

TERMS OF REFERENCE

OCCUPATIONAL THERAPY CANADA

Purpose:

Occupational Therapy Canada represents all sectors of the occupational therapy profession in Canada, including researchers, educators, regulators and professional associations. Occupational Therapy Canada promotes information sharing and coordinated action and planning on strategic priorities identified from time to time to further the development of the occupational therapy profession.

To conduct work of the council, Occupational Therapy Canada:

1. Identifies key areas and emerging trends;
2. Determines priority initiatives for collaborative action;
3. Establishes compatible and facilitating processes for action;
4. Ensures effective communication within and beyond the profession;
5. Sponsors an annual forum to advance work on identified priorities.

Leadership of Occupational Therapy Canada is provided by the Core Council. A forum will be held annually to inform the work of Occupational Therapy Canada.

Membership Composition:

A. Council

Occupational Therapy Canada is composed of the following national organizations:

- Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO)
- Association of Canadian Occupational Therapy University Programs (ACOTUP)
- Canadian Association of Occupational Therapists (CAOT)
- Canadian Occupational Therapy Foundation (COTF)

B. Core Council

Each organization will appoint and ensure one consistent representative is able to attend each core council meeting. The representative will be an individual who is in a position to be able to represent the organization for 3 or more years. The representative will ensure a second representative is able to attend should they be unable to attend.

The Chair of the Core Council will rotate biannually among members.

C. Forum

Five representatives from each member organization of Occupational Therapy Canada plus the Professional Alliance of Canada may attend the annual forum.

D. Secretariat

CAOT will serve as secretariat for Occupational Therapy Canada.

Frequency of Meetings:

The Core Council will meet quarterly or as required to conduct its work, including a meeting immediately preceding/following the annual forum. Meetings will be held in person and/or by teleconference

The Occupational Therapy Canada Forum will occur annually to coincide with the CAOT annual conference.

Costs associated with attendance at meetings will be borne by the represented organization. Costs associated with hosting the Annual Forum and other meetings will be shared equally among the member organizations.

Voting:

Each organization will be afforded one vote. Decisions will be made by consensus.

Reporting:

A. Core Council

A summary of discussion and record of decisions at the Core Council meetings will be recorded as minutes and circulated to all members. Each organization is responsible to maintain archival copies of minutes for their use.

B. Annual Forum

A summary of discussion and records of decisions at the forum will be recorded and posted on the secretariat web site. Member organization websites will link to the secretariat web site.

Role and Responsibilities:

A. Core Council:

Chair:

1. To solicit agenda items for meetings and prepare and disseminate the meeting agenda and other material to Occupational Therapy Canada members.
2. To chair meetings of the Core Council.
3. To ensure minutes are recorded and circulated to Core Council members.

4. To act as primary contact for Occupational Therapy Canada.

Occupational Therapy Canada Core Council Members (including Chair)

1. To have authority to speak on behalf of the represented organization.
2. To provide a regular report on current and anticipated activities of the represented organization that relate to the work of other members.
3. To inform other Occupational Therapy Canada members of professional issues that relate to the work of the member organizations.
4. To promote and use opportunities and mechanisms for coordinated action to advance the development of the profession.
5. To act as a liaison between Occupational Therapy Canada and the represented organization to share and obtain information and promote coordinated action.
6. To assist in the recruitment of representatives from the represented organization as requested.
7. To evaluate the work and membership of Occupational Therapy Canada on an annual basis for continuous improvement.
8. To plan the annual Occupational Therapy Canada Forum during the annual CAOT conference.
9. To follow up on actions as appropriate from the annual Occupational Therapy Canada forum.

B. Annual Forum

Member organizations

1. To appoint five representatives to attend the Occupational Therapy Canada Forum.
2. To encourage active and open engagement and participation of appointed representatives in the Forum.
3. To participate in follow up actions from the Forum, as appropriate.