



ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION POSITION DESCRIPTION

DIRECTOR OF COMMUNICATIONS

I. POSITION: Director of Communications

II. REPORTING PROCEDURES/QUALIFICATIONS:

- The Director of Communications is a member of the ILOTA Executive Board
- Reports to the Executive Board and the members of ILOTA
- Voting member of the ILOTA Executive Board and Association.
- Must be a member in good standing of AOTA and ILOTA.
- Required to attend monthly Executive Board Meetings and quarterly Full Board Meetings.

Reporting Committees and Positions:

- Website Coordinator and website committee
- Social Media Coordinator and social media committee
- Newsletter Coordinator and newsletter committee
- Blog Coordinator and blog committee

III. GENERAL RESPONSIBILITIES OF ILOTA EXECUTIVE BOARD MEMBERS:

- Has authority to nominate board members, install and disband committees, install and recommend for removal board members and committee chairs/members.
- Participates in evaluation and provides voting approval of changes in board structure.
- Submits updates regarding all position related documents to the ILOTA shared drive.
- Prepares quarterly board report information from individual efforts and reporting board members/committees.
- Prepares annual report for ILOTA Executive Board including activities, committee accomplishments, strategic plans, and long-term goals.
- Presents annual report during term and at closure of term.
- Prepares and submits budgets to Director of Finance
- Liaison with coordinators to ILOTA Executive Board.
- Continues in role for transition period at end of term to orient successor, present annual report, and prepares and transfers all position related documents to successor

IV. RESPONSIBILITIES OF DIRECTOR OF COMMUNICATIONS

- Manages the editing and publication of the Communique including distribution schedule. Provides final approval before distribution.
- Manages social media and blog communications, including the investigation of new venues for social media.

- Manages ILOTA.org website in collaboration with the Executive Director
 - Maximizes use to attain strategic goals
 - Coordinates with website software vendor for updates and utilization training
 - Collaborates with Executive and Full Board for communication to members
 - Collaborates with ILOTA Executive Director on communication to members

V. ELECTION/APPOINTMENT

- The Director of Communications shall be elected by individual members in good standing by mail and/or electronic ballot.

VI. VACANCIES, REMOVAL, CENSURE AND APPEAL

- In the event of a vacancy in an office or in the ILOTA Board, the President, with the consent of the Executive Committee, shall appoint a replacement to complete the term of office.
- An officer of the Association may be removed by the Association's voting members in good standing for incapacitating illness or circumstances, misconduct, or neglect of duty. Offices may be censured for irresponsible or unprofessional conduct. Adoption of a motion to remove shall require concurrence of two-thirds of the ILOTA Board members.

VII. RESIGNATION

- The Director of Communications will submit in writing a letter of resignation to the President and the Executive Board. If possible, a two (2) month notice shall be given with recommendations for potential candidates for replacement.

Illinois Occupational Therapy Association

Standard operating procedures

Director of Communications

Review history

Last Review July 2011 - Full review and format updates

Last Review October 2014 – Full review and position reporting updates

Last Review December 2020- Full review and reporting committees' update

Last Review May 2022 - Full review and update to Position Description

Next Review

May 2023