

Dear Members of the Illinois Occupational Therapy Association,

I am honored to submit my nomination for a second term as Secretary of the Illinois Occupational Therapy Association Executive Board.

Over the past two years, it has been a privilege to serve the membership of ILOTA and collaborate with an exceptional Executive Board dedicated to advancing occupational therapy throughout Illinois. During my first term as Secretary, I have worked to ensure timely and accurate documentation of Executive Board and Full Board meetings, maintain accurate organizational records, support governance initiatives, and facilitate communication among board members and committees. This experience has provided me with a deeper understanding of the strategic priorities, operational needs, and future opportunities facing our association.

As we enter a period of leadership transition and continued implementation of our Strategic Plan, I believe continuity within the Secretary role is particularly valuable. Over the last two years, I have actively participated in discussions surrounding governance modernization, bylaw review, position description updates, strategic planning efforts, membership engagement initiatives, advocacy priorities, conference planning, and board succession planning. Through these experiences, I have developed a strong understanding of both the historical context and future direction of our organization.

Professionally, I continue to serve as Allied Health Orientation and Training Manager and Senior Occupational Therapist at Shirley Ryan AbilityLab, where I oversee onboarding, mentorship, professional development, and organizational training initiatives across multiple disciplines and practice settings. These responsibilities require strong organizational skills, collaboration with leaders across departments, effective communication, project management, and the ability to coordinate complex initiatives—all skills that directly support my effectiveness as Secretary.

Throughout my career, I have remained committed to advancing the profession through leadership, mentorship, advocacy, education, and service. My experiences as Chair of the Occupational Therapy Practice Council, manager of the REFLECT/Practice Mentor Program, committee leader, and mentor have strengthened my ability to build consensus, facilitate communication, and support strategic initiatives that create meaningful impact.

If re-elected, my vision for a second term includes:

- Supporting continuity and knowledge transfer during upcoming Executive Board leadership transitions.
- Supporting continued implementation of governance improvements and board processes that strengthen organizational effectiveness.
- Supporting execution of ILOTA's Strategic Plan and helping maintain accountability for board priorities and initiatives.
- Promoting clear, timely, and transparent communication among board members, committees, and the membership.

- Preserving accurate organizational records that support informed decision-making and long-term organizational sustainability.

ILOTA has made significant progress over the past several years, and I am excited to help build on that momentum during another term of service. I would be honored to continue serving as Secretary and contributing to the association's mission of advancing occupational therapy practice, advocacy, education, and professional engagement throughout Illinois.

Thank you for your consideration and continued support.

Sincerely,

Samantha R. Smith, MS, OTR/L
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