

Standard Operating Procedures

Maine Occupational Therapy Association (MeOTA)

Last Update 11/9/17

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

<u>Position</u>	<u>Page Number</u>
Quick Reference Chart	2
1a. President	3
1b. Past President	4
2. President Elect	5
3. Secretary	6
4. Treasurer	7
5. Membership Chair	8
6. Legislative Chair	9
7. Public Relations Chair	10
9. Bylaws, Policies and Procedures Chair	11
10. Nominations and Recognition Chair	12
11. Continuing Education Chair	13
12. Regional Representatives	14
13. Student Representative	15
14. Administrative Support Person	16
15. Communities of Practice Facilitator	17
16. AOTA RA Rep	18
17. Website Manager	19

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 Presidents 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 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
 - a. Shall create and send out call for agenda items 10 days prior to Board meeting; agenda to be sent out to membership 1 week prior to Board meeting.
 - b. Shall send out a call for reports 10 days prior to Board meeting; reports due 5 days prior to meeting
 - c. Shall 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. Shall submit information to the Hub at the secretary's request biannually
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.
9. The President shall develop and update Policies and Procedures in relation with the Bylaws Policies and Procedures Chair.

10. The President is required to stay in office for 1 year after end of term, and shall have 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
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

1. The President-Elect shall preside 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. The President Elect shall 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 un-expired 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 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 annually 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”
3. The Secretary will submit biannually a MeOTA “newsletter” aka Hub 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 of the President.
5. The Secretary shall maintain record of all Public Relations (PR) material sent out by 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 end of term.

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 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 W9s 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 event.
7. The Treasurer shall notify banks of change in persons approved to sign MeOTA checks and change in address for correspondence to be sent.
8. Shall ensure that taxes or tax exemptions are filed in a timely manner.
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 budget for each conference prior to securing venue and speakers.
11. Shall work collaboratively with all MeOTA committees to develop budget for each yearly committee needs.

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)*

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

1. The Membership chair shall sit on all meetings with voice and NO vote for 2 year term
 - a. Shall submit a bimonthly report to the board with membership updates
2. The Membership Chair shall appoint their own committee members.
3. The Membership Chair shall be responsible for the annual membership drive, maintaining accurate records of membership and payment via the website in collaboration with the administrative assistant
4. The Membership Chair shall 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. The Membership Chair shall prepare written materials to be mailed/emailed during the membership drive. The Membership Chair shall seek approval for all written materials from the Executive Board prior to the mail distribution.
6. The Membership Chair shall assess and recommend annual dues for Association membership, in conjunction with the Executive Board, that meet the financial needs of the Association.
7. The Membership Chair shall maintain policy and procedures in collaboration with the Bylaws Policy and Procedures committee.
8. The Membership Chair shall acquaint the Membership Chair-elect with the role and functions of the office for 6 months after end of term.
9. The Membership Chair shall prepare an end-of –year report and submit it to the Executive Board

Standard Operating Procedure

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

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.

Legislative Chair Duties:

1. The Legislative chair serves as a member of the Executive Board and sit on all meetings with voice and NO vote for 2 year term
 - a. Shall submit a monthly report to the board with legislative updates
2. The Legislative chair shall appoint their own committee members.
3. The Legislative Chair shall 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
 - b. monitoring the AOTA website and communicating with the AOTA State Affairs office.
4. The Legislative Chair shall present and discuss key national and state legislative issues facing MeOTA and occupational therapy at the annual conference during the business meeting.
5. The Legislative Chair shall 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. The Legislative Chair shall maintain an adequate record of all information relating to Legislative issues and archive them with the secretary
7. The Legislative Chair shall acquaint the Legislative Chair-elect with the role and functions of the office for 6 months after end of office.
8. Shall assist with development of budget for the legislative committee and demonstrate fiscal responsibility throughout the year.
9. Shall serve as the contact person for the Association's lobbyist and shall inform the lobbyist of issues pertaining to OT practice.
10. Shall review bills coming before the Legislature and attend hearings and gives testimony on behalf of MeOTA as needed with Board support
11. Shall 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)*

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.

1. The Public Relations chair serves as a member of the Executive Board and sits on all meetings with voice and NO vote for two years
 - a. Shall submit bimonthly reports to the board with committee updates
2. Shall appoint their own committee members.
3. Shall be responsible for promoting and marketing MeOTA and Occupational Therapy in Maine.
4. Shall be responsible for creating, sustaining, promoting volunteer opportunities for the Membership and sending out certificates of attendance.
5. The public relations chair shall acquaint the public relations chair-elect with the role and functions of the office for 6 months after end of office.
6. Shall communicate public relations and/or volunteer events to AOTA, social media and members via administrative assistance in a timely fashion
7. Shall recognize top volunteer of the year at the annual business meeting/MeOTA conference

Standard Operating Procedure

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

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.

1. The Bylaws, Policies and Procedures chair serves as a keeper of official documents in regards to bylaws, policies and procedures of the organization; shall sit on all meetings with voice and NO vote and serves for a two year term

a. Shall submit to bimonthly reports to the board with committee updates

2. Shall appoint their own committee members.

3. The Bylaws, Policies and Procedures chair shall do an annual formal review of Bylaws and update bylaws as needed

4. The Bylaws, Policies and Procedures chair shall do an annual formal review of the standard operating procedures and update as needed

5. The Bylaws, Policies and Procedures Chair shall coordinate with the Nominations chair for election and appointment process for open positions

6. The Bylaws, Policies and Procedures chair shall maintain the MeOTA Roster

7. The Bylaws, Policies and Procedures chair shall acquaint the Bylaws, Policies and Procedures chair-elect with the role and functions of the office for 6 months after end of office.

Standard Operating Procedure

SOP name: *Nominations and Recognition Chair (appointed by President)*

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 Nominations and Recognition chair shall sit on all meetings with voice and NO vote and serve for a two year term from the start of their appointment
 - a. Shall submit bi-monthly reports for discussion at meetings of the Executive Board.
2. Shall appoint their own committee members.
3. Shall communicate to members each year, through the President's Annual Report, the activities of the year.
4. Shall provide successors with an orientation to position responsibilities and materials and information relating to MeOTA business for 6 months after termination of position.
5. Shall assist with development of budget for Nominations and Recognition committee and demonstrate fiscal responsibility throughout the year in collaboration with the Treasurer.
6. Shall follow stated time frame for notifying members of elections, scholarship and recognition awards.

Standard Operating Procedure

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

Eligibility:

Must be a voting member in good standing with MeOTA, AOTA, NBCOT

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

1. The Continuing Education chair shall sit on all meetings with voice and NO vote
 - a. Shall submit monthly reports for discussion at meetings of the Executive Board.
2. The Continuing Education shall serve for a two year term from the start of their appointment
 - a. Shall appoint their own committee members.
3. Head of conference planning (2 conferences per year as budget allows) and other continuing education events
 - a. Shall appoint members to their committees
 - b. Shall work with treasurer for budgeting of conference events
4. Shall communicate to members each year, through the Presidents Annual Report, the activities of the year.
5. Shall encourage membership and participation in MeOTA events.
6. Collaborate with Membership chair (and other associations as needed) to assess needs of membership for event planning
7. Collaborate with vendors for continuing education resources
8. Collaborate with OT programs for venue planning
9. Provide membership with mentoring opportunities for submitting AOTA or state conference proposals
10. Shall provide successors with an orientation to position responsibilities and materials and information relating to MeOTA business for 6 months after termination of position

Standard Operating Procedure

SOP name: *Regional Representatives (appointed by President)*

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
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 biannually
 - b. Can be completed through email blasts, social media postings
4. Has the option of coordinating meeting for members in their region.
5. 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.
6. Shall communicate to members each year, through the President's Annual Report, the activities of the year.
7. Shall provide successors with an orientation to position responsibilities and materials and information relating to MeOTA business

Standard Operating Procedure

SOP name: *Student Representative (appointed by President – 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 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 communicate with constituents using the Hub/MeOTA website monthly
 - a. Shall submit information to the Hub at the secretary's request annually
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 Presidents Annual Report, the activities of the year.
 - a. Shall submit bimonthly reports for discussion at meetings of the Executive Board
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.

Standard Operating Procedure

SOP name: *Administrative Support Person (hired by EB 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 serve on 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.
11. 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.
11. 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: *Communities of Practice Facilitator (appointed by President)*

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 Communities of Practice 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
 - 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
4. Shall assist members with the creation, organization, and ongoing facilitation of communities of practice, such communities 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.

Standard Operating Procedure

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

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: *Website Manager (Appointed by EB consensus)*

Eligibility:

Must be a MeOTA member in good standing.

Regular access to a computer and internet.

Willingness to learn and participate in website administration for the Association.

Recommended computer software knowledge.

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, work closely with other committee members such as Membership Chair, Communications Consultant, Treasurer and others.
3. Shall communicate openly and consistently with the Association Executive Board via email and teleconferencing, or other methods.
4. Shall assist the Executive Board with duties related to the management of the Association, including but not limited to: website management and design, administrative (backend) website (gained through Your Membership (YM) tutorials and mentoring from website consultant and past website coordinators), social media maintenance, recording and reconciling online data.
5. Shall collaborate with Membership Chair and hired Communication Consultant to assure the Association is utilizing and leveraging all the functions to optimize information and performance of the website for the Association.
6. Shall grant access as a position requires and orient new board members and volunteers to the administrative (backend) of the website, as appropriate.
7. Shall generate ideas to increase website visitation and usage.