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**Job Description: Resource Committee**

**Membership**: Five individuals from ACAPT member institutions. The board shall appoint one individual to serve as Chair of this committee. The committee will also have an ACAPT board member liaison.

**Term**: The terms of service are for 3 years with the opportunity to serve two consecutive terms without board approval. In the initial formation of the committee, the chair and one-half of the committee will serve a 3-year term and the remaining appointed members will serve a 2-year term. This will help to facilitate staggered terms so that historical knowledge will not be lost between appointments.

**Elected/Appointed:**  All committee members will be appointed. Appointees must be an “Individual Member” of an ACAPT member institution, as defined in the ACAPT bylaws.

**Charge**: The Resource Committee will collect and aggregate exemplars of excellence for incorporation into an online repository that may be used for the adoption and implementation of best practices within academic physical therapy. The committee responsibilities include, but are not limited to:

* Determining the core categories for which “exemplars of excellence” would be considered, referring to the Criteria for Excellence and other relevant frameworks, and recognizing these may evolve over time
* Developing policies, procedures and guidelines for the committee to identify, review, and assess information that may be considered for the repository;
* Regular and ongoing assessment of the accessibility and impact of the repository;
* To identify areas in which exemplars of excellence have not yet been defined and make recommendations to the ACAPT Board to consider for future development;
* Working collaboratively with ACAPT’s Awards & Recognition Committee as well as the Resource Development Committee of the Leadership Academy in utilizing the exemplars to evaluate prospective awardees;
* Advising the Board of Directors on matters pertaining to ACAPT’s and its members’ needs and opportunities.
* Working closely with the Board Liaison and Executive Director to develop plans, identify resources and timelines.
* Interacting with ACAPT leadership groups and other stakeholder groups to facilitate and coordinate implementation of ideas and solutions.
* Conducting routine reviews to refresh the information posted, confirming that hyperlinks work and where content may be interrelated. Assure all information has permission for access/use.
* Developing and proposing a budget by date requested by ACAPT’s Treasurer to accomplish goals and objectives.
* Making recommendations to the Board of Directors for appointment of members as needed to assist in planning and on-site management of committee activities.
* Submitting written reports to the Board of Directors as requested.
* Ensure that the ACAPT Marketing Specialist is aware of information updates within the repository to help promote the use of the gathered exemplars of excellence.

**Evaluation**:

The Board of Directors will have an opportunity to evaluate the committee yearly. The goal of the evaluation process is to assure functionality of the committee and that the goals and objectives are always relevant to ACAPT’s strategic initiatives.

**Copyright Assignment**:

Members of the Committee will be required to execute an assignment of copyright to ACAPT before the commencement of the work to be completed as part of the purpose and objectives of this Committee.