

GUIDELINES FOR THE ADVISORY BOARD
SCHOOL OF OCCUPATIONAL THERAPY

December 2015

- I. **MISSION STATEMENT:** Advise Pacific University's School of Occupational Therapy in its recruitment, development, and promotion of students and the profession, through the collaboration of professional and community members. To support the mission of the School of Occupational Therapy in its development of diverse learning opportunities that incorporate best practice and promote health and well-being for people through meaningful occupations.
- II. **STRUCTURE OF THE BOARD:**
- Executive Committee
1. Board Chair
 - a. Oversee the board meetings and executive committee meetings
 - b. Collaborate with School of Occupational Therapy's Program Director
 - c. Prepare agenda for the board meetings
 - d. Review board minutes with the secretary
 - e. Work with board members on their roles and helps them assess their performance
 - f. Recruit new member nominee to join the board
 - g. Forward amended meeting minutes to all members for their review
 - h. Make recommended changes and sends to School of Occupational Therapy secretary where a permanent copy is kept.
 - i. Provide notice of additional meetings when appropriate
 2. Board Vice Chair
 - a. Attend all board meetings
 - b. Serve on the executive committee
 - c. Completes special assignments as requested by the chair
 - d. Understand and perform responsibilities and duties in the Board Chair's absence
 - e. Oversees revisions of the guidelines in collaboration with guideline committee every 3 years or as needed
 3. Board Secretary
 - a. Attend all board meetings
 - b. Position is held by a Pacific University School of Occupational Therapy OTD student
 - c. Serve on the executive committee
 - d. Take meeting minutes and sends written minutes to the board chair for review and accuracy

- e. Review board minutes with the board chair and sends completed minutes to the board members (see documentation section below)
 - f. Understand and perform responsibilities and duties in the Board Chair and Vice Chair absence
4. Chair Emeritus
- a. Outgoing chair maintains the role of mentor

III. FUNCTIONS OF THE ADVISORY BOARD

Advisory Boards provide support for the development of excellence in education of occupational therapists by advising on ways to: a) build and enhance quality of professional education, b) assure the relevance of the educational process to the occupation-related health needs of the community, c) foster relationships that support fulfillment of the School of Occupational Therapy's mission.

1. Serve as a communication link between the Pacific University School of Occupational Therapy and the community.
2. Provide information and ideas regarding course offerings, course content, curriculum, instructional materials, equipment and facilities.
3. Provide information about the occupation-related health needs of the community and current trends in occupational therapy.
4. Assist in promoting programs offered by the School of Occupational Therapy to the professional community and to the public.
5. Identify community resources that may support development of programs, staff, and funding.
6. Recommend, and supports execution of, strategies to promote diversity of the students, staff and faculty of the School of Occupational Therapy.
7. Explore ideas for fundraising activities
8. Continued collaboration of Pacific University and OTA for Continuing Education for the community
9. Develop subcommittees for assigned tasks in specific areas as needed.

IV. DOCUMENTATION

1. New Board Member Notebook – to be provided by School of Occupational Therapy's Administrative Assistant
2. School of Occupational Therapy Program Director will provide a Director's Report at each Board Meeting and included as an attachment to the Board meeting minutes.

V. PROCESS AND PROCEDURES

A. BOARD MEMBERSHIP/ COMPOSITION

1. Goal of 14-16 members
2. Ratio not to exceed 1/3 consumer or other profession with 2/3 occupational therapists
3. Two students in good standing with the Occupational Therapy program from each class (one voting and one alternate/non-voting member)
 - a. Non-voting student member serves on Continuing Education Committee CEC
4. Director of the School of Occupational Therapy attends meetings
5. School of Occupational Therapy faculty representatives to attend meetings as desired

B. NEW BOARD MEMBER QUALIFICATIONS

10. Expressed interest in occupational therapy practice and/or academic development
11. Acquired education in a field related to Occupational Therapy or public, personal, professional experience with Occupational Therapy OR
12. Acquired a history of professional work and/or community contribution OR
13. Be in good standing with the Occupational Therapy program and your designated licensing board.

C. PROCEDURE FOR NOMINATIONS TO THE BOARD

1. Board members or director of the School of Occupational Therapy nominates potential candidates.
2. Executive Committee gathers additional information on the nominee and discusses findings with the program director. After director approval the Executive Committee confirms licensure and professional good standing.
3. Board chair will offer the position to the nominee.
4. Nominee will be given new board member notebook to review prior to 1st meeting.

D. PROCEDURE/OPTIONS FOR IF UNABLE TO ATTEND BOARD MEETING LIVE

1. Phone conference call is available for those unable to travel to a meeting
2. Phone call initiation will begin at Pacific University (by the director of OT or the board chair) call (855) 257-8693; when asked for a PIN, punch in 7499973 in the dial pad and you will be connected and await, or join, the others on the line.

3. Board members wishing to have documents for all board members should submit documents to the School of Occupational Therapy Administrative Assistant at least one week prior to the mtg. for distribution (ot@pacificu.edu).

E. TERM LENGTH AND ROTATION

1. A term of 4 years is suggested for the professional and public board members
2. A choice of a second term is optional and board members may choose to return for an additional term at a later date.
3. Length of term for student members is the length of time they are a registered student in the School of Occupational Therapy at Pacific University.

F. VOTING QUORUM – for discussion

G. MEETING CANCELLATION- for discussion

H. CONCERNS

1. If complaints or conflict with board chair discuss with the School of Occupational Therapy Program Director.

I. LIAISON RELATIONSHIPS

1. Fundraising
2. OTA0
3. Community Education Committee CEC- comprised of a member from OTA0, Faculty, alternate advisory board student representative, and additional students
4. Honored friends and Retirees