

The UTAH OCCUPATIONAL THERAPY ASSOCIATION

Subject: Facility Liaison System
Code: BPPC 3/02
Revised Date: 6/03

Policy: 12
Eff. Date:
Rescinded:

Purpose: To clarify the purpose of the System and to describe the procedure for accepting and disseminating information with it.

System Purpose:

1. Advertise membership meetings to promote attendance.
2. Disseminate information to members.
3. Receive feedback from members.

Procedures:

General:

- 1) The Vice President, or other member appointed by the President per the request of the Vice-President, functions as the Coordinator of the system.
- 2) The VP maintains a copy of all electronically produced announcements and provides to the Secretary at the end of each membership year to place in the central storage as Official Business of the Association.
- 3) The VP submits an annual written report, describing the completed activities of the System related to UOTA requests to the EB.

Related to Purpose #1:

At four (4) and two (2) weeks prior to a scheduled membership meeting, the Coordinator sends an electronic announcement of meeting agenda/location/time to each facility in the system with a request to post the notice.

Related to Purpose #2:

- 1) Any member wishing to send an electronic message or announcement to all facilities in the system will present the information to the EB for approval. This information may include a continuing education announcement, a survey, an upcoming event of interest to members, a place or activity of interest to members, a call to action related to legislative activity, etc.
- 2) Upon approval of the EB, the Coordinator will electronically send the message or announcement to all facilities in the system, by the requested date, with a request to the facility representative to post the information.