



Ontario Society of
Occupational Therapists

BOARD OF DIRECTOR NOMINATIONS PACKAGE 2021

**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.

OSOT BOARD OF DIRECTORS CALL FOR NOMINATIONS

The Ontario Society of Occupational Therapists seeks nominations for 3 positions on the Board of Directors for a term of office **commencing in October 2021**. Nominations are sought for the positions of:

Vice-President/Secretary (2-year term)

Director at Large (2-year term)

Director at Large (2-year term)

OSOT is your professional organization and with members' input has developed a dynamic strategic vision and plan. Over 4,600 Ontario Occupational Therapists 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 tele/video conferencing 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.

OSOT is a welcoming community that seeks to live its commitment to values of diversity and inclusion. A diverse composition of our board is valued and we encourage persons from diverse geographies, and traditionally underserved communities to put their name forward.

Directors of the Corporation shall:

1. be an Active or Honourary Life, voting member of the Society
2. be not less than 21 years of age
3. have a minimum of three (3) years of OT practice experience*
4. have a minimum of one (1) year of service as an OSOT Team Member **

* Criteria 3 may be waived by the Board of Directors upon request of the candidate

** Criteria 4 may be waived if the nominee has related volunteer committee/governance experience upon request

For more information or enquiries contact:

Sylvia Davidson, Chair, Nominations & Elections Committee

sylviadavidson54@gmail.com

Christie Brenchley, Executive Director

cbrenchley@osot.on.ca 416-322-3011/877-676-6768 ext. 224

DEADLINE FOR NOMINATIONS IS MAY 10, 2021

BOARD DIRECTOR ROLES AND RESPONSIBILITIES

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

a) Commitments of all Board Directors

- 6-8 Board meetings annually, (6 full day, 2 evening/half day)
- 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

b) Position Specific Commitments/Roles

VICE-PRESIDENT/SECRETARY

- 2-year term on Board to Fall 2023
- Assumes all responsibilities outlined in Board Director (at Large) position (below)
- Officer of the Corporation
- Chairs Process Monitoring Committee which meets bi-monthly
- Reviews Minutes of all Board Meetings in preparation for approval (staff prepare Minutes)
- Supports and assists President as required, assuming responsibilities of President in their absence
- View [7 Questions to Ask Before you Join a Board of Directors](#) for more details

BOARD DIRECTOR (AT LARGE)

- 2-year term on Board to Fall 2023
- Active participant in all governance matters - By-laws, policy setting, strategic planning, oversight and direction
- Active participant in strategic planning process and oversight
- Bi-monthly participant in 1 - 2 Board Standing Committee(s) (e.g. Finance Committee, Human Resources Committee)
- 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 details

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.



Ontario Society of
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BOARD OF DIRECTORS NOMINATION FORM 2021

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;

- Vice-President/Secretary (2-year term to fall 2023)
- Board Director (at Large) (2-year term to fall 2023)

All terms commence October 2021

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 MAY 10, 2021

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

FAX: (416) 322-6705

MAIL*: THE ONTARIO SOCIETY OF OCCUPATIONAL THERAPISTS
110 SHEPPARD AVE. E., SUITE 810
TORONTO, ON M2N 6Y8

*** Must be postmarked by May 10, 2021
(You may wish to use a courier service to guarantee delivery)**



BOARD OF DIRECTORS NOMINATION FORM 2021

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;

- Vice-President/Secretary (2-year term to fall 2023)
- Board Director (at Large) (2-year term to fall 2023)

Election will be held in June 2021
All terms commence October 2021

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 am an Active or Honourary Life Member of OSOT (Eligibility Criterion 1)
- I have a minimum of 3 years OT practice experience (Eligibility Criterion 3) OR
- I am requesting a waiver of Eligibility Criterion 3
- I have participated on an OSOT Team (Eligibility Criterion 4) OR
- I have related committee or governance experience through which I have developed skills/competencies and I request a waiver of Eligibility Criterion 4.

Signed: _____ Date: _____

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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 and election platform 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 your nominee profile to OSOT at: osot@osot.on.ca by May 10, 2021.

Please prepare your profile to be shared with the OSOT membership. Word limits should be strictly adhered to.

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)

Name: _____

Education

Identify relevant entry level and graduate education studies. (maximum 150 words, in bulleted format)

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NOMINEE PROFILE (cont'd)

Professional Experience:

Provide an overview of current and previous employment, highlighting points of relevance to your nomination (maximum 200 words, in bulleted format)

Volunteer Experience

Identify previous OSOT and/or community volunteer roles, highlighting the relevance to your nomination to the OSOT Board of Directors (maximum 200 words, in bulleted format).

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NOMINEE PROFILE (cont'd)

Personal Statement

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? (maximum 250 words)

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