#### BRITISH ASSOCIATION and ROYAL COLLEGE OF OCCUPATIONAL THERAPISTS

##### TERMS OF REFERENCE

**SCOTTISH BOARD**

**Responsible to: BAOT/RCOT Council**

1. **ROLES**:

1.1 **Policy:** To consider policy and legislative changes that impact on the practice of occupational therapy and service users and provide a steer/advice for RCOT staff and report to Council on matters of key importance (research and development or education and learning items should be directed to the appropriate Boards).

1.2 **Practice:** Consider practice matters and emerging areas of practice to ensure that ethical and quality matters are addressed and identify where guidance for members may be required.

1.3 **Membership:** To consider country–specific membership data, patterns and recruitment and retention initiatives that may require input from the Board.

1. **RESPONSIBILITIES:**

2.1 To provide leadership to the profession and inform the development of high quality services that are responsive to the needs of members.

2.2 To be aware of and provide advice on country relevant policies and legislation that have a potential impact on the profession and practice in Scotland.

2.3 To support partnership working and representation on strategic government working groups to ensure members benefit from the best use of UK-wide expertise. If required, this may also involve collaborative working with other BAOT/RCOT Boards and / or Committees. .

2.4 To contribute to RCOT response to key Government consultations and Parliament inquiries.

2.5 To support effective communication networks among the membership in Scotland in order to engage with members and other stakeholders to influence where appropriate government or assembly matters in liaison with relevant RCOT officers

2.6 To promote the unique contribution of occupational therapy in Scotland to policy makers and other stakeholders.

2.7 To act as agents of change and as ambassadors of the organisation and profession.

2.8 To promote the value of membership of BAOT to all those eligible and to existing members.

2.9 To support where possible regional activities and local groups to promote member engagement.

2.10 To have an understanding and overview of the work of specialist sections and provide support where appropriate to matters they may raise.

2.11 The Country Board Chair will act as the lead person for ethical enquiries that are raised by the Professional Enquiry service.

1. **MEMBERSHIP:**

3.1 Board membership will not exceed eight members.

3.2 Membership of the Board will be drawn from BAOT members with as wide a variety of working and geographical backgrounds as possible and based on the business needs of the Board.

3.3 Board vacancies will be advertised and the Board will select the successful applicants from nominees using the agreed criteria where relevant to ensure the appropriate skill mix of Board members. The Policy Officer - Scotland and Secretary - Scotland will help support this process.

3.4 The Board has the power to co-opt up to two members for a fixed period to support the business of the organisation within the agreed budget. These members will not have voting power.

3.5 The Board will include within the eight members the Scottish Board Council member and the BAOT/UNISON regional steward(s), who will be elected by their country and/or BAOT/UNISON OT regional fora.

3.6 Board members will be expected to be working and / or residentwithin Scotland.

3.7 The Board may establish time limited working groups to undertake projects included in the organisation’s work plan, or arising from previously unforeseen developments, provided these can be funded within budget limits authorised by Council.

3.8 The Board should ensure attention is paid to effective succession planning.

###### 4. RULES:

4.1 All Board members must be members of the British Association of Occupational Therapists.

4.2 The Scottish Board Council member will be elected from within Scotland in accordance with the Articles of Association and Council Rules and, as such will be a member of the Council of BAOT/RCOT.

4.3 The Scottish Board Council member can elect to be Chair of the Scottish Board. If they do not wish to hold this office they will automatically be Vice-Chairman. They will serve in either position until their term as Council member ends. Continuity need to be considered when the Council member changes.

4.4 If the Scottish Board Council member decides not to take office as Chair; the Board will elect a Chair on an annual basis from amongst its members. A Vice-Chair will be elected annually if the Scottish Board Council member is Chair of the Board.

4.5 Co-opted members i.e. those appointed by the Board under item 3.4, will not have the power to vote.

4.6 Any member who fails to attend two consecutive meetings in any one committee year without providing a good reason which is accepted by the Board may be deemed to have resigned. The Chair reserves the right to request further explanation or resignation where absence affects the business of the Board.

4.7 Board members will normally serve for a period of three years, however if needed in exceptional circumstances, a member of the Board may have their membership extended by one year (this would apply in those circumstances for example where the Board has failed to recruit a Board member).

4.8 When any member completes a term of office, one year should normally lapse before the member is eligible to apply and be considered for a further term of office.

4.9 The membership year for boards and committees commences from the date of the RCOT AGM, in line with the Council Year. When a member joins a board or committee at another point in the year, say when a resignation occurs, the member’s term of office will commence from the following AGM.

4.10 The Boards shall normally meet three times per year.

4.11 Board members will be expected to read papers prior to the meeting, provide feedback and actively contribute to meetings and between meetings where necessary. There may be times when it is also appropriate for them to produce a paper as agreed with their Chair.

4.12 A quorum shall be four members, one of whom must be the Chair or Vice-Chair.

4.13 BAOT members may request to observe a meeting of the Board through the Secretary - Scotland. Reference should be made by the Board to the ‘Policy on observers at Council meetings’, when confirming attendance.

**5 ADMINISTRATION AND SUPPORT:**

5.1 The Scottish Board Council Member will be responsible for preparing an annual report on their Board’s activity for Council’s June meeting.

5.2 The administration of the Board will be supported by the Policy Officer – Scotland and the Secretary - Scotland.

5.3 The Board will prepare with the Policy Officer - Scotland and the Head of Professional Practice, an annual budget request for approval to meet Board running costs including member’s travel and accommodation expenses.

5.4 Board members’ expenses will be submitted to the Secretary - Scotland for counter signing by the Policy Officer - Scotland or Secretary - Scotland within three months from the date of expenditure. They are then forwarded for payment to the Head of Professional Practice.

5.5 The Secretary - Scotland will provide a signed copy of the Board minutes of each meeting to headquarters for archiving and send electronic copies to Board members, the Senior Administrative Officer and secretaries to all other Boards of Council. Copies should be made available to BAOT members on request.

**6. REVIEW DATE:**

6.1 Terms of Reference to be reviewed as necessary.

*Approved by Council on 26/09/13. .*