



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.*

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