



MAOT BOARD MEMBER POSITIONS

All MAOT Executive Board Members must be members in good standing of MAOT and be licensed as occupational therapy practitioners in the Commonwealth of Massachusetts

Elected Board members must attend 75% of MAOT meetings and conferences.

Appointed Board members must attend 50% of MAOT meetings and conferences.

Executive Board Officers **(member elected positions)**

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. Work in collaboration with the MAOT Administrative Manager and act as liaison to the MAOT Executive Board.
3. Coordinate appointments by the Executive Board.
4. Communicate with Massachusetts AOTA Representative Assembly members to disseminate AOTA information to MAOT/AOTA members.
5. 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.
6. Register lobbyist as required by the Commonwealth of Massachusetts.
7. Attend conference committee meetings as liaison to the MAOT Board.
8. 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.
9. The MAOT President must be a current member of AOTA.

Duties of the Past-President **(non-voting position)**

1. Serve a one-year term after one's Presidency with MAOT (position not needed if current President is re-elected).
2. Attend and participate in MAOT Board meetings, committee meetings, and functions.

3. Serve as a primary consultant to the President and provide guidance and insight into the efficacy of MAOT's operations.
4. Communicate information to the MAOT Board to ensure the transition of operations.
5. Facilitate transition to ASAP.

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. Work in collaboration with the MAOT Administrative Manager and act as liaison to the MAOT Executive Board.
2. Track and report financial budget by maintaining a spreadsheet reflecting association income and expenses (knowledge of Excel recommended).
3. Develop and present a new fiscal year budget.
4. Manage payroll for the association through Sage payroll services.
5. Act as a liaison to the associations' tax accountant.
6. Act as a liaison to the associations' insurance companies, i.e. workman's comp, and liability.

Duties of the Clerk

1. Keep accurate records of the proceedings of MAOT and 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 duly appointed for service of process.

Appointed Board Positions

Duties of the Co-Government Relations Representatives

Co-Government Relations Reps will work collaboratively to facilitate the following tasks:

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. Develop "Advocacy Tool Kit" for effective advocacy.
5. Review and respond to MAOT Executive Board and membership concerns related to pending or existing legislation.
6. Network and contact state and U.S. legislators to promote support for MAOT interests.
7. Collaborate with Reimbursement Representative and MAOT Lobbyist regarding activities requiring legislative consideration and expertise.
8. Provide annual communication to the membership regarding legislative concerns.
9. Act as liaison between MAOT and the Board of Allied Health.

Duties of the Reimbursement Representative

1. Represent the needs and interests of OT practitioners regarding payment and reimbursement issues related 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 Government Relations Representative and MAOT Lobbyist regarding activities requiring legislative consideration and expertise.
5. Establish relationships with third party payors.

Duties of the Public Relations Representative

1. Collaborate with Administrative Assistant to create and post content for the MAOT website.
2. Disseminate pertinent public relations information from AOTA.
3. Act as a resource to MAOT members for the preparation of press releases, radio spots, and other written information.
4. Organize community awareness activities.
5. Promote MAOT-sponsored events to the media, general population, and members.
6. Share content on social media to increase awareness of MAOT activities and foster member engagement, including but not limited to conference information, SIG events, MAOT news, member spotlights, job opportunities, and advertisements.
7. Monitor other occupational therapy-related sites or social media pages and promote content as applicable.

Duties of the OTA (Occupational Therapy Assistant) 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 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 the status of SIGs to the MAOT Executive Board on a regular basis.
6. Present/provide a report of SIG activities at the Annual Membership Meeting.
7. Make recommendations for the future direction of the SIGs (e.g., recommend the 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 the Academic Representative (can be filled by student or educator)

1. Convey academic concerns to the Executive Board.
2. Coordinate special student activities.
3. Act as liaison between MAOT and Massachusetts Occupational Therapy educational programs.

Duties of the Co-Approved Provider Coordinators

Co-Government Relations Reps will work collaboratively to facilitate the following tasks:

1. Develop, maintain, & update periodically an efficient, accountable, and transparent process for reviewing and approving Continuing Education Opportunities submitted by the Providers in MA and to seek MAOT Board's approval for these guidelines and amendments.
2. Evaluate applications and supporting documentation submitted by program providers seeking approval as per the MAOT APP guidelines.

3. Coordinate with the MAOT Approved Providers Program committee.
4. Stay updated on the MA DPH's Bureau of Health Professions Licensure continuing education requirements, the latest trends in OT continuing education, research, and best practices in occupational therapy education.
5. Communicate & collaborate with Approved Program Providers & APP Volunteers in conjunction with Administrative Manager throughout the application and approval process.
6. Communicate & collaborate with relevant stakeholders, such as MAOT board members (i.e., Volunteer Rep/ Clerk for Volunteers recruitment), coordinate (via MAOT clerk) with the licensing board and regulatory agencies, AOTA, to ensure alignment with state regulations and professional standards.
7. Ensure that all necessary documentation (e.g., disclosures, attestation, application form, program outlines, and supporting materials, etc., are appropriately maintained and submitted to the MAOT Clerk/President for MAOT's records.

Duties of Diversity, Equity, Inclusion, and Racial Justice (DEIRJ) Liaison (Member at Large position)

1. Participate in MAOT board meetings to provide expertise and guidance to ensure the MAOT mission, practices and decision-making reflect DEIRJ principles for inclusive practices, cultural humility, and equitable decision-making processes.
2. Review existing MAOT policies, practices, and procedures and make recommendations to ensure they align with DEIRJ principles and promote equity, diversity, and inclusion within the occupational therapy profession.
3. Serve as a champion for DEIRJ initiatives, promoting awareness, understanding, and integration of DEIRJ principles within the occupational therapy profession and the MAOT community.
4. Facilitate continuing education opportunities focused on DEIRJ within occupational therapy, addressing topics such as cultural competency, equitable service delivery, and promoting inclusive practices.
5. Collaborate with external partners, organizations, and community leaders to stay informed of emerging DEIRJ trends and best practices, and policies specific to the occupational therapy profession to inform and guide decision-making processes.
6. Develop strategies to monitor and evaluate the effectiveness of DEIRJ initiatives within MAOT community.

Duties of the Liaison to Department of Elementary and Secondary Education (DESE) (Member at Large position)

1. Serve as information liaison between DESE and school-based occupational therapy practitioners.
2. Advocate for the interests of school-based occupational therapy practitioners.
3. Provide information to practitioners on regulations, guidelines, and best practices in Massachusetts public schools.