



## Call for Nominations

You can help NCOTA advance its mission to promote the continued and competent practice of occupational therapy. With new initiatives on the horizon, NCOTA needs and welcomes the enthusiastic board members.

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 conferences, submit information and updates for the website, and carefully monitor the needs of membership.

The following elected positions are available for nomination: **Secretary, Membership Services Co-Chair (1), Education and Research SIS Co-Chair (2), Legal and Political Chair (1), OTA Representative, (1)OT Student Representative** and (1) OTA Student Representative.

All nominees for all elected positions shall be an OT/L or OTA/L, and a member of NCOTA at the time of nomination. Student Representatives must be enrolled in an OT/OTA program and be in good standing.

Elections will be held in June 2021 with terms of office beginning in July.

Please send all nominations to [office@ncota.org](mailto:office@ncota.org) by **May 15, 2021**. You may nominate yourself or a colleague.

### POSITION DESCRIPTIONS:

#### **Secretary**

1. Shall record the minutes of the meetings of the Association and the Executive Board.
2. Shall possess an understanding of the structure and function of the NCOTA and Executive 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.

#### **Legal and Political Chair**

1. Shall maintain communication with lobbyist.
2. Shall plan, organize, and lead annual Advocacy Day and other advocacy efforts throughout the year
3. Shall maintain oversight of all legislative and legal issues
4. Shall provide timely and regular updates to the Executive Board

5. Shall regularly report updates to the membership

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

1. Shall establish and maintain a collaborative relationship with statewide OT and OTA Programs
2. Shall encourage OT and OTA student participation in NCOTA
3. Shall maintain communication of new and ongoing research initiatives in the state
4. Shall facilitate collaboration and communication amongst OT and OTA programs regarding fieldwork sites and placements

#### **Membership Services Co-Chair**

1. Shall develop and implement membership recruitment and retention strategies
2. Shall regularly communicate membership data to the Board
3. Shall maintain communication with membership to assess current needs

#### **OTA Representative**

1. Shall represent the occupational therapy assistant role
2. Shall encourage OTA participation in the organization
3. Shall maintain the Member Highlights program