

INFORMATION FORM FOR BOARDS AND COMMISSIONS

NAME OF BOARD/COMMISSION:

Maryland Board of Occupational Therapy

MEMBERSHIP COMPOSITION:

TOTAL NUMBER: 7

PROFESSIONAL: 5

(please detail) 4 Licensed Occupational Therapists
1 Licensed Occupational Therapy Assistant

CONSUMER: 2 Consumer Members

REGULAR BOARD MEETINGS:

DAY: Third Friday of each month

TIME: 8:30 a.m. - 4:30 p.m. (Although meetings often end earlier)

LOCATION: Spring Grove Hospital Center
55 Wade Avenue
Tuerk Building
Catonsville, MD 21228

FREQUENCY: Board meetings are conducted monthly.

Additional meetings may be scheduled throughout the month as needed based on work volume. Meetings are sometimes scheduled via teleconference so familiarity with technology is helpful. Certain time/deadline requirements must be accommodated when The Board conducts disciplinary proceedings.

COMMITTEE MEETINGS including frequency: Committees include the Continuing Competency Requirement Committee, Application Review Committee, the Legislative Regulatory Review Committee, and Ad Hoc Committee(s). The committee meetings are held monthly, usually on the third Friday of every month before or after the start of regularly scheduled Board meeting. Additional meetings may be scheduled throughout the month as needed based on work volume. Meetings are sometimes scheduled via teleconference so familiarity with technology is helpful.

DETAIL OF MONTHLY TIME COMMITMENT:

Monthly Board Meeting & Committee Meetings = 8 hours/month

Preparation time in advance of meeting = 2 hours monthly

Presenting at and/or attending annual meetings/conferences of the Board and various associations related to the practice of occupational therapy = 2/year, 3days each.

FUNCTION OF BOARD/COMMISSION: (Brief Description)

Provide protection for consumers of occupational therapy in the State of Maryland by licensing the providers and regulating the practice.

OTHER DUTIES OF MEMBERS: (Types of Committees, Exams, etc.)

Routinely fielding inquiries and correspondence from practitioners.

Presenting at and/or attending annual meetings/conferences of various associations related to the practice of occupational therapy.

BOARD MEMBER COMPENSATION: (Stipend/Travel/Other)

1. Expenses

Board members are entitled to reimbursement for certain actual expenses incurred as a result of serving on the Board. Reimbursement is made at the authorized rate for State employees for approved direct expenses such as mileage and meals.

2. Per Diems: Currently \$100/approved occurrence

Board or committee members receive a daily, flat rate monetary amount for:

- a) monthly board meetings;
- b) committee meetings held on a day other than the monthly Board meeting;
- c) disciplinary hearings held before the Board;
- d) legislative hearings in Annapolis;
- e) other meetings directly related to the Board's duties and responsibilities (e.g., with legislators or national state agency officials, or for staff conferences or approved training and workshops);
- f) except for the monthly Board meeting, all other meetings that last or exceed two hours held at the Board's offices or at another approved location.

OTHER DUTIES OF MEMBERS: (Types of Committees, Exams, etc.)

General Duties

- A) Be informed about the organization's mission, services, policies and programs
- B) Participate fully in Board meetings (Third Friday of every month from 8:30 a.m. - 4:30 p.m.)
- C) Support and promote the Board's policies and procedures
- D) Review agenda and supporting materials prior to Board and committee meetings
- E) Participate fully in committees
- F) Participate fully in the annual conference and related events
- G) Carry out special assignments as requested by the Board president

- H) Observe the legal responsibilities of duty of loyalty and duty of care to the organization
- I) Understand the responsibilities of the Board
- J) Be prepared to answer questions about what the Board is and what it does
- K) Complete all assigned tasks in a timely fashion
- L) Ability to use an iPad (provided by the Board) and work with documents in the Drop Box platform is helpful as the Board meetings are paperless.

Website:

health.maryland.gov/botp

Additional Relevant information

Updated March 18, 2022