



## Guidelines for ACOTUP Representation on External Committees

### Background:

Academic faculty members are frequently recruited to non-academic committees and boards by other occupational therapy organizations and other organizations seeking an academic occupational therapy perspective. Some organizational leaders may assume that since they have an academic occupational therapist on their committee or board, that ACOTUP is represented. This guideline clarifies for ACOTUP members, our organizational partners, and our faculty members when academic occupational therapists represent ACOTUP and how ACOTUP representatives to external organizations consult with and report to ACOTUP.

### **1. When ACOTUP representation on external organizations is indicated:**

When an external organization is seeking the perspective of Canadian occupational therapy educators or researchers, the organization should be directed to ACOTUP which will designate or solicit appropriate representation and confirm the consultation and reporting structure.

### **2. How ACOTUP representatives to external organizations consult with ACOTUP:**

An academic occupational therapist who represents ACOTUP to an external organization has an obligation to consult with ACOTUP regarding the positions they advance in the external organization in order that they represent the perspectives of ACOTUP, and in light of the fact that the perspectives that they share may be perceived to represent ACOTUP interests or positions.

### Actions to be taken:

- a. The academic occupational therapist who represents ACOTUP should inform the ACOTUP Executive about new and emerging issues that may be of relevance to some or all ACOTUP Board members or the ACOTUP organization, and seek guidance on ACOTUP perspectives on the issue.
  - b. The ACOTUP Executive may consult with ACOTUP Board members when developing a response to such new and emerging issues.
3. **When academic members of ACOTUP member programs are recruited as individuals** to non-academic committees and boards by other organizations the academic should make it clear to the other organizations that their opinion is not representative of the ACOTUP's perspective unless the procedures outlined in #2 have been followed.

**4. *How ACOTUP representatives to external organizations report to ACOTUP:***

An academic occupational therapist who represents ACOTUP in an external organization has an obligation to report to ACOTUP on their activities in that organization.

- a. Reports are required for ACOTUP Board meetings to provide Board Members with updates on activities, perspectives, directions (etc.) that are of relevance to some or all Board members or the ACOTUP organization.
- b. Reports are required on an ad hoc basis to the ACOTUP Executive regarding new or emerging issues that are of relevance to some or all Board Members or the ACOTUP organization.
- c. A final report will be submitted once the ACOTUP representative resigns from their role or the need for ACOTUP representation is no longer required by the external organization.