

DIRECTOR OF RESEARCH

I. DUTIES AND RESPONSIBILITIES

- a. Serves as a voting member of the Academy 's Board of Directors
- b. Leads and coordinates Academy Research efforts consistent with Academy goals and the strategic plan.
- c. Serves as the liaison between the Board of Directors and the Research Committee.
- d. Coordinates routine communications/meetings with Research Committee.
- e. Meets annually at CSM with Research Committee.
- f. Works with the Executive Office and CSM program chair regarding the Anne Shumway-Cook Lectureship during the planning stages of CSM.
- g. Serves as point of communication to Foundation for Physical Therapy Research regarding neurorehabilitation research issues.
- h. Develops, reviews and/or revises yearly research strategic plan for the Academy
- i. Collaborates on Knowledge Translation (KT) Summits and KT grants with Director of Knowledge Synthesis & Director of Practice.
- j. Develops and submits annual budget requests for the Research Committee.
- k. Monitors Committee budget areas throughout the year and in collaboration with the Treasurer. Responds to specific financial inquires related to Committee and work groups.
- l. Ensures liaison groups' leadership reports are completed and submitted to the Executive Office bi-annually based on the approved reporting calendar. Reports to be shared with the Board of Directors to ensure organization is working toward strategic initiatives.

II. FINANCIAL

- a. Submits expense reimbursement requests to the Executive Director, within ninety (90) days of the expenditure. The Director will be reimbursed in accordance with the Academy's Honoraria and Reimbursement Policy and according to the amount as defined in the annual budget.
- b. Develops and submits annual budget requests for Academy liaison committees.
- c. Monitors related budget areas of the Academy throughout the year and in collaboration with the Treasurer. Responds to specific financial inquires related to Academy liaison committees.

III. ORIENTATION OF SUCCESSOR

- a. The Director of Research provides for smooth transition by acquainting the newly elected Director of Research with pertinent information, materials, and procedures. This should occur within 6 weeks of election. The template for

orientation includes but is not limited to:

- i. mission/vision/goals as appropriate
 - ii. job duties
 - iii. timelines
 - iv. current initiatives
 - v. current challenges
 - vi. role as mentor to others, including newly elected Board members, SIG officers and Committee liaisons.
- b. Both the incoming and outgoing Director of Research should attend the June Board planning meeting if possible. In order to preserve institutional memory, the outgoing Director of Research should contact the incoming every 2 months or so as needed until the first CSM meeting.