

NEW ENGLAND OCCUPATIONAL THERAPY EDUCATION COUNCIL inc. (NEOTEC)
Standard Operating Procedures

NAME:

The organization shall be called the New England Occupational Therapy Education Council and hereinafter shall be referred to as NEOTEC.

Vision: To maximize the value, quality, and purpose of fieldwork education.

Mission: We facilitate communication and collaboration among educators, practitioners, students, and other stakeholders to enhance the quality of occupational therapy education.

MEMBERSHIP:

1. Membership in the council shall consist of dues paying accredited or ACOTE approved developing occupational therapy or occupational therapy assistant programs.
2. First year of membership is free for new/developing programs.
3. A member program shall be in good standing if the program currently meets the qualifications for membership and has paid applicable dues.
4. Any member program whose dues are still in arrears 30 days after payment is due shall automatically be removed from membership. Membership shall be reinstated by payment of dues in arrears.

STEERING COMMITTEE MEMBERSHIP:

Voting members:

1. One Academic Fieldwork Coordinator (AFC) from each member school. (including schools with both occupational therapy and occupational therapy assistant programs).
2. One fieldwork educator representative - representative must have a minimum 1 year of experience supervising fieldwork students.

Non-voting members/Ad hoc members:

1. Fieldwork Coordinators, including additional AFCs from member schools.
2. Occupational therapy/occupational therapy assistant students from member schools (one per academic program).

MEETINGS:

1. The steering committee (SC) shall meet at least three (3) times a year, at such times and places and forums as the steering committee shall determine.
2. Additional Ad Hoc meetings may be scheduled for the Steering Committee or Task Groups to address business or specific projects, as determined by the membership.
3. Host site is on voluntary basis.
4. Secretary will email notice of date, time and place of Steering Committee meetings to Membership .
5. At any meeting, a majority of voting members is required to decide a posed vote.
6. The steering committee may invite any person to a meeting to advance the business of the steering committee. It is recommended that membership discuss invitees in advance of meetings.

AGENDA ITEM VOTING POLICIES & PROCEDURES:

1. Follow Roberts Rules of Order. The rules contained in the current edition of *Robert's Rules of Order, Newly Revised*, shall govern NEOTEC meetings, in all cases to which they are applicable.
2. The officers shall be elected by the voting members of the steering committee.
3. Voting during standing committee meetings must have a quorum of half membership plus one voting members.
4. Voting on time sensitive matters outside of scheduled meeting times may be used by steering committee members for voting.. The process for email voting is that motion will be sent by Secretary at request of the chair(s) to all Steering Committee members with return receipt and request for reply within 10 days.
5. The election shall be closed on the deadline date and no ballots received thereafter shall be counted.
6. At any steering committee meeting, there shall be no voting by proxy, however, voting members may submit written votes on posted agenda items in advance of the meeting.
7. The steering committee shall determine the process for counting and recording the vote.

OFFICERS:

1. Will be nominated by members of Steering Committee in Spring Meeting of each closing term. Co-chair (1) and secretary elections are held in odd year, Co-chair (2) and treasurer elections are held in even year to ensure consistency of service. Terms are two years and will be served from July to June of each year.
2. Each officer is expected to serve full term. In the event of mid-term resignation, officer must submit formal resignation letter and steering committee must then determine an whether to appoint an interim officer or call an ad hoc election.
3. Officers may be elected to consecutive terms without limit. See voting procedures for details on election process.
4. Officers of NEOTEC must submit a resignation to the steering committee that will be reflected in the minutes of the next meeting

DUTIES:

Co-Chair (1) and Co-Chair (2): Academic Fieldwork Coordinator who has served on the Steering Committee for at least one year. Responsibilities include:

1. Preside at Steering Committee meetings.
2. Prepare proposed agenda and email to SC members for comment at least 2 weeks prior to meeting.
3. Oversee all committee chairs.
4. Oversee correspondence to NEOTEC membership, AOTA, State Associations, and identified parties.
5. Ensure that all elected officers and committee chairs are in compliance to agreed upon SOPs.
6. Attend NEOTEC annual conference and provide opening/closing remarks, or designate a member to serve in this capacity.
7. Appoint committee chair and ad hoc committee members, as needed.

Secretary: Must be a voting member of steering committee. Responsibilities include:

1. Keep minutes during Steering Committee meetings.
2. Distribute minutes within one month following meeting date.
3. Keep complete records/historical documents related to NEOTEC and transfer to successor.
4. Send reminder of meeting location and date within one month before next meeting.
5. Conducts email voting procedures in conjunction with chair(s). Compiles results and reports to steering committee members and documents outcome (via email or in minutes).
6. Communicate with host site for SC meetings.

Treasurer: Must be a voting member of steering committee. Responsibilities include:

1. Receipt and distribution of funds.
2. Bill member programs for annual fee.
3. Maintain complete financial records and transfer these to successor, audited by accountant engaged by NEOTEC for that purpose
4. Provide written report including budget to actual income and expenditures at each meeting.
5. Liaison between accountant and NEOTEC Steering Committee.
6. Collaborate with accountant regarding financial matters pertaining to NEOTEC, including non profit issues, state and federal taxes, and banking.
8. Provide history of annual budget for fall meeting to assist in preparation of budget for following year.
9. Disperse funds in accordance with established policies and procedures cross reference.
10. Approves discretionary funds for amounts less than \$250.00 (not to exceed \$1000.00 per year) and reports those purposes at the subsequent standing committee meeting.

Committees functions: To carry out delegated tasks that support operations of NEOTEC.

COMMITTEE CHAIRS:

Membership Chair:

1. Identify potential new member programs, in conjunction with chairs.
2. Send written invite letter/e-mail including brief overview of NEOTEC, copy of SOP's and terms of invitation.
3. Notify Treasurer of acceptance with contact name/address for billing correspondence.

Conference Chair:

1. Coordinates and oversees tasks such as production of conference flyer to be sent to contacts by each member academic program.
2. Liaison with speaker and conference sites' representative(s).
3. Coordinate photography at Annual Conference.
4. Tally evaluation recommendations for future conferences.
5. Collate Annual Conference feedback.
6. Coordinate with site representatives regarding: room scheduling, A/V, registration, food, conference flyer dissemination, and conference feedback surveys.

Website Chair:

1. Chair website task force.
2. Collects information to provide to web master.
3. Coordinates timely implementation of suggested changes.
4. Liaison with web master.

Awards Chair:

1. Coordinate nominations for Irene Allard Fieldwork Educator Awards, Certificates of Appreciation, Fieldwork Site of Excellence Awards and Retiring Educator Awards at least 3 months prior to conference.
2. Order, complete and distribute awards, and certificates.

Ad hoc work groups:

1. Shall be appointed and report back to SC verbally and in writing, on an as needed basis.

RIGHTS, PRIVILEGES AND RESPONSIBILITIES OF STEERING COMMITTEE:

1. Attend and participate in NEOTEC Steering Committee meetings and activities.
2. Provide pertinent NEOTEC information to and from your professional colleagues.
3. Network regarding issues/developments related to fieldwork education.
4. Participate in ad hoc work groups or committees.
5. Promote NEOTEC locally, regionally, and nationally.

FINANCES:

1. The fiscal year shall extend from July 1st to June 30th.
2. Operating funds are comprised of membership dues.
3. Annual dues are determined by the Steering Committee:
Currently: \$250 for OT programs & \$200 for OTA programs
4. If an outside service is going to be engaged, two to three written bids will be submitted for review by steering committee and voted on accordingly
5. An annual budget will be submitted at the spring meeting and approved by the steering committee.

*NEOTEC SOPs reviewed 11/8/11; Voted and Approved 1/28/12
To be reviewed no later than **12/2016***