

**OCCUPATIONAL THERAPY
ASSOCIATION OF CALIFORNIA**

**Number: 201
Effective date: 02/08**

- I. NAME: President
- II. PURPOSE: The President serves as chief executive officer of the Association.
- III. POLICY: The President is the primary elected officer of the Association.
- IV. GENERAL FUNCTIONS:

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 chief advocate for the profession to enhance public understanding and acceptance of Occupational Therapy.
- V. SPECIFICS OF OFFICE:
 - A. Election Process

Officers shall be elected from the membership at large from a slate prepared by the Nominating Committee.
 - B. Term of Office

Serves for 3 years, the first year as President-Elect, and the second and third years as President.
 - C. Qualifications
 - 1. Must be a Board Director, an Officer or a Chair of a state committee of OTAC for a minimum of one year during the three years prior to the time of nomination and must be a continuous member in good standing with OTAC for the past three consecutive years.
 - 2. Must be an Occupational Therapist or an Occupational Therapy Assistant licensed/certified by the State.
- VI. RESPONSIBILITIES:
 - A. OTAC
 - 1. Duties
 - a. Shall preside at all meetings of OTAC and the Board of Directors.
 - b. Prepares agenda for the Executive committee and Board of Directors meetings.
 - c. Appoints, with the confirmation of the Board, all committee chairs except the Nominating Committee Chair and shall be ex-officio to all committees except the Nominating Committee.
 - e. Delegates duties, as appropriate, to other officers.
 - f. Has a general power to sign all written obligations of OTAC.
 - g. Shall meet requirements outlined by AOTA in order to maintain AOTA recognition for the State of California.
 - h. Acquires knowledge of the Bylaws, Long Range Plan, structure, and function of the Association.
 - i. Orients the President-Elect to the duties of the President.
 - 2. Reports/Records
 - a. Annual reports to members.
 - b. Presidential reports to the membership (newsletter, memos).
 - c. Maintains OTAC Policy and Procedure Manual and transfers to successor.
 - d. Submits vouchers for reimbursement.

- e. Monitors President's budget.
 - f. Updates the Historical Chronology at the end of the term. (See Appendix in OTAC Policy and Procedure Manual).
3. Communication
- a. Responds to questions, comments, and issues of the Association and sees that those issues are addressed in a constructive manner,
 - b. Communicates with Regions and other internal groups such as the special interest groups to improve management systems of the Association.
 - c. Communicates with committee chairs and task group leaders to assure implementation of Association policies.
 - d. Communicates with other officers to coordinate management of the Association.
 - e. Communicates with the Executive Director to implement management policies of the Association.

B. AOTA

1. Duties
- a. Participates in the Committee of State Association Presidents (CSAP) meetings.
 - b. Oversees the election of the AOTA Representatives and Alternates for the AOTA.
2. Records/Reports
- a. Provide written verification of election results and credentials of AOTA Representatives and Alternates.
3. Communication
- a. On national concerns and issues of OTAC members.
 - b. With AOTA Representatives and Alternates to promote the interests of the OTAC members through resolutions and other appropriate actions.

Original: 2/93

Revision: 7/94, 10/96, 7/99, 7/01, 2/08