



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

Self-nominations are welcome

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

**Name of Nominee:** \_\_\_\_\_

OT  OTA

**Phone:** (m)( ) \_\_\_\_\_

(w)( ) \_\_\_\_\_

(h)( ) \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Name and Contact Information for the Individual Making the Nomination:** \_\_\_\_\_

**Board of Director Position Overview.** Below is a list of Board of Directors elected positions as well as a few points on position responsibilities and terms of office. On the reverse side 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 leaders must be readily available/able to respond via email. OTAC provides expense reimbursement for Board meetings.

**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 for which you are nominating the nominee. Self-nominations are permitted.

**President**

- serves as chief elected officer
- primary advocate/spokesperson
- serves for 3 years (1<sup>st</sup> yr. as 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 and advisory council; liaison with committee chairs
- elected in odd years; serves for 2 years

**Treasurer**

- oversees financial matters of the Association
- serves for 3 years (1<sup>st</sup> yr. as 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
- serves for 3 years (1<sup>st</sup> yr. as regional director-elect)

Region 1 – San Diego, San Bernardino, Orange, Riverside, Imperial counties

Region 2 – Los Angeles County

Region 3 – Greater Bay Area and along the coast to Ventura County

Region 4 – Central Valley counties

Region 5 – Sacramento County and north

**Regional Director-Elect**

- trains for the position of regional director
- serves 1 year then becomes regional director for 2 years

Region 1 – open for nominations

Region 2 –

Region 3 – open for nominations

Region 4 –

Region 5 –

*Fax Form to 1-916-567-7001 ATTN: Karen Polastri*

*Questions? E-mail [nomchair@otaonline.org](mailto: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
- Must have been a continuous member of OTAC 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 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 regional 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

***Fax Form to 1-916-567-7001 ATTN: Karen Polastri***

***Questions? E-mail [nomchair@otaonline.org](mailto:nomchair@otaonline.org)***



## **OTAC Elected Position Overview**

**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](mailto: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](mailto: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 and the advisory council; 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](mailto: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](mailto: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](mailto: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](mailto: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](mailto:reg1dir@otaonline.org), [reg2dir@otaonline.org](mailto:reg2dir@otaonline.org), [reg3dir@otaonline.org](mailto:reg3dir@otaonline.org), [reg4dir@otaonline.org](mailto:reg4dir@otaonline.org), [reg5dir@otaonline.org](mailto:reg5dir@otaonline.org).*

Updated 02/01/21