



Appendix to the Constitution

1. Organisation name

No notes

2. Mission statement

No notes

3. Purpose

No notes

4. Membership

Clause 4.1 Individuals become members by asking to do so, usually by asking via an existing member or by requesting through the OT Frontiers email, and completing the membership application form. They may be OTs, OT students, other allied health professionals, non-allied health professionals such as friends or family of members who are supportive of OT Frontiers, and be citizens of the UK or any other country.

Clause 4.1 All members will receive a communication once every 24 months asking if they wish to renew their membership.

Clause 4.3 See clause 6.9 for right of appeal to termination of membership.

5. Powers

Clause 5.5 This refers to our membership list and the address list on our email account but there may be times when we wish to hold additional personal information, e.g. a register of delegates for a study day.

6. Management

OT Frontiers documents

OT Frontiers will have a shared document resource fully accessible to all committee members at all times (at present this is our Googledocs account). As far as possible this will be an online resource. This will hold all key documents such as the mission

statement, accounts, minutes of meetings, the constitution, OT Frontiers published documents and other useful resources.

Housekeeping

There is a housekeeping document which is held with the shared documents which (a) provides essential information about the management of OT Frontiers, such as how to access our bank account or internet accounts and (b) prompts essential jobs, such as agreed times to revise documents and similar.

Working groups

(See minutes of committee meeting of 1st Feb, 2016). These are permanent groups, each of about 3-4 people (Media Platform, Research, Resources, Networking, Education). Each working group is dedicated to a particular task which is likely to be an ongoing/long-term need within OT Frontiers. Members of the working groups are not committee members.

OT Frontiers requests that anyone wishing to participate in a working group considers the month-to-month time commitment required and discusses their position with the vice chair should they feel that they cannot continue to maintain their input either because of time or because they go overseas.

- Each working group will have a named individual who is the point of contact with the rest of OT Frontiers.
- Working groups report to the Vice Chair.
- Members of the working groups are not committee members but may occasionally be required to attend committee meetings.

Media Platform working group

- Manage our website, facebook and twitter.
 - This does not include ensuring ongoing payment for our website. The treasurer is responsible for this.
 - Ensure that the content of our website, facebook and twitter reflect OT Frontiers mission and activities.
 - Ensure that the website, facebook and twitter are up-to-date with OT Frontiers material.
 - Remove material which is out-of-date or not relevant.
 - Report any difficulties to the vice-chair promptly.
- Post items received from the committee and working groups.
 - The media working group is responsible for proofreading but may send an item back to its author for correction.
- Submits a brief report to every quarterly meeting.

- Submits a year summary to the AGM.

Resources working group

- Produce an e-newsletter
- Find useful websites
- Create and maintain a photo library.
- Pass on all material for publishing to the Media Platform working group.
- Submits a brief report to every quarterly meeting.
- Submits a year summary to the AGM.

Research working group

- Identify research and pass it on to the Media Platform working group.
- Submits a brief report to every quarterly meeting.
- Submits a year summary to the AGM.

Network working group

- Maintain relationships with closely allied organisations such as RCOT, the WFOT, ADAPT and CTI.
- Maintain relationships with other organisations.
- Submits a brief report to every quarterly meeting.
- Submits a year summary to the AGM.
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Education working group

- University liaison
- Support students
- Submits a brief report to every quarterly meeting
- Submits a year summary to the AGM

Project groups

(See minutes of committee meeting of 1st Feb, 2016). These are groups of about 3-4 people which form to implement a particular project, such as to organise a study day or to write or revise an OT Frontiers document. These projects are time-limited and the groups will dissolve when the task is complete.

OT Frontiers requests that anyone wishing to participate in a project group considers the month-to-month time commitment required and discusses their position with the vice chair should they feel that they cannot continue to maintain their input either because of time or because they go overseas.

- Each project group will have a named individual who is the point of contact with the rest of OT Frontiers.
- Project groups report to the Chairperson.
- Members of the project groups are not members of the committee but may occasionally be required to attend committee meetings.

7. Meetings

General meeting

This is a routine quarterly meeting which is open to all members and newcomers and includes:

- a presentation or discussion and information sharing
- time dedicated for networking
- a committee meeting and working group meetings

Committee meeting

Committee meetings will usually be included in general meetings but additional committee meetings may be held if needed.

Committee meetings must be chaired by the OT Frontiers chairperson or someone nominated by the chairperson.

Extraordinary general meeting

Will be held to discuss dissolution or merger of OT Frontiers. Changes to the constitution may also be discussed at an extraordinary general meeting.

Minutes

The minutes secretary will send a draft to all who attended a particular meeting or contributed, for their feedback and input.

The minutes secretary will then write a final draft to be put forward for signing at the next meeting.

Agreed minutes will be put onto the OT Frontiers shared document resource.

Meetings in the Midlands or the North

Efforts will be made to have at least one quarterly meeting in the Midlands or the North every year although this cannot be guaranteed.

8. AGM

It is important that people standing for committee posts are clear about the mission and purposes of OT Frontiers and about the duties of their prospective post. Therefore a copy of the constitution and of the appendix (which sets out duties) should be sent out with notice for nominations and this should be drawn to the attention of potential candidates.

9. Finances

The quarterly summaries will be posted on the OT Frontiers shared resource.

The full accounts will be held by the treasurer and be available upon request as described in the constitution.

10. Changes to the constitution

No notes

11. Dissolution

No notes

12. Adoption

No notes

Committee posts

Each committee member will be given a copy of the constitution when they are appointed.

Chairperson

- Oversee that we are following the direction and vision of our mission.
- Ensure that committee members, project groups and working groups are doing things in a timely fashion and in accordance with our constitution.
- Make decisions which have to be made in-between committee meetings; appointing two co-decision makers.
- Chair meetings or delegate chairing.
- Submit a brief report to every quarterly meeting.
- Submit a year summary to the AGM.

Vice chair

- Fill in for the Chair when necessary.
- Marketing and corporate image, such as fliers.
- Oversee external communications.
- Oversee the work of the working groups (the working groups report directly to the Vice Chair).
- Submit a brief report to every quarterly meeting.
- Submit a year summary to the AGM.

Treasurer

- Responsible for our bank account.
- Manage our financial responsibilities.
- Maintain a record of our financial activities.
- Maintain a record of other OT Frontiers items such as books, our poster (what we have, who has it and where).
- Manage the small grants applications (screen, consult members and decide on grants, oversee feedback and pass it on to the media platform group)
- Submit a brief report to every quarterly meeting.
- Submit a year summary to the AGM.

Secretary

- Organise meetings.
- Minute meetings (or delegate).
- Support the Chair and Vice Chair with admin.
- Respond to enquiries.
- Housekeeping.
- Submit a brief report to every quarterly meeting.
- Submit a year summary to the AGM.

Membership secretary

- Maintain the membership list; up-to-date and confidential.
- Every 24 months ask each member if they wish to stay and to update their details.
- Manage the distance partnership scheme.
- Submit a brief report to every quarterly meeting.
- Submit a year summary to the AGM.

