

# Standard Operating Procedures

Maine Occupational Therapy Association (MeOTA)

Last Update 8/30/20

The intent of this SOP for MeOTA is to define the essential roles and responsibilities of each of the following positions:

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## **Quick Reference**

### **Positions with Voice and Vote:**

President

President Elect

Past President

Secretary

Treasurer

Regional Representatives

Student Representatives (1 collectively)

### **Positions with Voice:**

Committee Chairs

RA Rep

Committee Members (chairs of subgroups or ad hocs)

Community of Practice Facilitators

### **All members shall:**

1. Encourage membership and participation in MeOTA.
2. Communicate concerns and positions of constituents to the executive board.
3. Communicate with constituents using the Hub/MeOTA website biannually
4. Serve on task groups to develop/discuss items and to make recommendations to the executive board.
5. Communicate to members each year, through the President's Annual Report, the activities of the year.
6. Identify potential nominees for MeOTA awards and participate in the submission of the nominations.
7. Shall notify the president of absence prior to all regularly scheduled meetings
8. Be responsible for maintaining an accurate SOP/job description

## Standard Operating Procedures

**SOP name:** *President Position (member elected)*

### **Eligibility:**

Must be a voting member in good standing with MeOTA and AOTA

Strongly recommended, but not required, to have held an official position with MeOTA for at least one year.

The President shall be the principal executive officer of the corporation and shall in general supervise and control all the business and affairs of the corporation. She/He shall, when present, preside at meetings of the Executive Board. It is a four-year elected term which includes one-year as President Elect, two-year as President and one post year as Past President.

1. The President shall:

- a. preside over the meetings of the Association in accordance with Robert's Rule of Order; has right to vote for 2 year term for a max of 2 terms
- b. Create and send out call for agenda items 14 days prior to Board meeting; agenda to be sent out to membership 1 week prior to Board meeting.
- c. Send out a call for reports 14 days prior to Board meeting; reports due 7 days prior to meeting
- d. Notify the board of absence prior to all regularly scheduled meetings with president-elect or other designee to preside over meeting

2. With approval of the Executive Board, the President shall appoint all chairpersons for committees and shall be an ex-officio member of all committees.

- a. Shall not hold any other position within MeOTA while serving their 4 year term (includes president elect year, president and past president years)

3. The President shall have the power to sign all written obligations of the Association, with approval of the Executive Board, including financial documents and shall be authorized to deposit and withdraw funds in the absence of the Treasurer

4. The President shall exercise general powers of supervision and active management of the Association.

5. The President shall, in cooperation with the board, plan and carry out strategic planning for the Association.

6. The President shall call for annual reports from officers and committee chairs and prepare an annual presidential report a minimum 30 days prior to the Fall Conference.

a. Shall submit information to the Hub at the secretary's request

7. The President shall answer all correspondence that requires the President's response and directs all other correspondence to appropriate Officers or committee chairs.

8. The President shall acquaint the President-elect with the role and functions of that office. See Succession Checklist

9. The President shall develop and update Policies and Procedures in relation with the Bylaws Policies and Procedures Chair on a biannual basis.

10. The President is required to stay in office for 1 year after the end of term, and shall have a voice and vote to assist with Presidential duties transition.

#### AOTA Responsibilities:

1. The President shall serve as a member of the Affiliated State Association Presidents (ASAP) and attend the meetings of the Affiliated State Association Presidents yearly (ASAP)

2. The President shall be responsible for responding to requests from the National Office, such as sending an official roster to AOTA

3. The President shall reflect the objectives, needs and capabilities of the State Association to the AOTA Executive Board, Representative Assembly and National Office Staff.

4. The President shall serve as resource to the National Association with regard to the MeOTA's activities.

#### Past President

1. Be a member of AOTA and maintain communication with ASAP and AOTA for a minimum of 6 months following term. See Succession Checklist

2. Complete ongoing tasks as needed to serve role of president/past president

3. Shall be responsible for maintaining an accurate SOP/job description

4. Support the president in fulfilling her/his obligations through an orientation process

5. Shall conduct the election process in the absence of a Nomination and Recognition Chair/Committee in collaboration with the President when President-Elect is not in office

6. Shall oversee and monitor the amendment, modification, or development of Association Bylaws, Policies, and Procedures and shall review and revise at least annually or as necessary in the absence of a Bylaws, Policies, and Procedures Committee in collaboration with the President when President-Elect is not in office.

## Standard Operating Procedure

**SOP name:** *President-Elect Position (member elected)*

### **Eligibility**

Must be a voting member in good standing with MeOTA and AOTA.

Strongly recommended, but not required, to have held an official position with MeOTA for at least one year.

President Elect. Duties

The President-Elect Shall:

1. Reside over the meetings of the Association with the President in accordance with Robert's Rule of Order; has right to vote, serves for 1 year
2. Assist in the release of the President at the end of their term
3. Fulfill duties in the absence of the President or in the event of a vacancy of that Office, such as filling the unexpired term (see president SOP)
4. Submit an annual report to the President, of any activities completed independently of the President prior to the president's annual report
5. Succeed to the Presidency and assume office at the close of the year following election to the office of the President Elect
6. Shall conduct the election process in the absence of a Nomination and Recognition Chair/Committee in collaboration with the President when the Past President is not in office.
7. Shall oversee and monitor the amendment, modification, or development of Association Bylaws, Policies, and Procedures and shall review and revise at least biannually or as necessary in the absence of a Bylaws, Policies, and Procedures Committee in collaboration with the President when Past President is not in office.

## Standard Operating Procedure

**SOP name:** *Secretary Position (member elected)*

### Eligibility

Must be a voting member in good standing with MeOTA and AOTA.

Strongly recommended, but not required, to have held an official position with MeOTA for at least one year.

Secretary. Duties

1. The Secretary shall serve as a member of the Executive Board and sit on all meetings with voice and vote for a 2 year term for a max of 2 terms.
2. The Secretary shall be responsible for:
  - a. Taking minutes at Executive Board Meetings and all official statewide meetings. Minutes should include action, plan and persons responsible for action. This information should be reviewed at Executive Board meetings upon request of the President.
  - b. Sending copies of minutes to Executive Board members no later than one week after the meeting.
  - c. Informing membership of all meetings in collaboration with the administrative assistant electronically
  - d. Submit an annual report to the president of any activity completed during the year
  - e. Keeper of “dropbox” for archival information
3. The Secretary will submit a MeOTA “newsletter” to the membership with input from the board
4. Should the office of President and President Elect become vacant at the same time, a special election shall be held. In the interim, the Secretary will serve as the President.
5. The Secretary shall maintain record of all Public Relations (PR) material sent out by the PR Committee in collaboration with the PR chair for record keeping purposes.
6. The Secretary shall acquaint the Secretary-elect with the role and functions of the office for 6 months after the end of term. See Succession Checklist

AOTA Responsibilities;

1. The Secretary shall send a copy of MeOTA bylaws to AOTA at the time of its adoption and any amendments to the bylaws within thirty (30) days after they are adopted.



## Standard Operating Procedure

**SOP name:** *Treasurer Position (member elected)*

### Eligibility

Must be a voting member in good standing with MeOTA and AOTA

Strongly recommended, but not required, to have held an official position with MeOTA for at least one year.

Treasurer Duties:

1. The Treasurer shall serve as a member of the Executive Board and sit on all meetings with voice and vote for 2 year term for a max of 4 consecutive terms.
2. The Treasurer shall be responsible for the conduct of the financial affairs of the Association and shall manage the Association budget.
3. The Treasurer shall provide a written report of the financial affairs of the Association to the Executive Board and members at the annual meeting
4. The Treasurer shall be authorized to sign fiscal obligations of the Association with approval of the Executive Board.
5. The Treasurer shall maintain an accurate MeOTA ledger, checkbook and current records of online accounting, money transactions, pertinent receipts, deposits, and bank statements etc.
  - a. Shall maintain W9's from all paid parties from MeOTA (e.g. lobbyist, speakers etc.)
6. The Treasurer shall receive request for reimbursement from approved sources and shall respond to these requests within 30 days when submitted within 30 days of an event.
7. The Treasurer shall notify banks of any change in persons approved to sign MeOTA checks and/or change in address for correspondence to be sent.
8. Shall ensure that taxes or tax exemptions are filed in a timely manner per governmental regulations.
9. Shall ensure that association status is filed/maintained with the State of Maine/IRS.
10. Shall work collaboratively with the Continuing Education committee to develop a budget for each conference prior to securing the venue and speakers.

11. Shall work collaboratively with all MeOTA committees to develop budgets for each yearly committee needs.

12. The treasurer shall acquaint the treasurer-elect with the role and functions of the office for 6 months after the end of term. See Succession Checklist

### **AOTA Responsibilities**

The Treasurer shall receive financial information from AOTA and serve as the liaison regarding financial affairs.

## **Standard Operating Procedure**

**SOP name: *Membership Chair Position (appointed by President/Executive Board)***

### **Eligibility**

Must be a voting member in good standing with MeOTA.

Recommended, but not required to be a member of AOTA

Strongly recommended, but not required, to have held an official position with MeOTA for at least one year.

### **Membership Chair Duties**

The Membership Chair shall:

1. Sit on all meetings with voice only for 2 year term
  - a. Submit a report to the board with membership updates as scheduled
2. Appoint their own committee members.
3. Be responsible for the annual membership drive, maintaining accurate records of membership and payment via the website in collaboration with the administrative assistant/communication consultant
4. Compile a mailing/email list for the annual membership drive through various means including, but not limited to, the previous membership list and obtaining a list of registered occupational therapy practitioners from the state for an accurate and current mailing list and/or mailing labels.
5. Prepare and submit for approval to the Executive Board all written materials to be mailed/emailed during the membership drive.
6. Assess and recommend annual dues for Association membership, in conjunction with the Executive Board, that meet the financial needs of the Association.
7. Maintain policy and procedures in collaboration with the Bylaws Policies and Procedures Committee.
8. Acquaint the Membership Chair-elect with the role and functions of the office for 6 months after end of term. See Succession Checklist
9. Prepare an end-of –year report and submit it to the Executive Board as requested

## Standard Operating Procedure

**SOP name:** *Legislative Chair Position (appointed by President/Executive Board)*

### **Eligibility:**

Must be a voting member in good standing with MeOTA

Strongly recommended, but not required, to be an AOTA member and have held an official position with MeOTA for at least one year.

Legislative Chair Duties:

The Legislative Chair shall:

1. Serves as a member of the Executive Board and sit on all meetings with voice only for 2 year term
  - a. Submit at minimum a monthly report to the board with legislative updates in collaboration with the lobbyist when legislature is in session
2. Appoint their own committee members.
3. Be responsible for following state and national legislative issues affecting MeOTA and occupational therapy in Maine and communicate to MeOTA members information such as:
  - a. record and monitor legislative bills (in collaboration with the lobbyist)
  - b. monitoring the AOTA website and communicating with the AOTA State Affairs office.
4. Present and discuss key national and state legislative issues facing MeOTA and occupational therapy at the annual conference during the business meeting.
5. Be responsible for the option of organizing an annual Legislative Day, which shall include, but not be limited to:
  - a. contacting the appropriate state representative to arrange the date for the annual Legislative Day, as per the state legislature guidelines
  - b. arranging volunteers and events for the annual Legislative day
6. Maintain an adequate record of all information relating to Legislative issues and archive them with the secretary
7. Acquaint the Legislative Chair-elect with the role and functions of the office for 6 months after end of office. See Succession Checklist

8. Assist with development of budget for the legislative committee and demonstrate fiscal responsibility throughout the year.

9. Serve as the contact person for the Association's lobbyist and shall inform the lobbyist of issues pertaining to OT practice.

10. Review bills coming before the Legislature and attend hearings and gives testimony on behalf of MeOTA as needed with Board support

11. Maintain a current list of disclosures from lobbyist to ensure no conflict of interest

## Standard Operating Procedure

**SOP name:** *Public Relations Chair Position (appointed by President/Executive Board)*

### **Eligibility:**

Must be a voting member in good standing with MeOTA

Recommended, but not required to be a member of AOTA

Strongly recommended, but not required, to have held an official position with MeOTA for at least one year.

### **Duties:**

The Public Relations Chair shall:

1. Serves as a member of the Executive Board and sits on all meetings with voice only for two years
  - a. Submit reports to the board with committee updates as scheduled
2. Appoint their own committee members.
3. Be responsible for promoting and marketing MeOTA and Occupational Therapy in Maine.
4. Be responsible for creating, sustaining, promoting volunteer opportunities for the Membership and sending out certificates of attendance.
5. Acquaint the public relations chair-elect with the role and functions of the office for 6 months after end of office. See Succession Checklist
6. Communicate public relations and/or volunteer events to AOTA, social media and members via administrative assistance/communication consultant in a timely fashion
7. Recognize top volunteer of the year at the annual business meeting/MeOTA conference via service award

## Standard Operating Procedure

**SOP name:** *Bylaws, Policies and Procedures Chair (appointed by President/Executive Board)*

### **Eligibility:**

Must be a voting member in good standing with MeOTA.

Recommended, but not required to be a member of AOTA

Strongly recommended, but not required, to have held an official position with MeOTA for at least one year.

### **Duties**

The Bylaws, Policies and Procedures Chair shall:

1. Serve as a keeper of official documents in regards to bylaws, policies and procedures of the organization; shall sit on all meetings with voice only and serve for a two year term
2. Submit to monthly reports to the board with committee updates as scheduled
3. Appoint their own committee members.
4. Complete an annual informal review and biannual formal review of Bylaws and update bylaws as needed with membership approval
4. Complete a Biannual review of the standard operating procedures and update as needed with board approval
5. Coordinate with the Award & Nominations chair for election and appointment process for open positions
6. Maintain the MeOTA Roster in collaboration with the secretary
7. Acquaint the Bylaws, Policies and Procedures chair-elect with the role and functions of the office for 6 months after end of office. See Succession Checklist

## Standard Operating Procedure

**SOP name:** *Awards & Nominations Chair (appointed by President/Executive Board)*

### **Eligibility:**

Must be a voting member in good standing with the Association.

Recommended, but not required to be a member of AOTA

Strongly recommended, but not required, to have held an official position with MeOTA for at least one year.

### **Duties:**

The Award and Nominations Chair shall:

1. Sit on all meetings with voice only and serve for a two year term from the start of their appointment
2. Submit monthly reports for discussion at meetings of the Executive Board as scheduled.
3. Appoint their own committee members.
4. Communicate to members each year, through the President's Annual Report, the activities of the year.
5. Provide successors with an orientation to position responsibilities and materials and information relating to MeOTA business for 6 months after end of term. See Succession Checklist
6. Assist with development of budget for the committee and demonstrate fiscal responsibility throughout the year in collaboration with the Treasurer.
7. Follow stated time frame for notifying members of elections, scholarship and recognition awards.



## Standard Operating Procedure

**SOP name:** *Continuing Education Chair (appointed by President/Executive Board)*

### **Eligibility:**

Must be a voting member in good standing with MeOTA

Strongly recommended, but not required, to be a member of AOTA and NBCOT and have held an official position with MeOTA for at least one year.

### Duties

The Continuing Education Chair shall:

1. Sit on all meetings with voice only
2. Submit monthly reports for discussion at meetings of the Executive Board as scheduled.
3. Serve for a two year term from the start of their appointment
  - a. Appoint their own committee members.
4. Oversee conference planning (2 conferences per year as budget allows) and other continuing education events
  - a. Shall work with treasurer for budgeting of conference events
5. Communicate to members each year, through the President's Annual Report, the activities of the year.
6. Encourage membership and participation in MeOTA events.
7. Collaborate with Membership chair (and other associations as needed) to assess needs of membership for event planning
8. Collaborate with vendors for continuing education resources
9. Collaborate with education programs or other sites for venue planning
10. Provide membership with mentoring opportunities for submitting AOTA or state conference proposals
11. Provide successors with an orientation to position responsibilities and materials and information relating to MeOTA business for 6 months after end of term. See Succession Checklist

## Standard Operating Procedure

**SOP name:** *Regional Representatives (appointed by President/Executive Board)*

### **Eligibility:**

Must be a voting member in good standing with the Association.

Recommended, but not required to be a member of AOTA

Strongly recommended, but not required, to have held an official position with MeOTA for at least one year.

1. Regional Representative serve for a two-year term
2. Shall attend and participate in all regularly scheduled executive board meetings with voice and vote.
  - a. Shall submit bimonthly reports for discussion at meetings of the Executive Board as scheduled
3. Shall communicate with Association members, within their designated area, information related to MeOTA business and Association issues.
  - a. Shall submit information to the Hub at the secretary's request
  - b. Can be completed through email blasts, social media postings
  - c. Shall create/maintain a panel of experts/resources for each practice area by making contacts and obtaining agreement to serve in this role; these contacts can help obtain updates re: events, opportunities in each region, etc.
  - d. Shall create list of potential employers and FW sites, resources for consumers or other OTs
4. Encourage collaboration with various SIS
  - a. Shall collaboratively engage with the SIS facilitator(s) to engage with regional experts via the "Clinical Corner"
5. Has the option of coordinating meetings for members in their region.
6. Shall engage region members to provide feedback to assist MeOTA to fulfill its mission and communicate concerns and positions of constituents to the executive board.
7. Shall communicate the activities of the year, through the President's Annual Report.

8. Shall provide successors with an orientation to position responsibilities and materials and information relating to MeOTA business. See Succession Checklist

9. Participate in Regional Rep only group on website for communication via discussion board, create opportunities for in person meetings at conference for work group or social meetings to facilitate communication between all Regional Reps

## Standard Operating Procedure

**SOP name:** *Student Representative (appointed by President determined by student elections)*

### **Eligibility:**

Must be a member in good standing with the Association.

Recommended, but not required to be a member of AOTA

1. Student Representatives serve for a term based on their student association time frame.
2. Shall attend and participate in all regularly scheduled executive board meetings with voice and one (1) vote collectively.
3. In association with all student representatives (1 representative from each educational program in Maine), the representatives shall communicate with Association members within their designated area information related to MeOTA business and Association issues.
4. Shall assist and represent MeOTA membership within their educational programs
5. Shall submit information to the Hub at the secretary's request
6. Shall communicate concerns and positions of student constituents to the executive board.
7. Shall serve on task groups to develop/discuss items and to make recommendations to the executive board.
8. May bring new issues relating to policy to the attention of the executive board.
9. Shall communicate to members each year, through the President's Annual Report, the activities of the year.
  - a. Shall submit bimonthly reports for discussion at meetings of the Executive Board as scheduled.
10. Shall identify potential nominees for MeOTA awards and participate in the submission of the nominations.
11. Shall provide successors with an orientation to position responsibilities and materials and information relating to MeOTA business. See Succession Checklist

## Standard Operating Procedure

**SOP name:** *Administrative Support Person (hired by Executive Board consensus)*

### **Eligibility:**

Recommended, but not required to have at least one year of active involvement in an administrative role with non-profit organization and computer software knowledge

Formally interviewed and hired/contracted

1. Shall operate under the direction of the Executive Board of the Maine Occupational Therapy Association
2. Shall have direct reporting responsibilities to the President of the Association
3. Shall communicate openly and consistently with the Association Executive board via email and teleconferencing
4. Shall assist the executive board with duties related to the management of the association, including but not limited to: Website management and design, social media maintenance, record keeping and membership correspondence, recording and reconciling online data, annual conference support and management, management and organization of association documents (bylaws, job descriptions, online membership handbook, etc.).
5. Shall communicate with membership using the Hub /MeOTA website as needed.
6. Shall complete tasks as deemed necessary and appropriate by the executive board.
7. May bring new issues relating to policy to the attention of the executive board.
8. Shall report their monthly activities via writing to the President for review.
9. Shall provide successors with an orientation to position responsibilities and materials and information relating to MeOTA business.
10. Shall prepare reports and records in a timely manner required by the President.
11. Shall be reimbursed hourly for their work, as negotiated with the executive board, on a monthly basis.
12. There shall be no guaranteed minimum monthly hours, this position shall operate on at-will basis. Annual income is not to exceed a pre-determined and budgeted limit, unless otherwise negotiated and approved by the executive board.

13. This individual shall be a contracted associate of MeOTA, and not be covered by liability or board insurance policies of the association.

## Standard Operating Procedure

**SOP name:** *Special Interest Section Chair (appointed by President/Executive Board)*

**Eligibility:**

Must be a voting member in good standing with the Association.

Recommended, but not required to be a member of AOTA

Strongly recommended, but not required, to have held an official position with MeOTA for at least one year.

1. The SIS Chair serves as a volunteer member of the Executive Board and sit on all meetings with voice, but no vote
2. Shall serve for a two year term from the start of their appointment
  - a. Shall appoint their own committee members if needed.
3. Shall attend and participate in all regularly scheduled executive board meetings.
  - a. Shall submit bimonthly reports for discussion at meetings of the Executive Board as scheduled
4. Shall assist members with the creation, organization, and ongoing facilitation of special interest sections, as generated from member interest in particular populations or specialty areas of OT practice.
  - a. Shall submit a yearly budget request
5. Shall provide successors with an orientation to position responsibilities and materials and information relating to MeOTA business. See Succession Checklist

## **Standard Operating Procedure**

**SOP name:** *AOTA Representative Assembly Representative (Voted by AOTA members from Maine in AOTA Elections)*

### **Eligibility:**

Must be a voting member in good standing MeOTA and AOTA.

Strongly recommended, but not required, to have held an official position with MeOTA for at least one year.

1. Be elected for a term of three years in the years assigned to MeOTA by the rotation plan as devised by AOTA and assume office at the close of the AOTA annual meeting following the election cycle.
2. Be limited to two (2) consecutive terms in office.
3. Serve no more than eight (8) consecutive years if fulfilling an un-expired term.

AOTA Qualifications. Representative shall:

1. Be an Occupational Therapist or Occupational Therapy Assistant in good standing (Art. III, Sec. 2) with AOTA and MeOTA
2. Have been a member of AOTA for a minimum of two (2) years
3. Have a minimum of two (2) years of active practice
4. Have demonstrated ability and interest in local and national occupational therapy issues
5. Hold no other office in the Association during their term of office
6. Holds no vote on the Executive Board of MeOTA



## Standard Operating Procedure

**SOP name:** *Special Interest Section Facilitator (appointed by President/Executive Board)*

### **Eligibility:**

Must be a voting member in good standing with the Association.

Recommended, but not required to be a member of AOTA

Strongly recommended, but not required, to have held an official position with MeOTA for at least one year.

Required to be a member of the SIS you are seeking appointment to

1. The Special Interest Section (SIS) Facilitator serves as a volunteer member of the Executive Board and sit on all meetings with voice, but no vote
2. Shall serve for a two year term from the start of their appointment
3. Shall attend and participate in all regularly scheduled executive board meetings.
  - a. Shall submit bimonthly reports to the SIS Chair for discussion at meetings of the Executive Board
    - i. report will consist of summary of current and future activities, meetings presentations and/or resources
  - b. Shall submit a yearly budget request to the SIS Chair
4. Shall assist MeOTA members with the creation and organization, and ongoing facilitation of SIS and representing the interest of the group to MeOTA. Suggested means:
  - a. Shall designate SIS members for specific roles as needed, such as secretary, communications person, etc.
  - b. Managing a private Facebook group for your SIS members
  - c. Maintain email through the SIS page on MeOTA website
  - d. Keep attendance for all activities held
  - e. Provide email/post of when and where meetings are
  - f. Submit minutes after all meetings for dissemination via website, Facebook, and/or the HUB

g. Shall coordinate with Membership Chair to ensure all SIS member are current MeOTA members

5. Shall provide successors with an orientation to position responsibilities and materials and information relating to MeOTA business. See Succession Checklist

Current SIS:

Children and Youth, Well-Being for Older Adults, Physical Rehab