

## ***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.

Team updates, identifying achievements, progress on initiatives, and/or barriers to goal achievement will be forwarded upon request (6 times per year) to support a consolidated Teams Update Report to the Board of Directors' meetings.

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, representing diverse geography, length of practice, expertise and skills sets.

OSOT recommends an ideal Team size between 6 – 10 members. Membership will be confirmed in June of each year for the following membership year and will be communicated to the OSOT Office by the Team Chair, identifying any volunteer needs.

Any member interested in joining the Team is invited to submit an Expression of Interest to the OSOT Office. Applications will be forwarded to the Team for review. The Chair will advise the Executive Director of the Team's decisions regarding applicants and provide a final list of members no later than September 30<sup>th</sup>. New Team members will be provided with orientation resources from the OSOT Office.

A Chairperson or Co-Chairpersons who are members of OSOT will be selected by the Team and approved by the Board of Directors for a one year, renewable term. In the event that there are more interested candidates, a vote of Team members will ensue with majority determination identifying the name to be forwarded to the Board.

Team participation will be guided by the OSOT Code of Conduct and the OSOT Team Member Practices document.

**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.

To facilitate attendance, the meeting schedule will be pre-circulated for the year by October 30<sup>th</sup>. Team members are expected to attend all meetings. It is, however, recognized that attendance at some meetings may be realistically precluded due to conflicts or unforeseen circumstances. It is expected that regrets will be clearly communicated to the Chair at such times. A member who is absent for three (3) in a 12 month period will be contacted by the Chair to discuss attendance and, further to consultation with the Team, may be asked to resign.

For the purposes of decision-making attendance of a quorum is important. Quorum shall be 50% of the voting membership.

**DECISION-MAKING:**

Whenever possible Team decisions will be made by consensus. The role of the Chair /Co-chair is to effectively facilitate discussion to arrive at consensus. When consensus cannot be reached, decisions will be made via majority vote provided there is a quorum (attendance of at least 50% of the voting

membership). All voting will occur during meetings so as to ensure that members are fully informed through materials and discussion. A tie will require further Team deliberation.

**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.

In addition, the Team will receive an annual Project Budget in an amount approved by the Board of Directors. This Project Budget is intended to support small projects, allow for engagement in preliminary work to develop a larger project proposal, etc. Access to funds will be detailed in Team Chair orientation and Team procedures.

Access to funds in excess of the basic Operating and Project budgets must be applied for through application to the Board. A Special Project Funding Application may be forwarded at any time during the fiscal year to support strategic projects.

**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 of Teams for June of each year so that budgets and objectives may be finalized for October 1<sup>st</sup> annually

<b>POLICY APPROVAL:</b>	<b>October 17, 2009</b>
<b>POLICY REVIEW:</b>	<b>September 9, 2014</b>
<b>POLICY REVIEW:</b>	<b>June 3, 2017</b>
	<b>April 13, 2019</b>
	<b>June 22, 2019</b>

<b>RELATED REFERENCES:</b>	<a href="#"><u>Special Projects Funding Policy</u></a>
	<a href="#"><u>OSOT Code of Conduct Policy</u></a>
	<a href="#"><u>Team Member Practices.pdf</u></a>