The North Carolina Occupational Therapy Association’s stated mission is to promote the continued and competent practice of occupational therapy; to impact health care, 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 affects the practice of occupational therapy. In order to support this mission, the NCOTA Board is comprised of elected and appointed members, including an OT/OTA student board representative. Qualified OT and OTA applicants can submit for consideration an application packet as outlined below. A panel of current NCOTA Board Members will review applications and choose the most qualified candidate. Each board term will be for one year (12 months) from July 1 to June 30th.

**Applications can be submitted starting March 15 and must be postmarked no later than May 15. Student Member recipients will be notified by June 15 with their term beginning on July 1.**

Role Description: The NCOTA student board representative is a non-voting board position created to give OT and OTA students in North Carolina the opportunity to build leadership skills and gain experience working within a state organization. Close mentorship will be provided by the current Member at Large who has also served as a previous NCOTA President and is extremely knowledgeable regarding the mission, structure and priorities of the NCOTA. Specific student responsibilities will include but are not limited to:

* Serve as a liaison between the NCOTA Board and North Carolina OT/OTA students, working closely alongside the current Education and Research Special Interest Co-Chairs.
* Attend scheduled NCOTA Board Meetings and conferences
* Lead or co-lead a student focused lunch and learn session at Fall conference
* Engage in an approved project that directly links to the stated NCOTA Mission

Applicants must:

* Provide documentation of current enrollment as a full-time student at an entry level North Carolina occupational therapy (OT) or occupational therapy assistant (OTA) program
* Provide proof of completion of a minimum of one semester of occupational therapy program course work
* Be a current student member of NCOTA

A completed application packet will consist of:

1. Completed application below.
2. Official documentation of being in good academic standing in occupational therapy coursework *(i.e. academic transcript and/or letter of recommendation from department chair)* including completion of a minimum of one semester of occupational therapy coursework.
3. Letter of Reference: Please enter the name and email address of one reference within the application form below. Reference should be a current faculty member or department chair who can speak to your academic, leadership, and professional skills. *(Reference letter should be in a sealed envelope with the writer’s signature across the seal.)*
4. Proof of current NCOTA membership
5. Completed student essay. The essay provides an opportunity for the selection committee to assess an applicant's personal and professional attributes and is an important part of the application -- please complete it carefully and thoughtfully *(500* word maximum).
6. Résumé or CV. Include a 1-2 page resume highlighting your academic and professional background, along with special skills or relevant experience.

 **All required supporting documents and application must be submitted together and mailed to:** NCOTA Attention: Student Board Member Committee PO Box 20432 Raleigh NC 27609.

 ***INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED.***

**Applicant Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**City:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **State:** \_\_\_\_\_\_\_\_\_\_ **Zip Code:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**City:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **State:** \_\_\_\_\_\_\_\_ **Zip Code:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Degree Program** (OT or OTA)**:** \_\_\_\_\_\_ **Current Year in Program:** 1 2 3

**Expected Graduation Date (Month/Year):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**When did you become an NCOTA member?** \_\_\_\_\_\_\_\_\_\_\_\_\_ **Membership Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_

**REFERENCE INFORMATION**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ESSAY QUESTION (500 words max)**

*As a student board representative, how do you envision yourself contributing to the mission of the NCOTA and board? Are there any specific topics or advocacy issues that interest you? Finally, where do you see yourself professionally in the next 5 years and how will you use your experience as a student board member to reach your goals?*

**Document Checklist:**

\_\_\_\_\_\_ Completed Application

\_\_\_\_\_\_ Completed essay

\_\_\_\_\_\_ Documentation of good academic standing

\_\_\_\_\_\_ Proof of current NCOTA membership

\_\_\_\_\_\_ Résumé or CV

\_\_\_\_\_\_ Letter of Reference: *\*\*Reference letter should be in a sealed envelope with the writer’s signature*

*across the seal.*