



PROGRAM COMMITTEE PROTOCOLS

PREMISE

In accordance with the Policy Governance© Model adopted by the Board of Directors in February 2005:

- If the Board (governance) adopts Ends policies defining WHAT outcomes will be produced by APT that advance play therapy and benefit the Members (stakeholders) of the association;
- If its CEO, as its only “direct report”, is held wholly and solely responsible for HOW those outcomes are produced;
- If the expertise of the CEO and Members are association management and play therapy respectively;
- Then the CEO, when deemed necessary, is wise to consult Members, as volunteer staff, and employees, as paid staff, to generate those programs that produce those outcomes and assure the Board that such programs are clinically sound, valued by members, and cost-effective.

CONSULTATIONS

Such consultations are typically conducted in the Community Forums via the APT website and occasionally via email. Members respond to questions and offer comments and suggestions. The CEO crafts a “target proposal” from them and circulates it for additional comment until both the wisdom of the issue and a feasible course of action become apparent.

CHAIR

A Chair is often appointed by the CEO during these discussions. This role is more that of special clinical advisor to the CEO than a committee or group facilitator. The CEO and Chair ensures that all clinical comments and suggestions and applicable administrative issues are fully understood by the other. By achieving this balance, discussions and the resulting programs will be clinically sound, valued by members, and cost-effectively administered.

MEMBERS

Members who accept appointment by the CEO to a program committee, task force, or other groups agree that they will display the interest, budget the time, contribute the applicable expertise, and participate in 100% of all group discussions. Occasionally meetings of one or more groups are held during the annual conference. Volunteers are expected to be polite, courteous, prompt, respectful, and attentive to all individuals, particularly members and patrons of APT and its Foundation. When feeling uncomfortable or incapable, volunteers should discuss such with the CEO or other designated supervisor.

PROMISE

The CEO may not cause or allow conditions that are unfair, undignified, or unclear. Nor may the CEO display grossly preferential treatment or retaliate against any member for non-disruptive expression of ethical dissent.

APT is an equal opportunity employer and makes volunteer position decisions on the basis of merit. We want the most qualified and available persons in each position. Unlawful discrimination based on race, color, religious creed, national origin, ancestry, physical or mental disability, medical condition, age,

marital status including domestic partnership, gender, sexual orientation, gender identity, medical condition including genetic characteristics, or any other consideration made unlawful by federal, state or local laws is strictly prohibited. All such discrimination is unlawful, discouraged, and prohibited.

Members may complain to the CEO and, if unsatisfied, to the Board. Complaints are submitted in writing and the applicable time, date, site, and names of other parties listed. Although every problem may not be resolved to the satisfaction of the volunteer, every effort will be made to provide a safe and harmonious environment for volunteers.

ASSISTANCE

Members with questions or wishing an orientation about leadership, APT, and the Policy Governance© Model may contact the CEO or enroll in [APT Leadership Academy](#) by **October 15**.

SUMMARY

APT is a national nonprofit organization that relies upon its volunteer and paid staff to provide those programs that achieve the Ends policies approved by its board of directors. It is intended that staff find APT service to be fluid, meaningful, and enjoyable.