



## **ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION STANDARD OPERATING PROCEDURES**

### **PRESIDENT**

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#### **I. POSITION:** President

#### **II. REPORTING PROCEDURES/QUALIFICATIONS:**

- The President is a member of the ILOTA Executive Board
- Reports to the Executive Board and the members of ILOTA
- Voting member of the ILOTA Executive Board and Association.
- Must be a member in good standing of AOTA and ILOTA.
- Required to attend monthly Executive Board Meetings and quarterly Full Board Meetings.

#### **Reporting Committees and positions:**

- President-Elect
- Executive Director
- By-Laws Coordinator
- AOTA Representative

#### **III. GENERAL RESPONSIBILITIES OF ILOTA OFFICERS**

- Authority to nominate board members, install and disband committees, install and recommend for removal board members and committee chairs/members.
- Participates in evaluation and provides voting approval of changes in board structure.
- Submit updates regarding all position related documents to the ILOTA Executive Director to be posted to the ILOTA.org “board only” designated page.
- Prepares annual report for ILOTA Executive Board including activities, committee accomplishments, strategic plans, and long-term goals.
- Presents annual report during term and at closure of term.
- Continues in role for transition period at end of term to orient successor, present annual report, and prepares and transfers all position related documents to successor

#### **IV. PURPOSE and RESPONSIBILITIES OF PRESIDENT**

- Authority to approve official positions and statements of ILOTA.
- Initiate periodic contact with the Illinois Physical Therapy Association (IPTA) Liaison, Illinois Speech and Hearing Association (ISHA) Liaison, the Illinois Occupational Therapy - Political Action Committee (ILOT-PAC) Chair and the Illinois Department of Professional Regulation Occupational Therapy Advisory Board Chair to assure knowledge of relevant issues and appropriate direction of ILOTA in activities that may impact ILOTA members.
- Lead Executive Board and Full Board meetings.

- Collaborate with the Executive Board on ILOTA processes, decisions, and business matters.
- Disseminate information from AOTA, Federal and other administrative offices.
- Report to AOTA through the AOTA State Affairs staff.
- Collaborate with the AOTA Representative on AOTA issues.
- Communicate policy and administrative changes of ILOTA with the Illinois Department of Financial and Professional Regulation (IDFPR).
- Collaborate with lobbyist/advocate and public policy coordinator on legislative issues.
- Communicate with board members, committees, and members.
- Submits pertinent information for dissemination to the Director of Communications.
- Review and approve documents.
- Manage the ILOTA Strategic Plan.

## **V. ELECTION/APPOINTMENT**

- The President shall be elected by individual members in good standing by mail and/or electronic ballot.

## **VI. VACANCIES, REMOVAL, CENSURE AND APPEAL**

- In the event of a vacancy in an office or in the ILOTA Board, the President, with the consent of the Executive Board, shall appoint a replacement to complete the term of office.
- An officer of the Association may be removed by the Association's voting members in good standing for incapacitating illness or circumstances, misconduct, or neglect of duty. Officers may be censured for irresponsible or unprofessional conduct. Adoption of a motion to remove shall require concurrence of two-thirds of the ILOTA Board members.

## **VII. RESIGNATION**

- The President will submit in writing a letter of resignation to the Executive Board. If possible, a two (2) month notice shall be given with recommendations for potential candidates for replacement.

### **Illinois Occupational Therapy Association**

#### **Standard operating procedures**

#### **President**

#### **Review history**

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Last Review July 2011 - Full review and format updates

Last Review October 2014 – Full review and updates to reports

November 2020 – Full review

#### **Next Review**

November 2022