

# AOTA Representative Assembly (RA) FAQ

## What does the RA do?

The Representative Assembly (RA) is the professional policy-making body of the Association – the “Congress” of the AOTA. And YOU (members of the RA) are the link – to getting your constituents to act on professional issues and concerns. The functions of the RA include being responsible for policies affecting the direction of the profession; this includes:

- Formulating, debating and voting on motions
- Charging RA officials, RA bodies, officers of the Association, or the Board of Directors to fulfill approved motions
- Establishing and charging ad hoc committees
- Electing RA officials and standing committee chairs

## What is my role as a Representative?

To communicate with members in your election area (YOU are the liaison between members and the Assembly/Association . . . facilitate 2-way communication – share, disseminate, and explain information and deadlines, and concerns/positions on issues; gather input before meetings; organize feedback; report on business after meetings)

To participate in meetings and other forums (OT Connections)

To assist constituents with influencing policies (develop/write motions)

To encourage Association membership

To work collaboratively to ensure transition of new reps (recruitment, election, orientation, and mentoring)

NOTE: The Representative’s focus is on making decisions for the good of the profession and the Association – not just individual members or election areas (states).

## What RA resources are available on the AOTA Website?

Visit <http://www.aota.org> – Login – Click on “Get Involved / Governance” – Click on “Representative Assembly”

- Information for the next RA meeting
- Highlights and minutes from past RA meetings
- Call for RA motions
- RA meeting schedule
- RA roster
- Representative job description
- RA Standard Operating Procedure
- Disciplinary notifications

## What is OT Connections?

OT Connections is a Web-based communication tool used to share, connect, and learn. The RA online meetings and task group discussions are held on OT Connections.

Visit <http://www.aota.org> to connect to OT Connections.

Login . . . complete your profile and upload a photo – so the RA can “see” you!

## What is the AOTA Representative Assembly Public Forum on OT Connections?

It is a forum for AOTA members can post information and messages about the RA. NOTE: this is not where the online meeting is held. Click on FORUMS on the toolbar – click on the “AOTA Representative Assembly Public Forum”

### Where are the online RA meetings held on OT Connections?

Click on GROUPS on the toolbar – click on AOTA GOVERNANCE – click on the icon for the next meeting (e.g., “Fall 2012” Representative Assembly) – click on Request Membership – once you receive an email that you are approved you will have posting privileges. All AOTA members can view this group but only RA members with voice can post here.

Posting in the Meeting Site – Click on the title of the thread you wish to post in – click on REPLY and type your message in the box below any of the messages already posted – remember to identify yourself at the start of your message with your full name and your position/election area – click on REPLY again – your message will be the last one posted on the thread.

NOTE: The same site is used for all online RA meetings; therefore the title will change from meeting to meeting, e.g. the title for task group meetings prior to the spring meeting will be “2013 Task Groups”, but the directions for finding the site and navigating it are the same. You will NOT need to request membership from meeting to meeting; once registered for the site, you will remain a member until the end of your term.

### What is the RA Discussion Forum on OT Connections?

This is a forum for ideas, questions, feedback to leadership and more for the members of the RA. Please feel free to post any comments or questions regarding the RA itself, mentoring needs, suggestions for the RALT, etc. Also feel free to respond to others’ questions and comments. It is meant to be a constructive and transparent exchange among assembly members, so please take advantage of this opportunity. Click on GROUPS on the toolbar – click on AOTA GOVERNANCE – click on RA Discussion Forum – click on Request Membership – once you are approved you will have posting privileges.

Posting in the RA Discussion Forum – To create a new subject, click on DISCUSSIONS in the right hand column – click on WRITE A NEW POST – create a title under SUBJECT and type your message under DESCRIPTION – click the grey POST button below. To respond to a message in the RA Discussion Forum, click the grey REPLY button within the message box to which you wish to reply and follow the instructions above for posting.

### What is Share Point and what RA resources are available on Share Point?

Share Point is a web-based means of sharing documents. Visit <http://aota.sharepointsite.com> – Sign in – Click on “more links” under Work Group Portal – log in – then click on “shared documents” for the following resources:

AOTA Governance Chart	Instructions for Sharepoint and OT Connections	RA Charges
AOTPAC	Membership Ideas	RA Funding for Reps
Blast E-mails	Mentor Instructions	RA Timelines
Branding Resources	Motion Writing	RA Web Page
Centennial Vision Resources	OT Connections Instructions	Representatives and Alternate Representatives
Constituent Communication	Parliamentary Procedures	Roster
Health Care Reform		