

BAOT/COT – SPECIALIST SECTIONS BRANCH COMMITTEES

Terms of Reference

Specialist Sections are a group of Occupational Therapists and support staff with a common practice interest. They will be known as a Specialist Section, a Branch of the College of Occupational Therapists.

1.0 Purpose:

- 1.1 Their purpose is to encourage, promote, facilitate, and support the advancement of occupational therapy practice within their specialist area of expertise representing the diverse interests and specialities of occupational therapy, in line with the BAOT/COT Business Plan.
- 1.2 To be proactive and take responsibility for intelligence gathering, strategic thinking and influencing policy development in the UK.
- 1.3 To highlight where appropriate, to the Professional Practice Board, areas of new development or concerns around practice matters.

2.0 Authority:

- 2.1 To operate within the financial resources of the branch in pursuance of the BAOT/COT business plan.
- 2.2 The branch committees of each specialist section should meet four times per annum.

3.0 Responsible for:

- 3.1 The effective management of all the financial resources of the branch in compliance with COT's Standing Financial Instructions and Financial Guidelines.
- 3.2 Providing an important communications link and point of direct contact for the individual members of the branch.
- 3.3 Organising events and activities of interest and need for the branch membership.
- 3.4 Holding an Annual General Meeting at which a report covering the activities of the branch and the annual accounts are presented to the branch membership.
- 3.5 Nominating a member from the Committee to represent the branch at the next level of the BAOT/COT structure.
- 3.6 Keeping minutes of all meetings, which are available for inspection by BAOT/COT.
- 3.7 Organisation of archiving material with COT library.

4.0 Constitution:

- 4.1 All members of the Committee must be current BAOT/COT members.
- 4.2 All members of the Committee must be nominated and elected by BAOT/COT members of the branch.
- 4.3 The maximum number of members for the Committee is twelve.
- 4.4 The branch committee will have the power to co-opt up to six for a fixed period within the agreed budget. These members will not have voting power.
- 4.5 The minimum number of members for the Committee to be quorate is 50% of committee membership excluding co-opted committee members.
- 4.6 All committee members shall hold a term of office, in any post, for three years, and then can be re-elected for a further three years. Each committee person will serve no more than six consecutive years on the NEC.
- 4.7 When any member completes a term of office, one year should normally elapse before the member is eligible to apply and be considered for a further term of office.
- 4.8 The membership year for the branch committee commences from the date of the AGM, in line with the COT Council year. Where a member joins a Board or Committee at another point in the year, say when a resignation occurs, the members term of office will commence from the following AGM.
- 4.9 Any committee member who fails to attend two consecutive meetings without good reason may be asked to retire from the Committee.

5.0 Main Duties:

- 5.1 To act as ambassadors and role models for the profession within the UK, especially in encouraging recruitment to all categories of membership.
- 5.2 To act as an effective two-way communication mechanism between BAOT/COT and the branch membership, especially regarding consultations and to respond to emerging issues which relate to the practice of occupational therapy in the specialist sections areas of interest.
- 5.3 Assist, support and encourage branch membership with the opportunities for networking, learning and support regarding practice issues within their speciality.
- 5.4 To promote the identity of the branch especially with reference to the branches website and contributions to OTN.
- 5.5 The branch will provide advice and raise the profile of occupational therapy, disseminate information through publications and newsletters, and facilitate education through clinical conferences, national and regional study days, thus acting as a training ground and supporting members activities in respect to CPD within COT corporate guidelines.
- 5.6 Promote the development of knowledge, skills and research in specific areas of practice.
- 5.7 To report annually to BAOT/COT, covering activity and outcomes, in time for the BAOT/COT Annual Report.
- 5.8 Provide representatives for the Specialist Section Clinical Forum and Specialist Section Business Forum.
- 5.9 To highlight where appropriate to Professional Practice Board, areas of new development or concerns around practice matters.
- 5.10 Opportunities to work closely with regions and provide support to Policy

Officers or COT staff when required on consultations to government or country devolved administrations will be promoted by the Specialist Sections.

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