

# SOUTH BAY OT FORUM

## STANDARD OPERATING PROCEDURES

Meetings: July, Oct., Jan., April

Dates: 2<sup>nd</sup> Tuesday of the Month

### **I. OFFICER DUTIES:**

#### **A. PRESIDENT**

1. Identify host facilities for meetings
2. Contact and confirm with host facility 2 months prior
  - Identify contact person at facility
  - Establish times for social gathering, business meeting, continuing ed
  - Assist the hosting facility with securing an appropriate continuing ed program for the meeting
3. Assure that Forum continuing ed chairperson has needed information to secure FOTA CEUs and approximately 6 weeks prior to meeting
4. Provide Secretary with information about upcoming meeting needed for flyer 3 or 4 weeks before meeting
  - facility contact person, agenda, times, CE Program, map or directions, etc.
5. Prepare agenda for meetings in collaboration with officers (Exec. Bd)
6. Act as liaison to / from FOTA
  - Emphasize and encourage membership in FOTA
  - Obtain reports from local representative or FOTA
  - Share information re: legislative / licensure issues
7. Act as liaison to / from AOTA
8. Assist Secretary and Treasurer as needed
9. Facilitate election of nominating committee at April meeting and clarify their responsibilities
10. Appoint membership committee members at the July meeting and clarify their responsibilities.
11. Prepare annual report for July meeting.
12. Appoint Continuing Education Chairperson at July meeting
13. Preside over meetings, follow Robert's Rules of Order

#### **B. SECRETARY**

1. Writes announcements of meetings
2. Obtains mailing labels for annual bulk mailing and provide to Data Base Manager.
3. Provides meeting announcements to members 14 days prior to meeting. (All licensed OTs & OTAs and facilities in Sarasota and Manatee counties get notice for the July meeting)

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4. Send quarterly meeting announcements for Oct., Jan. and April only to all paid members. After the July meeting, fax meeting information to all facilities regarding future
5. Meeting Duties include:
  - a. Maintain list of attendees at quarterly meetings
  - b. Maintain & read minutes at quarterly meetings
  - c. Note times the meeting begins and adjourns
  - d. Record meeting with tape recorder provided by the Forum
  - e. Use template to take minutes at meeting
6. Submit information of note following each meeting to FOCUS, the FOTA newsletter . E-mail to: PamWhite@ fshp.org or Fax (850)906-9345
7. Compiles Directory, makes copies & collates.  
Brings to October meeting & gives directories to treasurer to disperse to paid members.
8. Send each facility a thank you note after meetings.
9. Assist President in preparing the annual report for July meeting.
10. Maintain the master copy of members, addresses & facilities
  - As needed, update the master copy of members
  - Provide membership committee with master copy of members.

### C. TREASURER

1. Maintains money in "safe-hands"
2. Receives dues, provides receipts, reimburses for expenses, maintains records
3. Maintains a list of paid members
  - a. Be sure every new/ paid member completes membership forms
  - b. Update secretary with new paid members
  - c. Provide secretary with completed membership forms
4. Maintains all receipts for expenses
5. Prepares annual financial report in July and submits a budget to be discussed in July's meeting
6. Disperse directories to paid members attending Oct. meeting and mail directories to paid members not in attendance.
7. Provide directory to other members upon receipt of dues.
8. Purchases "honorariums" for guest speakers  
(Approximately \$25 each for dual speakers or \$40 for individual speaker)
9. Provides a financial report to Secretary for minutes
10. Stand in for President when needed
11. Obtain 2<sup>nd</sup> signature for all funds received by South Bay Occupational Therapy Forum per the Bylaws of the South Bay Occupational Therapy Forum (Article VII, Section 2B)

## II NON-OFFICER DUTIES

### A. DATABASE MANAGER

1. Following license renewal deadline, use Dept. of Health disc to input area practitioner profile information. Include licensed OTs and OTAs whose address of record is in Sarasota or Manatee counties
2. Update data base with membership information changes provided by officers and membership committee.
3. Print labels for July meeting flyer
4. Provide secretary with final directory copy prior to October meeting distribution.

### B. CEU CHAIRPERSON

1. Prior to meeting
  - a. Fax FOTA CEU Application to presenter(s) if they don't already have one. Note deadline. Allow time for completion
  - b. Secure completed application from presenter(s).
  - c. Fax completed application to FOTA at least 30 days prior to the meeting.
  - d. Contact FOTA 1-2 weeks prior to meeting with request for approval and number of certificates needed.
  - e. Fill out information on certificates: Course Title, Presenter(s), Date, Number of hours (Usually 1)
2. At the Meeting
  - a. Collect money for CEUs:  
\$10 non FOTA members; \$5 FOTA members
  - b. Provide and monitor sign in / sign out sheet.
  - c. Distribute CEU certificates
  - d. Assure that all participants sign in, sign out, turn in yellow copy
  - e. Keep \$10 for each non FOTA member
  - f. Give money from FOTA members to Forum treasurer
3. After the meeting
  - a. Mail to FOTA:  
Money collected from non-FOTA members receiving CEUs  
Original sign in / sign out sheet  
Yellow copies from certificates
  - b. Cost for mailing reimbursed. Provide treasurer with receipt.
  - c. Make a copy of any outline, handouts, sign in / sign out sheets for SouthBay records.

### **III COMMITTEE RESPONSIBILITIES**

#### **A. MEMBERSHIP COMMITTEE**

1. Chair is appointed by President at July meeting. Chair appoints 2 or 3 additional Forum members and Data base Manager. Committee may include President, Treasurer and Secretary
2. Committee meets after July meeting to update practitioner information for directory. Directory is divided by facility and given to committee members. Committee members then contact facility, requesting current list of OTs & OTAs as well as: home phone number, home and email addresses.
3. Committee meets to compile information and add it to data base.
4. Print the master copy of directory
5. Provide secretary with master copy to make copies for the Forum members. Treasurer is responsible to distribute directory to paid members.
6. Membership committee is responsible for membership drives..

#### **B. NOMINATING COMMITTEE**

1. 3-4 people elected at April meeting
2. Appoint chairperson amongst the nominating committee
3. Prepare slate of nominees for the South Bay offices
  - a. Nominating Committee should contact members and ask if they would like to run for an office.
  - b. DO NOT nominate someone without asking the member first
4. Conduct the Election at the Annual meeting
  - a. Present slate of candidates for offices to the Forum members
  - b. Additional nominations from the floor shall be permitted
  - c. Prepare written ballots and distribute ballots to paid members for voting
  - d. Collect and count Voting Ballots
  - e. Announce newly elected officers
  - f. Destroy ballots at end of meeting

## QUARTERLY MEETING PROCEDURES

- I. BASIC OUTLINE OF MEETING AGENDA
  - A. Call to order/ Introductions (by President)
  - B. Secretary report (requires motion)
  - C. Treasurer Report (does not require a motion)
  - D. Committee Reports
    - 1. Membership
    - 2. Legislative
    - 3. Special Interest
    - 4. Etc.
  - E. Unfinished Business
  - F. New Business
    - 1. Discuss next meeting
    - 2. Announcements
    - 3. Ideas
    - 4. Etc.
  - G. Business meeting adjourned
  - H. Guest speaker/ Continuing Education provided
  
- II. Secretary Report:
  - A. Secretary reads the minutes
  - B. President asks, "Are there any corrections?"
  - C. If no corrections, president says, "The minutes are approved as read."
  - D. Any member can rise and suggest correction. President states correction. Then, "Are there further corrections?.....Hearing none, the minutes are approved as corrected."
  
- III. Making a motion per "Robert's Rules of Order"
  - A. Motion is offered
  - B. Motion is seconded
  - C. Discussion
  - D. Vote by members only

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## IMPORTANT INFORMATION FOR QUARTERLY MEETING

JULY	OCTOBER	JANUARY	APRIL
Elect new officers	Provide directories to all paid members	Plans for OT Month in April	National OT Month
Membership Committee	Increase membership	FOTA information	Proclamations
Flyers sent to all Sarasota/ Manatee licensed OTs & OTAs prior to July meeting for membership renewal/ joining fees		AOTA Conference information provided	Elect "Nominating Committee"
Collect membership dues	Collect membership dues	Collect membership dues.  Legislation information provided	Dues collected during April meeting will be put towards next year membership.  Purchase Florida OT/A disc from Florida Licensing Board in renewal years

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