

ORGANIZATIONAL POLICY

POLICY NO: B.3.116

SECTION: Board/Organizational

B.3.116 SECTOR TEAM – TERMS OF REFERENCE

PURPOSE:

Sector Teams assist the Board of Directors to monitor, identify and address issues, opportunity and risks affecting occupational therapy practice in Ontario. These Teams ensure an occupational therapy voice is effective in influencing relevant policy development, facilitates proactive promotion of the profession and ensures the needs of occupational therapists are met - enabling OTs to deliver quality services.

FUNCTIONS/TASKS:

1. To identify key issues and opportunities affecting OT practice in the Team's identified sector (as defined by the Sector Team's name*).
2. To make recommendations to the Board of Directors for strategies or initiatives that address emerging issues or opportunities relating to OT practice in the sector(s) and to assist the Society to implement approved initiatives.
3. To assist the Board to respond to policy and legislative reform developments affecting health 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 occupational therapists working in the sector(s) 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.
6. In collaboration with the Executive Director, to establish and maintain relationships with key stakeholders and/or establish OSOT's representation to outside associations, task groups, or other groups.

REPORTING STRUCTURE:

The Sector Team reports to the Board of Directors through the Executive Director.

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.

*The Retired OT Team addresses issues relevant to members' transitions to retirement and their continuing engagement in the work of the Society.

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

MEMBERSHIP:

The Sector Team will be comprised of occupational therapists with varied backgrounds and experience in the specified sector*, representing diverse geography, length of practice, expertise, and skills sets.

OSOT recommends an ideal Team size between 6 – 10 members. Observers are allowed to attend meetings as determined by the individual sector 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, 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 by telephone, email and/or teleconference 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 meetings within 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.

*The Retired OT Team addresses issues relevant to members' transitions to retirement and their continuing engagement in the work of the Society.

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 by majority vote provided there is a quorum. 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 operational costs. Travel expenses for Team members are limited to parking expenses.

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 to support strategic projects.

OBJECTIVES:

OSOT Teams will establish annual objectives to be approved by the Board of Directors. 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:	October 17, 2009
POLICY REVIEW:	September 9, 2014
POLICY REVIEW:	June 3, 2017
	April 13, 2019
	June 22, 2019
POLICY REVISED:	June 18, 2022 – combined all Terms of Reference into once policy

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