

Committee Structure and Core Roles 2024

The committee is comprised of FIVE members, with associated key members forming an extended committee at each committee meeting to support in decision making and planning activities, and provide feedback on working groups and project activities.

In line with our commitment to adhering to the Charity Commission’s guidance on governance and accountability, a committee member is allocated to each working group, and in turn each working group has responsibility to liaise with specific Project Groups to ensure activities remain in line with OT Frontiers vision and mission statement.

This document outlines the committee structure, key roles and responsibilities, lines of communication and accountability. This document will be reviewed and updated by the Chair prior to each AGM, to ensure timely and accurate reporting to committee and wider membership.

KEY:



Committee Positions



Activities in Visibility, Networking & Partnerships



Activities in Professional Research & Development



Activities in Organisational & Logistics

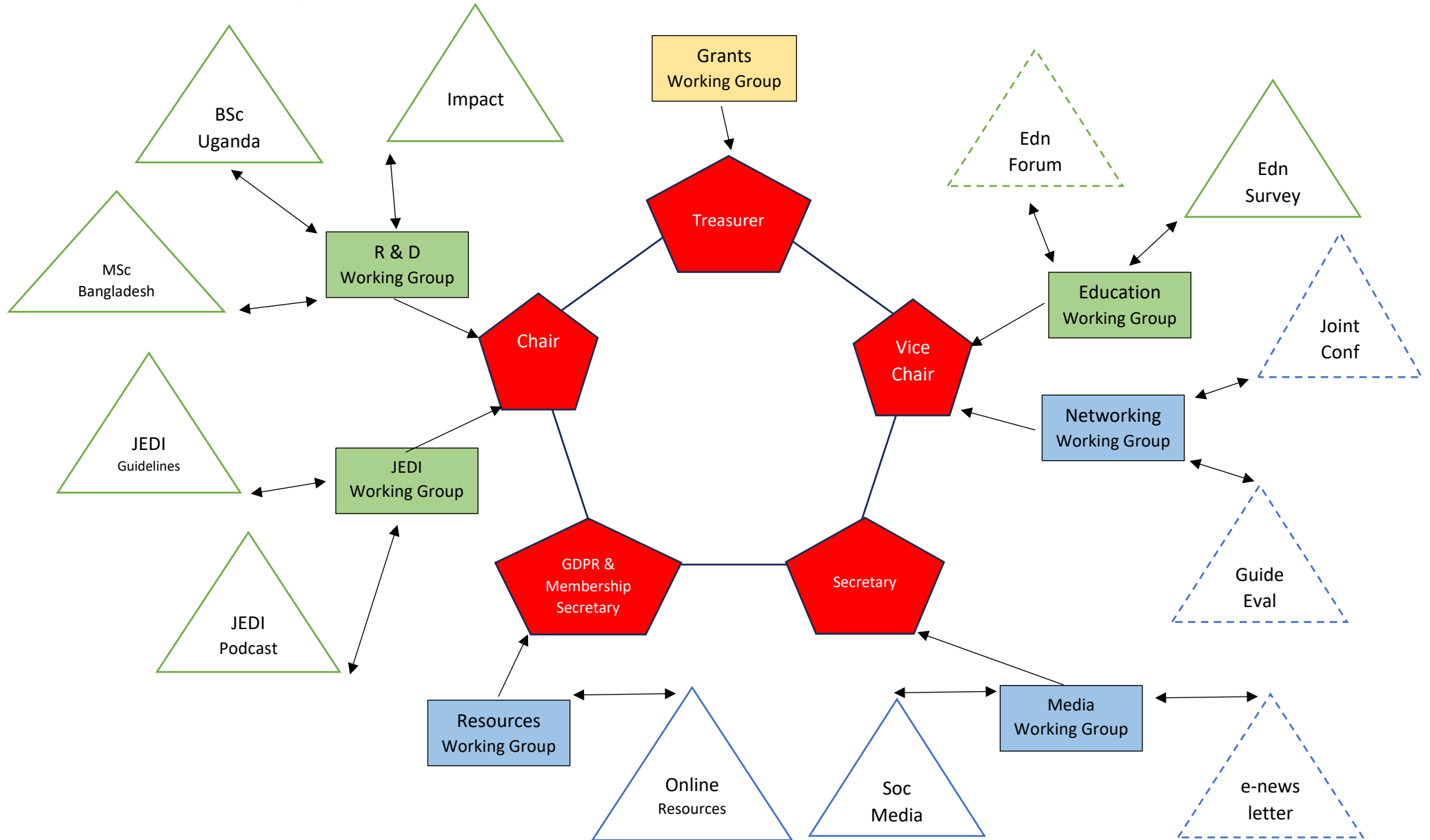


Project Activities



Communication route

OT Frontiers Reporting and Governance Structure:



Secretary

Natalie Pickering (*nom: October 2022*)

Role:

1. COMMUNICATE via EMAIL to ALL MEMBERS to invite to meetings and other relevant OT Frontiers activities;
2. Organise meetings with Chair and other committee members;
3. Minute meetings (or delegate role) and publish minutes on Google Drive within two weeks;
4. Support the Chair and Vice Chair with administration duties as required;
5. Monitor enquiries@otfrontiers.com and respond directly to enquiries or forward to the relevant committee members to respond.
6. Maintain and update Housekeeping docs on Google Drive;

Accountability:

1. Submit a brief report to every quarterly committee meeting and to the AGM
2. Liaise with MEDIA PLATFORM WORKING GROUP and relevant project groups to ensure up-to-date and accurate reporting on activities undertaken in the previous quarter

Media Platform Working Group

Natalie Pickering (Lead), Carolyn Atkinson (support)

Roles:

1. Manage Social Media Presence (This does not include ensuring ongoing payment for our website. The treasurer is responsible for this);
2. Ensure continuous accuracy and quality of content Meta (facebook), and X (twitter), reflecting OT Frontiers mission and activities;
3. Ensure that the social media sites are up-to-date and accurate with OT Frontiers material;
4. Identify areas of development and initiative.

Accountability:

1. Submit a brief report on working group activity, including updates from identified project groups, to every quarterly *committee* meeting;
2. Submit a year summary to the AGM via the Secretary

GDPR & Membership Secretary

Susanna Brown (*nom*: October 2022)

Roles:

1. Manage website to ensure continuous accuracy and quality of content of website
 - a. Remove material which is out-of-date or not relevant;
 - b. Promptly post items received from the committee and working groups;
 - c. Proofread items prior to posting (sending an item back to author for correction, if required);
 - d. Liaise with relevant working/ Project groups to ensure continuous quality of WEBSITE material;
2. Maintain the membership list, up-to-date and confidential
 - a. Send out request to update membership every 5 years;
 - b. Follow up all MEMBERSHIP applications and queries;
 - c. Ensure all resources published meet GDPR guidelines;

Accountability:

1. Annual review of GDPR policy with submission of annual advisory report to the AGM;
2. Submit a brief report to every quarterly committee meeting and a year summary to the AGM; *include* RESOURCES WORKING GROUP *and relevant project work updates in report.*

Resources Working Group

Sanna Bown (Lead) & Sharon Hudson, Carolyn Atkinson

Roles:

1. Manage online and material resources, including useful websites;
2. Creating and maintaining a photo library (ensuring meets GDPR guidelines);
3. Publish online material and maintain a record of other OT Frontiers resources such as books, our poster (what we have, who has it and where);
4. Identify areas of development and initiative.

Accountability:

1. Submit a brief report on working group activity, including updates from identified project groups, to every quarterly *committee* meeting;
2. Submit a year summary to the AGM via the GDPR & Membership Secretary

Treasurer

Alison McCracken (nom: October 2021)

Roles:

1. Responsible for managing bank account and other financial responsibilities;
2. Maintain an up-to-date and accurate record of our financial activities;
3. Manage the small grants applications (screen, consult members and decide on grants, oversee feedback and pass it on to the media platform group);
4. Manage the Fliss Akehurst Grant Applications and liaise with relevant working groups re approval and feedback;
5. Maintain approval for Charitable Commission charity status

Accountability:

1. Submit a brief report to every quarterly meeting and a year summary to the AGM;
2. Liaise with GRANTS APPLICATIONS WORKING GROUP for updates

Grant Applications Working Group

Alison McCracken (Lead), Carolyn Atkinson & Claire Brundle

Roles:

1. Timely review of all Grant Applications
2. Organise liaison with and feedback to applicants as per Grant guidelines
3. Ensure constitutional updates documented and uploaded to Googledocs in a timely manner

Accountability:

1. Submit a brief report on working group activity, including updates from identified project groups, to every quarterly committee meeting;
2. Submit a year summary to the AGM via the Treasurer, liaising with identified project groups for updates

Vice Chair

VACANT

Roles:

1. Fill in for the Chair when necessary;
2. Overview marketing and corporate image of OT Frontiers, such as fliers;
3. Provide an oversight to external communications with stakeholders and other organisations/ persons

Accountability:

1. Submit a brief report to every quarterly meeting and a year summary to the AGM
2. Liaise with the EDUCATION WORKING GROUP and the NETWORKING WORKING GROUP for updates.

Education Working Group

David Lacey (Lead)

Roles:

1. University liaison;
2. Support students enquiries with OT Frontiers;
3. Identify areas of development and initiative within education

Accountability:

1. Submit a brief report to every quarterly committee meeting and a year summary to the AGM via the Vice Chair
2. Liaise with identified project groups for updates

Networking Working Group

VACANT

Roles:

1. Maintain relationships with closely allied organisations such as RCOT, the WFOT, ADAPT and CTI;
2. Develop relationships with other organisations;
3. Discuss potential collaborative activities/ projects and invite members to form collaborative projects with OT Frontiers

Accountability:

1. Submit a brief report to every quarterly committee meeting and a year summary to the AGM, via the Vice Chair
2. Liaise with identified project groups for updates.

Chair

Claire Brundle (*nom: Oct 2021*)

Roles:

1. Oversee OT Frontiers is following the direction and vision of our mission;
2. Request timely updates from committee members, and ensure overview of project groups and working groups activities are in accordance with our constitution;
3. Make decisions which have to be made in-between committee meetings; appointing two co-decision makers;
4. Chair meetings or delegate chairing.

Accountability:

1. Submit a brief report to every quarterly meeting and a year summary to the AGM
2. Liaise with R&D and JEDI Working Groups and identified Project Groups to ensure timely updates.

R&D Working Group

Carolyn Atkinson (Lead) & Claire Brundle

Roles:

1. Identify research activities with members
2. Identify opportunities for the development of the OT profession in LMICs
3. Liaise with the Media Platform working group for publication to membership and interested parties on R&D activities.

Accountability:

1. Submit a brief report on working group activity, including updates from identified project groups, to every quarterly *committee* meeting;
2. Submit a year summary to the AGM via the Chair, liaising with identified project groups for updates

Justice, Equality, Diversity, and Inclusion Working Group

Claire Brundle (Lead) & Alison McCracken

Roles:

1. Ensure placement of JEDI values in all OT Frontiers projects and activities;
2. Liaise with Project Group Leads to determine how best to meet JEDI obligations within OT Frontiers activities, mission and vision

Accountability:

1. Submit a brief report on working group activity, including updates from identified project groups, to every quarterly *committee* meeting;
2. Submit a year summary to the AGM via the Chair, liaising with identified project groups for updates

PROPOSED STRUCTURE – Update January 2024

CURRENT PROJECT ACTIVITIES						
Project Name	Inception Date	Project Aim	Lead Member	Project Members	Reporting to	Anticipated Completion Date
Joint Study Day 2023	September 2022	To collaborate with ADAPT and CTi to organise and run an international joint study day in 2023	David Lacy	Jennifer Creek	VICE CHAIR	Completed September 2023
IMPACT	June 2023	To unearth and critically evaluate the impact of OT Frontiers' work in order to guide our future activities.	Mary Ann Waddell	Alison McCracken	CHAIR	June 2024
BSc Degree Programme (Uganda)	2021	To support In-country Education Committee to develop a Ugandan curriculum and programme standards in line with WFOT Guidelines	Carolyn Atkinson	Claire Brundle, Justus B, Jenny Smyth	CHAIR	June 2024
MSc Degree Programme (Bangladesh)	2023	To support In-country team to develop post-graduate training programme	Mary Ann Waddell	Claire Brundle	CHAIR	tbc
Marketing & Evaluation of Less Resourced Settings Guide	2022	To devise evaluation criteria & marketing strategies for collaborative resource (Working in Less Resourced Settings Guide)	Claire Brundle	(Alice – ADAPT & Julie - CTi)	VICE CHAIR	September 2023 <i>FINAL REVIEW ending</i>
Education Survey	2023	To create up-to-date data on educational activities of members	David Lacey	Sana Brown	VICE CHAIR	tbc
SOCIAL MEDIA Guidance	October 2023	To compile guidelines for safe and confidential SOCIAL MEDIA posts to protect OT Frontiers's online activities.	Natalie Pickering	Carolyn Atkinson, Alison McCracken	SECRETARY	June 2024
JEDI Guidelines	January 2021	To draft JEDI values relevant to OT Frontiers to enable placement into all activities and projects; to draft JEDI guidelines to meet JEDI obligations	Claire Brundle	Togai Chichaya, Mannpreet Sidhu	CHAIR	June 2024

PROPOSED STRUCTURE – Update January 2024

Accessible ONLINE resources for LMICs	2023	To develop a specific website section with links to resources and online training for conditions prevalent in LMICs, e.g. burns management in less resourced settings; with a forum-page to share creative, locally-made Assistive Devices and culturally relevant assessments, tools etc	Sharon Hudson	Sanna Brown	MEMBERSHIP SECRETARY	tbc
JEDI Podcast	October 2023	to determine SUSTAINABLE discussion forum and link with ADAPT and CTi.	Claire Brundle	Celine (ADAPT) Amy (CTi)	CHAIR	tbc
<u>e</u> -newsletter	-	To plan OT Frontiers NEWSLETTER re content, frequency, editorial role, accountability etc	Carolyn Atkinson	Natalie Pickering	SECRETARY	<i>Discontinued Nov 2023</i>
International Education Forum	-	To plan an education forum/ panel to discuss issues on co-production of education material internationally within the profession of occupational therapy	David Lacey	-	VICE CHAIR	On hold