



SCOT

Saskatchewan College of
Occupational Therapists

SCOT COUNCIL ROLE DESCRIPTION: PRESIDENT

DATE APPROVED: March 10, 2023	CATEGORY: COUNCIL
DATE ESTABLISHED: March 30, 2007	DATE FOR REVIEW: March 2024

ROLE DESCRIPTION

The president shall exercise general control and supervision over the affairs of the council and the college. The president will preside over all meetings of the college and the council.

TERM OF OFFICE

One-year term. Prior to taking office, the incumbent will serve a one-year term as president-elect. Upon completion of the president-elect term, the incumbent will assume office of president for a one-year term at the first council meeting following the annual general meeting.

PREFERRED SKILLS AND EXPERIENCE

- Leadership skills and experience.
- Communication skills.
- Previous occupational therapy council experience is preferred.
- Five years as a practising occupational therapist is preferred.

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

- Human resources and nominations committee.

RESPONSIBILITIES

This individual shall:

General Affairs

- Be responsible for the management and the business of the college in accordance with the Act, Bylaws, and policies and procedures.
- Ensure an agenda is established for all meetings of council or of the college, then chair the meetings using Herb Perry's Call To Order."



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- Act as an ex-officio member of all committees with the exception of the professional conduct committee and the discipline committee.
- Serve as an official spokesperson for SCOT.
- Perform additional duties as assigned by council.

Internal Council and College Affairs

- Facilitate communication amongst council members.
- Act as a signing authority.
- Collaborate with SCOT Council and SCOT staff as needed to determine when legal counsel is required.
- Collaborate with SCOT Council, staff, and committee members to ensure that motions, directives, and actions discussed at meetings of the college and council are carried out.
- Ensure council engages in a strategic planning process on years the previous plan is to expire and review SCOT's vision statement, mission statement, and goals during this process.
- Review the strategic plan with council regularly throughout the year and update as required.
- Monitor and manage risks to the college.
- Review the president's role description on completion of the term of office and provide recommendations for any revisions to the governance committee.
- Consult with the human resources and nominations committee to facilitate the application of the human resource policies and procedures and report to council on relevant activities.
- Assist SCOT staff with organizing the annual general meeting (AGM).

External Business and Communications

- Engage in appropriate public relations activities.
- Monitor provincial healthcare trends and government activities that may impact on the regulation of occupational therapy practice.
- Liaise with the provincial government concerning issues with impact the regulation of occupational therapy services in Saskatchewan.
- Collaborate with SCOT staff to ensure SCOT is aware of and engages with relevant external partners as directed by council.
- Ensure SCOT is represented at the Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO) and council is informed regularly of issues and activities.
- Attend the ACOTRO president/chairperson meeting.
- Ensure SCOT is represented at the Network of Interprofessional Regulatory Organizations (NIRO) and council is informed regularly of issues and activities.

Communication with SCOT Members

- Collaborate with SCOT staff to ensure regular, effective, and timely communications with membership.



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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 college business.
- Identify any actual or potential conflicts of interest related to performing council responsibilities in accordance with the SCOT Code of Ethics and the SCOT Conflict of Interest policy.
- 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 president 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.

June

- Schedule a minimum of six meetings of the council throughout the year, with the first occurring within 30 days of the SCOT AGM as per the SCOT Bylaws.
- Collaborate with SCOT staff to ensure that council members appointed as public representatives are assigned specific areas of responsibility according to *The Occupational Therapists Act (1997)*, SCOT Bylaws, and SCOT policies and procedures.
- Collaborate with SCOT staff to facilitate an orientation meeting with out-going and in-coming council members.
- Orient the incoming president-elect to their new role.
- Collaborate with SCOT staff to inform the employers of new council members of their elected position to council as well as the employers of the outgoing council members of the completion of their term.
- Introduce self and president-elect to the Ministry of Health by letter.

December

- Provide recommendations to the secretary-treasurer for a budget for the president and human resources and nominations committee for the next fiscal year.

January

- Begin planning strategic planning process if required.

February

- Collaborate with SCOT staff to complete the first draft of the SCOT Annual Report based on the SCOT annual report policy.

March

- Collaborate with SCOT staff to complete the final draft of the SCOT annual report.



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April

- Collaborate with SCOT staff to prepare the annual meeting agenda, meeting documents, AGM script, and AGM presentation.
- Request the governance committee to assign a parliamentarian for the AGM.
- Collaborate with SCOT staff and council members to ensure the SCOT AGM documents are circulated to SCOT members at least 14 days prior to the AGM.
- Prepare for the executive director performance review process in accordance with human resource policies.

May

- Complete executive director performance review. Invite president-elect to participate.
- Introduce all SCOT Council members, committee chairpersons, and distinguished guests at the SCOT AGM.
- Acknowledge and thank outgoing council members at the SCOT AGM.
- Ensure SCOT staff sends a copy of the annual report to the Ministry of Health.