

**OCCUPATIONAL THERAPY
ASSOCIATION OF CALIFORNIA**

**Number: 202
Effective date: 02/08**

- I. NAME: President-Elect
- II. PURPOSE: To prepare for all the duties of the President.
- III. POLICY: The President-Elect is an elected office of OTAC.
- IV. GENERAL FUNCTION:
To serve on one or more major committees of the Board to better understand the management of OTAC. Carries out assignments from the President and submits an annual report to 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 1 year prior to the 2 year term of President.
 - 2. Shall assume duties on July 1.
 - 3. Shall be elected in odd years.
 - 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 Occupational Therapy Assistant licensed/certified by the State.
 - D. Vacancy of Office-The Vice President assumes the position and serves the remainder of the Presidential term.
- VI. RESPONSIBILITIES:
 - A. Duties
 - 1. Acquires knowledge of the Bylaws, structure and function of the Association.
 - 2. Attends Board of Directors meetings.
 - 3. Keeps informed of the progress of all committees and task forces.
 - 4. Serves on the Executive Committee.
 - 5. Performs other duties as requested by the President and the Board of Directors.
 - B. Reports/Records
 - 1. Submit annual and quarterly reports.
 - 2. Submit annual budget for approval.
 - 3. Maintain OTAC Policy and Procedure Manual and transfers it to Bylaws/Policy and Procedure Committee Chair at completion of term.
 - 4. Submit vouchers for reimbursement when appropriate, according to OTAC procedure.
 - C. Communication
 - 1. Communicates with President and Board of Directors regarding Association activity.
 - 2. Communicates with other organized groups in California as assigned by Board of Director and/or President.

Original: 5/92

Reviewed/Revised: 4/95, 10/96, 7/99, 7/01, 2/08