

ORGANIZATIONAL POLICY

POLICY NO: B.3.159

SECTION: Board/Organizational

B.3.159 STRATEGIC ADVOCACY TEAM – TERMS OF REFERENCE

PURPOSE:

To provide strategic advice and recommendations to the Board of Directors relating to emerging trends, policy evolution, research/evidence and emerging legislative issues affecting OSOT members in order to inform OSOT's strategic and proactive advocacy agenda and strategies, and to provide oversight, guidance and monitoring to the advocacy work undertaken by OSOT staff and Teams.

FUNCTIONS/TASKS:

1. To provide thought leadership and input (recommendations) to the Board of Directors on provincial health policy issues that affect occupational therapy for the purposes of the board's development and consolidation of strategic advocacy strategies.
2. To monitor progress of the Society's strategic advocacy initiatives undertaken by staff and OSOT Teams/Task Forces, advising as appropriate.
3. To develop and foster constructive, collaborative relationships of the Society with government and/or key policy makers or stakeholders.
4. To monitor policy planning and/or budget cycles in Ontario and identify opportunities for proactive influence of key policy makers during these strategic periods.
5. To ensure a regular forum through which to link with OSOT's government relations consultant on a regular basis to facilitate knowledge exchange, advocacy planning and analysis of emerging trends.
6. To be a resource and support to OSOT Sector Teams who are responding to policy issues that affect OT practice in their respective sector.

REPORTING STRUCTURE:

1. The Strategic Advocacy Team reports to the Board of Directors through the Executive Director.

MEMBERSHIP:

The Team shall include membership of:

- the President
- Executive Director
- An External Consultant with expertise in government relations and health policy
- the President Elect when in office

MEETINGS:

The Committee shall be chaired by the President or his/her delegate.

The Team shall meet bi-weekly or at the call of the Chair.

Meetings may take the form of a face-to-face meeting, video-conferencing, teleconference or an e-mail consultation.

DECISION MAKING:

The Strategic Advocacy Team will strive to make informed decisions by consensus. When/if a vote is necessary a majority vote will determine the decision.

Team Reports to the Board of Directors will be forwarded in response to the call for Team/Task Force updates in advance of each Board Meeting.

BUDGET:

An annual budget to support the operating costs of the Strategic Advocacy Team will be supported in the annual OSOT budget. OSOT's strategic advocacy strategies will be supported by the allocation of a minimum of 10% of projected annual membership revenues in the Society's annual operating budget. This budget shall include the costs of the government relations consultant, any other external resources and/or specific advocacy initiatives.

POLICY APPROVAL: **March 22, 2014**

POLICY REVIEW: **June 3, 2017**

RELATED REFERENCES: Government Relations Consultant Contract, OSOT Strategic Plan
FORMS THAT APPLY: