

## **Board Position Descriptions and Expectations:**

### **President**

1. Shall be the chief executive officer of the Association and represent the Association to the public.
2. Shall possess an understanding of the structure and function of the NCOTA and Executive Board.
3. Shall preside at all meetings of the Association, Executive Board, and Board.
4. Shall prepare an agenda for meetings of the Board and send notifications of such meetings.
5. Shall appoint non-elected committee chairpersons.
6. Shall have the power to sign all written obligations of the Association.
7. Shall have the power to allocate up to \$500.00 in funds to any committee or special interest section.
8. Shall guide and conduct activities of the Association in accordance with the general policies of the AOTA.
9. Shall compile and prepare an annual report in collaboration with the Secretary and present an annual report to the membership.
10. Shall submit all records, reports, and credentials of representative and alternate representative and other materials as may be requested by the AOTA.
11. Shall attend annual meetings of the AOTA to represent this affiliate at the Affiliated State Association of Presidents (ASAP).
12. Shall perform other such duties as the Board assigns.

### **Vice-President**

1. Shall discharge the duties of the President in that individual's absence or during a vacancy.
2. Shall be responsible for learning the duties and responsibilities of the President's office.
3. Shall possess an understanding of the structure and function of the NCOTA and Board.
4. Shall succeed to the presidency in the event of a vacancy in the office of President, if there is no President-Elect.
5. Shall serve as the alternate representative of the Association to the AOTA Affiliated State Association Presidents (ASAP).
6. Shall perform other duties as assigned by the President.
7. Shall serve as Executive member for at least 1 board committee.

### **President-Elect**

1. Shall be responsible for learning the duties and responsibilities of the President's office.
2. Shall gain an understanding of the structure and function of the NCOTA and Board.
3. Shall perform other duties as assigned by the President.
4. Shall succeed to the presidency in the event of a vacancy in the office of the President.

### **Secretary**

1. Shall record the minutes of the meetings of the Association and the Board.
2. Shall possess an understanding of the structure and function of the NCOTA and Board.
3. Shall be responsible for the correspondence of the Association.
4. Shall compile the Annual Report of the Association in collaboration with the President.
5. Shall be the custodian of documents and archives of the Association, including the Bylaws, Policies and Procedures, and other documents deemed necessary, and the Seal of the Association.

6. Shall perform other duties as assigned by the President.
7. Shall serve as Executive member for at least 1 board committee.

#### **Treasurer**

1. Shall have oversight of the collection of all dues, fees, and other monies paid into or belonging to the Association.
2. Shall possess an understanding of the structure and function of the NCOTA and Board.
3. Shall maintain full and accurate accounts of all receipts and disbursements of the Association.
4. Shall have the Association accounts reviewed annually.
5. Shall report at the annual meeting and submit to the Board a written statement of the financial affairs of the Association.
6. Shall serve as the Chairperson of the Financial Committee, as needed.
7. Shall create an annual budget of association revenues and expenditures report.
8. Shall provide a written financial report at each board meeting.
9. Work closely with the association administrator to fulfill association financial obligations and reconcile invoices and receipts.
10. Maintains our nonprofit federal and state tax status.
11. Shall serve as Executive member for at least 1 board committee.

#### **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.

#### **Awards Chair**

1. Notify NCOTA membership about the awards process and timelines for submission
2. Lead Awards subcommittee.
3. Identify diverse members to fill Awards subcommittee (refer to SOP for guidelines)
4. Accept all nominations for awards.
5. Develop a scoring rubric, in conjunction with the Awards subcommittee, to score award nominees and decide on award recipients
6. Work with outside vendor to create awards
7. Notify nominees of award decisions and be responsible for providing awards in a reasonable timeframe
8. Present awards to award recipients at the Annual NCOTA Fall Conference. If unable to attend, assign proxy for awards presentation

#### **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 the 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.

### **Bylaws Chair**

1. Attend at least two-thirds (4 out of 6) Board meetings
2. Document recommended changes to the bylaws on a continual basis in preparation for bylaws revision
3. Serve as primary contact for bylaws feedback from the membership and board
4. Collect feedback about the proposed revisions and present to the NCOTA board
5. Edit bylaws based on feedback and create revision chart to easily display the proposed changes
6. Present proposed bylaws to NCOTA membership during the bylaws revision cycle (every 5 years) at the annual fall conference
7. Maintain document of recommended changes to the OT Practice Act for revision as indicated when the NCOTA board and NCBOT are in agreement.

### **Diversity, Equity, and Inclusion Chair**

1. Attend at least two-thirds (4 out of 6) Board meetings.
2. Lead and organize the NCOTA DEI Committee.
3. Guide the NCOTA Board on DEI related topics and issues.
4. Plan, initiate, and support action to improve diversity and equity within our OT profession.
5. Speak with students and OT practitioners about diversity initiatives.
6. Collaborate with other stakeholders (e.g., organizations, state associations, DisruptOT, AOTA, etc.) to promote diversity, equity, and inclusion within the OT profession.

### **Legal and Political Co-chairs**

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
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 Chair**

1. Attends at least two-thirds (4 out of 6) Board meetings.
2. Monitors membership numbers and trends and presents trends to the board.
3. Plans initiatives to enhance NCOTA membership, in collaboration with other parts of NCOTA board as needed.
4. Coordinates membership booth at NCOTA conferences to promote NCOTA membership.
5. Maintains strong awareness of benefits to NCOTA membership and communicates those benefits in clear ways to stakeholders and potential members.

### **SIS Education and Research Co-chairs**

1. Serves as liaison between NCOTA and OT/OTA programs in NC.

2. Educates faculty and students about NCOTA and the benefits of collaborating with NCOTA.
3. Leads OT/OTA program discussions on concerns and issues related to OT education.
4. Presents to OT/OTA programs about NCOTA.
5. Manages NCOTA mentorship program.

#### **SIS Coordinator**

1. Provide resources, information, and assistance to SIS Chairs to facilitate successful fulfillment of their roles and responsibilities
2. Assist with communicating information about SIS activities and opportunities to NCOTA staff, members, and the public
3. Review and revise SIS Chair Handbook as necessary
4. Assist with development, marketing, and presentation of SIS Breakout Sessions, programs, etc. at NCOTA Conferences or other events
5. Connect members and other professionals with SIS Chairs
6. Facilitate distribution and collection of SIS Annual Activity Review documents
7. Review submitted Annual Activity Review documents for approval
8. Sign and return completed Annual Activity Review documents to SIS Chairs in collaboration with NCOTA President

#### **SIS Co-chairs**

1. Maintain NC State licensure in good standing
2. Maintain current NCOTA membership
3. Attend at least 2 evidence-based CE events related to SIS
4. Attend at least 1 NCOTA Conference (Fall or Spring)
5. Attend two-thirds (4 out of 6) of yearly Board meetings (virtually or in person)
6. Lead SIS Breakout session at NCOTA Fall Conference (or identify/coordinate substitute speaker if unable to attend Fall Conference)
7. Plan 1-2 education/networking events for SIS members
8. Update personal information
9. Share advocacy opportunities and with listserv and on the NCOTA website
10. Provide SIS update at Board meetings and send in written report to NCOTA Secretary
11. Respond to emails in a timely manner
12. Collaborate with legal/political chair to advance mission of SIS
13. Partake in advocacy initiatives related to SIS
14. Participate in transition process during last month of term

#### **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