



SCOT

Saskatchewan College of
Occupational Therapists

SCOT COUNCIL ROLE DESCRIPTION: MEMBER AT LARGE (PRACTICE STANDARDS)

DATE APPROVED: November 17, 2023	CATEGORY: COUNCIL
DATE ESTABLISHED: March 2007	DATE FOR REVIEW: November 2024

ROLE DESCRIPTION

The member at large for practice standards, in consultation with the practice standards committee, advises the council on matters related to practice standards for occupational therapist in Saskatchewan.

TERM OF OFFICE

Two-year term.

PREFERRED SKILLS AND EXPERIENCE

- strong organizational and communication skills
- previous participation on council, committees, and/or related experience

ACCOUNTABILITY

This individual is directly responsible to council and shall exercise their fiduciary duty by:

- supporting the mission and vision of SCOT
- monitoring and ensuring effective performance in the areas of
 - financial management
 - quality improvement
 - strategic planning
 - management of SCOT affairs
 - risk management

COUNCIL LIAISON RESPONSIBILITY FOR

- Practice standards committee

RESPONSIBILITIES

This individual shall:

- chair or act as a representative to council for the practice standards committee.
- recruit and orient new members to the practice standards committee.
- monitor and review practice standard activity provincially, interprovincially, and nationally.
- ensure development of an annual work plan to organize, maintain, and share relevant practice standard documents for the practice of occupational therapists in Saskatchewan.
- ensure practice standards documents are reviewed by other committees (e.g., continuing competency committee and governance committee) prior to presenting to council for approval.
- ensure the role description for this position and the practice standard committee terms of reference are reviewed and amended prior to the end of their term on council.
- perform additional duties assigned by council.



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STANDARDS

This person shall, in carrying out council duties:

- adhere to The Occupational Therapists Act, 1997, the SCOT Bylaws, the SCOT Code of Ethics, and the SCOT Policies and Procedures.
- maintain the confidentiality of all appropriate information and documentation acquired through participation on council and committees.
- identify any actual or potential conflicts of interest related to performing responsibilities in accordance with the Code of Ethics and SCOT Conflict of Interest Policy.

TASK TIMELINES

This list is an informal reminder of the timing of key activities that occur annually. It does not represent all the ongoing responsibilities of the position as identified in the role description. Dates for some activities are subject to change depending on actual dates established for council meetings and other deadlines.

Ongoing/Variable Timeline

- submit relevant items of interest to the president and/or executive director for circulation to the membership.

September

- recruit members to the committee and recommend a chair.
- ensure an annual work plan is developed with priorities identified by the practice standards committee for the upcoming year.

December

- work with the chair of the practice standards committee to submit budget recommendations to the chair of the finance committee.

February/March

- work with the chair of the practice standards committee to submit a summary of key activities that occurred during the past year to the president and/or executive director for inclusion in the annual report.

May

- attend the SCOT AGM.
- review the practice standards committee work plan with recommendations and follow-up.

Date Established	DATE(S) REVIEWED/REVISED	NEXT REVIEW
March 2007	November 17, 2023	November, 2024