

Roles and Responsibilities: CTF Executive Board Work Group Lead

August 2026

Purpose of the Role

The members of the Clinician Task Force (CTF) Executive Board serve as Work Group leads to provide Complex Rehabilitation Technology (CRT) subject-matter expertise and leadership, coordination, and accountability for a designated board work group, ensuring that its activities align with the CTF mission, strategic priorities, and governance standards.

The CTF has four active work groups:

- Federal Advocacy
- State Advocacy
- Clinical Coverage of Complex Rehab Technology (CRT)
- Education (includes the Directions sub-group)

Co-chairs may be appointed as needed based on board composition, transitions, work group size, or initiative needs.

Eligibility:

To be eligible to serve a two-year term on the Executive Board, a nominee must be:

- A CTF member in good standing
 - ***Member in good standing** shall be defined by the organization and may include consistent attendance at membership and work group meetings, annual volunteer engagement, and active participation in work group activities and deliverables.
- A clinician in a clinical setting or academic role
 - EB members who are former clinicians who are employed by manufacturers or suppliers in a clinical educator capacity may be considered. However, the board may not have more than one member in this capacity at any time.
- Have a strong background in one or more of the following:
 - Participation in committees and task forces
 - Political advocacy, policy and/or research
 - Familiarity with the CTF mission and initiatives

Time Commitment

- Two year term
- Meetings – approximately 26 hours
 - Monthly EB meetings 1-1.5 hour each= approximately 12-18 hours annually
 - Quarterly Membership Mtgs – 1 hour each = approximately 4 hours annually

- Quarterly Workgroup meetings – 1 hour each = approximately 4 hours annually
- Email communication – a minimum of 1 hour weekly - may vary throughout year
- Participate in at least one extended annual strategic planning meeting to establish and update CTF initiatives, work group activities and budget.
- Work Group Leads may participate in periodic evaluation of work group effectiveness and leadership performance as requested by the board.

General Leadership Characteristics:

- Demonstrates commitment to the CTF mission, goals and strategic plan;
- Inspires confidence, engagement and constructive participation and support among the board and members;
- Exercises fairness, objectivity, open mindedness to make sound judgments to formulate Board policy and decision making;
- Is organized and meets timelines;
- Communicates clearly, professionally and positively;
- Willing to devote additional time (sacrifices spare time) which may include weekends and non-working hours to accomplish the goals of the CTF.

Core Responsibilities

1. Leadership & Direction

- Provide strategic leadership to the work group in support of board-approved goals.
- Facilitate productive meetings that encourage inclusive participation, respectful dialogue, and consensus-based decision-making.
- Establish clear objectives, timelines, and deliverables for the work group.
- Lead the development of clinically informed, evidence based recommendations that elevate a strong clinician voice for board consideration.
- Support the board and staff by providing clinician insight and expertise for advocacy efforts, stakeholder engagement, and/or educational materials.

2. Engagement

- Encourage active engagement and 5 hour contribution from work group members through communication of opportunities in specific or other work groups.
- Support onboarding and orientation of new members to the work group including education on the organization's mission, governance structure, and advocacy approach.
- Promote a culture of professionalism, respect, collaboration and mission-driven service.
- Encourage ongoing learning related to health policy, disability law, and CRT access through work group participation.

3. Planning & Oversight

- Develop and maintain a work group plan including priorities, milestones, and responsibilities that are aligned with the CTF's strategic priorities, advocacy goals, and board directives.
- Monitor progress toward goals and adjust plans as necessary to remain aligned with board direction and organizational needs.
- Periodically review and adjust focus areas in response to changes in organizational needs, policy or time sensitive CRT related initiatives.
- Ensure activities and recommendations are clearly documented, actionable, and consistent with organizational strategy.

4. Communication & Reporting

- Serve as the primary liaison between the work group, Executive Board and CTF membership.
- Communicate expectations, decisions, and follow-up items to work group members.
- Read and respond to email communication from members of the board and membership in a timely fashion.
 - Requests for response should attempt to be within three business days if not specified. (needs discussed – urgent w/in 24hours vs general email XX business days)
- Provide concise written summaries and/or verbal monthly updates on group productivity to the board.
- Elevate issues requiring board attention, decision making or those with significant compliance, legal, or reputational implications to the board in a timely manner.
- Ensure member awareness of and use of policy and procedure to submit for reimbursement of hours as appropriate (See CTF Financial Policy 5.2026)

5. Coordination & Collaboration

- Foster collaboration among clinician members, administrative staff and external stakeholders representing diverse disciplines, practice settings, and patient populations within CRT.
- Coordinate with other board committees or work groups to avoid duplication of effort and ensure alignment and/or collaboration
- Engage external subject-matter experts or stakeholders (e.g., policy analysts, legal experts, partner organizations) when appropriate and aligned with board direction.

6. Governance & Compliance

- Ensure work group actions comply with board policies, bylaws, ethical standards, and applicable regulations.
- Support transparency, accountability, and good governance practices.
- Maintain appropriate balance between clinical expertise, advocacy strategy, and operational implementation.
- Ensure recommendations and deliverables disseminated publicly are evidence-based, person-centered, and consistent with the CTF mission.