

## SIS Chair

### **Qualifications**

Shall be an occupational therapy practitioner licensed in the State of Connecticut and in good standing with ConnOTA.

### **Term in Office**

This is an appointed position with a term of three years and can be renewed by the President of the association. There is no limit on the number of consecutive terms as long as the SIS Chair is in good standing as a member of ConnOTA and fulfills the job responsibilities as stated.

### **Position Description**

The position of SIS chair is a non-voting member of the Board of Directors to coordinate the scheduling of activities of each of the sections and act as a resource to the liaisons in communicating with the board and the members.

### **Responsibilities**

1. Coordination between the SIS liaisons in the provision of monthly educational events that are held for the membership to provide CEU opportunities outside of conferences.
2. Facilitate/coordinate speakers for the Fall Conference thru the SIS Liaisons.
3. Ensure written educational objectives are established for SIS continuing education events hosted by ConnOTA and accurate number of CEU contact hours is confirmed.
4. Shall maintain an electronic shared folder with the board in an organized and efficient manner to access information when requested related to job functions.
5. Shall assure all SIS Event documentation is properly scanned and labeled for easy cataloging for electronic storage and recovery as needed for a 7 year duration.
6. Shall develop competency in the use of the back end of the website to conduct association business and maintain a list of short cuts for future use.
7. Assist in the development of a network of current members and Liaisons by SIS section through use of the membership database.
8. Promote job shadow hosts/mentors within each section in coordination with the Membership Chairs.
9. Shall communicate upcoming scheduled/planned events during board meetings.
10. Shall assist in the development and sharing of SIS content via webinars or other means to increase audience and opportunities for learning and CEU's.
11. Shall be responsible for training the new SIS chair.
12. Shall attend 90% of all ConnOTA board meetings unless excused by President.

13. Resignation is in writing to the President and will commence once a new board member is replaced and trained.

## SIS Liaison

### **Qualifications**

The SIS Liaison is a non-voting member of the Board of Directors appointed by the SIS Chair after receiving approval from the President of the association. Shall be an occupational therapy practitioner licensed in the State of Connecticut and in good standing with ConnOTA.

### **Term of position**

The SIS Liaison will be a three-year position and can be renewed by the SIS Chair with approval from the President of the association. There is no limit on the number of consecutive terms as long as the SIS Liaison is in good standing as a member of ConnOTA and fulfills the job responsibilities as stated.

### **Responsibilities**

1. Shall facilitate use information from new member registration and renewal to identify interests, skills and participation.
2. Shall solicit job shadow hosts and presenters from the SIS in various geographical regions of the state.
3. Shall send any materials to the SIS Chair to be maintain an electronic shared folder with the board in an organized and efficient manner to access information when requested related to job functions.
4. Shall facilitate mentor relationships between SIS members within areas of interest.
5. Shall coordinate/host at least 2 special interest section meeting/course per year. Shall attempt to coordinate activities in the various counties of the state to facilitate participation of all members.
6. Ensure written educational objectives are established for SIS continuing education events and program descriptions are complete.
7. Shall facilitate the sharing of specialty area information and research through use of the ConnOTA website and external sites, newsletters etc.