The American Occupational Therapy Association, Inc.

This Document must be utilized in conjunction with the Administrative Standard Operating Procedures

SPECIAL INTEREST SECTIONS

Representative Assembly

Standard Operating Procedure

I. NAME. Special Interest Sections

II. AUTHORITY. Authority is granted by the Association Bylaws (Art. VII, Sec.7.I.)

III. FUNCTIONS

A. Shall facilitate and support the advancement of diverse areas of occupational therapy practice and education in response to member needs.

B. Shall collect input from the membership regarding practice and education issues and needs.

C. Shall promote the development of knowledge and skills in specific areas of OT practice and education.

D. Shall promote continuing education within each Section.

E. Shall promote research within each Section.

F. Shall promote publication of information in each Section.

G. Shall function as a resource to and collaborate with any body of the Association or Association staff regarding any relevant subject matter within a Section.

H. Shall respond to emerging issues that relate to the practice of occupational therapy in the area of interest to a Section.

I. Shall collaborate with Association staff to disseminate information about the area of special interest to the public.

IV. COMPOSITION

A. Voting Members

1. Chairpersons

a. Each Chairperson shall be elected by those Association members with voting rights in the Section from a slate developed by the Nominating Committee of the Section.

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Adopted: RA 10/02, 11/03, 5/05, 4/07, 4/10, 4/12

b. Each Chairperson shall be a member in good standing of the Association and state affiliate at time of nomination and throughout the term of office.

c. Each Chairperson shall have knowledge of the official documents of the Association (Bylaws, policies, appropriate SOP/JD, AOTA *Occupational Therapy Code of Ethics and Ethics Standards (2010)*, Administrative SOP, and Strategic Plan.

d. Shall have a minimum of 5 years experience in occupational therapy as an OT or OTA.

e. Shall have active involvement in the area of special interest within the past five years. Active involvement may be demonstrated by at least one of the following: specialty clinical practice in that area, administration/management of a program or practice in a specialty area or an education role in a university or clinical practice area. Relevant publications may be used as additional evidence to support active involvement. Candidates should provide rationale that supports their "active involvement" and how that involvement qualifies them for the positions.

f. Shall demonstrate communication and leadership skills as evidenced by professional activities on a regional, state, or national level. Specify dates the position was held. Describe how selected positions held demonstrated leadership skills (be specific or give examples).

2. Standing Committee Member

a. No more than one Committee member may be appointed by the incoming Chairperson to a second consecutive term. In the case of a committee member filling a vacant position during the last half of a term, that person may also, at the discretion of the incoming Chairperson, continue on the next committee to serve a full term.

b. No more than three Standing Committee members are appointed, except in those Sections in which there are Subsections.

c. Subsection Coordinators are appointed by the Chairperson of the Section.

d. Shall hold voting rights in the Section.

e. Shall demonstrate knowledge and skill in the Section area. This may be demonstrated by at least one of the following: specialty clinical practice in that area, administration/management of a program or practice in a specialty area or educational position in program/practice.

f. Shall demonstrate potential to meet position responsibilities as designated by the Chairperson.
   1) Editor - some previous experience with writing or editing is desirable.
   2) Professional Development Coordinator - willing and able to regularly monitor and summarize SIS Forum postings.
   3) Professional Development Coordinator - ability to plan and coordinate annual conference session and ability to write and submit timely abstract.
   4) Subsection Coordinator - meet qualification of the Standing Committee Chairperson for their specific subsection.

3. Members
   a. OT, OTA and Student Plus memberships in the Association include voting rights in up to three Special Interest Sections.

   b. OT, OTA and Student Plus members identify the Special Interest Sections for which they wish to have voting rights when joining or renewing their membership in AOTA.

   c. OT, OTA and Student Plus members who select to pay for multiple years of AOTA membership in advance may request a change in their voting rights once a year.

   d. Only individual OT, OTA and Student Plus members may have voting rights in Special Interest Sections. Individual and Organizational Associate memberships in the Association do not include voting rights in any Special Interest Section.

   e. OT, OTA and Student Plus members can designate one SIS Quarterly to receive in hard copy and will have access to electronic

copies of all Quarterlies and all SIS areas of the AOTA web site which is provided to all members.

f. Organizational Associate members will receive mailed hard copies of any SIS Quarterly that is published in hard copy form.

g. Individual Associate members may designate one SIS Quarterly that they wish to receive in mailed hard copy form upon joining the Association.

V. RESPONSIBILITIES

A. Chairperson

1. Shall manage the Standing Committee

2. Shall appoint Standing Committee members, including Subsection Coordinators.

3. Shall fill Committee positions that may become vacant through appointment of a new member.

4. Shall oversee responsibilities of the Standing Committee members and ensures that assigned tasks are completed and timelines are met.

5. Shall oversee assigned Subsections, Networks, and SIS Forums.

6. Shall review the annual operating budget developed by Association staff liaison and prepare the budget for special projects as needed.

7. Shall coordinate, within approved budget, and monitor, special projects.

8. Shall coordinate the SIS program at the Annual Conference and Exposition and plan and oversee a business meeting annually.

9. Shall appoint Nominations Chairperson in the second year of office.

10. Shall represent the Section in the SISC

11. Shall coordinate Standing Committee meetings with Standing Committee members, SISC Chairperson, and Association SIS liaison.

12. Shall oversee Section publication efforts. In conjunction with the Quarterly Editor, ensures timely and appropriate topics.

13. Shall represent Section concerns and interests to other Association groups, staff and individuals, as well as external bodies.

14. Shall orient incoming Section Chairperson, in collaboration with SISC Chairperson and Association staff Liaison.

15. Shall prepare the annual report for distribution.

16. Shall submit official request, via a charge, for a SIS name change to the Assembly for approval.

B. Standing Committee Members. Committee members serve to assist the Section Chairperson to coordinate Section activities and meet responsibilities. Each Committee member is assigned major duties from the list below. All Standing Committee members are expected to coordinate activities with the Section Chairperson and relevant Association staff.

1. Editor
   a. Shall coordinate publication of SIS Quarterly.

   b. Shall coordinate any additional Section publications.

   c. Shall network with Association members regarding publication needs and opportunities.

   d. Shall coordinate Section efforts with Association office publications staff.

   e. Shall orient and mentor new editors.

2. Professional Development Coordinator
   a. Shall monitor Section Forum/Online Conferences.

   b. Shall communicate emerging issues and trends to membership, Standing Committee, and interested Association bodies and individuals via an every other month update.

3. Professional Development Coordinator

a. Shall coordinate Annual Conference educational program and submit abstract(s).

b. Shall work with Association staff regarding Section members' continuing education needs.

c. Shall facilitate dissemination of education and research opportunities and resources relevant to Section members.

4. Subsection Coordinator Duties (where relevant)
   a. Shall coordinate Subsection meetings and activities.

   b. Shall collaborate with other Standing Committee members to provide Subsection members with relevant resources.

   c. Shall provide Subsection reports as requested by Section Chairperson.

   d. Shall coordinate Annual Program and submit abstract(s).

5. Network Managers
   a. Individual members may serve as network managers.

   b. Network Managers are identified by the Network during the formation process.

   c. A Network Manager may serve up to three years.

VI. ATTACHMENTS

A. Special Interest Section Formation/Reorganization/Dissolution
B. Special Interest Section Subsection Formation/Reorganization/Dissolution
C. Special Interest Section Network Formation/Reorganization/Dissolution
D. Special Interest Section Forum Discussion Group Formation/Dissolution
E. SIS Chairperson Nomination Form

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