

Idaho Occupational Therapy Association Policies and Procedures

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Changes to these policies and procedures require Executive Board approval.

1. New Executive Board Officer Induction and Orientation

Policy:

New Executive Board officers will be inducted into IOTA and will receive adequate orientation to understand all job duties.

Procedure:

New Executive Board officers will be inducted at the Annual Membership Meeting held during the Annual IOTA Conference. The induction statement is:

I, (state your name), promise to serve the Idaho Occupational Therapy Association to the best of my abilities. I will support and advance the profession of occupational therapy through professional development, public awareness, and political advocacy. I will uphold the values and the mission of the Idaho Occupational Therapy Association.

Orientation to job duties will be provided by the outgoing officer within one month of taking office. New officers will also receive an orientation manual that includes the following items:

- IOTA bylaws
- IOTA mission statement
- IOTA policies and procedures
- Job description

Adopted April 19, 2005.

2. Travel

Policy:

When financial resources are available, IOTA supports travel for the following reasons:

- President and President-elect (or representative) to attend the annual ASAP meeting
- Executive Board members to attend quarterly Executive Board meetings
- Executive Board members or Executive Director to visit other parts of the state on IOTA business

Budget dollars are allocated each year for reimbursement for travel. Additional funding may be allocated per Executive Board vote if needed due to special events or circumstances.

Airfare: President and President-elect (or representative) are eligible to submit a request for reimbursement for round-trip airfare to attend the annual ASAP meeting. If the board member chooses to take an alternate method of travel such as driving, the reimbursement will be the lesser of the cost of the fare or round-trip mileage.

Mileage: Executive Board members who drive greater than 20 miles to attend quarterly Board meetings are eligible to submit a request for reimbursement for miles driven round-trip at a rate that coincides with current federal guidelines. If the board member chooses to take an alternate method of travel such as an airline, the reimbursement will be the lesser of the cost of the fare or round-trip mileage.

Hotel: Executive Board members shall be eligible for one night's hotel/ motel accommodation for each board meeting or each night while attending the ASAP conference; actual cost of room and taxes up to a maximum of \$75 per meeting or \$350/ ASAP meeting.

Food: Food will not be reimbursed for travel to quarterly Executive Board meetings. A per diem amount of \$30/ day will be reimbursed for ASAP meetings.

Transportation: Transportation to/ from the airport when attending the ASAP meeting will be provided up to \$50.

Procedure:

Executive board members are asked to complete a *Travel Request form* any time they are requesting travel reimbursement. Travel must be approved by the President or President-elect, in consultation with the Treasurer to ensure adequate funds, at least 2 weeks PRIOR to the travel date.

Members must complete a *Reimbursement Request form*, accompanied by receipts for airfare, hotel/ motel accommodations, rental car, shuttle, or taxi. The Reimbursement Request form and appropriate receipts must be submitted to the Executive Director within one month of returning from travel. Members may request the Executive Director purchase airline tickets for the member instead of being reimbursed later.

Adopted April 19, 2005

3. Purchases

Policy:

Executive Board members and District Chairs may make small purchases (less than \$50.00) as needed per prior approval from the President or Vice President. Examples of appropriate purchases include paper or copying for flyers to District meetings or snacks for District meetings.

Procedure:

The Executive Board member or District Chair should contact the Executive Director, President, or Vice President to state the purpose of the purchase. Upon approval, the member may make the purchase and submit receipts to the Executive Director for reimbursement.

Adopted April 19, 2005.

4. Financial Management

Policy:

The IOTA annual budget will be reconciled and revised yearly to coincide with the end of the fiscal year. Approval of the IOTA budget will be voted on by the general membership at the Annual General Membership meeting. Amendments to the budget may be made through a vote by the Executive Board.

Standard monthly and yearly expenses will be paid by the Executive Director after approval by the President or President elect. Standard expenses include, but are not limited to:

- Executive Director monthly salary (see ED contract for amount)
- Office expenses and postage
- Reimbursement to committee and EB Members
- Refunds

The IOTA bank account will be accessible to the Executive Director, President, President-Elect, and Treasurer. The Executive Director and Board members who are able to access the IOTA account will abide by the written budget and work within budgeted line item amounts. The Executive Director will keep receipts as required by IRS and general accounting procedures.

Procedure:

- Budget

The Treasurer, in conjunction with the Executive Director, will reconcile the annual budget to coincide with the end of the fiscal year. IOTA members will vote on the budget at the Annual General Membership meeting. The new budget summary will be presented to the members in the following newsletter and also posted on the website.

- Bank Account Maintenance

Newly hired or elected Executive Director, President, President-Elect, and Treasurer will sign bank card within one month of taking office to gain access to the IOTA bank account. Officers or Executive Director leaving their office will sign off of the IOTA bank account card within one month of leaving office. Ideally these signatures will take place during the week of the annual IOTA Conference.

- Refunds

Cancellation policy for IOTA Sponsored or Coordinated events: Refunds must be requested in writing. Full refunds will be granted to those requests at least two weeks prior to the activity. There will be a twenty dollar (\$20) administrative fee for any cancellation after that time. There will be no refunds on requests received within forty-eight hours of the event. Should an event be cancelled by IOTA, full refunds will be made to registrants within thirty days following the cancellation announcement.

Adopted April 19, 2005.
Revised February 18, 2008.

5. IOTA Endorsement

Policy:

The Executive Board must approve the use of the IOTA name and/or logo for advertising purposes by outside organizations, or by members not working through an IOTA SIS group or District. Examples include continuing education events, flyers, and newsletters.

For the IOTA name and/or logo to be used, the purpose of the organization or event must be to advance the profession of occupational therapy in the state of Idaho, the event must be safe, ethical, and professional, and the manner in which the name and logo of IOTA are used must be professional and reflect the values of the membership.

Procedure:

Persons or organizations interested in using the IOTA name and/ or logo for advertising purposes must contact the President. Executive Board approval is required.

Adopted April 19, 2005.

6. Grievance

Policy:

The grievance policy may be used by members or non-members involved with an IOTA activity in matters such as perceived misuse of funds, perceived misuse of power, and issues of non-compliance with the bylaws, policies or procedures. The burden of proof upon any grievance rests with the grievant.

Procedure:

- Grievant must submit a written note of grievance to the President within one month of the incident. If the grievance is directly related to the actions of the President, submit the note to the Vice President.
- The Executive Board will review the grievance within two weeks of receipt and conduct an investigation as appropriate. If the grievance is found to be of merit, the Executive Board will decide upon an appropriate action. Appropriate actions may include dismissal of a board or committee member, revoking IOTA membership, meeting with affected parties, bringing in an outside person for conflict resolution, or referral to the Occupational Therapy Licensure Board. The Executive Board will generate a written response to all affected parties.

Adopted April 19, 2005.
Revised February 22, 2008.

7. Dismissal from Executive Board or Committees

Policy:

IOTA relies primarily on volunteers for all officer and committee positions. Members who are unable or unwilling to complete their duties prior to the end of their term are asked to give a month notice to the President so that another person may be appointed.

If an officer or committee chair or member is not fulfilling duties in a timely, ethical, or professional way, the Executive Board may dismiss the member from the position. This may occur if an officer misses more than 3 out of 4 quarterly meetings per year; if a committee chair or member misses more than 3 out of 4 committee meetings per year; or if an officer or committee chair or member is severely derelict in performing duties. The President will appoint a replacement until the next election.

Procedure:

The member in question must be notified in writing a minimum of two times that he or she is not performing the required duties and/or attending meetings and is at risk for being dismissed.

The Executive Board must vote, with majority rule, to dismiss an officer or committee chair or member. The President will notify the member of the decision within one week of the decision.

Adopted April 19, 2005.

8. Executive Director Supervision and Evaluation

Policy:

The Executive Director will report directly to the Executive Board, with primary supervision and feedback provided by the President. The Executive Director will submit hours worked monthly to the President. The President will conduct an annual performance review and update Executive Director goals, with input from other Executive Board members.

Procedure:

The Executive Director will perform the job duties as outlined in the job description and contract (see *Executive Director Job Description* and *Executive Director Contract*). The Executive Director will submit hours worked monthly, including a description of duties performed (see *Monthly Billable Hours Log*). Hours will be submitted to the President at the end of every month.

The President will monitor the Executive Director's progress toward goals and fulfillment of job duties as described on the Executive Director Job Description.

The President will solicit verbal and/or written input from other Executive Board members regarding the Executive Director's performance throughout the year. The Executive Board will meet without the Executive Director present quarterly to provide input.

The President will complete the annual *Performance Appraisal form* one year after hire or after the last performance appraisal. The President and one additional Executive Board member will then meet with the Executive Director to review performance and to set goals for the upcoming year. The Performance Appraisal form will be signed by all present at the meeting. The Executive Director may issue a written response to the performance appraisal if desired.

Adopted April 19, 2005.

9. Special Interest Section Structure, Schedule, and Budget

Purpose: Special Interest Sections encourage the sharing of ideas, mentoring and continuing education in each specialty area.

Policy:

Special Interest Sections will be led by SIS Coordinators, with oversight by the Special Interest Section Chairperson. Special Interest Sections will be structured as outlined in the bylaws as well as the procedures listed below.

Procedure:

Structure of the SIS groups/ coordinators:

- All SIS groups will need a Coordinator, Secretary and Treasurer. The SIS Coordinator positions will be two-year terms with members of the SIS voting on the Coordinator position. This 2-year term may be extended with re-election by the SIS membership vote. (Some of the groups do not have enough members for the three positions of Coordinator, Secretary and Treasure so Coordinator may wear all three hats.)
- The SIS Coordinators will serve on the annual conference committee (highly suggested so your interests are represented at conference).
- There should be frequent communication between the SIS Coordinators, SIS Chairperson, President and Executive Director so that activities can be promoted and everyone is on the same page.
- All SIS Coordinators should conduct at least two meetings per year, via phone, email, or in person, and propose this happen in September and March at minimum (prior to EB meetings)

Schedule:

- Each SIS Coordinator should attempt to form annual goals that the group would like to achieve and report to the Chairperson. These goals need to be aligned with the association strategic goals.
- Each SIS Coordinator needs to submit a proposal of events for the year to the SIS Chairperson including cost/budget proposal for the year by October of the previous year (general outline, as it is hard to plan that far in advance)
- Each SIS Coordinator is to provide a quarterly report of activities to the SIS Chairperson one week prior to the Executive Board Meeting.
- When CEU's are being requested for an SIS meeting, the Coordinator should submit this request to the Continuing Education Committee and Chairperson via the "Meeting report form" prior to the meeting date.
- Each SIS Secretary will take minutes of the SIS meetings and will submit the minutes to the SIS Chairperson within one week of the meeting. These minutes will then be presented by the SIS Chairperson at the EB meetings. The format for minutes should be done using the format for the EB minutes (i.e. all in attendance etc.).

- SIS meeting minutes will be posted on the IOTA web page members' only section.
- The Treasurer position has the following responsibilities:
 - a. In charge of collecting the fee (\$10 as of February 2007) for any nonmember attendance for an educational meeting where CEU will be earned (as this is a member benefit).
 - b. Co-develop the annual budget request with the coordinator
 - c. If funds are generated, prepare a financial report with distribution to the Chairperson and IOTA Treasurer along with funds generated to the IOTA office to be placed in the general fund not to be kept for the specific SIS group.
 - d. The registration for any major event (a workshop rather than a meeting) would be centralized through the office and website
 - e. Provide a January to December financial summary to the IOTA Treasurer to be included in the IOTA annual audit/budget (per Bylaws)
 - f. Prepare any reimbursement requests for the group (note may not be reimbursed if prior approval has not been gained from the EB).
- As District liaison, the Vice President will notify the SIS Coordinators of any information pertinent to each group that may come out of the IOTA District meetings.

Budget:

- Each SIS Coordinator will propose a suggested budget of monetary needs to the SIS Chairperson by end of September for the following fiscal year (starts in October).
- The SIS Chairperson will then present this to the EB at meeting in October for a vote of acceptance/denial.

The budget proposal shall not exceed one fourth of the total IOTA \$50,000.00 budget cap per annum to comply with non-profit state requirements.

Adopted April 19, 2005.
Revised May 5, 2007.

10. District Activities

Policy:

Districts will be led by District Chairs, with oversight by the Vice President. Districts will be structured as outlined in the bylaws as well as the procedures listed below.

Procedure:

Budget:

Districts are allocated a line item on the annual IOTA budget. Expenses accrued by Districts may include, but are not limited to, postage and paper for recruitment and advertising, food and beverages for meetings, and supplies. District Chairs should obtain approval for funds from the Vice President prior to making purchases. Reimbursement may be obtained by completing a *Reimbursement Request Form*.

Communication:

District Chairs are required to report quarterly to the Vice President, prior to the quarterly Executive Board meeting.

Adopted April 19, 2005.

11. Strategic Plan

Policy:

IOTA will maintain a five year strategic plan that will be reviewed and updated quarterly.

Procedure:

The IOTA President will review and update the strategic plan prior to each quarterly Executive Board meeting. The President will collect reports from members and/or officers responsible for aspects of the plan. The President will then report on the progress toward objectives on the strategic plan at each quarterly Executive Board meeting.

Adopted April 19, 2005.

12. Distance Communications

Policy:

IOTA may conduct business of the Executive Board, SIS, Districts and other Committees by telephone, email, regular mail or other forms of distance communication.

Procedure:

Distance communication on issues seeking formal adoption will follow the same structure as an in-person meeting.

- Following Roberts Rules of Order, the Chair will serve as the presiding officer. The Chair may appoint another person from the meeting group to preside.
- Minutes, including all action items are to be recorded by the Secretary or her designee and forwarded to the Executive Director for inclusion in the Association's records of official business.
- There shall be only one issue being considered for adoption at one time.
- At any time, a qualified participant in the discussion may make a motion. In such case, a second, discussion and vote will be called for by the Chair.
- If the Chair feels there is sufficient understanding of an issue, he or she may call for the motion, a second, discussion and vote.
- In the case of a telephone vote, the Chair will tally votes and report the result immediately.
- In the case of a vote held via electronic or USPS mail, the Chair will set a timeline for voting and designate a participant to collect and tally the votes. The votes will then be communicated to the chair who will disclose the results to the voting body.
- This policy is not meant to hinder discussion, but to better organize issues that require action.

Adopted October 11, 2007.

13. Continuing Education Committee

Policy:

Continuing education is a primary objective for IOTA that is carried out by Districts, Special Interest Sections and the Annual Conference Committee. To maintain the highest standards of practice, the Continuing Education Committee will be a standing committee that is responsible for coordinating the continuing education program for IOTA.

Procedure:

A. Structure

The Continuing Education Committee shall strive to consist of:

- Chairperson must be an Occupational Therapist and shall be appointed by the President for one year
- Vice-chairperson recommended by the President-elect and appointed by the President for one year
- Special Interest Section Chairperson elected by the membership for two years
- Annual Conference Chairman as elected by the membership (President-elect)
- At least one representative from each District appointed by the committee chair
- IOTA Staff Member

B. Meeting Schedule

- The Continuing Education Committee shall meet in person or via distance communications a minimum of six times per year or as determined by the committee chairperson as appropriate to accomplish the goals of the committee.
- Members of the committee shall attend other meetings as described in the responsibilities section for their elected or appointed positions. The Continuing Education Chair is expected to attend all IOTA Executive Board Meetings and the IOTA Annual Meeting.
- Members of the committee shall have a hands-on role in the coordination and production of at least one continuing education activity per year.

C. Responsibilities of the Committee

- Develop administrative and management procedures for the continuing education program.
- Define and monitor quality standards for content and presentation development and delivery for coursework tracked for contact hours.
- Identify and evaluate potential speakers and topics.
- Recommend appropriate location or meeting type for different presentation topics and speakers.
- Develop budgets specific to each continuing education activity.
- Develop enrollment brochures, advertising materials and advice on placement of materials.
- Speak on behalf of the advertised programs to encourage participation and enrollment.
- Be aware and involved with the goals and objectives of IOTA as identified by the Strategic Plan and the strategic direction provided by the Executive Board.
- Advance the mission of IOTA by identifying and recruiting new members and leaders.

D. Duties of the Chair and Vice-Chair

Chair

- The Chair is responsible for developing agendas, work plans and assignments for the committee.
- The Chair shall be the intermediary between the Executive Board, IOTA Office and Continuing Education Committee and shall facilitate active communication for all parties.
- The Chair shall supervise the program maintenance as developed by the committee.
- The Chair is an ex-officio, non-voting member of the IOTA Executive Board.

Vice-Chair

- The Vice-Chair shall be available for counsel and aware of ongoing projects and procedures so they may step into the position in the absence of the Chair.
- It is recommended that the Vice-Chair ascend to the position of Chair following one year in the position of Vice-Chair

E. Program Maintenance

IOTA shall maintain a database of all sanctioned continuing education courses and participants.

- Beginning September 2006, the records shall be added and maintained for not less than seven years. Such records shall include:
 1. Participant's name and contact information
 2. Date and location of continuing education activity
 3. Topic
 4. Presenter, qualifications and format
 5. Number of contact hours or CEUs granted
- Learner records will be maintained as confidential records of IOTA.
 1. Learners may access their records by making such request in writing to the IOTA office. Requests shall be answered within 45 days of receipt of the request.
 2. IOTA will comply with any duly processed judicial order for access to a learner's records. Learners will be notified in writing if such order is received.

IOTA will request that a presenter agreement be completed for all programs that are awarded CEUs. The presenter agreement is designed to:

- Outline the goals and objectives of the course
- Identify proprietary interest.
 1. IOTA respects the ownership of materials by those who have developed them. IOTA will not reproduce or distribute materials developed by others without express written consent of the presenter.
 - a. Presenters are responsible for securing the rights to copyright materials included in their presentations.
 - b. Materials developed expressly for IOTA will recognize the authors in conjunction with the IOTA copyright.
 - c. IOTA may, at the discretion of the Continuing Education Committee and/or the Executive Board reject materials that do not comply with standards of copyright and/or intellectual property.

- Secure release to use visual images in materials.
 1. Presenters should be able to provide documentation that patients, clients and others have agreed to be featured in presentation.
 - Identify commercial interest.
 - a. Presenters must disclose any materials, resources, or continuing certification requirements that will be referenced in their presentation.
 - b. Such disclosure will describe royalties or commissions that may be received by the presenter for endorsing said products.
 - c. Such disclosure will facilitate IOTA's ability to connect learners with products referenced in the presentation.
 - d. IOTA may, at the discretion of the Continuing Education Committee and/or the Executive Board refuse to accept presentations where commercial interests hinder the goals and objectives of IOTA.
 - Establish honorariums, expectations and considerations of both parties.
- F. ADA Disclaimer
IOTA seeks to make all continuing education activities accessible to people with disabilities. In this spirit, and in accordance with the provisions of Sections 504 and 508 of the Rehabilitation Act and the Americans with Disabilities Act, IOTA endorses the use of public facilities that are ADA Accessible. Learners with special needs are encouraged to contact IOTA in advance of the activity to ensure reasonable accommodations may be met.

Adopted January 19, 2008.