



# SCOT

Saskatchewan College of  
Occupational Therapists

## SCOT COUNCIL ROLE DESCRIPTION: PRESIDENT-ELECT

<b>DATE APPROVED:</b> March 10, 2023	<b>CATEGORY:</b> COUNCIL
<b>DATE ESTABLISHED:</b> June 28, 2011	<b>DATE FOR REVIEW:</b> March 2024

### ROLE DESCRIPTION

The president-elect will assist the president in their role and preside over any meeting when the president is unable to do so. The president-elect will be assigned duties as needed and appropriate by SCOT Council. The president-elect will proceed to the position of president at the conclusion of their term as president-elect.

### TERM OF OFFICE

One-year term, with election conducted each year.

### PREFERRED SKILLS AND EXPERIENCE

- Leadership skills and experience.
- Communication skills.
- Willingness to learn skills of president's role.
- Previous occupational therapy council experience is preferred.
- Five years as a practicing 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

- Governance committee

### RESPONSIBILITIES

This individual shall:

- Be responsible for the management of the affairs of the society in the absence of the president.
- In preparation to assume the presidency, review current and other relevant documents regarding SCOT.
- Attend the governance committee meetings throughout the year.



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- Act as chair for the governance committee in the absence of an established chairperson
- Prepare a report for the governance committee for each council meeting and a report to be included within the annual report.
- Attend the annual Association of Occupational Therapy Regulatory Organizations (ACOTRO) president/chairperson meeting.
- Present certificate of appreciation to the outgoing president at the annual general meeting (AGM).
- Review the role description of the president-elect at the end of the term and recommend amendments to SCOT Council.
- Review with council the strategic plan for the upcoming year of presidency.
- Perform 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 appropriate information and documentation acquired through participation on council and society 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-elect 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*

- Complete and submit president-elect report at least one week prior to council meetings.
- Assume role and responsibilities of chairperson of the governance committee (unless this position is filled by another member)

### *June*

- Participate in orientation with the president and/or executive director.
- Determine when the next scheduled governance committee is and plan to attend and/or assume the role of chairperson of this committee at first meeting.

### *December*

- Provide recommendations to the treasurer, in conjunction with the president, for a budget for the president-elect for the next fiscal year.



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## *March*

- Submit report of activities to president and/or executive director for inclusion in the annual report.

## *April*

- Review president role description in preparation for new role.
- Begin to identify goals for upcoming term as president.

## *May*

- Attend the SVOT AGM
- Acknowledge and thank outgoing SCOT president at the SCOT AGM.