

OTA Member Forum Roles and Responsibilities

OTA Forums offer members a convenient means of exchanging ideas and information with their colleagues via email list serves. Dialog on the list serves will inform OTA Staff and Board about ideas and issues of importance to the group. Member interest and participation is crucial to the sustainability and success these member communities. Due to the nature and scope of OTA Member Forums, there will not be formal leadership groups. Instead, Member Forums will be monitored by an OTA Staff Liaison, an OTA Board Liaison and one or more self-identified member volunteer(s) may take on the role of Forum Facilitator.

Forum Facilitators

Forum Facilitators are individuals charged with the following responsibilities:

- seeding the list serve with discussion items and facilitating dialog as necessary
- scanning for issues that should be related to the forum
- helping to identify issues that may warrant the creation of a task force, and working with staff to facilitate organization as necessary

Depending on the size of the forum, there may be one or more facilitators. Forum Facilitators will be asked to commit for a period of one year at which point they can continue for another year based on their interest and that of other participants wanting to take on greater leadership responsibilities. Forum Facilitators will be identified in conjunction with the Staff Liaison.

Staff Liaison

Member Forums are virtual membership communities and the scope of their activities- being limited to the exchange of information and ideas- should not warrant authorization, or supervision outside of ensuring they are working within the confines of the association's policies and procedures. In an effort to ensure that forums offer members a safe place to participate in the association, network with their peers and provide advice to the OTA board and staff, a staff liaison will be appointed to each Member Forum by the Executive Director and charged with:

- monitoring list serve communications
- scanning for issues that should be relayed to the OTA staff and/or board
- channeling information from the OTA staff and/or board to the Member Forum
- seeding the list serve with discussion items as necessary
- helping to organize task forces as necessary.

If, for example, a Member Forum wishes to create a Task Force, the OTA staff liaison can assist with communication to the OTA Board and/or staff, completion of the Task Force Request Form, outreach to members, and the scheduling of meetings.

Board Liaison

The Board Community Relations Committee, in conjunction with OTA Membership Department staff, will make Board Liaison assignments within 30 days of the start of each board term year. All assignments will be for 1 year. Each OTA Member Forum will have an assigned Board Liaison to:

- Reassure members that the board is listening and that they are being heard;
- Enhance relationships and networking opportunities between the board and members;
- Help inform discussions relating to the specific area of interest, when possible;
- Be a resource for the Staff Liaison;
- Assist the board in setting strategic priorities that reflect the diversity of the OTA membership.



The Board Liaison will be required to represent their Forum's activity, issues and/or concerns by sharing a written or verbal update during full board meetings.

Alignment

The Member Forum participants are responsible for expressing their needs to OTA via the list serve or direct communication to staff. The Staff Liaison and the Forum Facilitators are responsible for environmental scanning that could bring group issues to the forefront. Information about OTA's annual strategic objectives shall be communicated to the Member Forum.

Member Forums will be evaluated and have the opportunity to self-evaluate on an annual basis.