



# Saskatchewan Society of Occupational Therapists

## **NOTICE OF ELECTION FOR SSOT COUNCIL - CALL FOR NOMINATIONS 2019**

### **Join SSOT Council this Spring!**

Three Saskatchewan Society of Occupational Therapists (SSOT) council positions will become available this Spring at the SSOT Annual General Meeting on May 4th, 2019 in Saskatoon, SK.

We are seeking individuals for the following positions:

***President-Elect*** (one-year term followed by a one-year term as SSOT President)

***Secretary/Treasurer*** (two-year term)

***Member-at-Large for Public Relations*** (two-year term)

### **What is the SSOT Council?**

The SSOT Council is the group of individuals who oversee the affairs of the Society by ensuring the regulation of all occupational therapists in Saskatchewan and by monitoring and promoting the profession of occupational therapy. Council consists of 7 elected SSOT members and up to three public representatives who are appointed by government.

### **Reasons to Join SSOT Council!**

Our profession relies on volunteers to do the work of self-regulation, work to increase access to appropriate occupational therapy services for Saskatchewan residents, and assert a strong voice with the public, employers, government, and other professional organizations. Serving on council provides many opportunities for personal and professional growth such as:

- Developing new skills, such as chairing and participating in committee and Council meetings;
- Learning more about professional regulation and contributing to SSOT's progress of protecting the public;
- Gaining experience with lobbying government and other stakeholder groups regarding the benefits and value of occupational therapy services;
- Remaining current regarding provincial and national issues facing occupational therapists;
- Networking and learning with/from professional peers.

### **What if I know nothing about being on Council?**

Don't let this stop you! For most people, serving on Council is a learning experience and provides an excellent opportunity to acquire new skills. Your fellow council members, as well as other SSOT members and staff are there to offer guidance, support, and mentorship.

## **Making Everyday Tasks Reachable**



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## **How much time will this take?**

SSOT Council meets a minimum of six times per year between annual meetings. The council meeting location and dates are determined by the President based on Council member and staff schedules. Depending on your position, you may also be responsible for chairing or participating in other committees and meetings as well.

## **What If I Live in a Rural Location?**

You will be reimbursed for any reasonable expenses incurred during the course of your duties, such as mileage and accommodations as required. Although it is encouraged to attend council meetings in person, all council meetings, just like our committee meetings, are accessible by teleconference.

## **Nominations Process**

As a member of SSOT, we ask you to consider nominating yourself or an individual you think would be well suited for a position on SSOT Council. The process for nominations is as follows:

- Complete the nomination form below. Please ensure those people being nominated have agreed to let their names stand and have signed the form.
- Return the Nomination Form to the Nominations Committee at the SSOT address below.
- Once received, the Nominations Committee will ensure that nominees have been properly nominated.
- If there are more nominations than vacant Council positions, an election will be held at the AGM by secret ballot.
- Successful candidates will be announced at the AGM on May 4, 2019 in Saskatoon, SK.

Below, you will find brief role descriptions of the three open positions. If you have specific questions or would like to receive additional information about the positions, please contact Sherry Just, SSOT Executive Director at [ed@ssot.sk.ca](mailto:ed@ssot.sk.ca) or 306-229-6860, or Shay Saxby, SSOT Presidentelect at [presidenelect@ssot.sk.ca](mailto:presidenelect@ssot.sk.ca).

Please [Click Here](#) for the SSOT Council Nomination Form.

Please return the enclosed nomination form to:

**SSOT Nominations Committee**  
**P.O. Box 9089**  
**Saskatoon, SK**  
**S7K 7E7**

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*P.O. Box 9089, Saskatoon, Saskatchewan S7K 7E7 • Telephone (306) 956-7768  
[www.ssot.sk.ca](http://www.ssot.sk.ca) [admin@ssot.sk.ca](mailto:admin@ssot.sk.ca)*



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## Council Position Descriptions

The **President-Elect** is a one-year term followed by a one-year term as SSOT President. The President-Elect shall assist the President in his/her role and preside over any meeting when the President is unable to do so. The President-Elect will be the liaison to SSOT Council for the Legislation & Bylaws Committee, the Nominations & Recognition Committee, and the Government Affairs Committee, and will be assigned duties as needed and appropriate by SSOT Council. As SSOT President in the second year, this person will preside at all meetings of the Society and of the Council, exercise general control and supervision over the affairs of the Council and the Society, and be an ex-officio, non-voting member of all committees with the exception of the Professional Conduct Committee and the Discipline Committee. Once in the President role, they will be the liaison to SSOT Council for the Human Resources Committee and the Annual Conference & AGM Committee.

The **Secretary-Treasurer** carries out duties to ensure that the Society's financial affairs are managed appropriately. The Secretary-Treasurer pays all SSOT invoices, creates and monitors the SSOT annual budget, and serves as chair of the Finance Committee. SSOT contracts a bookkeeper and a payroll company to manage these aspects of our finances.

The **Member-at-Large for Public Relations** serves as chair for the Public Relations Committee. This individual, with the Public Relations Committee, will be involved in activities to coordinate and promote awareness of Occupational Therapy services in Saskatchewan. The committee work typically includes coordination of OT Month activities and other promotional activities throughout the year to enhance OT visibility and advocacy. The MAL for Public Relations is also the liaison between council and the following committees: Membership Development Committee and the Third-party Payers Committee.

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<b>SSOT Council Nomination Form</b>
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I, \_\_\_\_\_ nominate \_\_\_\_\_/myself

for the **two-year** Council position of **President-Elect (second year of term is President)**.

Nominee's Signature \_\_\_\_\_ Date \_\_\_\_\_

I, \_\_\_\_\_ nominate \_\_\_\_\_/myself

for the **two-year** Council position of **Secretary/Treasurer**.

Nominee's Signature \_\_\_\_\_ Date \_\_\_\_\_

I, \_\_\_\_\_ nominate \_\_\_\_\_/myself

for the **two-year** Council position of **Member-at-Large Public Relations**.

Nominee's Signature \_\_\_\_\_ Date \_\_\_\_\_

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