



AOTI
Association of Occupational
Therapists of Ireland

Management Team Terms of Reference



December 2018



1.0 Background

In March 2018 AOTI underwent an organisational restructuring to ensure the organisation was fully compliant with the requirements of the Companies Act 2014. Following consultation with the members, the previous structure of the Board of Directors and Council was replaced with a Board of Directors and a Management Team. This new structure provides better delineation between governance and operational functions within the Association and clarifies the specific roles and responsibilities of the Board of Directors and Management Team.

2.0 Purpose

The purpose of the AOTI Management Team is to manage AOTI operations.

This includes but is not limited to the following:

- Overseeing the day to day running of AOTI
- Aligning AOTI operations with AOTI Strategy 2017-2022
- Making decisions in relation to all areas of AOTI operations
- Establishing and reviewing AOTI operational policies and procedures
- Responding to high level correspondence received by AOTI
- Overseeing the work of AOTI Committees, Advisory Groups and AOTI representatives and supporting these key organisational structures to function optimally
- Representing AOTI on professional and practice matters and making submissions to external consultations on behalf of AOTI
- Overseeing operations in areas such as membership, the website, AOTI documents and conference



- Reporting to the Board of Directors on AOTI operations and seeking guidance from the Board of Directors on matters impacting on AOTI policy, strategy and governance

The Management Team is task oriented to fulfil this purpose and also serves to provide a forum for discussion and debate, to share information, to inform decision-making and to optimise AOTI operations.

3.0 Objectives

Objectives are set by the Management Team periodically but at a minimum on an annual basis.

4.0 Membership

Name	Position
Odhrán Allen	AOTI Chief Strategy Officer Management Team Lead
Alternating Director	Director of AOTI
Naomi Algeo	Management Team Member
Mairead Dempsey	Management Team Member
Rachel Dunne	Management Team Member
Joan Elliott	Management Team Member
Andriya Ellis	Management Team Member
Norma Foley	Management Team Member
Aoife Hargadon	Management Team Member
Sophie Janik	Management Team Member



Susan Madigan	Management Team Member
Kara Mc Loughlin	Management Team Member
Genevieve O Halloran	Management Team Member
Carol Reynolds	Management Team Member
Leigh Surgeon	Management Team Member

5.0 Responsibilities

5.1 Responsibilities of the Management Team Lead include:

- The Chief Strategy Officer will chair the Management Team Meetings and an alternate will be nominated in the CSOs absence
- Convene meetings and book a meeting room
- Collate the agenda
- Consult with members for items to be included on the agenda
- Circulate the agenda not less than 3 days before each meeting
- Allocate a member on a rotational basis to write up and circulate the minutes
- Record names of those in attendance and apologies for non-attendance
- Sign off the minutes of previous meetings at the beginning of each meeting with one other member of the Management Team
- Start and end the meeting on time
- Facilitate discussion during the meeting, encouraging all members to participate
- Bring items on the agenda to a conclusion with a brief review of points. This involves inviting proposals/decisions from the members.
- Ensure that the group as a whole is achieving its goals



5.2 Responsibilities of Management Team members include:

- Be regular in attendance and arrive on time
- Contribute to the agenda
- Have completed the action points required of them from the previous meeting
- Be able to contribute to discussions constructively
- Be well briefed and informed about the various items on the agenda and prepared to take the lead where relevant
- Submit apologies to the chairperson if unable to attend as far in advance as possible, normally up to one week in advance of the meeting.
- A member of the Management Team to sign off the minutes of previous meetings at the beginning of each meeting with the Chair
- If a Management Team member does not attend 2 meetings per year without giving apologies or adequate notice, their position on the Management Team will be reviewed by the Board of Directors.
- If a Management Team member does not attend 3 consecutive meetings without giving apologies or adequate notice, the Board of Directors will contact the Management Team member to determine if they continue on the Management Team.
- To write up and circulate minutes when allocated on rotational basis
- Each member of the Management Team is allocated a Lead role in one of the following areas
 - Correspondence
 - Documents
 - Submissions
 - Procedures
 - Advisory Groups
 - Committees



- AOTI Representatives
- Minutes

Each Management Team Lead has overall responsibility for their area of operations and where required will implement a project management approach to manage activities within their area of responsibility.

5.3 Responsibilities of Board of Director member include:

- To communicate on behalf of the Management Team with AOTI Board of Directors
- Follow up with any Management Team Member as required due to non-attendance at Management Team meetings

6.0 Authority

The setting up of the AOTI Management Team was authorised by the AOTI Board of Directors. The AOTI Board of Directors delegates responsibility for the day-to-day running of AOTI to the Management Team. While the Management Team has authority to make all decisions on operations they do so with the oversight of the Board and on the understanding that the Board as the governors of AOTI are the ultimate authority within the Association. This link is maintained by a member of the Board of Directors attending each Management Team meeting.

7.0 Accountability

The AOTI Management Team is accountable to the AOTI Board of Directors



8.0 Reporting Relationship

The AOTI Management Team reports to the AOTI Board of Directors

9.0 Mode of Operation

9.1 Frequency of Meetings

The Management Team will meet face to face on a monthly basis. The meetings rotate between a full day Saturday meeting one month, a full weekday meeting the next month and a 3 hour evening meeting on the third month. Meetings for the year are scheduled in advance

9.2 Agenda

Standing agenda items identified as:

- Declaration of Conflict of Interest
- Review of Previous Minutes
- Matters Arising not on the Agenda
- Correspondence
- Conference
- Documents
- Submissions
- Website
- Procedures
- Membership
- Advisory Groups
- Committees
- AOTI Representatives
- Strategic Intention 1



- Strategic Intention 2
- Strategic Intention 3
- Updates
- Any other urgent business

AOB to be notified prior to the meeting – urgent issues only to be raised on the day

9.3 Minutes

The member of the Management Team in the Minutes Lead Role will record the minutes of each meeting on the AOTI standard template.

Minutes will be circulated within 10 days of the previous meeting

9.4 Quorum and Decision Making

Quorum agreed to be half plus one of sitting members

Scheduled meetings can proceed once quorate, in absence of the Chairperson and/or Director.

Decisions will be made by consensus where possible, if not, decisions will be made by majority.

Members of the Management Team agree to abide by decisions made and the decision only is recorded in the minutes.

9.5 Conflict of Interest

Members need to be mindful of possible conflicts of interest and bring to the Management Team for discussion

If a member has a conflict of interest in an agenda item they will absent themselves from discussion of this item



10.0 Approval and Review Date

The Terms of Reference are prepared by the AOTI Management Team, communicated and accepted by each member of the Management Team, and signed off by the Board of Directors. They are reviewed on an annual basis.

Developed by: AOTI Management Team

Date: November 2018

Review Date: November 2019

Approved by: Board of Directors

Signature: _____

AOTI Board of Directors Chair.

Date: