

## ***ORGANIZATIONAL POLICY***

**POLICY NO: B.3.157**

**SECTION: Board/Organizational**

### **B.3.157 SEATING & MOBILITY TEAM – TERMS OF REFERENCE**

#### **PURPOSE:**

The Seating and Mobility Team assists the Board of Directors to monitor, identify and address issues affecting occupational therapy practice relating to the needs of Ontarians for seating and mobility devices to ensure that an occupational therapy voice is able to effectively influence relevant policy development, to facilitate proactive promotion of the profession within this practice focus and to ensure that the needs of occupational therapists who focus on seating and mobility services are met to enable OTs to deliver quality services to meet the needs of Ontarians.

#### **FUNCTIONS:**

1. To identify key issues and opportunities affecting OT practice related to the assessment and interventions related to Ontarians' need for seating and mobility devices.
2. To make recommendations to the Board of Directors for strategies or initiatives to address emerging issues or opportunities relating to OT practice relating to seating and mobility services and to assist the Society to implement approved initiatives. (These may include initiatives related to advocacy, professional promotion, resource development, etc.)
3. To assist the Board to respond to policy and legislative reform developments affecting the delivery of seating and mobility services in the province with a focus on impact to consumers and the delivery of and access to occupational therapy services.
4. To identify professional development and practice support needs of therapists whose practice is focused on seating and mobility and to assist the Society to develop strategies to address these needs and promote practice excellence.
5. To facilitate professional networking and sharing of best practice related to OT practice relating to seating and mobility
6. In collaboration with the Executive Director, to establish and maintain relationships with key stakeholders relating to the delivery of seating and mobility services.

#### **REPORTING STRUCTURE:**

The Seating and Mobility 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 Operations Manager and Executive Director.

**MEMBERSHIP:**

The Team will be comprised of occupational therapists with varied backgrounds and experience related to OT practice with a focus in seating and mobility. Ideally, representation of diverse geographic distribution will be achieved. A Chairperson (or co-chairs) 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 web-based media will be built into the communications strategy of the Team as required.

**BUDGET:**

A basic operating budget (telephone, printing, photocopy, etc) will be approved by the Board of Directors annually 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:** January 28, 2012

**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:**