

ORGANIZATIONAL POLICY

POLICY NO: B.3.126

SECTION: Board/Organizational

B.3.126 RETIRED MEMBERS TEAM – TERMS OF REFERENCE

PURPOSE:

The Retired Members Team assists the Society to identify and address issues and opportunities related to members' transitions to retirement and their continuing engagement in the work of the Society to advance occupational therapy in Ontario. OSOT recognizes the unique and valued perspectives that retired OTs can bring to advocacy, promotion, member support activities, and new project ideas based on their career experience and insights.

FUNCTIONS:

1. To identify key issues and opportunities affecting OTs and retired OTs in Ontario related to retirement transition, and to make recommendations to the Board of Directors for strategies or initiatives to address these.
 - a) To build awareness of how retired members can continue to be involved in their profession, and in their communities.
 - b) To review professional development and practice support needs of therapists who are newly retired, or planning to retire, and to assist the Society to develop strategies to address these needs.
 - c) To identify initiatives to retain OSOT membership upon retirement from practice and to enable retired OTs to continue to engage with, and contribute to, the profession.
 - d) To facilitate professional networking and sharing of experiences and ideas among retired OTs, or those approaching retirement.
2. To identify provincial or municipal policy issues affecting OT practice or client/community needs that may be addressed by the Team, with their broad base of experience, and to develop and assist in the implementation of advocacy strategies to address these issues.
3. To identify areas of expertise that can support other OSOT Sector Teams, projects, or initiatives and to provide consultation and/or input.

REPORTING STRUCTURE:

The Retired Members 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 twice a year to support a consolidated Teams Update Report to the Board of Directors' meetings.

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

MEMBERSHIP:

The Retired Members Team will be comprised of retired occupational therapists and those who are considering retirement. They will come to the network with varied backgrounds and experiences, representing diverse geography, length of practice, expertise and skills sets.

Any OSOT member who meets the above description may join the Team. 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. New Team members will be provided with orientation resources from the OSOT Office.

A Chairperson and Co-Chairperson(s) who are members of OSOT will volunteer for a one year renewable term.

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, web meetings, and email 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 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 that are 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:

June, 12, 2021

POLICY REVIEW:

RELATED REFERENCES:

[Special Projects Funding Policy](#)

[OSOT Code of Conduct Policy](#)

[Team Member Practices.pdf](#)