

**OCCUPATIONAL THERAPY  
ASSOCIATION OF CALIFORNIA**

**Number: 203  
Effective date: 02/08**

- I. NAME: Vice President
- II. PURPOSE: To assist the President in leadership of the Association.
- III. POLICY: The officers of the Association shall be President, Vice President, Secretary and Treasurer.
- IV. GENERAL FUNCTION:  
To assist the President in the discharge of the duties of that office and shall assure the same in the absence of the President.
- V. SPECIFICS OF OFFICE:
  - A. Election Process
    - 1. Officers shall be elected from the membership at large from a slate prepared by the Nominating Committee.
  - B. Term of Office
    - 1. Shall serve for 2 years with no more than 2 consecutive terms.
    - 2. Shall assume duties on July 1.
    - 3. Shall be elected in odd years.
  - C. Qualifications
    - 1. Must be a Regional Director, an officer or a Chair of a state committee of OTAC for a minimum of one year prior to the time of nomination must be a continuous member in good standing with OTAC for the past three consecutive years.
    - 2. Must be an Occupational Therapist or a Occupational Therapy Assistant licensed/certified by the State.
- VI. RESPONSIBILITIES
  - A. Duties
    - 1. Serves as Chair of the Personnel Committee.
    - 2. Serves as Chair of the Strategic Planning Committee and coordinates the development of the Strategic Plan.
    - 3. Attends Board of Directors meetings.
    - 4. Provides leadership to the Committee Chairs.
    - 5. Keeps informed of the progress of all committee task forces.
    - 6. Serves on the Executive Committee.
    - 7. Acts as liaison to CFOT and OTAC-PAC.
    - 8. Performs other duties as requested by the President and the Board of Directors.
    - 9. Follows Standard Operating Procedure for the office.
  - B. Reports/Records
    - 1. Submit annual and interim reports.
    - 2. Submit annual budget for approval.
    - 3. Maintain OTAC Policy and Procedure Manual and transfer to successor at completion of term.
    - 4. Submit vouchers for reimbursement when appropriate, according to OTAC procedure.

C. Communication

1. Communicates with President regarding Association activity.
2. Communicates with President and Board of Directors regarding personnel matters.
3. Communicates with President and Board of Directors regarding the Strategic Plan.
4. Communicates with other organized groups in California as assigned by the Board of Directors and/or President.

Original: 2/93

Revised: 4/95, 10/96, 7/99, 2/08