

STANDARD OPERATING PROCEDURES MANUAL  
KENTUCKY OCCUPATIONAL THERAPY ASSOCIATION

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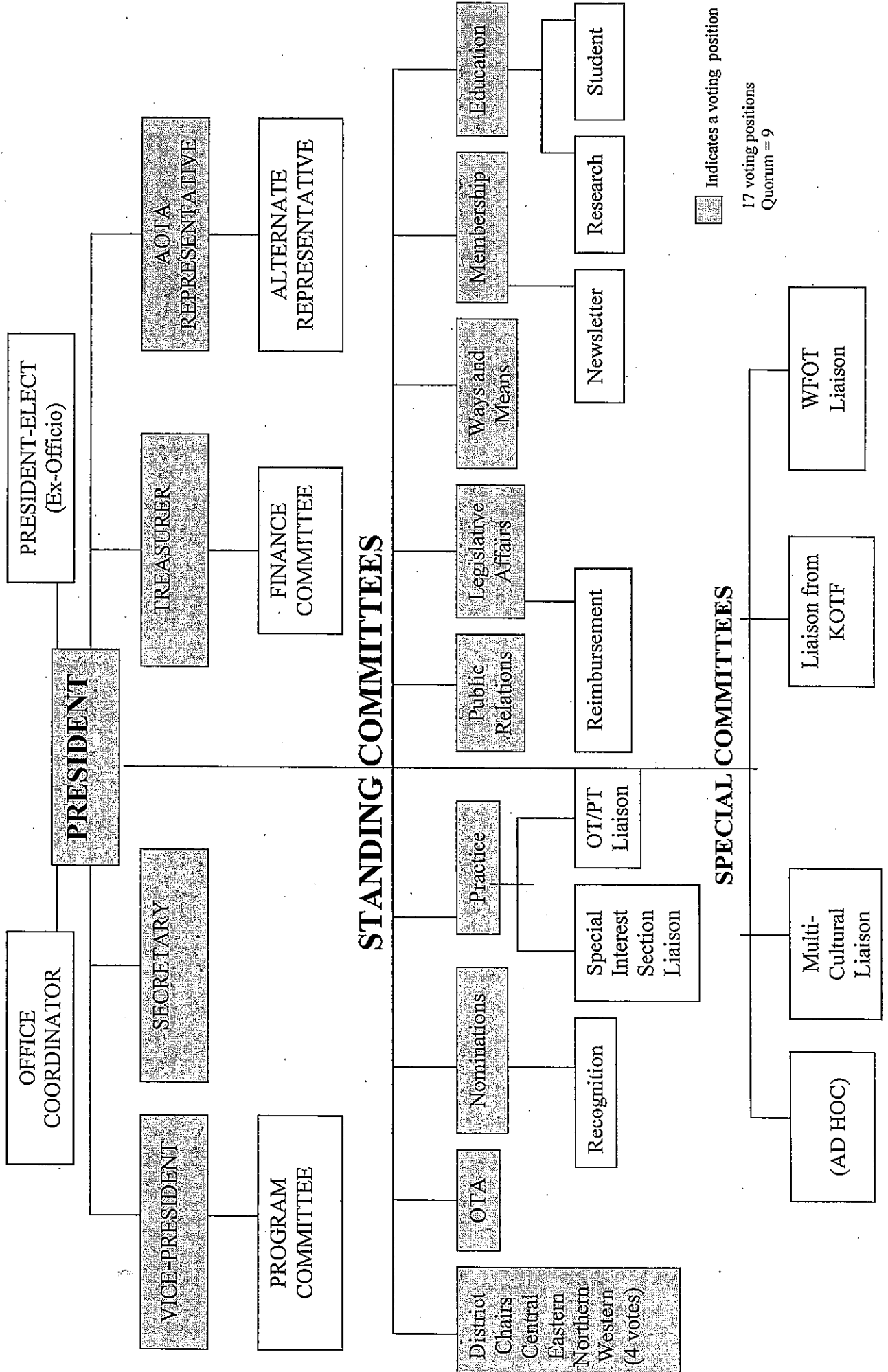
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# KENTUCKY OCCUPATIONAL THERAPY ASSOCIATION, INC

## Executive Board Organizational Chart



OFFICE OF PRESIDENT  
STANDARD OPERATING PROCEDURES  
KENTUCKY OCCUPATIONAL THERAPY ASSOCIATION

PURPOSE:

The role of the President is to guide the officers, standing committee members and special liaisons to ensure progress toward achievement of the Association goals and objectives. The President provides leadership to the Association.

DESCRIPTION:

The President is the chief officer of the Association, and as such, represents the KOTA in all official capacities and proceedings. The President is elected by the membership as a President-elect for one year, and follows as President for two years. The President is an ex-officio member of all standing committees except Nominations and Recognitions.

MEETINGS:

The President shall call one membership/business meeting per calendar year. The President shall chair the Executive Board and conduct a minimum of four meetings per calendar year, as required by Association needs.

REPORTING RESPONSIBILITIES:

The President shall report at Executive Board meetings and report to the KOTA membership, via Association publications, membership/business meeting, electronic mail and an annual report, all necessary information regarding Association business.

FUNCTIONS AND PROCEDURES:

1. Provide to KOTA a link for communication with AOTA.
2. Preside over all official business meetings of the membership and Executive Board, or appoint the Vice-President to preside in the President's absence.
3. Secure locations for Executive Board and special meetings.
4. Set agendas, with input from members, for Executive Board and membership/business meetings.
5. Guide KOTA in the establishment and implementation of business policies and procedures.
6. Serve as a voting member of the Finance and Recognitions Committees.
7. Have the power to sign written obligations/contracts/authorizations of the Association
8. Appoint Chairs of all standing committees, subcommittees and special liaisons and provide for their orientation to standard operating procedures as approved by the Executive Board.
9. Appoint officer in the absence of an elected officer, until ballot election results are reported.
10. Attend a meeting of each KOTA District once during term of office.
11. Provide written verification of KOTA committee involvement/participation, as requested.
12. Maintain copies of all correspondence of the Association business for three years, after which time the documentation can be destroyed.
13. Submit to the KOTA archives documents of historical significance.
14. Prepare an annual Association report to include: meetings of the Association, activities of the Association and status of goal attainment.
15. Submit annual operating budget for the office of President to the Treasurer.
16. Submit/complete documentation requested by AOTA.
17. Review standard operating procedures for the office of President and President-Elect annually.

Revised, 3/90, 6/99 and 2/05

PRESIDENT-ELECT  
STANDARD OPERATING PROCEDURE  
KENTUCKY OCCUPATIONAL THERAPY ASSOCIATION

PURPOSE:

The President-Elect position is a period of orientation to become educated regarding the role and responsibilities of the KOTA President.

DESCRIPTION:

The President-Elect is elected by the membership the year prior to assuming the office of KOTA President. The President-Elect serves the Executive Board for a one-year orientation or transition period with voice, but no vote.

MEETINGS:

The President-Elect shall attend Executive Board meetings and the Finance Committee meeting that develops the operational budget for the year the President-Elect assumes the office of President.

REPORTING RESPONSIBILITIES:

The President-Elect may provide written or oral reports to the President of the Association as necessary.

FUNCTIONS AND PROCEDURES:

1. Orient self to role and responsibilities of KOTA President with the assistance of the President and Executive Board.
2. Participate in Association activities as necessary.
3. Attend Executive Board meetings.
4. Attend Finance Committee meeting to develop operational budget for the fiscal year that the President-Elect assumes the office of KOTA President.

Approved 6/99, Revised 2/05

DISTRICT CHAIR  
STANDARD OPERATING PROCEDURES  
KENTUCKY OCCUPATIONAL THERAPY ASSOCIATION

PURPOSE:

The role of the District Chair is to call and preside at district meetings and to guide and conduct the activities of the district consistent with the objectives of the district and Association.

DESCRIPTION:

The District Chair is elected by the district KOTA membership and is a voting member of the Executive Board for a term of two years. The Chair oversees the activities of the district.

MEETINGS:

The District Chair shall hold a minimum of 2 meetings of the district membership each fiscal year.

REPORTING RESPONSIBILITIES:

The Chair will submit written and oral reports of district activities at Executive Board meetings and at the annual membership meeting. The district will maintain minutes that are submitted with an annual report to the President.

FUNCTIONS AND PROCEDURES:

1. Call and preside at all meetings of the district or appoint a designee.
2. Guide and conduct district activities consistent with the district and Association strategic plan and objectives.
3. Communicate with the district membership via Association publications and/or electronic mail.
4. Notify district members of district meetings via Association publications and/or electronic mail or office management services.
5. Appoint a member to take district-meeting minutes.
6. Respond to requests for information from district members via verbal and/or written communication.
7. Provide assistance to Vice-President for conference planning when annual conference is held in district and appoint member to annual conference committee when held in other districts.
8. Work cooperatively with other standing committees to organize relevant practice, educational, legislative and research activities within the district.
9. Provide written verification of KOTA committee involvement/participation, as requested.
10. Submit annual report of district activities to the President.
11. Submit annual district operating budget to the Treasurer.
12. Review standard operating procedure of District chair annually.

Approved 6/99, Revised 2/05

OFFICE OF VICE-PRESIDENT  
STANDARD OPERATING PROCEDURES  
KENTUCKY OCCUPATIONAL THERAPY ASSOCIATION

PURPOSE:

The role of the Vice-President is to discharge the duties of the President in his/her absence, serve as Chair of the Programs Committee and provide leadership to the Association.

DESCRIPTION:

The Vice-President is elected by the Association membership, serves as a voting member of the Executive Board for a term of two years and serves as Chair of the Programs Committee. The Vice-President represents the KOTA in all official capacities and proceedings in the absence of the President.

MEETINGS:

The Vice-President shall attend Executive Board meetings and chair Program Committee meetings.

REPORTING RESPONSIBILITIES:

Written and oral reports are submitted by the Vice-President at Executive Board meetings concerning activities of the Programs Committee. The Vice-President shall report to KOTA membership, via Association publications, membership/business meeting, and electronic mail information regarding the Programs Committee.

FUNCTIONS AND PROCEDURES:

1. Guide and conduct professional development activities consistent with the Association's strategic plan and operational objectives.
2. Communicate with the membership on professional development issues via Association publications.
3. Discharge the duties of KOTA President in absence of the President.
4. Chair the Programs Committee.
5. Obtain feedback and approval from the Executive Board for scheduling of professional development activities/conference dates and topics.
6. Have the power to sign written obligations regarding Programs Committee activities.
7. Contact, meet with and organize district Programs Committee members.
8. Appoint a district Programs Committee Chair/Co-Chairs.
9. Place information and announcements about all KOTA professional development offerings in Association publications and/or electronic media.
10. Submit organized professional development/conference materials to office manager for processing and instructions for distribution.
11. Provide written verification of KOTA committee involvement/participation, as requested.
12. Maintain copies of all Programs Committee correspondence for three years, after which time the documents can be destroyed.
13. Submit to the KOTA archives documents of historical significance.
14. Submit annual operating budget for the office of Vice-President to the Treasurer.
15. Submit annual report of Programs Committee to the President.
16. Review standard operating procedures of office of Vice-President and Programs Committee annually.

PROGRAMS COMMITTEE  
STANDARD OPERATING PROCEDURES  
KENTUCKY OCCUPATIONAL THERAPY ASSOCIATION

PURPOSE:

The purpose of the Programs Committee is to plan, prepare and secure arrangements for professional development/conference offerings.

DESCRIPTION:

The committee is composed of the KOTA Vice-President as Chair, a representative of each KOTA district, the Ways and Means Committee Chair, the Special Interest Section Liaison and any interested members of KOTA.

MEETINGS:

Programs Committee meetings are called by the Vice-President and shall meet as needed to plan, organize, coordinate and implement committee activities.

FUNCTIONS AND PROCEDURES:

1. Determine professional development /conference needs of Association members.
2. Determine format and plans for professional development /conference activities.
3. Secure professional development /conference location.
4. Determine and secure arrangements for committee activities including: space, food, faculty/presenters, advertisement, fund raising and prospective exhibitors/sponsors.
5. Coordinate planned professional development /conference activities.
6. Evaluate professional development /conference activities
7. Send thank you letters/notes to professional development /conference presenters, exhibitors/sponsors and other designated individuals/agencies.

Approved 6/99, Revised 2/05

OFFICE OF SECRETARY  
STANDARD OPERATING PROCEDURES  
KENTUCKY OCCUPATIONAL THERAPY ASSOCIATION

PURPOSE:

The role of the Secretary is to record minutes of all Association and Executive Board meetings, act as record keeper, conduct Association correspondence and maintain Association archives at Eastern Kentucky University.

DESCRIPTION:

The Secretary is elected by the Association membership and serves a two-year term. The Secretary serves as a member of the Recognitions Committee.

MEETINGS:

The Secretary shall attend all Association and Executive Board meetings.

REPORTING RESPONSIBILITIES:

The Secretary will submit written and oral reports at Executive Board meetings and the annual business meeting.

FUNCTIONS AND PROCEDURES:

1. Record the minutes of all meetings of the Association and the Executive Board, including the following:
  - a. Type of meeting
  - b. Date and place of meeting
  - c. Executive Board members present or their substitutes
  - d. Disposition of most recent minutes-approved or approved as corrected
  - e. Record of reports
  - f. Record of each main motion (unless withdrawn), with name of maker and the wording in which the motion was adopted or otherwise disposed, with facts of how debated or amended
  - g. Record of Points of Order and Appeals
  - h. Count and record votes
  - i. Signature and title of Secretary
2. Conduct correspondence and provide copies of Executive Board minutes to Board members.
3. Maintain a list of Executive Board members.
4. Submit a summary of Executive Board meetings minutes to Newsletter Chair.
5. Record amendments to the by-laws in the minutes.
6. Maintain official copy of Association by-laws with reference to amendments.
7. Send a copy of the business meeting minutes to the Newsletter Chair after the meeting for newsletter publication.
8. Maintain the Association archives by submitting Association minutes and other documents of historical significance to the Special Collection Department at Eastern Kentucky University.
9. Prepare and submit annual budget to the Treasurer.
10. Review standard operating procedures of Secretary annually.

Revised, 3/90, 6/99 and 2/05



OFFICE OF THE TREASURER  
STANDARD OPERATING PROCEDURES  
KENTUCKY OCCUPATIONAL THERAPY ASSOCIATION

PURPOSE:

The Treasurer is responsible for conducting the financial affairs of the Association which involves: collecting fees and other income; disbursing monies; maintaining accurate accounts of receipts and disbursements; preparing reports for the Executive Board and membership; documenting information for filing state and federal tax returns required by law; and formulating an annual budget with the Finance Committee.

DESCRIPTION:

The Treasurer is the chief financial officer of the Association. The Treasurer is elected by the membership and serves a two-year term. The Treasurer is the Chair of the Finance Committee. The Treasurer serves on the Membership Committee.

REPORTING RESPONSIBILITIES:

The Treasurer shall report at Executive Board meetings and yearly at the KOTA business meeting. An end-of-year report must be presented to the Executive Board and the membership (via the newsletter) within five months after the end of the fiscal year.

FUNCTIONS AND PROCEDURES:

1. Maintains custody of Association funds.
  - a) Has authority to sign checks and other financial obligations.
  - b) Establishes a system of banking for prompt deposit of monies and payment of bills with proper authorization.
    1. Maintains a checking account at a statewide bank with the approval of the Executive Board.
    2. Orders check forms and deposit slips.
    3. Maintains a bank stamp for endorsing checks.
    4. Has signature cards updated so either the Treasurer or President may sign checks.
    5. Reconciles the checkbook with the bank statement.
    6. Uses federal taxpayer identification number when opening accounts.
  - c) Obtains and maintains a list of current locations of all Association accounts.
    1. Has signature cards for any new account made so that the Treasurer or President may sign checks.
    2. Uses federal taxpayer identification number when opening accounts.
    3. Obtains approval from Executive Board for opening any financial accounts.
  - d) Maintains the Association's credit card, using the Treasurer's signature as the authorized signature.
2. Collect all income from established sources, including monies from special projects, annual membership dues, donations, conferences, workshops, interest and payment for products and advertising.
  - a) Fill out deposit slip and deposit receipts promptly.
  - b) Enter a record of deposits using acceptable record keeping mechanisms, such as electronic or paper checkbook, general ledger, and committee account ledger.
  - c) Deposit receipts promptly.
  - d) Coordinate collection of monies by office manager.
  - e) Manage direct debit account on a monthly basis.
  - f) Maintain an invoice form that the office manager or others can use when billing is needed for products or advertising.

3. Disburse monies of the Association.
  - a) Pay all Association bills within 10 days when submitted with proper documentation (disbursement forms or direct billing from a business establishment).
  - b) Transfer funds from Association accounts to balance the cash flow when appropriate.
  - c) Keep a detailed record of each expenditure using acceptable record keeping mechanisms, such as electronic or paper checkbook, general ledger, and committee account ledger.
4. Prepare financial reports for the Executive Board and business meetings.
  - a) A financial report must include year-to-date committee financial activities.
5. File with the Internal Revenue Service and Kentucky Department of Revenue as required.
  - a) File federal form 990 by the 15th day, 5 months after end of fiscal year if gross income exceeds \$25,000.
  - b) File a federal form 1099-Misc. if a contract laborer has been paid more than \$600 in the KOTA fiscal year.
  - c) Secure tax preparation services with approval of the Executive Board.
6. Prepares a cost-benefit analysis of using direct debit (ACH OneNet) and credit card payments (Paymentech) annually and reviews contracts for these services every 3 years.
7. Reviews insurance policies annually, makes a recommendation to the Executive Board for continuation, and signs policy renewals if approved.
  - a) Review policies in advance of their annual premium renewal date. Current date is August.
    - 1) Insurance reviews include policies for Director and Officers, General Liability, and Commercial Crime.
    - 2) Review sharing the General Liability and Commercial Crime policies with the KOTF and communicate recommendation to the Executive Board of KOTA and the KOTF Board.
    - 3) If the Policies are shared, seek approval of the Executive Board for a payment split.
  - b) Communicate recommendations to the KOTF Board.
8. Reviews payment split annually with the Executive board and Committee chairs the disbursement form and use of tax identification number.
9. Chair the Finance Committee.
10. Solicit budget requests from all persons or committees being funded prior to the Finance Committee meeting
11. Submit a proposed KOTA annual budget, recommended by the Finance Committee, to the August/September Executive Board meeting.
  - a) Solicit budget requests, using budget preparation worksheets from all Executive Board members and Committee Chairs being funded prior to the Finance Committee meeting.
  - b) Prepare proposed budget sheets for the office of Treasurer, Finance Committee mileage account, and interest account.
  - c) Set date for Finance Committee meeting to prepare proposed budget prior to presentation to Executive Board and membership.
12. Maintain copies of all Treasurer and Finance Committee correspondence for three years, after which time the documents can be destroyed.
13. Serves on the Membership Committee.
14. Provide written verification of KOTA committee involvement/participation, as requested.
15. Submit to the KOTA archives documents of historical significance.
16. Review standard operating procedures of Treasurer and Finance Committee annually.

Revised 3/90, 6/99 and 2/05

FINANCE COMMITTEE  
STANDARD OPERATING PROCEDURES  
KENTUCKY OCCUPATIONAL THERAPY ASSOCIATION

PURPOSE:

The Finance Committee is responsible for preparing the annual budget of the Association for consideration by the Executive Board and the membership. The Finance Committee is responsible for monitoring the budget and making adjustments to prevent deficit spending.

DESCRIPTION:

The Treasurer of the Association is the committee Chair. Committee members include the President, President-Elect, Ways and Means Committee Chair and 2 KOTA members.

MEETINGS:

Finance Committee meetings are called by the Treasurer and shall meet yearly to prepare the annual budget. Additional meetings may be needed to review requests over \$100 submitted in writing for committee consideration.

REPORTING RESPONSIBILITIES:

Written and oral reports are given at Executive Board meetings. The proposed annual Association budget is presented for Executive Board input and approval. The Finance Committee will submit to the membership the proposed annual budget for approval. Other committee activities requiring approval are also submitted with recommended actions in writing to the Executive Board.

FUNCTIONS AND PROCEDURES:

1. Review requests and formulate a budget to meet these requests from anticipated income, actual assets, etc.
2. Present proposed Association budget to the Executive Board.
3. Present proposed Association budget to the membership at the business meeting.
4. Prepare financial accounts for each Association committee.
5. Make available to the membership any report upon request except confidential reports discussed by Executive Board in closed sessions.
6. Meet to consider or reconsider Association budget adjustments as required during the year. Approved budget will not be exceeded, except by written authority of the Finance Committee.

Revised, 3/90, 6/99 and 2/05

REPRESENTATIVE TO THE REPRESENTATIVE ASSEMBLY OF AOTA  
STANDARD OPERATING PROCEDURES  
KENTUCKY OCCUPATIONAL THERAPY ASSOCIATION

PURPOSE:

The Representative shall represent the American Occupational Therapy Association (AOTA) voting members in the Kentucky election area in the formulation and adoption of AOTA policy. The Representative casts the Kentucky vote at the AOTA Representative Assembly (RA) meetings. The Representative shall serve as a channel for identification and clarification of issues of concern to the profession, initiate appropriate action on behalf of their constituents, and communicate the results of Representative Assembly action.

DESCRIPTION:

The Representative shall meet the approved qualifications established by AOTA to serve in this position. The Representative is elected by AOTA voting members for a three-year term. The Representative is a voting member of the Executive Board.

MEETINGS:

The Representative shall attend all Executive Board meetings and the Association annual business meeting or appoint the Alternate Representative to attend in his/her place.

REPORTING RESPONSIBILITIES:

Written and oral reports are submitted by the Representative at Executive Board meetings concerning activities of the AOTA. The Representative shall report to KOTA membership, via Association publications, electronic mail and membership/business meeting information regarding AOTA.

FUNCTIONS AND PROCEDURES:

1. Carry out job description responsibilities as delineated by AOTA.
2. Assist the constituents to increase their impact on the outcome of AOTA decisions.
3. Attend AOTA Representative Assembly meetings.
4. Represent the Kentucky election area in the form of voice and vote at KOTA Executive Board meetings. Vote is shared with the Alternate Representative.
5. May serve, if qualified, as Assembly official if elected or on standing and ad-hoc committees of RA.
6. Establish a method for Kentucky AOTA members to communicate with the Representative.
7. Submit annual report of activities to the KOTA President.
8. Submit/complete documentation requested by AOTA.
9. Submit to the KOTA archives documents of historical significance.
10. Review standard operating procedures of the Representative and Alternate Representative annually.

Revised, 3/90, 6/99 and 2/05

ALTERNATE REPRESENTATIVE TO THE REPRESENTATIVE ASSEMBLY OF AOTA  
STANDARD OPERATING PROCEDURES  
KENTUCKY OCCUPATIONAL THERAPY ASSOCIATION

PURPOSE:

The Alternate Representative works collaboratively with the Representative to perform all duties of the Representative position.

DESCRIPTION:

The Alternate Representative shall meet the approved qualifications established by AOTA to serve in this position. The Alternate is elected by AOTA members who are voting participants of the state of Kentucky for a term of three years. He or she is a member of the KOTA Executive Board with vote shared with the Representative.

MEETINGS:

The Alternate may attend all Executive Board meetings and the Association annual business meeting.

REPORTING RESPONSIBILITIES:

The Alternate will report issues of concern of the constituents to the Representative.

FUNCTIONS AND PROCEDURES:

1. Carry out job description responsibilities as delineated by AOTA.
2. In the absence of the Representative, the Alternate assumes all responsibilities and duties of the Representative
3. Represent the Kentucky election area in the form of voice and vote at KOTA Executive Board meetings. Vote is shared with the Representative.
4. Review standard operating procedures of the Alternate Representative with Representative annually.

Revised, 3/90, 6/99 and 2/05

OCCUPATIONAL THERAPY ASSISTANT (OTA) REPRESENTATIVE  
STANDARD OPERATING PROCEDURES  
KENTUCKY OCCUPATIONAL THERAPY ASSOCIATION

PURPOSE:

The role of the OTA Representative is to address and respond to state and national issues and concerns unique to the OTA. The OTA Representative serves as a resource and contact person for occupational therapy assistants who are members of the Association.

DESCRIPTION:

The OTA Representative is appointed by the President, and is a voting member of the Executive Board for a term of two years.

MEETINGS:

The OTA Representative shall attend Executive Board meetings and shall call and preside at meetings to address OTA issues and concerns on an as needed basis.

REPORTING RESPONSIBILITIES:

The OTA Representative will submit written and oral reports of activities at Executive Board meetings and at the annual membership meeting.

FUNCTIONS AND PROCEDURES:

1. Guide and conduct activities consistent with the Association's strategic plan and operational objectives.
2. Communicate with the membership on OTA issues via Association publications and electronic mail.
3. Serve as a resource person for the Association regarding state and national OTA issues.
4. Work with Programs Committee to organize relevant activities for the Association annual conference.
5. Solicit feedback from Kentucky OTA's for the development of Association relevant operational objectives.
6. Work with OTA student representatives from Kentucky occupational therapy educational programs.
7. Respond to requests for information from external agencies related to OTA issues in the state via verbal and/or written communication.
8. Submit annual report of activities to the President.
9. Submit annual operating budget to the Treasurer.
10. Review standard operating procedure of the OTA Representative annually.

Adopted 6/99, Revised 2/05

LEGISLATIVE AFFAIRS COMMITTEE  
STANDARD OPERATING PROCEDURES  
KENTUCKY OCCUPATIONAL THERAPY ASSOCIATION

PURPOSE:

The purpose of the Legislative Affairs Committee is to monitor and activate state and federal legislative activity for the Association. The Reimbursement Committee is a subcommittee of the Legislative Affairs Committee.

DESCRIPTION:

The Chair is appointed by the President and is a voting member of the Executive Board for a term of two years. An undetermined number of members complete composition of the committee. Committee membership also includes the Chair, Reimbursement Committee.

MEETINGS:

The committee shall meet annually to develop committee goals, a budget and an action plan. The committee will meet as needed to implement committee goals. During the General Assembly, the committee will meet frequently to discuss legislation that influences the practice of occupational therapy.

REPORTING RESPONSIBILITIES:

The Chair will submit written and oral reports of committee activities at Executive Board meetings and at the annual membership meeting.

FUNCTIONS AND PROCEDURES:

1. Guide and conduct legislative activities consistent with the Association's strategic plan and operational objectives.
2. Communicate with the membership via Association publications and electronic mail.
3. Meet with the KOTA Lobbyist yearly to review contract.
4. Complete and submit required state documentation for Lobbyist.
5. Meet with and work collaboratively with KOTA Lobbyist on lobbying activities and responsibilities.
6. Participate in public hearings regarding legislation impacting the practice, education and research of occupational therapy.
7. Work cooperatively with Kentucky Board of Licensure for Occupational Therapy.
8. Maintain communication with the Public Affairs Division of AOTA.
9. Supervise and support activities of the Reimbursement Committee.
10. Provide written verification of KOTA committee involvement/participation, as requested.
11. Submit annual report of committee activities to the President.
12. Submit annual committee operating budget to the Treasurer.
13. Submit to KOTA archives documents of historical significance.
14. Review standard operating procedures of the committee annually.

Revised 3/90, 6/99 and 2/05

REIMBURSEMENT COMMITTEE  
STANDARD OPERATING PROCEDURES  
KENTUCKY OCCUPATIONAL THERAPY ASSOCIATION

PURPOSE:

The purpose of the Reimbursement Committee is to collect and disseminate information relating to reimbursement of OT to members and consumers, monitor changes in reimbursement practices and participate in activities necessary to ensure optimum reimbursement for OT.

DESCRIPTION:

The chair is appointed by the President, and is a non-voting member of the Executive Board for a term of two years. An undetermined number of members complete composition of the committee. The Chair of the committee serves on the Legislative Affairs Committee.

MEETINGS:

The committee shall meet annually to develop committee goals, a budget and an action plan. The committee will meet as needed to implement committee goals.

REPORTING RESPONSIBILITIES:

The Chair will submit written and oral reports of committee activities at Executive Board meetings and at the annual membership meeting. Summary minutes of committee meetings are submitted to the Chair of the Legislative Affairs Committee.

FUNCTIONS AND PROCEDURES:

1. Guide and conduct reimbursement activities consistent with the Association's strategic plan and operational objectives.
2. Communicate with the membership on reimbursement issues via Association publications and electronic mail.
3. Serve as a resource/spokesperson for the Association regarding state and national reimbursement issues.
4. Maintain a compilation of resources related to reimbursement for OT.
5. Respond to requests for information from members and consumers.
6. Communicate with AOTA as the reimbursement contact person.
7. Attend Legislative Affairs Committee meetings, as needed/requested.
8. Represent the Association and interact with reimbursement sources (Medicare, Medicaid, and other third party payors) as needed to ensure optimum reimbursement for OT.
9. Provide written verification of KOTA committee involvement/participation, as requested.
10. Submit annual report of committee activities to the Legislative Affairs Committee Chair.
11. Submit annual committee operating budget to the Treasurer.
12. Submit to KOTA archives documents of historical significance.
13. Review standard operating procedures of the committee annually.

Approved 6/99, Revised 2/05



MEMBERSHIP COMMITTEE  
STANDARD OPERATING PROCEDURES  
KENTUCKY OCCUPATIONAL THERAPY ASSOCIATION

PURPOSE:

The purpose of the Membership Committee is to maintain a roster of all Kentucky Occupational Therapy Association members. The Newsletter Committee is a subcommittee of the Membership Committee.

DESCRIPTION:

The Chair is appointed by the President and is a voting member of the Executive Board for a term of two years. The committee is composed of six voting members. The members shall include the Chair, the KOTA Treasurer, the Chair of Newsletter Committee and three other KOTA members in good standing.

MEETINGS:

The committee shall meet annually to develop committee goals, a budget and an action plan. The committee will meet as needed to implement committee goals.

REPORTING RESPONSIBILITIES:

The Chair will submit written and oral reports of committee activities at Executive Board meetings and at the annual membership meeting.

FUNCTIONS AND PROCEDURES:

1. Guide and conduct membership activities consistent with the Association's strategic plan and operational objectives.
2. Communicate with the membership via Association publications and electronic mail.
3. Determine the eligibility and membership classification of all members.
4. Contact all prospective OT practitioners, students and other interested parties regarding membership in KOTA, including an explanation of member benefits, current dues, categories of membership and information about KOTA.
5. Coordinate with KOTA Office Manager the following responsibilities:
  - a. Maintain a complete and current record of all KOTA members.
  - b. Maintain a district listing of all KOTA members in Kentucky.
  - c. Maintain a listing of interest in participating on KOTA committees.
  - d. Distribute membership cards.
  - e. Review content of KOTA Directory annually, making necessary additions/deletions.
  - f. Produce and distribute the KOTA Directory.
  - g. Maintain an addendum to the directory of new members to be placed in each KOTA Newsletter.
  - h. Respond to requests for information from KOTA members and other interested parties regarding membership information.
  - i. Placement of advertising in KOTA publications.
6. Assess KOTA members regarding membership issues and concerns as needed.
7. Solicit advertisements for the KOTA Directory.
8. Supervise the activities of the Newsletter Committee.
9. Provide written verification of KOTA committee involvement/participation, as requested.
10. Submit annual report of committee activities to the President.
11. Submit annual committee operating budget to the Treasurer.
12. Submit to KOTA archives documents of historical significance.
13. Review standard operating procedures of the committee annually.

NEWSLETTER COMMITTEE  
STANDARD OPERATING PROCEDURES  
KENTUCKY OCCUPATIONAL THERAPY ASSOCIATION

PURPOSE:

The purpose of the Newsletter Committee is to publish a newsletter that will communicate information, events and activities of the Association to the membership. The primary focus is to keep the membership informed of activities and goals being facilitated in the state.

DESCRIPTION:

The Chair is appointed by the President, and is a non-voting member of the Executive Board for a term of two years. An undetermined number of members complete composition of the committee. The Chair of the committee serves on the Membership Committee.

MEETINGS:

The committee shall meet annually to develop committee goals, a budget and an action plan. The committee will meet as needed to implement committee goals. Summary minutes of committee meetings are submitted to the Membership Committee Chair.

REPORTING RESPONSIBILITIES:

The Newsletter Chair will submit written and oral reports of committee activities at Executive Board meetings and at the annual membership meeting.

FUNCTIONS AND PROCEDURES:

1. Guide and conduct newsletter committee activities consistent with the Association's strategic plan and operational objectives.
2. Collect and edit articles for publication from the membership and Executive Board members.
3. Maintain communication with Executive Board members and advertisers.
4. Coordinate the production and distribution of the KOTA Newsletter.
5. Solicit advertisements for the KOTA Newsletter.
6. Coordinate the billing and collection of advertising revenue.
7. Attend Membership Committee meetings.
8. Provide written verification of KOTA committee involvement/participation, as requested.
9. Submit annual report of committee activities to the Chair of the Membership Committee.
10. Submit annual committee operating budget to the Treasurer.
11. Ensure that one copy of each published KOTA Newsletter is submitted to the KOTA archives any other items of historical significance.
12. Review standard operating procedures of the Newsletter Committee annually.

Revised 3/90, 6/99 and 2/05

WAYS AND MEANS COMMITTEE  
STANDARD OPERATING PROCEDURES  
KENTUCKY OCCUPATIONAL THERAPY ASSOCIATION

PURPOSE:

The purpose of the Ways and Means Committee is to raise revenue for uses determined by the Executive Board and general membership to achieve Association goals.

DESCRIPTION:

The Chair is appointed by the President and is a voting member of the Executive Board for a term of two years. An undetermined number of committee members complete composition of the committee. The Chair of Ways and Means committee serves on the Finance Committee. The Chair of the Ways and Means Committee also shall be a liaison to KOTF.

MEETINGS:

The committee shall meet annually to develop committee goals, a budget and an action plan. The committee will meet as needed to implement committee goals. Chair shall attend KOTF meetings.

REPORTING RESPONSIBILITIES:

The Chair will submit written and oral reports of committee activities at Executive Board meetings and at the annual membership meeting.

FUNCTIONS AND PROCEDURES

1. Guide and conduct revenue-producing activities consistent with the Association's strategic plan and operational objectives.
2. Communicate with the membership via Association publications and electronic mail.
3. Work in conjunction with the Vice-President and the Programs Committee to carry out fund raising activities at KOTA conferences and meetings.
4. Investigate and evaluate revenue-producing projects.
5. Recommend revenue-producing projects to the Executive Board for approval including information on the type of fundraiser, dates and location and potential revenues and expenses.
6. Implement and conduct revenue-producing projects.
7. Attend KOTF meetings representing KOTA. Participate in KOTF functions that benefit KOTA.
8. Provide written verification of KOTA committee Involvement/participation, as requested.
9. Submit annual report of committee activities to the President.
10. Submit annual committee operating budget to the Treasurer.
11. Submit to KOTA archives documents of historical significance.
12. Review standard operating procedures of the Ways and Means Committee annually.

Revised, 3/90, 6/99 and 2/05

PRACTICE COMMITTEE  
STANDARD OPERATING PROCEDURES  
KENTUCKY OCCUPATIONAL THERAPY ASSOCIATION

PURPOSE:

The purpose of the Practice Committee is to promote the quality of occupational therapy standards and practice relative to consumer, practitioner and state regulatory needs. The Practice Committee supervises the activities of the OT/PT and Special Interest Section (SIS) Liaison.

DESCRIPTION:

The Chair is appointed by the President and is a voting member of the Executive Board for a term of two years. An undetermined number of members complete composition of the committee. Committee membership also includes the OT /PT Liaison and the SIS Liaison.

MEETINGS:

The committee shall meet annually to develop committee goals, a budget and an action plan. The committee will meet as needed to implement committee goals. The Practice Committee Chair/representative will attend meetings of the Kentucky Board of Licensure for Occupational Therapy (KBLOT).

REPORTING RESPONSIBILITIES:

The Chair will submit written and oral reports of committee activities at Executive Board meetings and at the annual membership meeting.

FUNCTIONS AND PROCEDURES:

1. Guide and conduct practice related activities consistent with the Association's strategic plan and operational objectives.
2. Communicate with the membership via Association publications and electronic mail on practice and KBLOT issues.
3. Receive information from the Practice Division of AOTA, and share pertinent practice information with the membership.
4. Serve as a resource for the membership in regard to practice issues.
5. Serve as a resource in areas of practice to the Kentucky Board of Licensure for Occupational Therapy by attending KBLOT meetings
6. Serve as a member of the KBLOT Investigative Committee as needed.
7. Work cooperatively with SIS Liaison.
8. Communicate with the SIS Liaison on a quarterly basis regarding practice issues.
9. Work cooperatively with the OT /PT Liaison.
10. Communicate with the OT/PT Liaison on a quarterly basis.
11. Supervise the activities of the OT /PT and SIS Liaisons.
12. Provide written verification of KOTA committee involvement/participation, as requested.
13. Submit annual report of committee activities to the President.
14. Submit annual committee operating budget to the Treasurer.
15. Submit to KOTA archives documents of historical significance.
16. Review standard operating procedures of the committee annually.

Revised 3/90, 6/99 and 2/05

OCCUPATIONAL THERAPY/PHYSICAL THERAPY (OT/PT) LIAISON  
STANDARD OPERATING PROCEDURES  
KENTUCKY OCCUPATIONAL THERAPY ASSOCIATION

PURPOSE:

The role of the OT/PT Liaison is to provide a channel for communication between the respective professional organizations of The Kentucky Occupational Therapy Association and The Kentucky Chapter of the American Physical Therapy Association.

DESCRIPTION:

The OT/PT Liaison is appointed by the President and is a non-voting member of the Executive Board for a term of two years. The OT/PT Liaison serves on the Practice Committee.

MEETINGS:

The OT/PT Liaison shall meet with the PT Liaison annually or as necessary.

REPORTING RESPONSIBILITIES:

The OT/PT Liaison will submit written and oral reports at Executive Board meetings and at the annual membership meeting.

FUNCTIONS AND PROCEDURES:

1. Guide and conduct activities consistent with the Association's strategic plan and operational objectives.
2. Communicate with the membership on OT/PT issues via Association publications and electronic mail.
3. Respond to requests for clarification of OT/PT practice-related issues.
4. Maintain communication and communicate issues of mutual interests to PT liaison.
5. Submit annual report of activities to the Practice Chair.
6. Submit annual operating budget to the Treasurer.
7. Review standard operating procedures of OT/PT Liaison annually.

Revised 3/90, 6/99 and 2/05

SPECIAL INTEREST SECTION (SIS) LIAISON  
STANDARD OPERATING PROCEDURE  
KENTUCKY OCCUPATIONAL THERAPY ASSOCIATION

PURPOSE:

The role of the SIS Liaison is to serve as a contact and resource for KOTA members for issues and concerns related to occupational therapy practice.

DESCRIPTION:

The SIS Liaison is appointed by the President, and is a non-voting member of the Executive Board for a term of two years. The SIS Liaison is a member of the Practice Committee and Programs Committee.

MEETINGS:

The SIS Liaison shall attend Practice Committee meetings. The SIS Liaison shall meet with the Practice Committee Chair as needed.

REPORTING RESPONSIBILITIES:

The SIS Liaison shall submit written and oral reports at Executive Board meetings and at the annual membership meeting.

FUNCTIONS AND PROCEDURES:

1. Guide and conduct activities consistent with the Association's strategic plan and operational objectives.
2. Communicate with the membership on SIS issues and concerns via Association publications and electronic mail.
3. Identify a KOTA member who is willing to serve as a contact person for each of the Special Interest Sections identified by AOTA to assist in dealing with state SIS issues.
4. Respond to requests for information on SIS issues from the membership.
5. Receive information from the Practice and Ethics Department at AOTA related to SIS issues.
6. Communicate with AOTA regarding SIS issues or concerns in the state of Kentucky.
7. Serve on the Programs and Practice Committees.
8. Submit annual report of activities to the Practice Chair.
9. Submit annual operating budget to the Treasurer.
10. Review standard operating procedures of SIS Liaison annually.

Approved 6/99, Revised 2/05

EDUCATION COMMITTEE  
STANDARD OPERATING PROCEDURES  
KENTUCKY OCCUPATIONAL THERAPY ASSOCIATION

PURPOSE:

The purpose of the Education Committee is to provide the membership information regarding educational issues, consult with developing and ongoing OT educational programs, and facilitate research efforts. The Research Committee is a subcommittee of the Education Committee.

DESCRIPTION:

The Chair is appointed by the President, and is a voting member of the Executive Board for a term of two years. The committee shall be composed of 5 members. Members include the Chair, the Chair of the Research Committee, two voting members in good standing and one student member in good standing.

MEETINGS:

The committee shall meet annually to develop committee goals, a budget and an action plan. The committee will meet as needed to implement committee goals.

REPORTING RESPONSIBILITIES:

The Chair will submit written and oral reports of committee activities at Executive Board meetings and at the annual membership meeting.

FUNCTIONS AND PROCEDURES:

1. Guide and conduct activities consistent with the Association's strategic plan and operational objectives.
2. Communicate with the membership on education issues via Association publications and electronic mail.
3. Serve as a resource person for the Association regarding state and national educational issues.
4. Work with Programs Committee to organize relevant educational issues and activities for the Association annual conference.
5. Solicit feedback from Kentucky occupational therapy educational programs for the development of Association educationally relevant operational objectives.
6. Consult with OT and OTA students from Kentucky occupational therapy educational programs.
7. Respond to requests for information from external agencies related to Kentucky occupational therapy education.
8. Serve as a resource person to developing occupational therapy educational programs.
9. Encourage and solicit student membership and involvement in Association activities.
10. Supervise the activities of the Research Committee.
11. Provide written verification of KOTA committee involvement/participation, as requested.
12. Submit annual report of committee activities to the President.
13. Submit annual committee operating budget to the Treasurer.
14. Submit to KOTA archives documents of historical significance.
15. Review standard operating procedures of the committee annually.

Approved 6/99, Revised 2/05

RESEARCH COMMITTEE  
STANDARD OPERATING PROCEDURES  
KENTUCKY OCCUPATIONAL THERAPY ASSOCIATION

PURPOSE:

The purpose of the Research Committee is to plan, organize and implement activities that educate the membership regarding research with the intent of promoting research by the membership.

DESCRIPTION:

The Chair is appointed by the President, and is a non-voting member of the Executive Board for a term of two years. An undetermined number of members complete composition of the committee. The Chair of the committee serves on the Education Committee.

MEETINGS:

The committee shall meet annually to develop committee goals, a budget and an action plan. The committee will meet as needed to implement committee goals.

REPORTING RESPONSIBILITIES:

The Research Committee Chair will submit written and oral reports of committee activities at Executive Board meetings and at the annual membership meeting. Summary minutes of committee meetings will be submitted to Education Committee Chair.

FUNCTIONS AND PROCEDUEFS:

1. Guide and conduct activities consistent with the Association's strategic plan and operational objectives.
2. Communicate with the membership on research issues and concerns via Association publications and electronic mail.
3. Provide research education to the membership.
4. Serve as a resource for the Executive Board regarding research.
5. Serve as a resource for the membership regarding research.
6. Provide written verification of KOTA committee involvement/participation, as requested.
7. Submit annual report of activities to the Education Chair.
8. Submit annual operating budget to the Treasurer.
9. Submit to KOTA archives documents of historical significance.
10. Review standard operating procedures of Research Committee annually.

Approved 6/99, Revised 2/05



PUBLIC RELATIONS COMMITTEE  
STANDARD OPERATING PROCEDURES  
KENTUCKY OCCUPATIONAL THERAPY ASSOCIATION

PURPOSE:

The purpose of the Public Relations Committee is to facilitate recognition, understanding and a positive image of occupational therapy by citizens of the Commonwealth and to publicize Association activities.

DESCRIPTION:

The Chair is appointed by the President and is a voting member of the Executive Board for a term of two years. An undetermined number of members complete composition of the committee.

MEETINGS:

The committee shall meet annually to develop committee goals, a budget and an action plan. The committee will meet as needed to implement committee goals.

REPORTING RESPONSIBILITIES:

The Chair will submit written and oral reports of committee activities at Executive Board meetings and at the annual membership meeting.

FUNCTIONS AND PROCEDURES:

1. Guide and conduct public relation activities consistent with the Association's strategic plan and operational objectives.
2. Communicate with the membership on public relations activities via Association publications and electronic mail.
3. Develop or obtain public relations materials.
4. Notify membership of materials available from the Association for use in public relations activities.
5. Publicize events brought to the attention of the committee by KOTA members or others in Association publications, AOTA publications and other print, visual or electronic media
6. Coordinate national OT month and Kentucky OT week public relation activities.
7. Provide information directly to the citizens of the Commonwealth regarding OT.
8. Assist the membership in marketing OT services.
9. Photograph Association activities.
10. Provide written verification of KOTA committee involvement/participation, as requested.
11. Submit annual report of committee activities to the President.
12. Submit annual committee operating budget to the Treasurer.
13. Submit to KOTA archives documents of historical significance.
14. Review standard operating procedures of the committee annually.

Revised 3/90, 6/99 and 2/05

NOMINATIONS COMMITTEE  
STANDARD OPERATING PROCEDURES  
KENTUCKY OCCUPATIONAL THERAPY ASSOCIATION

PURPOSE:

The purpose of the Nominations Committee is to conduct the nomination and election process for the elected officers of KOTA and assist with the election of Representative and Alternate Representative to the Representative Assembly of AOTA. The Recognitions Committee is a subcommittee of the Nominations Committee.

DESCRIPTION:

The Chair is appointed by the President and is a voting member of the Executive Board for a term of two years. An undetermined number of members complete composition of the committee. Committee membership also includes the Chair of Recognitions committee.

MEETINGS:

The committee shall meet annually to develop committee goals, a budget and an action plan. The committee will meet as needed to implement committee goals.

REPORTING RESPONSIBILITIES:

The Chair will submit written and oral reports of committee activities at Executive Board meetings and at the annual membership meeting.

FUNCTIONS AND PROCEDURES:

STATE OFFICER ELECTIONS:

1. Determine which offices are to be filled each year according to Bylaws.
2. Seek nominations from the voting membership as to interested and qualified candidates for office.
3. Contact prospective qualified candidates to obtain their consent to run for office.
4. Prepare a dual slate of qualified candidates who have consented to serve, sending ballots to the voting membership at least thirty days prior to the annual meeting or date of election, enclosing a biographical sketch of each candidate for review by the voting membership.
5. Coordinate the mailing of the ballots to the voting membership.
6. Tally votes received at least three days prior to the annual or election meeting.
7. Announce the results of the election to the membership, and notify candidates as appropriate.
8. Assist with the election of Representative and Alternate Representative to the Representative Assembly of AOTA.

OTHER FUNCTIONS AND PROCEDURES:

9. Communicate with the membership via Association publications and electronic mail.
10. Supervise the activities of the Recognitions Committee.
11. Provide written verification of KOTA committee involvement/participation, as requested.
12. Submit annual report of committee activities to the President.
13. Submit annual committee operating budget to the Treasurer.
14. Submit to KOTA archives documents of historical significance.
15. Review standard operating procedures of the committee annually.