



ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION STANDARD OPERATING PROCEDURES

DIRECTOR OF ADVOCACY

I. POSITION: DIRECTOR OF ADVOCACY

II. REPORTING PROCEDURES/QUALIFICATIONS: The Director of Advocacy

- Is a member of the ILOTA Executive Board
- Reports to the ILOTA Executive Board and ILOTA members
- Is a voting member of the ILOTA Executive Board and Association.
- Is a voting member of the Illinois Occupational Therapy Political Action Committee (ILOTPAC) Executive Board
- Must be a member in good standing of AOTA and ILOTA.
- Is required to attend monthly ILOTA and ILOTPAC Executive Board Meetings and quarterly Full ILOTA Board Meetings.

Reporting Committees and positions:

- Public Policy Coordinator
- Reimbursement Coordinator

III. GENERAL RESPONSIBILITIES OF ILOTA OFFICERS

- Holds authority to nominate board members, install and disband committees, and install and recommend removal of board members and committee chairs/members.
- Participates in evaluation and provides voting approval of changes in board structure.
- Submits updates regarding position-related documents to the ILOTA Executive Director to be posted to the ILOTA.org “board only” designated page.
- Prepares annual report for the ILOTA Executive Board including activities, committee accomplishments, strategic plans, and long-term goals.
- Presents annual report during the term and at term closure.
- Continues in the role for the transition period at term end to orient successor, present annual report, and prepare and transfer all position related documents to a successor.

IV. RESPONSIBILITIES OF DIRECTOR OF ADVOCACY

- Appoint and oversee Public Policy and Reimbursement Coordinators
- Collaborate with IDFP as appropriate
- Collaborate with ILOTPAC and hold a seat on the ILOTPAC Executive Board
- Liaison with the ILOTA lobbyist
- Prepare and submit budgets to the Director of Finance
- Support the ILOTA Lobbyist in providing updates for ILOTA.org legislative page to ILOTA Executive Board and to the ILOTA Director of Communications.



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- Serve as Chair of the Executive Board and ILOTA meetings in the absence of President.
- Create a structure of topic experts (SIS Co-chairs, Reimbursement and Public Policy Coordinators, etc.) to remain knowledgeable and involved with current health care, school setting, and reimbursement issues at state and national levels.
- Coordinate with topic-experts to track appropriate legislation and reimbursement issues at state and national levels.
- Review the Illinois legislative calendar and coordinate with topic experts to track legislation issues and identify actions needed regarding current legislation efforts.
- Support ongoing advocacy work/needs of ILOTA members and topic experts.
- Collaborate with Reimbursement Coordinator to assure ILOTA involvement in issues impacting occupational therapy reimbursement in Illinois.
- Collaborate with Public Policy Coordinator to create a system to recruit and train ILOTA membership to form ongoing relationships with local legislators
- Collaborate with Public Policy Coordinator to mobilize ILOTA membership to address legislative topics through engagement and relationship-building with local legislators.
- Assist ILOTA membership in obtaining information regarding laws, rules and regulations, and third-party reimbursement and bring related issues to Executive Board.
- Report on committee activities and make necessary motions to ILOTA Executive Board.

V. ELECTION/APPOINTMENT

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

VI. TERM OF OFFICE

- Election of Director of Finance, Director of Advocacy shall be in the same year.
- Term of Office: the Director of Advocacy shall serve for two years or until a successor has been elected.

VII. VACANCIES, REMOVAL, CENSURE, AND APPEAL

- In the event of a vacancy in an office or 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, circumstances, misconduct, or neglect of duty. Officers may be censured for irresponsible or unprofessional conduct. Adoption of a motion to remove shall require the concurrence of two-thirds of the ILOTA Board.



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VIII. RESIGNATION

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

Illinois Occupational Therapy Association Standard Operating Procedures: Director of Advocacy 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 updates