



OTAC Board of Directors Nomination Form
Nominations due by March 31 of every year.

Most positions elected in odd years, some in even years.

Name of Nominee: _____ OT OTA

Phone: (m)() _____ (w)() _____ (h)() _____

E-mail: _____ **OTAC ID #:** _____

Name and Contact Information for the Individual Making the Nomination:

Board of Director Position Overview. Below is a list of elected positions on the Board of Directors as well as a few bullets on position responsibilities and terms of office. On page two are Position Qualifications. The Board of Directors meets two to three times annually in person (usually June, October and March) with the remainder of the meetings via webinar/teleconference. Attendance at other events and activities throughout the year are often required. OTAC provides expense reimbursement for board meetings as well as association leadership training.

Serve OTAC to:

- help strengthen the influence of the profession and OTAC
- increase OTAC’s value to its members and the profession
- help govern and lead the association

Please check the positions you are nominating the nominee for. Self-nominations are permitted.

President

- serves as chief elected officer
- primary advocate/spokesperson
- serves for 3 years (1st yr./President-Elect)

President-Elect

- carries out assignments from the President
- serves on one or more major committees
- elected in odd years; serves 1 year then becomes President for 2 years

Vice President

- assists president in duties of President’s office
- chairs strategic planning committee, committee chairs council, and advisory council
- elected in odd years; serves for 2 years

Treasurer

- oversees financial matters of the Association
- serves for 3 years (1st yr./Treasurer-Elect)

Treasurer-Elect

- trains for the position of Treasurer
- elected in odd years; serves 1 year then becomes Treasurer for 2 years

Secretary

- assures official record of meetings
- assists vice president as needed
- elected in odd years; serves 2 years

Regional Director

- provides leadership to shape the profession of occupational therapy in California
- serves for 3 years (1st yr./Regional Director-Elect)

Region 1

Region 2

Region 3

Region 4

Region 5

Regional Director-Elect

- trains for the position of Regional Director
- serves 1 year then becomes Regional Director for 2 years

Region 1 – elected in odd years

Region 2 – elected in even years

Region 3 – elected in odd years

Region 4 – elected in odd years

Region 5 – elected in even years

Fax Form to 1-916-932-0390 ATTN: Karen Polastri

Questions? E-mail nomchair@otaonline.org



Position Qualifications.

President, President-Elect, Vice President, Treasurer, Treasurer-Elect, Secretary:

- Must have been a regional director, officer, or chair of a state committee of OTAC for a minimum of one year during the five years prior to the time of taking office (committee members or those who have demonstrated leadership potential and skills in the area of service may be considered)
- Must have been a continuous member in good standing for the past three years
- Must be a resident of California at time of taking office
- Must be an OT or OTA with a 'clear' license by the State of California
- Must be either a current OT or OTA membership category
- These positions are elected by the OTAC members-at-large eligible to vote

Regional Directors and Regional Director-Elects:

- Must have demonstrated leadership potential and skills either through OTAC or other positions
- Must have been a member in good standing for at least one year at time of taking office
- Must be a resident of California at time of taking office, and live or work in the address of record in which they have been elected
- Must be an OT or OTA with a 'clear' license by the State of California
- Must be either a current OT or OTA membership category
- These positions are elected by the OTAC members-at-large eligible to vote within their respective regions

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OTAC Elected Position Descriptions

President – The President plans, organizes, directs, and coordinates the programs, actions, and functions of the Association by appropriate action or delegation. The President serves as the primary advocate and spokesperson for the profession to enhance public understanding and acceptance of occupational therapy. The President is elected for a two-year term (three years including the position of President-Elect). *Contact the OTAC President at pres@otaonline.org.*

President-Elect – The President-Elect serves on one or more major committees of the Board to better understand the management and governance of OTAC. He/she carries out assignments from the President. The President-Elect is required to acquire knowledge about the bylaws, attend Board of Directors' meetings, keep informed of the progress of all committees, subcommittees, and ad hoc committees/task forces, serve on the Executive Committee, and perform other duties as requested by the President and the Board of Directors. The President-Elect is elected in odd years for a one-year term and then automatically succeeds to the office of President (this is a three-year commitment including the two years serving as President). *Contact the President-Elect at preselect@otaonline.org.*

Vice President – The Vice President assists the President in the discharge of the duties of that office and shall assure the same in the absence of the President. The Vice President serves as chair of the strategic planning committee, the advisory council, and the committee chairs council; acts as liaison to the California Foundation of Occupational Therapy (CFOT), keeps informed of the progress of all committees, subcommittees, and ad hoc committees/task forces; and serves on the Executive Committee. The Vice President serves for two years and is elected in odd years. *Contact the Vice President at vpres@otaonline.org.*

Treasurer – The Treasurer oversees the financial matters of the Association to ensure that Association funds are ethically and effectively managed. With the Board of Director's approval, the Treasurer guides the Association's fiscal direction by clarifying past fiscal activity, current financial status, and future budget limitations and potentials. The Treasurer also chairs the Fiscal Advisory Committee. The Treasurer serves a two-year term (three years including the position of Treasurer-Elect). *Contact the Treasurer at tres@otaonline.org.*

Treasurer-Elect – Through observation and experience, the Treasurer-Elect learns the Treasurer's responsibilities and the management and governance practices of the Association prior to assuming the Treasurer's role. The Treasurer-Elect is elected in odd years. *Contact the Treasurer-Elect at treselect@otaonline.org.*



Secretary – The Secretary assures the official records of the meetings of the Association are recorded, distributed, and retained; and acts as a liaison to the Bylaws and Policies & Procedures Committee as well as supports the Vice President as needed. The Secretary serves a two-year term and is elected in odd years. *Contact the Secretary at secty@otaonline.org.*

Regional Directors – Regional Directors provide leadership to shape the profession of occupational therapy in California; establish and maintain OTAC policy; maintain an awareness of concerns/issues of the OTAC membership; participate in development of overall goals and objectives for the Association; encourages membership and participation in the Association; and appoints up to three members to participate on the Advisory Council. The Regional Directors serve a three-year term (one year as the Director-Elect and two years as Director). *Contact the Regional Directors by region as follows: reg1dir@otaonline.org, reg2dir@otaonline.org, reg3dir@otaonline.org, reg4dir@otaonline.org, reg5dir@otaonline.org.*

Updated 01/01/15