest. An ACAPT Board member will be assigned as a liaison to the task force. APTA Staff and/or a consultant could be asked to serve on or assist with an ACAPT task force, as needed. The Chair organizes the work of the task force, recording meeting notes or minutes of meetings/conference calls, and submitting reports to the ACAPT Board.

The Task Force’s work is completed when they present a report to the ACAPT Board of Directors on their findings with recommendations. The Board may support and accept any or all of the recommendations. The Board may also choose to table, take no action or edit the recommendations.

The Board will disband the Task Force when their charge is complete.

**Formation Procedures**

1. Identify the person(s) to develop the Task Force Charter
   1. When a chair doesn’t already exist because the Task Force is brand new and not a subset of an existing leadership group (*e.g., a Consortium developing a task force would use the Consortium’s chair in this role*), the development of the Charter and call for volunteers will be assigned to a member of the Board by the rest of the members of the Board. This person will then serve as the liaison to the formed Task Force.
   2. When a chair does exist, the development of the Charter and call for volunteers will be assigned to the Chair who will work collaboratively with the assigned Board Liaison.
2. Establish a Charter that outlines:
   1. Background: H*ow was it determined that a task force was needed? For example:*
      1. On January 2, 2017, the Board of Directors charged X with the challenge to identify X
   2. Purpose: *What do they intend to accomplish? For example:*

The Task Force has been formed to explore the issue of payment for clinical education experiences and formulate recommendations to ACAPT.

* 1. Objectives: *This is a detailed list of deliverables. For example:*
     1. Describe existing economic models of clinical education
     2. Identify advantages and challenges of each model
     3. Examine cost structures that are in place in other professions
  2. Structure: *Who is on the task force?(See typical composition description above) For example:*
     1. The Task Force will be made up of the following who are members in good standing of ACAPT:
        1. 2 program directors
        2. 2 clinicians
        3. 1 chair, who is not a member of the ACAPT Board of Directors, but will serve as a liaison to the Board on behalf of the Task Force
  3. Guiding Principles: H*ow will the Task Force members work together to achieve their objectives? For example:*
     1. The composition of the Task Force should meet the following criteria:
        1. Involve multiple stakeholders in physical therapy education and not the proprietary interests of one practice area segment
        2. Not involve any commercial interests
        3. Be able to address issues within the timeline established
        4. Endeavor to work toward a positive impact for all parties involved
        5. All participants must be members in good standing of ACAPT throughout the existence of the Task Force
  4. Work Plan: H*ow often and in what ways will the work of the Task Force be completed? For example:*
     1. The Task Force follows the working guidelines:
        1. Meets monthly via conference calls to review tasks completed and next steps to meet deadlines and objectives
        2. Reports progress/status to the Board of Directors on a monthly basis
  5. Resources: W*hat will be needed to help the Task Force accomplish their objectives? For example:*
     1. The following resources will be made available
        1. Support of APTA Staff
        2. Use of APTA Community Hub for dialogue and document sharing
        3. Use of ACAPT conference call line
        4. Use of ACAPT Meeting Calendar
        5. Use of ACAPT SurveyMonkey account
        6. Funding for X?
  6. Timeline: W*hen is the Task Force expected to meet certain deadlines and when is the work to be considered concluded and the Task Force disbanded? For example:*
     1. April - First meeting of Task Force April
     2. June –Preliminary report to Board
     3. November 15, 2017 – Presents final findings and recommendations to the Board of Directors
  7. Roles and Responsibilities: *Is there a division of labor within the task force to be outlined? For example:*
     1. All participants must be members in good standing of ACAPT throughout the existence of the Task Force
     2. All members must be active participants. If not, the Task Force Chair may remove them.
     3. Adoption of any recommendations for the Board of Directors requires a majority vote of the Task Force members.

1. Present the Charter to the ACAPT Board of Directors for review. The liaison will present the proposed Charter to the Board of Directors for approval. This is important as the work of any group under the direction of the Board is working toward the strategic plan of ACAPT. It is important to assure all are aware of the work being proposed and/or conducted to meet these strategic initiatives.
2. Upon approval of the Charter by the Board, the executive office will send a Call for Task Force Members to the ACAPT membership. This Call will include the details of the Charter and application process. *For example*:

**TASK FORCE APPLICATION**

Volunteers for the Task Force must have the following qualifications:

* Time availability for Task Force work as outlined above
* Willingness to adhere to agreed-upon Task Force deadlines
* Ability to work collaboratively with Task Force members via email and conference calls
* Working knowledge of current practice and PT education demands
* Ability to convert thoughts and ideas into concrete plans and actions

Interested individuals should forward a one page summary that describes your qualifications, including:

* Your primary area of practice or teaching focus
* Number of years teaching
* History of activity within ACAPT or APTA (leadership and other)
* Reason for wanting to serve

Please also provide a copy of your CV or resume.

Please send notification of interest as above with CV directly to the ACAPT Executive Office at acapt@apta.org by **xxxxx**, to be considered for invitation.

1. Task force members will be selected by xxxx and all applicants will be notified within the week of xxxxx. All applications shall be compiled and retained by the Executive Office and shared with those making the selection of the Task Force members.

**Selection of Task Force Members**

1. After the Call for Task Force Members deadline, the qualifications of candidates are reviewed and selected by either
   1. the chair and their board liaison; who will make their recommendations to the Board of Directors for final approval, or,
   2. If this group is new and there is no chair, the Board Liaison assigned shall assess the applications and make his/her recommendations to the Board of Directors for final the decision on appointees.
2. Once a decision is made, the chair or board liaison should invite the individual(s) to join the Task Force. The communication to prospective appointments can be sent from the Executive Office (acapt@apta.org)
3. Once a prospective appointee 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.
4. After exhausting all options, a thank you letter should be sent to those not selected.

**Reporting Procedures**

The Chair of the Task Force provides monthly reports to the board through the assigned board liaison.