

Committee Members

Chair: Tara J. Glennon, Ed.D., OTR/L, BCP, FAOTA - Quinnipiac University
Andrea Bilics, Ph.D., OTR/L - Worcester State
Debra Rybski, MS, MSHCA, OTR/L – St. Louis University
Christy Walloch, OTD, OTR/L, BCP - Rush University

Role of the Committee

Per the by-laws:

- Set annual goals that are aligned with the vision and direction of the Society as outlined by the Board
- Maintain and update the website
- Communicate with members
- Update and maintain member rolls
- Input from the society members
- Dissemination of conference abstracts

2003-2004 Accomplishments

- ✓ Logo
 - Coordinated the creation of the new SSO: USA logo
 - Distributed the logo to all Board Members for use in official SSO: US A documents.
- ✓ Website Development
 - Develop the plan to make the website more user-friendly
 - Design elements of the website to offer more flexibility and benefits to members.
- ✓ Current Website updating
 - News: content changes with event schedule and to link visitors with other content pages
 - Upcoming Events: 2004 Conference information has included the Save the Date, Call for Papers, conference registration form, hotel registration form, conference abstracts, and program-at-a-glance
 - Governance: minute summaries from Secretary; by-laws, nomination form, and Robert's Rules submitted from Legal Committee Chair

- Conference Proceedings: 2002 Conference Abstracts; 2003 Conference Abstract
- Officers and Committee Chairs
- ✓ Communication with Membership
 - Email announcements from Conference Committee
 - Email announcements from other committees or Board members
 - Responding to email questions
- ✓ Communication with Listserv
 - Email announcements from Conference Committee
 - Email announcements from other committees or Board members
- ✓ Liaison for the Conference Committee
 - Communication with SSO membership and listserv
 - Formatting and distribution/posting of conference information
 - Listserv posting for all AOTA listservs, program directors, and CSAP
 - Announcements outside SSO:
 - *OT Practice* (July 12, 2004) People in the News (re: Dr. Jackson as Zemke Lecturer)
 - *OT Practice* Save the Date advertisement August 9, 2004
 - two *JOS* advertisements
 - flyers created and distributed at AOTA annual conference
 - Website updating throughout the process of conference planning
 - 2004 Conference Proceedings and Program-at-a-Glance
 - Responding to email questions
- ✓ Membership (transferred to SSO Secretary as of the 7/04)
 - Keep membership roll – shared information with Treasurer and Secretary
 - Receive applications
 - Send monies to treasurer
- ✓ Board Responsibilities
 - Assist with Strategic Plan development
 - Assist SSO Secretary with Membership Plan
 - Assist with Public Relations Plan
 - Develop Communication Committee Plan

Respectfully Submitted,
Tara J. Glennon, Chair