

CANADIAN ASSOCIATION OF OCCUPATIONAL THERAPISTS

LIFE MEMBERSHIP NOMINATION PACKAGE

DEFINITIONS

For the purpose of the awards program, the following definitions apply:

- Significant = noteworthy or important
- Exceptional = reflecting a high degree of ability or skill
- Outstanding = superior, pre-eminent or exemplary

PURPOSE

The Canadian Association of Occupational Therapists will grant Life Membership in the Canadian Association of Occupational Therapists in accordance with the Canadian Association of Occupational Therapists By-Laws. Nominations for Life Membership will be considered annually but Life Membership will be awarded only when recognition is merited in accordance with stated criteria.

CRITERIA FOR SELECTION

Nominations must meet the following criteria:

- a. Nominees must have demonstrated an outstanding contribution to the Canadian Association of Occupational Therapists or to the profession of occupational therapy as defined in Policy 10300.
- b. Nominees must hold current individual membership and have been an individual member for not less than twenty (20) years whether consecutive or not.
- c. Nominees must have practised occupational therapy for at least twenty (20) years whether consecutive or not.
- d. Nominees must not be a current Board member or employee of the Canadian Association of Occupational Therapists.
- e. Nominees need not be a resident in Canada if the achievements for which they are nominated have relevance to Canadian occupational therapy and they meet the other criteria for the award.

NOMINATION PROCEDURES

1. A group of five (5) individual or Life members of the Canadian Association of Occupational Therapists must sign the nomination form.

2. Nomination forms may be obtained from the Canadian Association of Occupational Therapists National Office.
3. An electronic version of the signed copy of the nomination form, narrative form and narrative must be submitted to the Chair, Awards Committee.
4. The narrative must include explicit examples of the nominee's contribution to the profession of occupational therapy, as contributing evidence of, and reasons for, the nomination of the candidate.
5. The narrative is not to exceed three (3) typewritten pages, single spaced, one inch margins, 12 point, Arial font.
6. **Nominations are to be received electronically by December 1st:**

Chair, Awards Committee
Canadian Association of Occupational Therapists
nominations@caot.ca

SELECTION OF CANDIDATE

Selection shall be made by the Board of Directors of the Association upon recommendation by the Awards Committee.

PROCEDURE

The President of the Canadian Association of Occupational Therapists will notify the recipient(s) prior to public announcement. The name(s) of the recipient(s) will be announced at the Awards Ceremony, published in *Occupational Therapy Now* and posted on the Canadian Association of Occupational Therapists' web site.

LIFE MEMBERSHIP:

1. Continues for the life of the Life Member;
2. May attend meetings of members;
3. May hold office;
4. Eligible to serve on committees;
5. Entitled to one vote at each meeting of the members;
6. Do not pay membership fees;
7. Receive a certificate of recognition;

8. Announced at Awards Ceremony;
9. Name and profile published in *Occupational Therapy Now* and posted on the Canadian Association of Occupational Therapists' website.

**LIFE MEMBERSHIP
NOMINATION FORM**

We, the undersigned Individual or Life Members of CAOT nominate:
_____ for Life Membership in the
Canadian Association of Occupational Therapists.

Name	CAOT Membership #	Signature
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Nominee's Information:

Name of Nominee: _____

Address: _____

City: _____ Prov: _____ Code: _____

Phone: _____ Fax: _____ E-mail: _____

CAOT Membership Number: _____ Date submitted: _____

Please answer the following questions concerning the nominee:

- a) Number of years of sustained activity in occupational therapy _____
- b) Highest educational level attained _____
- c) Please provide a detailed list of relevant information regarding the nominee's contributions toward the award criteria in the narrative,

Please submit an electronic version of the signed copy of this form, the narrative form and the narrative to the Chair of the Awards Committee no later than December 1st:

Chair, Awards Committee
Canadian Association of Occupational Therapists
nominations@caot.ca

LIFE MEMBERSHIP NARRATIVE FORM

Name of Nominee: _____

Name(s) of Person(s) Writing the Narrative: _____

The purpose of the narrative is to describe **why the candidate was nominated for Life membership and to highlight the outstanding contributions the candidate has made to the Canadian Association of Occupational Therapists or to the profession over an extended period of time.**

The narrative must include explicit examples of the nominee's contribution to the profession of occupational therapy, as contributing evidence of, and reasons for, the nomination of the candidate.

The narrative should not exceed three (3) typewritten pages, single-spaced, one inch margins, 12 point, Arial font and should include:

1. Educational background
2. Summarized work experience
3. Contributions to the activities of the Canadian Association of Occupational Therapists or to the profession.
4. Honours bestowed on the candidate for professional achievement (awards, peer recognition, honorary degrees).