

Call for Nominations for Open Board Positions

We need YOU! NCOTA is searching for dedicated and enthusiastic leaders in our field to serve on our Board of Directors.

NCOTA strives to impact healthcare, legislative, and reimbursement communities as advocates for the consumer and the profession; and to be responsive to the needs of the membership by promoting professional education, communication, and monitoring trends in health care and in the community that affect the practice of occupational therapy.

In general, board members oversee the direction and management of the association, take responsibility for projects, recruit members, attend face-to-face and virtual board meetings (6 times per year), promote and assist with annual fall conference, submit information and updates for the website, and carefully monitor the needs of membership.

The following elected and appointed positions are available for nomination: **President-Elect (1), Secretary (1), OTA Representative (1), NCBOT Liaison (1), Legal and Political co-chair (1), Membership Services co-chair (2), Communications co-chair (1), SIS Administration and Leadership co-chair (1), SIS Home Health co-chair (2), Student OT Board Member (1), Student OTA Board Member (1)**

If you, or someone you know, would be great for these positions, please send your nomination to office@ncota.org by April 15th, 2026. Self-nominations are accepted. Please include a brief statement of your interest in the position, as well as your resume/CV.

All nominees (except for student board members) shall be an OT/L or OTA/L licensed for 1 year or more, and a member of NCOTA at the time of nomination. No experience required; we are seeking passionate individuals who are eager to make change for OT practice in NC!

Adjusted elections timeframe will be announced before the call for nominations ends.

Position Descriptions

President-Elect

1. Be responsible for learning the duties and responsibilities of the President's office.
2. Gain an understanding of the structure and function of the NCOTA and Board.
3. Perform other duties as assigned by the President.
4. Succeed to the presidency in the event of a vacancy in the office of the President.

Secretary

1. Record the minutes of the meetings of the Association and the Board.
2. Send board meeting minutes to the Board for review no later than 1 week following each meeting.
3. Possess an understanding of the structure and function of the NCOTA and Board.
4. Be responsible for the correspondence of the Association.
5. Compile the Annual Report of the Association in collaboration with the President.
6. Be the custodian of documents and archives of the Association, including the Bylaws, Policies and Procedures, and other documents deemed necessary.
7. Perform other duties as assigned by the President.



- a. Serve as Executive member for at least 1 board committee.
- b. Send request for update reports from all positions at least 2 weeks prior to board meetings so that agenda can be prepared and shared at least 1 week prior to each meeting.

OTA Representative

1. Represent OTA's practitioners and students via promotion and protection of the OTA scope of practice.
2. Review public comment with the Legal and Political Chair to represent OTA interests.
3. Engage in OT research activities.
4. Serves on Continuing Education Committee to ensure inclusive language.
5. Represent the NCOTA Board and the role of the OTA practitioner in outreach activities to programs.
6. Form and chair ad hoc committees as needed.

NCBOT Liaison

1. Appointed by President as appropriate to serve as a non-voting member of the NCOTA Board of Directors
2. Serve during the President's term of office and facilitate communication with the respective bodies (NCOTA and NCBOT)
3. Attend all NCBOT Licensure Board Meetings (six per year, held every other month) and communicate any questions or concerns from the NCOTA Board of Directors.
4. Attend all NCOTA Board Meetings (six per year, held every other month) and provide updates via written reports to the NCOTA Board regarding NCBOT discussions and activities.
5. Serve as a resource to NCOTA Board of Directors and members on matters related to the OT Practice Act and Rules.
6. It is recommended that this individual has a strong history with NCOTA and is able to represent NCOTA effectively during Licensure Board meetings.

Legal and Political Co-chair

1. Regularly communicate with AOTA, President, and Lobbyist of NCOTA
2. Draft public comments and request feedback on comments from relevant stakeholders
3. Manage NCOTA advocacy email to answer advocacy questions for members
4. Speak with students about advocacy initiatives
5. Collaborate with NCOTA Lobbyist to create annual advocacy day materials and coordinate advocacy events
6. Meet with legislative representatives related to bills the board has approved to discuss
7. Meet with DHHS and other relevant parties to further NCOTA strategic goals and agendas

Membership Services Co-Chair

1. Plans initiatives to enhance NCOTA membership, in collaboration with other parts of NCOTA board as needed.
2. Coordinates membership booth at NCOTA conferences to promote NCOTA membership.
3. Maintains strong awareness of benefits to NCOTA membership and communicates those benefits in clear ways to stakeholders and potential members.

Communications Co-chairs

1. Post requested announcements in an integrated fashion with other NCOTA related announcements/business.
2. Work together to create systems to manage all of the NCOTA social media accounts and ensure accounts are updated frequently, are well-maintained, and requests are responded to in a timely manner (ideally 24 hours after notification).

3. Assist board members with creating effective posts and communication material.
4. Serve as an expert on design, copyright criteria, and communication standards for posts/announcements.
5. Assist with monitoring the website to ensure all links and material work and are accurate.

Admin and Leadership SIS Co-chair

1. Provides resources specifically addressing needs and concerns of practitioners working in entrepreneurial settings, administrative or leadership positions, or other business ventures related to occupational therapy.
2. Lead breakout session at NCOTA Fall Conference (or identify/coordinate substitute speaker(s)).
3. Plan 1-2 education/networking events for members.
4. Attend board meetings and share updates on advocacy needs, concerns, and events related to leadership, management, and entrepreneurial issues.

Home Health SIS Co-chairs

1. Provide resources specifically addressing needs and concerns of practitioners working in the home health and community settings or interested in working in these settings.
2. Lead SIS Breakout session at NCOTA Fall Conference (or identify/coordinate substitute speaker if unable to attend Fall Conference)
3. Plan 1-2 education/networking events for members
4. Attend board meetings and share updates on advocacy needs, concerns, and events related to home health and community settings.

OT and OTA Student Board Member

1. Attend board meetings and participate in discussion related to student engagement
2. Encourage OT and OTA student participation in NCOTA activities