VOLUNTEER LEADERSHIP DEVELOPMENT COMMITTEE

Board of Directors

Standard Operating Procedure

I. NAME. Volunteer Leadership Development Committee (VLDC)

II. AUTHORITY. Authority is granted by the Association Bylaws (Art. V, Sec. 9. C)

III. FUNCTIONS

A. Shall promote member participation and engagement, volunteer leadership development, and participation initiatives of the Association.

B. Shall serve as a standing advisory committee to the Board on matters related to leadership development, elections and awards.

C. Shall work with other Association commissions, committees, and groups to facilitate member participation and leadership.

D. Shall solicit annual nominations from Association members and leadership for the general elections.

E. Shall identify and vet appropriate candidates for elected and appointed positions of the Association, using available methods.

F. Shall publicize results of elections.

G. Shall update the Association award categories and make recommendations for new awards.

H. Shall oversee maintenance of Association award criteria and update as necessary in response to member input or a changing environment.

I. Shall solicit and oversee nominations and selection of the Association's award recipients

J. Shall publicize honors and awards granted by the Association.

K. Shall establish and maintain timelines for completion of tasks related to elections, appointments and awards of the Association.

IV. COMPOSITION

A. Voting Members

Reviewed: BPPC 1/13
Adopted Board: 5/13

1. Chairperson - Elected by the Association membership.

2. Members - Seven members, including the Chairperson.

   a. The six members are appointed by the Chairperson, subject to approval by the Board, from the membership at large, as outlined in Association Policy 2.6 with consideration given to representation in the areas of advocacy, education, practice, professional development, research, leadership or management.
   b. At least one member must be an OTA.

V. QUALIFICATIONS FOR CHAIRPERSON

The chairperson will provide evidence to support the following qualifications:

1. Shall have a minimum of five years experience as an OT or OTA.
2. Shall have a minimum of five years demonstrated leadership experience at the state or national level such as an elected position, or chairperson of a committee or task force.
3. Shall have demonstrated effective verbal and written communication skills.
4. Shall have demonstrated the ability to lead and direct the work of committees.
5. Shall have demonstrated a record of successful task completion.
6. Shall have been involved in Association activities to have a working knowledge of the organizational structure and collaborative networks that will enhance committee functions.

VI. QUALIFICATIONS FOR COMMITTEE MEMBERS

Members will provide evidence to support the following qualifications:

1. Shall have a minimum of three years experience as an OT or OTA.
2. Shall have a minimum of three years of active volunteer participation in professional activities at the state or national level.
3. Shall have a working knowledge of the organizational structure and collaborative networks of the Association that will enhance committee functions.
4. Shall demonstrate the ability to work as a team member and carry out tasks and assignments independently.

VII. RESPONSIBILITIES

A. Chairperson
   1. Shall lead the committee in developing new methods and programs to promote volunteer leadership development, recruitment and participation initiatives of the Association.
   2. Shall appoint and orient VLDC committee members subject to approval by the Board.
   3. Shall coordinate meetings of the VLDC and delegate tasks as appropriate.

4. Shall consult with the Association's legal counsel regarding any questions about election procedures.
5. Shall prepare and submit a report for each Board meeting.
6. Shall work with Association staff to maintain the Association election rotation schedule.
7. Shall work with Association staff to maintain a list of recipients of Association awards and honors.
8. Shall participate in the Association Awards Ceremony.
9. Shall take action (e.g. removal of credentials, ineligibility to run for office) when notified by the Chair of the Ethics Commission or the Chair of an Investigating Committee that an individual's membership is revoked or suspended .
10. Shall work with Association staff collaboratively.
11. Shall participate in the Annual Business Meeting as appropriate.

B. Committee Members
1. Shall participate in VLDC meetings and contribute to the work of the Committee
2. Shall assist with the solicitation and vetting of candidates for elections, appointments and awards of the Association.
3. Shall foster opportunities for leadership development of Association members
4. Shall complete other tasks requested of the VLDC or by the Chair and provide necessary feedback and follow-up.\

VIII. Attachments

A. Nomination Form
B. Policy 1.45 – Election Campaign Policy
C. Campaign Guidelines
D. Statement on Neutrality
E. Association Election Procedures
F. RA Nomination and Election Procedures
G. Policy 1.46 – Election Area Representation
H. Association Awards
I. Awards Selection Process

Reviewed: BPPC 1/13
Adopted Board: 5/13