GUIDELINES FOR THE ADVISORY BOARD
SCHOOL OF OCCUPATIONAL THERAPY
APRIL 2013

I. MISSION STATEMENT: To advise the Pacific University 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 OT in their 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. oversees the board meetings and executive committee meetings
      b. works in partnership with school director
      c. prepares agenda for the board meetings
      d. reviews board minutes with the secretary
      e. works with board members on their roles and helps them assess their performance
      f. makes offer to new member nominee to join the board
      g. forwards amended meeting minutes to all members for their review
      h. makes recommended changes and sends to school of OT secretary where a permanent copy is kept.
      i. provides notice of additional meetings when appropriate
   2. Board Vice Chair
      a. attends all board meetings
      b. serves on the executive committee
      c. carries out special assignments as requested by the chair
      d. understands the responsibilities of the board chair and is able to perform these duties in the chair’s absence
      e. oversees revisions of the guidelines in collaboration with guideline committee every 3 years or as needed
   3. Board Secretary
      a. attends all board meetings and until further revision is required this position will be filled by a Pacific University School of OT student
      b. serves on the executive committee
      c. takes the minutes at all meetings and sends written minutes to the board chair for review and accuracy
d. reviews the board minutes with the board chair and sends completed minutes to the board members (see documentation section below)
e. understands the responsibilities of the board chair and is able to perform these duties in the absence of the board chair and vice chair

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’s mission.

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

IV. DOCUMENTATION

A. New Board Member Notebook – to be provided by School of Occupational Therapy’s administrative assistant

B. Director of the School of OT will provide a Director’s Report at each Board Meeting. This will be 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. 2 students (in good standing with the OT program)
4. Director of the school of OT attend meetings
5. School of OT faculty representatives to attend meetings as desired

B. NEW BOARD MEMBER QUALIFICATIONS
1. must have an expressed interest in Occupational Therapy practice and/or academic development AND
2. have an education in a field related to Occupational Therapy or public, personal, professional experience with Occupational Therapy OR
3. have a history of professional work and/or community contribution OR
4. be in good standing with the OT 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:
   Phone conference call is available for those unable to travel to a meeting
   1. Phone call initiation will begin at Pacific University (by the director of OT or the board chair)
   2. Instructions: call (866) 893-4880; when asked for a PIN, punch in 4880 in the dialpad 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 OT administrative assistant at least one week prior to the mtg. for her distribution.(Kelly Hering at Khering@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
G. CONCERNS
   1. If complaints or conflicts with board member discuss with board chair. If complaints or conflict with board chair discuss with director of school of OT