

## **MAOT JOB DESCRIPTIONS**

### **Duties of the Executive Board Officers**

#### **Duties of the President**

1. Preside at all meetings of MAOT and of the Executive Board and perform the duties usually required of a presiding officer
2. Coordinate appointments by the executive board
3. Furnish credentials of the AOTA Representative and Alternative Representative or shall notify the Secretary of the Representative Assembly of AOTA if no representation is possible
4. Meet the requirements of AOTA as President of an affiliated association including the preparation and submission of the MAOT Annual Report as specified by the AOTA
5. Register lobbyist as required by the Commonwealth of Massachusetts
6. Attend conference committee meetings as liaison to MAOT Board
7. In the absence of the Clerk at any meeting, the President or the presiding officer shall appoint a Secretary Pro-Tempore to record the minutes of the meeting.

#### **Duties of the President-Elect (open position – contact Donna Caira at [maot@gis.net](mailto:maot@gis.net) for more information)**

1. Serve as a consultant to the President and to the Executive Board.
2. Develop familiarity with the structure of MAOT, its functions and directions in order to assure a smooth transition.

#### **Duties of the Vice-President**

1. Preside and fulfill the other duties of the President in the absence of the President
2. Serve as President in the event of a vacancy in the office of the President
3. Assure that all activities of MAOT are conducted in compliance with the Bylaws of MAOT
4. Facilitate formulation and updating of Policy and Procedures as well as job descriptions for positions in MAOT as deemed appropriate

#### **Duties of the Treasurer**

1. Report to the Executive Board financial budget updates as prepared by bookkeeper
2. Write checks as needed for expenditures as needed and appropriate
3. Acts as liaison between bookkeeper and MAOT Executive Board

#### **Duties of the Clerk**

- 1) Keep accurate records of the proceedings of MAOT and of its Executive Board, and record all votes on public matters
- 2) Report on minutes of the previous meeting at the succeeding meeting
- 3) Maintain all such reports and records in permanent form, and keep up to date
- 4) Maintain an accurate copy of the MAOT bylaws with all accepted amendments appended
- 5) The Clerk shall be a resident of Massachusetts unless the corporation has a resident agent dually appointed for the purpose of service of process.

#### **Duties of the Academic Representative (can be filled by student or educator)**

##### **Convey academic concerns to the Executive Board**

1. Coordinate special student activities
2. Act as liaison to N.E.O.T.E.C.
3. Act as liaison between MAOT and Massachusetts Occupational Therapy educational programs

### **Duties of OTA Representative**

1. Act as liaison between OTA members and the Board
2. Participate in OTA SIG activities
3. Coordinate one OTA networking activity per calendar year
4. Advocate for the interests of OTA practitioners

### **Duties of Reimbursement Representative**

1. Represent the needs and interests of OT practitioners in regard to payment and reimbursement issues relating to state based third party payors
2. Maintain current information on state and federal payment programs
3. Serve as the liaison to AOTA for payment and reimbursement issues, including the development of strategies to expand coverage
4. Collaborate with the Legislative Representative regarding activities requiring legislative consideration and expertise

### **Duties of the Public Relations Representative**

1. Generate and oversee content for MAOT website
2. Disseminate pertinent public relations information from AOTA
3. Act as a resource to MAOT members for preparation of press releases, radio spots, other written information
4. Organize community awareness activities
5. Promote MAOT sponsored events to the media, general population and members

### **Duties of Legislative Representative**

1. Serve as MAOT's contact to AOTA's Government Relations Department regarding state and national legislative and regulatory initiatives affecting Massachusetts
2. Serve as the primary liaison to MAOT's lobbyist providing education and information as required for the lobbyist to be able to represent MAOT effectively
3. Review and respond to legislation and regulatory material
4. Review and respond to MAOT Executive Board and membership concerns related to pending or existing legislation
5. Network and contact state and U.S. legislators to promote support for MAOT interests
6. Arrange educational and focused lobbying activities in collaboration with the MAOT lobbyist
7. Provide annual communication to membership regarding legislative concerns
8. Act as liaison between MAOT and Board of Allied Health

### **Duties of the Volunteer Representative**

1. Contact new MAOT members who have expressed interest in volunteering
2. Assist new and current members in securing volunteer opportunities
3. Maintain current database of volunteers
4. Coordinate annual membership drive
5. Maintain regular contact with MAOT and the Occupational Therapy community regarding new and existing volunteer needs

### **Duties of the Special Interest Group (SIG) Representative**

1. Provide SIGs with support and guidance
2. Act as a liaison between SIGs and the MAOT Board
3. Monitor SIG activities including, but not limited to, lectures, meetings, fiscal status, budget requests, and reports to the MAOT Executive Board
4. Identify SIG leadership openings and supervise the appointment of qualified candidates to these positions
5. Report status of SIGs to MAOT Executive Board on a regular basis

6. Present/provide a report of SIG activities at the Annual Membership meeting
7. Make recommendations for future direction of the SIGs (e.g. recommend development of a new SIG).
8. Review policies and procedures related to SIGs on an annual basis
9. Facilitate representation of Executive Board member at each SIG at least once annually
10. Coordinate annual SIG conference

#### Duties of Three Members at Large

**(open position – contact Donna Caira at [maot@gis.net](mailto:maot@gis.net) for more information)**

1. Attend Executive Board Meetings as voting members
2. Coordinate nominations process
  - a. Seek assistance in nominations process from MAOT Executive Board or membership as needed
  - b. Draw up a slate of four officers: President, Vice-President, Clerk, Treasurer in appropriate election years
  - c. Draw up a slate of candidates for Representative/s and Alternate Representative/s in the years assigned by AOTA
  - d. Prepare the ballot for distribution to the membership by April 30<sup>th</sup> in any election year
  - e. The Administrative Manager shall count the ballots
  - f. The Administrative Manager shall retain the ballots until the results are announced after which the e-ballots shall be destroyed except in the event of a contested election
  - g. Announce the results of the election to membership before the end of the fiscal year
3. Coordinate MAOT award process with MAOT Administrative Manager
  - a. Review criteria for each award and in conjunction with Board, ensure nominees meet criteria
  - b. Develop criteria for new proposed awards upon vote by Board
  - c. Review award nominees against criteria for awards and develop the ballot for voting by the Executive Board.
  - d. Tally results of voting for award nominations and report results to Executive Board
  - e. Coordinate with Administrative Manager to notify award recipients
  - f. Draft thank you letter for nominators
  - g. Purchase awards for presentation at MAOT Annual Conference
5. Coordinate CEU Process (One Member at Large)
  - a. Coordinate Approved Provider process
  - b. Work with conference committee to ensure all conferences meet requirements to issue CEUs
  - c. Coordinate with SIG representative and conference chairs to meet CEU requirements
  - d. Coordinate renewal process with Administrative Manager

#### **AOTA Representative & Alternative Representative**

See [www.aota.org](http://www.aota.org)