

**INDIANA OCCUPATIONAL THERAPY ASSOCIATION, INC.  
STANDARD OPERATING PROCEDURES  
SPECIAL INTEREST SECTION CHAIR/CO-CHAIR**

**I. AUTHORITY:**

Authorized by Article VI of the Indiana Occupational Therapy Association, Inc. Bylaws, 2022.

**II. FUNCTION:**

The special interest section chair(s) shall guide and conduct special interest section activities and functions in accordance with the Bylaws of IOTA, Inc.

**III. OFFICE:**

- A. Term of Office: Elected for two-year term beginning with calendar year following annual meeting of members.
- B. Right and Privileges: Refer to Article VI of the IOTA, Inc. Bylaws.

**IV. RESPONSIBILITIES:**

- A. Serve on the Board of Directors of IOTA, Inc.
- B. Attend all Board meetings of IOTA, Inc. representing the special interest section members. In his/her/their absence, the special interest section chair will designate a representative authorized to attend and participate in the Board meeting. Board members can attend either in-person or virtually.
- C. Recommend members for appointment to committees when necessary to carry out the functions of IOTA, Inc.
- D. Coordinate at least three events per year and preside over these events or designate an alternate to perform this duty.
- E. Be responsible for ensuring that all charges given to the section by the IOTA, Inc. Board of Directors are completed.
- F. Disseminate pertinent information regarding IOTA, Inc. activities to section members.
- G. Provide networking opportunities to members including assisting with mentorship program.
- H. Facilitate discussions relevant to SI area

**V. COMMUNICATIONS:**

- A. Report section activities at each Board meeting.
- B. Report Board of Directors activities at each section meeting.

**VI. BUDGET:**

- A. Shall submit a budget request form supplied by the Treasurer for incurred expenses.
- B. Approved budget will not be exceeded except by authority of the Board of Directors as recommended by the Finance Committee. A written request for additional monies with detailed explanation will be submitted to the Treasurer in advance.

**VII. ETHICAL CONSIDERATIONS:**

- A. All minutes and reports of the IOTA, Inc. are available to members.
- B. Removal from office due to failure to fulfill duties, conflict of interest, or other reason would be carried out under Article VI, Sections 18 and 20 of the IOTA, Inc. Bylaws, 2022 and Occupational Therapy Code of Ethics (AOTA, 2000).
- C. Procedures of ethics shall conform to the stipulation of AOTA Bylaws and IOTA, Inc. Bylaws.

## FAQ

### 1. Are SIS chairs elected positions?

- a. Yes, SIS chairs must run for the position and are elected to serve **two-year terms**
- b. Elections occur in the fall, results are announced at Fall Conference, and the term begins in January of the following year

### 2. What are the main responsibilities of the SIS chairs?

- a. SIS chairs are responsible for promoting the growth of practice areas within IOTA
- b. SIS chairs are tasked with planning and implementing a minimum of **three** events/continuing education opportunities each calendar year including:
  - i. Finding speakers/presenters for the event
  - ii. Sharing event details with a member of the executive board in order to create/share the event on IOTA website, via email, and on social media
  - iii. Create & disseminate post-event survey & CEU certificate (templates are provided)
- c. SIS chairs are responsible for managing the forum associated with their group on the IOTA website
- d. SIS chairs are voting members of the board, thus attendance at quarterly board meetings is required (or a proxy voter must be identified)
  - i. SIS chairs must submit quarterly reports ahead of the board meeting (templates are provided)
- e. SIS chairs will be given "@inota.com" email addresses to use to conduct SIS business

### 3. Do co-chairs have to run together for the position?

- a. No. Multiple people can run for an SIS chair position individually. There will be a question on the nomination form asking if you are comfortable serving in a co-chair role if applicable to your SIS.

### 4. What are the 5 special interest sections?

- a. Children & Youth
- b. Rehabilitation & Disability
- c. Mental Health
- d. Productive Aging
- e. Academic Education

### 5. Some of the special interest sections are very broad. Will there be opportunities for specialized groups?

- a. Yes. We recognize that these special interest sections cover many areas of practice, and it is our hope that specialized interest groups will naturally form in each SIS.
  - i. For example, early intervention OTs and school-based therapists are two potential specialized groups within the Children & Youth SIS, while a hand therapy-focused group could fall under the Rehab & Disability SIS.

- b. At this time, these specialized groups will not have formal leadership or elected positions, but can run via committee and present continuing education presentations, discussion topics, and resources to the SIS leadership.