



AMERICAN COUNCIL OF ACADEMIC PHYSICAL THERAPY

External Liaisons

There exist 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 related to a specific area of interest 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 for a three-year term. These representatives may be funded by ACAPT to attend a specific conference or meeting of the Partner organization. If the relationship with the Partner organization extends beyond the three-year term of the liaison, the liaison's term may be extended provided a review by the Board and evidence that shows the ongoing work is necessary, productive, and benefits ACAPT's mission.

Process for Securing External Liaisons:

As opportunities for external liaisons are identified, a call for volunteers will be established. An initial draft for the call outlining the charge, qualifications, and other details pertinent to the role with that Partner organization shall be developed by the Executive Director with input from existing leadership within ACAPT, where relevant. This may include input from Institute leadership, commissions, committees, task forces, and the Board. The final draft will be presented to the Executive Committee for approval.

Once approved, a call for volunteers will be circulated via ACAPT's social networks (e-news, social media, other organizations willing to help promote, etc). When the call has closed and a reasonable threshold of not less than three applicants have submitted their consent to serve, those volunteers will be vetted through the same leadership channels that helped inform that draft call for volunteers. Their final recommendations for external liaisons will be presented to the Executive Committee for discussion and approval.

All applicants will be notified, and the person(s) appointed will begin their service.

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 Executive Committee 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 twice a year one of which must be at the annual meeting, and more frequently as needs arise. These reports serve as a basis for determining whether to continue the relationship. External Liaisons may submit written reports as the need arises.
5. Information Sharing
The Liaison should consider the information gained from their role and engagement with the Partner organization as important to the work of ACAPT. The Liaison should not hesitate to share insights gained from their work with the Partner organization with existing leadership groups should it help the group meet their charge. Similarly, the Liaison may be asked by an existing leadership group within ACAPT to attend a meeting to share information that may help inform their work.
6. Budget
Should the External Liaison identify financial support necessary to fulfill their responsibilities, the Liaison shall submit a budget proposal outlining the needs and justification to the ACAPT Executive Director which will be considered by the Treasurer and/or Finance Committee. Final approval will be determined by the Executive Committee. Expenses incurred by the Liaison shall be reimbursed only for that which has been approved.
7. 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.