



ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION STANDARD OPERATING PROCEDURES

DIRECTOR OF MEMBERSHIP

I. POSITION: DIRECTOR OF MEMBERSHIP

II. REPORTING PROCEDURES/QUALIFICATIONS:

- The Director of Membership 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:

- Retention Coordinator and Awards Committee
- Networking Coordinator and SIS/District Chairs and Minority Committee
- Professional Development Coordinator and Student Committee

III. GENERAL RESPONSIBILITIES OF ILOTA OFFICERS

- 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.
- Submit updates regarding all position related documents to the ILOTA Office Manager to be posted to the ILOTA.org “board only” designated page.
- 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.
- 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 MEMBERSHIP

- Annual preparation of the ILOTA Resource Guide
- Prepares and submits budgets to Director of Finance



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- Creation and management of membership drives
- Tracking membership trends and adjust goals as needed
- Develop and maintain a membership strategic plan.
- Prepare monthly reports on membership enrollment
- Collaborate with Director of Finance regarding fee schedules
- Development of membership communication, communication schedules including notices, updates, and benefits.
- Develop and analyze membership surveys regarding the needs of members
- Provide guidance to Networking Coordinator for SIS and District activities to facilitate member and non-member involvement
- Collaborate with Networking Coordinator, SIS Committees, and District Committees on activities throughout the state.

V. ELECTION/APPOINTMENT

- The Director of Membership 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 Membership 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 MEMBERSHIP

**Illinois Occupational Therapy Association
Standard operating procedures
Director of Membership
Review history**

Last Review July 2011 - Full review and format updates
Last Review October 2014 – Full review and updates to committee list

Next Review
July 2016