



Ontario Society of  
Occupational Therapists

## BOARD OF DIRECTOR NOMINATIONS PACKAGE 2020

**Are you ready, willing, and able  
to lead?**



Are you passionate about the role that OT plays in promoting the health and well-being of Ontarians?



Are you eager to promote the value of OT to government decision makers?



Do you have ideas about ways to support our professional development?



Are you looking for an opportunity to share your vision, passion and leadership with your OT colleagues?

**Answer YES to any of these questions? OSOT needs you!  
Put your name forward to serve on our Board of  
Directors -- Now is the time!**

Not your moment? Pass this along to someone you'd like to see lead the profession.



Ontario Society of  
Occupational Therapists

## OSOT BOARD OF DIRECTORS CALL FOR NOMINATIONS

The Ontario Society of Occupational Therapists seeks nominations for 5 positions on the Board of Directors for a term of office **commencing October 2020**. Nominations are sought for the positions of:

<b>President - Elect</b>	<b>(1-year term)</b>
<b>Treasurer</b>	<b>(2-year term)</b>
<b>Director at Large</b>	<b>(2-year term)</b>
<b>Director at Large</b>	<b>(2-year term)</b>
<b>Director at Large</b>	<b>(2-year term)</b>

OSOT is your professional organization and with members' input has developed a dynamic strategic vision and plan. Over 4,500 Ontario OTs and Student OTs are committed to **proactively support, promote and position the profession of occupational therapy in Ontario**.

The Society is governed by an 8-member volunteer Board of Directors who provide stewardship and direction to the activities and resources of the association. (9 members in years when a President-Elect is in office.)

The Board meets approximately 6–8 times per year, typically for a full day weekend meeting in Toronto. Attendance is expected. Increasingly teleconference and email communications provide options for Board functioning. See the next page for role descriptions and an outline of benefits of participating on the Board of Directors.

Volunteers are supported to assume their Board roles with expenses related to travel and administration reimbursed.

### Directors of the Corporation shall:

- be an Active or Honourary Life, voting member of the Society
  - have a minimum of three (3) years of clinical and/or related experience\*\*
  - have a minimum of one (1) year of service as a Team Member of the Corporation\*\*
- \*\* A waiver of criteria relating to experience and Team participation may be granted by the Board upon request of a nominee.

### For more information or enquiries contact:

Sylvia Davidson, Chair, Nominations & Elections Committee  
[sylviadavidson54@gmail.com](mailto:sylviadavidson54@gmail.com)

Christie Brenchley, Executive Director  
[cbrenchley@osot.on.ca](mailto:cbrenchley@osot.on.ca) 416-322-3011/877-676-6768 ext. 224

## DEADLINE FOR NOMINATIONS IS JUNE 8, 2020

# BOARD DIRECTOR ROLES AND RESPONSIBILITIES

View the [OSOT By-laws](#) for detailed role information.

## Commitments of all Board Directors

- 6 full day Board meetings annually, held once every 6-8 weeks, usually in Toronto on weekends.
- Review and monitoring of Society issues in preparation of meetings and decision making.
- Bi-monthly participation on 2 Board Standing Committees, e.g. Finance, Human Resources, etc.
- Attendance at the Annual General Meeting of the Society.

## Position Specific Commitments/Roles

### PRESIDENT-ELECT

- 1-year term as President-Elect, then assumes President's role for 2-year term to Fall 2023
- Assumes all responsibilities of Board Director (at Large) (below)
- In the absence of the President or Vice-President, presides as chairperson of the Board
- Supports and assists the President as required
- View *7 Questions to Ask Before you Join a Board of Directors* for more detail

### TREASURER

- 2-year term on Board to Fall 2022
- Officer of the Corporation
- Chairs Finance Committee, presents financial report to Board on quarterly basis
- Consults with financial advisors to oversee investment of financial resources of the Society
- Liaises with management staff to monitor financial affairs of association
- View *7 Questions to Ask Before you Join a Board of Directors* for more detail

### BOARD DIRECTOR (AT LARGE)

- 2-year term on Board to Fall 2022
- Active participant in all matters of By-law, policy setting and direction
- Active participant in strategic planning process and oversight
- Bi-monthly participant in 2 Board Standing Committees (e.g. Finance Committee, Human Resources Committee). May be asked to Chair a Committee in 2<sup>nd</sup> year of term.
- May provide leadership to strategic initiatives as determined by the Board of Directors
- View *7 Questions to Ask Before you Join a Board of Directors* for more detail

## OSOT OFFERS BOARD MEMBERS....

- Financial reimbursement of any expense to carry out your duties
- Travel expenses to all meetings
- OSOT Office support
- Complimentary annual conference attendance
- Opportunity to expand professional networks, influence direction of the profession in Ontario and broaden understanding of policy, practice and promotion of OT in the province.



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## BOARD OF DIRECTORS NOMINATION FORM 2020

I am an OSOT Member. I am pleased to support my professional practice, my profession and my association by forwarding the following nomination for the Board of Directors. The Society needs strong leadership. I know this individual will make a contribution!

This nomination is for the position of;

- President-Elect (1-year term to fall 2021)
- Treasurer (2-year term to fall 2022)
- Board Director (at Large) (2-year term to fall 2022)

***Elections to be held late June, results communicated in July.  
All terms commence October 1, 2020***

### To be completed by the Nominator

I wish to nominate: \_\_\_\_\_

My Name: \_\_\_\_\_

My Address: \_\_\_\_\_

My Contact Info: Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

My Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**My OSOT Membership number:** (required) \_\_\_\_\_

**COMPLETED NOMINATIONS MUST BE SUBMITTED BY JUNE 8, 2020**

**THIS FORM MAY BE SUBMITTED BY ONE OF THE FOLLOWING MEANS:**

**EMAIL: PLEASE PRINT AND SIGN, THEN FORWARD AS A PDF TO [OSOT@OSOT.ON.CA](mailto:OSOT@OSOT.ON.CA)**

**FAX: (416) 322-6705**

**MAIL\*: THE ONTARIO SOCIETY OF OCCUPATIONAL THERAPISTS  
55 EGLINTON AVE EAST, SUITE 210  
TORONTO, ON M4P 1G8**

**\* Must be postmarked by JUNE 8, 2020  
(You may wish to use a courier service to guarantee delivery)**



Ontario Society of  
Occupational Therapists

## BOARD OF DIRECTORS NOMINATION FORM 2020

I am pleased to support my professional practice, my profession and my association by forwarding my acceptance of the nomination for the Board of Directors. The Society needs strong leadership. I know that I will make a contribution!

This nomination is for the position of;

- President-Elect (1-year term to fall 2021)
- Treasurer (2-year term to fall 2022)
- Board Director (at Large) (2-year term to fall 2022)

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### To be completed by the Nominee

I agree to allow my name to stand for nomination for the position of: \_\_\_\_\_

My Name: \_\_\_\_\_

My Address: \_\_\_\_\_

My Contact Info: Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

- I am submitting a personal profile and a personal statement (see below)
- I meet all 4 required eligibility criteria (see page 1 of Call for Nominations)
- I request a waiver of the following eligibility requirement \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

My OSOT Membership number: \_\_\_\_\_

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**TORONTO, ON M4P 1G8**

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## BOARD OF DIRECTORS NOMINATION

### NOMINEE PROFILE

Nominees are invited to submit a brief biographical profile which will be posted to the nominations and elections circular on the OSOT website to enable voting members to get to know Board candidates.

Please note in advance the word limits and remember to save your completed form to your computer. Please email it to OSOT at: [osot@osot.on.ca](mailto:osot@osot.on.ca) by June 8, 2020.

In the event of an election, you will be able to review and revise your profile information.

#### Checklist:

- My Nomination Form has been completed by my nominator
- I have completed my Nomination Form
- I have completed my Nominee Profile
- I am providing a digital photo of myself to post with my profile (jpg,jpeg,gif)
- I am including my request for a waiver of eligibility criteria (if appropriate)

**Name:** \_\_\_\_\_

**Education:** *(maximum 150 words, in point form):*

**COMPLETED NOMINATIONS MUST BE SUBMITTED BY JUNE 8, 2020**  
**PLEASE FILL OUT THIS FORM, SAVE IT TO YOUR COMPUTER AND THEN EMAIL IT TO**  
**OSOT AT: [OSOT@OSOT.ON.CA](mailto:OSOT@OSOT.ON.CA)**



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## BOARD OF DIRECTORS NOMINATION

### NOMINEE PROFILE (cont'd)

#### Professional Experience:

*Provide a list of current and previous employment (maximum 200 words, in point form):*

#### Volunteer Experience:

*List previous OSOT and/or community volunteer roles (maximum 200 words, in point form):*

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## BOARD OF DIRECTORS NOMINATION

### NOMINEE PROFILE (cont'd)

**Personal Statement:** (maximum 250 words)

*In creating this statement, you may want to reflect on a few questions: What prompted you to run for this position? What are you passionate about? What do you feel you can contribute to the Board?*

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