



MAOT BOARD 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.

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. 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

Duties of the Government Relations 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 the membership regarding legislative concerns
8. Act as liaison between MAOT and the Board of Allied Health

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 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 the 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
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 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 Member At Large Position (Nominations)

1. Coordinate nominations process
2. Seek assistance in the nomination process from the MAOT Executive Board or membership as needed
3. Draw up a slate of four officers: President, Vice-President, Clerk, and Treasurer in appropriate election years

4. Prepare the ballot for distribution to the membership by April 30th in any election year
5. The Administrative Manager shall count the ballots
6. 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
7. Announce the results of the election to membership before the end of the fiscal year
8. Coordinate the MAOT award process with the MAOT Administrative Manager
9. Review criteria for each award and in conjunction with the Board, ensure nominees meet the criteria
10. Develop criteria for new proposed awards upon a vote by the Board
11. Review award nominees against criteria for awards and develop the ballot for voting by the Executive Board
12. Tally results of voting for award nominations and report results to the Executive Board
13. Coordinate with the Administrative Manager to notify award recipients
14. Draft thank you letter for nominators
15. Purchase awards for presentation at the MAOT Annual Conference

Duties of the Member at Large Position

(MAOT Liaison to Department of Elementary and Secondary Education)

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

Duties of the Member At Large Position

1. Complete all other tasks as needed by the Executive Board