

- I. NAME: Regional Director
- II. PURPOSE: Provides leadership to shape the profession of Occupational Therapy in California.
- III. POLICY: The Regional Director will be elected by the membership at large.
- IV. GENERAL FUNCTIONS:
  - A. As a member of the Board of Directors, establishes and maintains OTAC policy.
  - B. Attends OTAC Board meetings prepared to participate; maintains an awareness of concerns/issues of the OTAC membership.
  - C. Participates in the development of overall goals and objectives for the Association.
  - D. Becomes familiar with the needs and issues concerning occupational therapy in California.
  - E. Is responsible for utilizing the Association's Strategic Plan in planning for regional activities and reporting progress towards the goals of the Strategic Plan.
  - F. Is fiscally and legally responsible for the Association as are all other Board members.
  - G. Encourages membership and participation in the Association.
  - H. Appoints up to three members to participate on the Advisory Council.
- V. SPECIFICS OF OFFICE
  - A. Through an election process, each representative is elected by the membership at large in their region.
  - B. The Regional Director shall serve a three-year term, with a maximum of two consecutive terms.
  - C. Recommended Minimum Qualifications:
    - 1. Current California Board of Occupational Therapy License and a member in good standing with at least two years continuous OTA, OT, retired, or Honorary OTAC membership throughout the term of office.
    - 2. Resident of California at time taking office and live or work in the address of record in which they have been elected.
    - 3. Must have been a prior Chapter Director, Regional Director, Committee Chair, Past President, Vice President, Treasurer, and Secretary or served as an OTAC committee member for at least 1 year at the time of taking office.
- VI. RESPONSIBILITIES
  - A. Duties
    - 1. Performs duties as indicated in General Functions, see above.
    - 2. Follows OTAC Operation time line in OTAC Policy and Procedures Manual.
    - 3. Follows Standard Operation Procedure of OTAC
    - 4. Orients successor.
  - B. Reports/Records:
    - 1. Submits items to OTAC Board of Directors meeting agendas within the timelines established by the OTAC President.
    - 2. Completes and submits the Regional interim and annual reports prior to each Board of Directors meeting and distributes them as directed by the OTAC Secretary.
    - 3. Maintains OTAC Policy and Procedure Manual and transfer it to successor at the completion of term.

4. Completes orientation form for the new Regional Director with your successor and includes completed form with first Interim Report.
5. Submit vouchers for reimbursement as appropriate.

C. Communication:

1. Communicates with the officials, committees, membership, commissions of the Board of Directors regarding concerns and issues pertinent to their election area.
2. Submits articles to OTAC Newsletter when appropriate.
3. Brings current Bylaws and Policy and Procedure Manual to Board of Directors meetings.
4. Assists members with writing motions or prepares motions on member's behalf to be forwarded to the President for action.

Original: 08/06

Reviewed/Revision: