

ORGANIZATIONAL POLICY

POLICY NO: B.3.4.2

SECTION: Board/Organizational

B.3.4.2 En-AGE Advisory Council (EACO)

PURPOSE:

The En-AGE Advisory Council assists the Board of Directors to monitor, identify and address issues and opportunities affecting occupational therapy practice directed to seniors' health and well-being and promotes an integrated approach to positioning OT as leaders in seniors' health and well-being amongst OSOT Teams and/or designated working groups.

FUNCTIONS:

1. To provide oversight and strategic direction to drive change and innovation to achieve the professions/Society's goal to position occupational therapists as leaders addressing seniors' health and well-being in Ontario.
2. To propose a 5 year OSOT Seniors Strategy and annual priorities for both advocacy and practice development foci of the Society to support the goal of positioning OTs as leaders in seniors' health.
3. To support and inform the work of OSOT Teams, Task Forces and Representatives working on seniors related issues, assuring consistency of core messaging, alignment with the strategic plan.
4. To identify gaps and/or emerging opportunities for focused attention of OSOT to advance the success of a senior's strategy and the achievement of goals.
5. To develop and advance models of OT/inter-professional service delivery to meet needs of seniors and their careers across the continuum of care.
6. To stimulate, engage and partner with researchers and educators to advance the profession's contribution and leadership to seniors' health and well-being.

REPORTING STRUCTURE:

The En-AGE Advisory Council 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 Executive Assistant and Executive Director.

MEMBERSHIP:

The En-AGE Advisory Council will be comprised of occupational therapists with varied backgrounds and experience in the Seniors Advisory 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 30th. 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 30th. 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 1st annually

POLICY APPROVAL: May 2017
POLICY Review June 22, 2019
Policy Amended: April 17, 2021 (name change)

RELATED REFERENCES: [Special Projects Funding Policy](#)
[OSOT Code of Conduct Policy](#)
[Team Member Practices.pdf](#)