Responsibilities of all committee postholders		
1. Support fellow committee members as needed/ requested. The OT Frontiers committee is collaborative. We traditionally draw on the diverse knowledge base across committee members. Also traditionally committee members ask for support from each other; in that way the committee continues to function, for example when life gets in the way for an individual. 2. Support to allocated working group(s). o Provide the working group with oversight and guidance. o Ensure the working group maintains alignment with OT Frontiers's ethos, policies and constitution, e.g. GDPR, proper use of logo, etc. 3. Provide a brief report to each quarterly committee meeting (written or verbal). The report will include updates from the committee post and working group(s). 4. Brief written summary of the past year, committee post and working groups, to the chair in good time for the AGM. 5. Maintain documents relevant to your position on Googledocs. Timely, accurate, and up-to-date uploads and archiving superseded of documents.		
Committee post	**Responsibilities**	**Postholder(s)**
Chair / co-chairs	★ Ensure OT Frontiers's vision and mission are clearly and accurately upheld in all work undertaken and supported by OT Frontiers. ★ Ensure OT Frontiers's activities comply with our policies and constitution. ★ Ensure quarterly committee meetings are scheduled and organised. ★ Ensure general meetings are scheduled and organised, with the support of the secretary, agenda and Zoom invitation sent out to members in a timely manner. ★ Collate information from committee members for committee meetings and AGM. Include updates from committee members, working groups and on project activities. ★ Make decisions arising outside of committee meetings, with the appropriate quoracy e.g. appointing two co-decision makers. ★ Chair meetings or delegate role.	**Erica Jacoby**. Elected October 2025. Claire Brundle (co-chairing until 31/3/26).
Vice chair / co-vice chairs	★ The vice-chair(s) is/are the first point of call for the chairperson to delegate to or ask for support.	Co-vice chairs. **Sanna Brown** &

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	★ Ensure accurate oversight and governance of marketing and corporate image of OT Frontiers with partners, stakeholders, and external organisations. ★ Housekeeping and housekeeping documents are up-to-date. ★ Oversee that committee members are maintaining documentation on Googledocs. Up-to-date, accurate, being uploaded (in an easy to find place) and appropriately archived. E.g. presentations with associated GDPR, organisation structure, housekeeping, meeting minutes…	**Shabnam Rangwala**. Elected October 2025. Mary Ann Waddell (supporting informally for handover period).
Secretary / co-secretaries	★ Communicate OT Frontiers activities between committee members and members. ★ Co-organise committee and general meetings with the chair(s). ★ Minute meetings or delegate, circulate minutes and upload to Googledocs. ★ Monitor enquiries@otfrontiers.com inbox, respond to emails or redirect emails to relevant committee member for response.	Vacant. Rotational post between membership and media secretaries
Membership secretary / co-membership secretaries	★ Respond to membership applications. ★ Maintain membership database, complete and up-to-date on Googledocs. Back up the database half yearly on enquiries@otfrontiers.com ★ Renew the membership database 5 yearly. ★ Maintain email lists on enquiries@otfrontiers.com, the circulation list and the BCC list. ★ Responsible for our data protection. ○ All data safeguarded, complete, accurate, up-to-date. ○ Required periodic reviews of our GDPR policy.	**Hilary Low** Elected October 2024
Media Secretary	★ Maintain website, with up-to-date uploads of relevant materials and timely deletions to clearly represent the work of OT Frontiers ★ Social media, accurately and timely posting of OT Frontiers work. Scope for relevant material to post, and maintaining high-quality of material available online representing OT Frontiers through proofreading, and managing content, ensuring it is up-to-date and relevant.	**Ben Smith** Elected October 2025

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	★ Support vice-chair(s) to maintain a clear and accurate overview of marketing and corporate image of OT Frontiers, such as fliers, e-newsletters and other publicity material.	
Treasurer / co-treasurers	★ Maintain financial responsibilities, e.g. paying bills, ensuring receipt of funds we donate / allocate, ensure adequate signatory access to our bank accounts. ★ Maintain up-to-date and accurate record of our financial activities, on Googledocs and at AGM. ★ Manage small grants and Fliss Akehurst grants. o Timely responses and updates to applicants. o Screen, consult and decide on grants, oversee feedback. o Confirm that funds we send are received by applicant. o Maintain records on Googledocs.	**Carolyn Atkinson** Elected October 2025 Alison McCracken (supporting informally for handover period).

Working groups/ Current Projects	Committee post overseeing this workstream	Contact person	Projects	Status
JEDI	Membership Secretary	**Claire Brundle**	- Maintain & promote OT Frontiers's inclusivity as per Inclusivity Statement. - Work in partnership with ADAPT and CTI.	Permanent / active
Paediatric Network	Chair	**Helen Cooper**	- Network with interested OT Frontiers members and partners to develop the role of OT in paediatrics in low resourced settings	Permanent / active

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Education	Vice-Chair	Vacant	- University liaison - Support students' enquiries - Identify areas of development & initiative	Permanent / active
		Hilary Low	Sub-group: **Brighton students' talk**	Active / time-limited (Oct/Nov 2026)
Resources	Media Secretary	Vacant	- Web resources - Maintain photo library - Identify areas of development & initiative.	Permanent /active
Grants	Treasurer	Treasurer **Carolyn Atkinson**	- Respond to grant applications, manage the grant process & maintain documentation - Manage grants meetings three times a year.	Permanent / active
GDPR revision (Project)	Membership secretaries	**Hilary**	- Background revision against updated website of the Information Commissioner (Mary Ann) - Then committee discussion and revision of our policy.	Time limited (expected completion July, 2026).
Charitable Status (Project)	Chair	**Sanna**	- Update the language around the OT Frontiers Constitution (e.g. mission statement) -Udate in the necessary following places (see OTF Housekeeping Doc)	

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Dormant Working groups	Last Contact person	Projects	Sub-groups	Status
Research and development	**Mary Ann Waddell**	- Identify research activities with members. - Identify opportunities for OT development in LMICs.	**Impact.** - Identify and evaluate OT Frontiers activities to inform our future activities.	Permanent / dormant.
Networking		Inherent to the organization - not a specific group	- Develop and maintain relationships with other organisations such as ADAPT, WFOT	Permanent / dormant

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