



SCOT COUNCIL ROLE DESCRIPTION: MEMBER AT LARGE (COMMUNICATIONS)

DATE APPROVED: November 17, 2023	CATEGORY: COUNCIL
DATE ESTABLISHED: March 30, 2007	DATE FOR REVIEW: November, 2024

ROLE DESCRIPTION

The Member-at-Large (Communications) may chair the communications committee and provides leadership in Occupational Therapy in Saskatchewan. In the absence of the President and President-Elect, council shall appoint a Member-at-Large (MAL) to perform the duties of the President.

TERM OF OFFICE

Two-year term, with election conducted in odd calendar years.

PREFERRED SKILLS AND EXPERIENCE

- Strong organizational and communication skills.
- Previous participation with the communication committee or related experience.

ACCOUNTABILITY

This individual is a member of council. Council members 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

- Communications Committee

RESPONSIBILITIES

This individual:

- May chair the communications committee.
- Makes recommendations to council regarding public relations initiatives.
- Is a resource to the Executive Director in responding to public enquiries about the regulation of Occupational Therapy.
- Assists the Executive Director and SCOT President in the development of press releases and media work.
- Monitors and makes recommendations relating to the SCOT website, Facebook and other social

media platforms that might be relevant to SCOT.

- Monitors SCOT's communication strategies and schedules.
- Prepares a report for assigned committees for each council meeting, and a report to be included within the Annual Report.
- Reviews the role description of the MAL (Communications) at the end of the term and recommend any substantial revisions to SCOT Council for forwarding to the SCOT governance committee.
- Performs additional duties assigned by council.

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 information and documentation acquired through participation on council.
- Identify any actual or potential conflicts of interest related to performing council responsibilities in accordance with the Code of Ethics.
- Comply with relevant municipal, provincial, and national legislation

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 MAL (Communications) 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

June

- Participate in orientation with President and/or the Executive Director.

September

- Create media acknowledging National Day of Truth and Reconciliation (September 30) to allow for transparency for the work that SCOT is doing in the spirit of reconciliation.
- Create media to acknowledge that Occupational Therapy is a regulated profession to be distributed in October (OT Month).

November

- Submit any budget recommendations to the SCOT finance committee.

December

- Create media to assist with reminders of registration renewals.



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March

- Submit report of activities to President and/or Executive Director for inclusion in the annual report.
- Create media advertising the SCOT AGM
- Attend the SCOT AGM

Date Established	DATE(S) REVIEWED/REVISED	NEXT REVIEW
March 30, 2007	June 15, 2019 November 17, 2023	November 2024