

ORGANIZATIONAL POLICY

POLICY NO: B.3.125

SECTION: Board/Organizational

B.3.125 AUTO INSURANCE SECTOR TEAM – TERMS OF REFERENCE

PURPOSE:

To assist the Society to monitor, identify and address issues, opportunities and risks affecting occupational therapy practice funded by auto insurance in the province of Ontario and to identify and assist OSOT to meet professional development needs of members working in or interested in this sector.

FUNCTIONS/TASKS:

1. To identify key issues and opportunities affecting OT practice in the auto insurance sector.
2. To make recommendations to the Board of Directors for strategies or initiatives to address emerging issues or opportunities relating to OT practice in the auto insurance sector in general and to assist the Society to implement approved initiatives. (These may include initiatives related to advocacy, professional promotion, resource development, etc.)
3. To identify professional development and practice support needs of occupational therapists working in the auto insurance sector and to assist the Society to develop strategies to address these needs and promote practice excellence.
4. To facilitate professional networking and sharing of best practice related to OT practice in the auto insurance sector.
5. To support OSOT's representative to the Coalition of Professional Associations in Auto Insurance to bring forward an OT perspective and input to initiatives and positions of the Coalition.

REPORTING STRUCTURE:

The Auto Insurance Sector Team reports to the Board of Directors through the Executive Director. A communications strategy will be mutually determined to facilitate communication between the Executive Director and Team on a regular basis.

Records of Team meetings will be maintained by the Chair and copies of Team Minutes will be forwarded to the OSOT Office.

MEMBERSHIP:

The Auto Insurance Sector Team will be comprised of occupational therapists with varied backgrounds and experience in the auto insurance sector. Ideally, representation of diverse

geographic distribution will be achieved. A Chairperson who is a member of OSOT will be appointed by the Board of Directors for a one year, renewal term.

MEETINGS:

Meetings may be scheduled at the call of the Chair at a frequency necessary to accomplish the objectives of the Team. To facilitate involvement of members from across the province, communications and consultation via telephone, email and website chats will be built into the communications strategy of the Team as required.

BUDGET:

OSOT Teams shall be approved a basic operating budget (telephone, printing, photocopy, etc) as per the Budget Planning Process for operational costs to ensure that members do not incur costs for operations of OSOT Teams. Travel expenses for Team members are limited to parking expenses. Access to funds in excess of the basic operating budget must be applied for through application to the Board. Projects and initiatives that require budget commitments will be approved by the board of directors and a project budget will be established through the Special Projects approval process.

OBJECTIVES:

OSOT Teams will establish annual objectives to be approved by the Board of Directors to provide guidance for Team members. Annual objectives will be requested for submission in September annually

POLICY APPROVAL:

October 17, 2009

POLICY REVIEW:

September 9, 2014

RELATED REFERENCES:

**OSOT By-laws, September 2008, Article Eight, Section 8.01 - 8.04
Special Projects Funding Policy**

FORMS THAT APPLY: