VICE PRESIDENT

Board of Directors

Job Description

I. NAME. Vice President

II. AUTHORITY. The Authority of the Vice President is granted and determined by the Association Bylaws. (Article-V, Section 2; Article-VI, Section 1; Article VII, Section 2)

III. FUNCTIONS

A. Shall serve as a voting member of the Board and the Assembly.

A.B. Shall fulfill presidential duties in the absence of the President.

B.C. Shall serve as chief elected officer of the Association and represent the Association to the public in the absence of the President.

C.D. Shall preside at all meetings of the Association in the absence of the President.

D.E. Shall succeed to the presidency in the event of a vacancy in the office of the President.

E.F. Shall perform any duties assigned by the President, (i.e., chairing committees such as the ad hoc Centennial Commission).

F.G. Shall serve as an ex-officio member of any Association ad hoc committee on planning.

G.H. Shall serve as Board liaison to other bodies of governance groups of the Association as designated by the President.

I. Shall prepare Vice President’s reports for the Annual Business Meeting (ABM).

H.J. Shall perform all other duties incident to the office of the Vice President.
IV. QUALIFICATIONS

A. Shall be a member in good standing of the Association and state affiliate at time of nomination and throughout the term of office.

B. Shall have knowledge of the official documents of the Association (Bylaws, policies, appropriate SOP/JD, AOTA Occupational Therapy Code of Ethics and Ethics Standards, Administrative SOP, and Strategic Plan).

C. Shall have a minimum 10 years of experience as an OT or OTA.

D. Shall have 8 years of multiple roles with progressive occupational therapy leadership responsibilities in state, national, international organizations, or leadership positions in established occupational therapy networks.

E. Shall have previous experience serving as a member of Board.

F. Shall have evidence of creative thinking and knowledge of the profession, including its values, traditions, and body of knowledge; ability to network and work with organizations to achieve strategic objectives; analytical skills, strong communication skills, experience with personnel evaluation systems and goal development; ability to negotiate with individuals and groups, and to facilitate consensus building and commitment.

G. Shall have evidence of experience in strategic planning, ability to lead strategic planning, and demonstration of global strategic vision; understanding of complexity of health care and societal and professional trends; thinking objectively and creatively about future possibilities; and strong communication skills, using both written and verbal strategies.

H. Shall have evidence of willingness to devote considerable time to Board responsibilities including travel, communication, and leadership; including a minimum of 10 hours per week for Vice Presidential duties.

V. RESPONSIBILITIES FOR THE BOARD

A. Shall serve on the Board.

1. AB. Shall preside at all meetings of the Board in the absence of the President.

2. BC. Shall, where appropriate, and only with the express advance consent of the Board, have power to sign contracts and incur liabilities on behalf of the Association in the absence of the President.
C. Shall serve on the Board.


4. E. Shall assume responsibility leading activities of the Board related to the Association Executive Director (ED) Performance Evaluation.

5. F. Shall prepare Vice President’s report as needed for Board meetings.

6. G. Shall oversee the Board’s strategic planning process for the Strategic Plan.

7. H. Shall provide transition assistance to incoming Vice President.

V. FOR THE Assembly

A. Shall serve as a voting member of the Assembly.

B. Shall prepare Vice President’s reports annually for the Assembly.

VI. Other

1. A. Shall serve on the Board of Directors of The Fund to Promote Awareness of Occupational Therapy.


VII. ATTACHMENTS AND ADDENDA

A. BOD Vice President Nomination Form.

B. A. Timeline for Association Strategic Planning.

C. B. Timeline for Executive Director Evaluation Process

D. C. Executive Director Goal Setting Process

Reviewed BPPC: 2/99, 10/01, 1/02, 9/02, 1/03, 4/03, 1/05, 9/10, 1/15
Adopted BoD: 10/02, 1/05, 10/07, 10/10
VICE PRESIDENT NOMINATION FORM

Nominations for Association offices are made by Association members. As directed by Association Bylaws and further defined in the Nominating Committee’s Standard Operating Procedures (SOPs), the Nominating Committee oversees the nomination process. Nominees must have consistent access to a computer with high speed Internet connection and be comfortable working in e-mail environment and other virtual communication environments. This includes opening, saving, editing, and sending attachments in e-mail and other electronic formats as needed. Nominees must meet the qualifications detailed in the position’s SOP/job description and criteria stipulated below:

CRITERIA FOR VICE PRESIDENT

1. Member in good standing of the Association and state affiliate at time of nomination and throughout the term of office.

2. Shall have knowledge of the official documents of the Association (Bylaws, policies, appropriate SOP/JD, AOTA Occupational Therapy Code of Ethics and Ethics Standards (2010), Administrative SOP, and Strategic Plan).

3. Minimum of 10 years as an OT or OTA.

4. Eight years of multiple roles with progressive occupational therapy leadership responsibilities in state, national, international organizations, or leadership positions in established occupational therapy networks.

5. Evidence of: Creative thinking and knowledge of the profession, including its values, traditions, and body of knowledge; ability to network and work with organizations to achieve strategic objectives; analytical skills, strong communication skills, experience with personnel evaluation systems and goal development; ability to negotiate with individuals and groups, and to facilitate consensus building and commitment.

6. Evidence of: Experience in strategic planning, ability to lead strategic planning, and demonstration of global strategic vision; understanding of complexity of health care and societal and professional trends; thinking objectively and creatively about future possibilities; and strong communication skills, using both written and verbal strategies.

8. Evidence of: Willingness to devote considerable time to Board responsibilities including travel, communication, and leadership; available to spend a minimum of 10 hours per week for Vice Presidential duties.

Reviewed BPPC: 1/05, 11/08, 4/11
Adopted BoD: 1/05
**SUBMISSION OF MATERIALS**

To the Nominee: E-mail all nomination information to the Nominating Committee Chairperson by (insert date). Please do not send more than one nomination form for the same position, even if you have been nominated by a number of individuals or groups. Make sure the one you send is complete and correct.

**Photograph:** The digital camera settings should be set to produce a print quality photo (3 x 5 or 4 x 6) of the nominee’s face and shoulders against a simple background. Many people find that a photo taken outdoors in natural, even lighting or a professional studio portrait works well. Attach the digital photo file (in TIF or JPG format) to an e-mail.

Attach to nomcom@aota.org 1) a cover letter highlighting your qualifications and leadership skills for this position, 2) a completed nomination form, 3) your biographical/position statement that emphasizes your eligibility, and 4) your curriculum vitae (CV). The CV should demonstrate academic education, years of experience in occupational therapy, and organizational involvement. Note: Must be in Microsoft Word or Word for Macintosh.

Submit evidence of your current membership in a state affiliate (e.g., a membership card or letter of verification from your state affiliate).

---

**SECTION I—NOMINATION**

To the Person or Group Making a Nomination:

Complete the Nomination below and send it to the individual you are nominating. **YOU MAY NOMINATE YOURSELF.** All materials must be completed as directed in this form and emailed to the Nominating Committee at nomcom@aota.org by 5:00 PM EST (date inserted). Nominations sent after the deadline may not be considered.

I nominate [ ] for the office of [ ]

(SIGNATURE) (AOTA ID#) (DATE)

*Note. My electronic (typed) signature on this document constitutes my legal signature in accordance with 21 CFR Part 11: Electronic Records; Electronic Signatures Act.*

**SECTION II—CONSENT FOR NOMINATION**

Nominees Must Respond to Each Section.

I accept [ ] I do not accept nomination for the position of [ ]
Vice President Job Description - Attachment A


A. I will not accept the nomination for the office listed above, but would accept nomination for the following position(s):

1. 

2. 

B. I cannot serve in any capacity now, but I may be able to serve in the future. My preference would be to serve in the positions listed:

1. 

2. 

SECTION III—ROSTER INFORMATION

| Home Address: | Work Address: |
| City/State/Zip: | City/State/Zip: |
| Phone: | Phone: |
| E-mail: | E-mail: |
| Fax: | Fax: |

Preferred Mailing Address: ☐ Home ☐ Work (check one)

SECTION IV—BIOGRAPHICAL/POSITION STATEMENT (complete directly below)


Name and Credentials: (i.e., PhD, MS, OTR, FAOTA)

Education: Begin with the highest degree and identify the school/university and year graduated. Example: PhD, Rehabilitation Science, Gator University, 2009; MS, Health Care Administration, Sailing University, 2001; BS, Occupational Therapy, University of Sunshine, 1995.

Professional Experience: Begin with the most recent experience, and list your job title or position, the name of the facility, the city, the state, and the date range of each experience (by year). Example: Supervisor, Rehabilitation Department, Green Swamp Hospital, Gainesville, FL, 2009–present.

Professional Activities:

AOTA: Begin with the most recent experience, and list the activity and the time range of participation (in years). Example: Member, 1995-present; Secretary, Board of Directors, 2008-present.
State Affiliate Activities: Begin with the most recent experience. Example: Member, Florida Occupational Therapy Association (FOTA), 2001-present. Vice President, FOTA, 2001-2006.

Other: Beginning with the most recent experience, list relevant community involvement or non-OT volunteer activities. Example: Coordinator, Sports Camp for People with Disabilities, 2008-2009.

Honors/Awards: Begin with the most recent experience, and list the honor and the year awarded. Example: AOTA Roster of Fellows, 2010.

Note: The above biographical information must be 200 words or less. This count is strictly enforced.

Position Statement:

1. What do you think are the major issues the Association will need to address in the next three to five years, and why?
   2. What special skills do you bring to the office for which you are being recommended?

Note: The position statement must be 200 words or less. This count is strictly enforced.
SECTION V-CV (E-mail Attachment)
Enclose a copy of your complete CV for review by the Nominating Committee.

SECTION VI-PRIOR EXPERIENCE

Have you ever not completed a professional volunteer commitment?  Yes ____  No ____  If yes, please explain:

Are you currently engaged in any volunteer or paid positions for a state affiliate board, NBCOT or state regulatory board, the term(s) of which would continue once the term for this position begins?  Yes ____  No ____  If yes, please explain:

Do you have any potential conflicts of interest or other concerns that should be brought to the attention of the Nominating Committee?  Yes ____  No ____  If yes, please explain:

SECTION VII – STATEMENT OF AUTHENTICITY

I, __________________________
(Print Name)

I attest to the accuracy of the information included in this nomination form. This includes, but is not limited to, information contained in Section IV of this nomination (Biographical/Position Statement) and the accompanying CV.

I further attest to general familiarity with documents of the Association (Bylaws, policies, appropriate SOP JD, AOTA Occupational Therapy Code of Ethics and Ethics Standards (2010), Administrative SOP, and Strategic Plan) and agree to abide by said documents including the Policy 1.22 Conflict of Interest.

I, __________________________
(Print Name)
SECTION VIII—NOTICE

You must receive written confirmation of your candidacy for office before you can inform others that you are running for office and before beginning campaign activities.
### TIMELINE FOR ASSOCIATION STRATEGIC PLANNING

<table>
<thead>
<tr>
<th>DATE</th>
<th>ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>Association Executive Director (ED) begins to gather background information by performing a strategic planning analysis identifying new opportunities or challenges to be used during upcoming strategic planning session.</td>
</tr>
<tr>
<td>October</td>
<td>Vice President asks the Board to identify broad opportunities and challenges that might impact on the AOTA Association Strategic Planning process. Based on Board input, Vice President asks ED to develop a report based on the analysis to be used in the strategic planning process. The focus of the strategic plan should be visionary and capitalize on opportunities in the environment for expanding the profession’s ability to meet societal needs consistent with the Association’s objectives and priorities.</td>
</tr>
<tr>
<td>December</td>
<td>ED submits analysis and, if appropriate, an extended list of potential strategic objectives for the Strategic Plan to President and Vice President.</td>
</tr>
<tr>
<td>January</td>
<td>Vice President works with the President to review strategic objectives for the Strategic Plan presented by the ED and prepare for a presentation to the entire Board. Based on the scope or magnitude of changes, Vice President and President will convene a subcommittee of the Board to review proposed strategic objectives for the Strategic Plan.</td>
</tr>
<tr>
<td>Mid-January</td>
<td>Vice President disseminates analysis and list of potential strategic objectives for the Strategic Plan to full Board and senior management team and asks them to rank any new objectives in order of priority.</td>
</tr>
<tr>
<td>Winter Board Meeting</td>
<td>Board discusses ranking and approves strategic objectives for the Strategic Plan.</td>
</tr>
<tr>
<td>Spring RA Meeting</td>
<td>Approved strategic objectives for the Strategic Plan will be shared with the RA-Assembly through the Vice President’s report to the Assembly, and publicized to the general membership Members through Association communication vehicles official publications.</td>
</tr>
<tr>
<td>May – June</td>
<td>ED develops draft fiscal year budget reflecting strategic objectives of the Strategic Plan for Board consideration at the June Budget Committee meeting.</td>
</tr>
</tbody>
</table>
# TIMELINE FOR EXECUTIVE DIRECTOR EVALUATION PROCESS

<table>
<thead>
<tr>
<th>DATE</th>
<th>ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to Conference</td>
<td>Vice President receives a schedule of the Executive Director Evaluation Process from the Association Executive Director (ED).</td>
</tr>
<tr>
<td>June</td>
<td>Vice President works with AOTA Executive office to select <strong>an-a assessment vendor company</strong> to <strong>manage-administer</strong> the Executive Director Evaluation Process survey.</td>
</tr>
<tr>
<td>July</td>
<td>Vice President, President, and ED work with assessment company into finalizing evaluation <strong>format/questions</strong> to be used in process, employees to be solicited, etc.</td>
</tr>
<tr>
<td>End of August</td>
<td><strong>Memo Year-end report</strong> and related documentation <strong>on-goal accomplishment</strong> will be completed by the ED and forwarded to the members of the Board.</td>
</tr>
<tr>
<td>End of August</td>
<td>Announcement is issued to the members of the Board and relevant staff that performance review cycle is underway and survey instrument should be completed. The ED completes survey instrument as part of self-assessment.</td>
</tr>
<tr>
<td>Mid-September</td>
<td>The members of the Board and relevant staff will have completed an online assessment survey assessing the performance of the ED.</td>
</tr>
<tr>
<td>End of September</td>
<td>The Vice President provides the members of the Board and ED with the compiled survey results as captured by the assessment company. Board reviews results. The Board shall periodically (no less than every 3 years) consult with an independent third party with expertise in non-profit executive compensation to review market comparability for the ED’s compensation using a comparator group of non-profit professional organizations of and an analysis conducted by the AOTA Association Human Resources office staff of ED salaries for APTA American Physical Therapy Association and ASHA American Speech-Language-Hearing Association and similar size and budget, non-profit organizations.</td>
</tr>
<tr>
<td>Fall Board Meeting</td>
<td>Board discusses evaluation of the ED.</td>
</tr>
<tr>
<td>Immediately following the fall</td>
<td>Board evaluation results provided to the ED by the President and Vice President.</td>
</tr>
</tbody>
</table>

Reviewed BPPC: 1/08, 9/10
Adopted Board: 2/08, 10/10
<table>
<thead>
<tr>
<th>Board meeting</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>End of October</td>
<td>Merit increase and bonus information provided to the Association’s Director of Human Resources by President for processing.</td>
</tr>
<tr>
<td>November 1</td>
<td>Review is finalized with an effective date of November 1.</td>
</tr>
<tr>
<td>Quarterly</td>
<td>Interim reviews as needed.</td>
</tr>
</tbody>
</table>
EXECUTIVE DIRECTOR GOAL SETTING PROCESS

The process of setting the annual goals of the Association Executive Director (ED) is synchronized with the ED’s Executive Director Evaluation Process, and the goals shall reflect organizational objectives approved by the Board in the Association’s annual budget development process, Annual Budget Process.

- The ED should submit proposed annual goals to the President and Vice President of the Association subsequent to the approval of the FY-Fiscal Year (FY) Budget.

- Once the proposed annual goals are submitted, they are reviewed by the President and Vice President and returned to the ED for revisions if required. This process is repeated as often as necessary.

  Proposed annual goals are disseminated to the Board for input and approval, with the results of the compilation of the ED performance evaluation, prior to the full fall Board meeting.

Final negotiation of the ED annual goals occurs between the ED, President, and Vice President, immediately following the fall Board meeting—based on Board input. Finalized goals are disseminated to the Board by the Vice President.

Executive Director Evaluation Process

Prior to the AOTA Annual Conference & Exposition of the Association, the Vice President is given a schedule with timelines for the various components of the Executive Director Evaluation Process (see timeline tables for the Executive Director Evaluation Process survey).

Following the June Board meeting, the Vice President works with AOTA Association Human Resources personnel office staff to select an assessment a vendor company to manage administer the online Executive Director Evaluation Process survey. This involves: The survey will be directed to the following:

1. Survey Determining who will participate in the evaluation process. Typically, the respondents will include:

   a) The ED him- or herself, who will be asked to:
      i) furnish a productivity report relative to each of the annual goals, and,
      ii) fill out a self-assessment provided by the contracted company.

   b) All officers and members of the Board (including immediate past Board members).

   c) All members of the Executive Management Team direct reports to the Executive Director.
Top-level managers with whom the Executive Director interacts frequently throughout the year in question report directly to members of the Executive Management Team. The assessment process should include a broad sampling of these individuals so that a larger sample is surveyed and the anonymity of respective respondents is better protected.

c) The Executive Director

2. Self Assessment

The Executive Director shall develop and provide to the Board a self-assessment including an evaluation of goal achievement.

1. Reviewing the suitability of the assessments that will be used for the evaluation process by each of the groups of respondents.

2. Determining the deliverables to be expected; for example, the types of reports that will be supplied by the assessment company and the scope of its work.

3. Setting deadlines for completing the various stages of the assessment.

   a) From late August through early September, respondents should complete the online surveys.

3 Process for Board Evaluation

   a) Prior to the fall Board meeting, the Vice President, in conjunction with the President, shall coordinate review of the survey results, the Executive Director’s self-assessment, and any other reports supplied to the Board by the Executive Director during the course of the year, as compiled and presented by the assessment company. The assessment company should provide a synthesis of the results and present its report no later than two weeks before the fall Board meeting. This report is submitted to the Association Human Resources office staff and, in turn, given to the Vice President.

   b) The President and Vice President shall meet prior to the fall Board meeting and develop a recommended assessment of the Executive Director’s performance including recommended compensation adjustments and bonus. The Vice President and President may request any other materials that they deem necessary to perform a proper evaluation of the Executive Director’s performance.

   e) At In preparation for the fall Board meeting, the President and Vice President shall distribute the survey evaluation materials, and in a closed meeting of the Board at the fall meeting present their recommended assessment and results and evaluation syntheses in a closed meeting of the Board and lead the evaluation process, which includes determination of a merit increment and bonus, when justified. Board input to the annual goals of the ED occurs at this closed meeting.
d)b) Immediately following the fall Board meeting, the President and Vice President present the results of the review and the Board’s input regarding annual goals to the ED.

The ED and the President will have regular meetings, and the ED and the Officers of the Board will have monthly meetings at which time the ED will be provided with ongoing feedback.

* It is recommended that the assessment process include a broad sampling of these individuals so that a larger sample is surveyed and the anonymity of respective respondents is better protected.
SECRETARY

Board of Directors

Job Description

I. NAME. Secretary

II. AUTHORITY. Authority is granted in Association Bylaws. (Article V, Section 2; Article VI, Section 1; Article VII, Section 2)

III. FUNCTIONS

   A. Shall serve as a voting member of the Board and the Assembly.

   B. Shall act as custodian of the documents of the Association including the Articles of Incorporations, the Bylaws, policies, procedures, and other documents deemed necessary.

   C. Shall assure maintenance of all documents of the Board.

   D. Shall sign legal and financial documents of the Association and attest to the signature of other officers on such documents.

   E. Shall serve on the Board.

   F. Shall represent the Board on the Bylaws, Policy, and Procedure Committee.

   G. Shall prepare and maintain Association policies for the Association Policy Manual.

   H. Shall call to order the Annual Business Meeting of the Association or Board meeting in the absence of the President and Vice President and shall preside over an election by the members present of a chairperson pro tempore.

   I. Shall serve on the Ethics Commission (EC) Disciplinary Appeal Panel (Section 6.3 as outlined in the Enforcement Procedures for the Occupational Therapy Ethics and Ethics Standards).

   J. Shall serve on the Board of The Fund To Promote Awareness of Occupational Therapy.

   J. Shall perform all other duties incident to the office of the Secretary.
IV. QUALIFICATIONS

A. Shall be a member in good standing of the Association and state affiliate at time of nomination and throughout the term of office.

B. Shall have knowledge of the official documents of the Association (Bylaws, policies, appropriate SOP/JD, AOTA Occupational Therapy Code of Ethics and Ethics Standards (2010), Administrative SOP, and Strategic Plan).

C. Shall have a minimum of 10 years as an OT or OTA.

D. Shall have 8 years of multiple roles with progressive occupational therapy leadership responsibilities in state, national, or international organizations, or established occupational therapy networks.

E. Shall have evidence of strong listening and recording skills, ability to use a computer, and document management skills. Strong organizational skills. Ability to effectively deliver both oral and written reports.

F. Shall have evidence of willingness to devote considerable time to travel, communication and leadership. Ability to participate in duties as a member of the Bylaws, Policies, and Procedures Committee, Representative Assembly, and Board of Directors.

V. RESPONSIBILITIES

A. Board RESPONSIBILITIES

1. A. Shall carry out the functions of the Board’s SOP.

2. B. Shall record the actions of the Board and maintain the records of the Board.

3. C. Shall prepare Secretary’s reports for the Board.

4. D. Shall participate in Association budget review process.

5. E. Shall serve as the Board’s representative and as a voting member of the BPPC.

6. F. Shall provide transition assistance to incoming Secretary.

B. Assembly RESPONSIBILITIES

A. Shall prepare Secretary’s reports for the Assembly.

1. B. Shall serve as a voting member of the Assembly.
C. VI. Annual Business Meeting

1. A. Shall record the minutes of the annual business meetings of the Association and be custodian of these records.

2. B. Shall track all charges of the Annual Business Meeting.

3. C. Shall prepare Secretary’s report for Annual Business Meeting.

VII. ATTACHMENTS AND ADDENDA

A. Board Secretary Nomination Form
SECRETARY NOMINATION FORM

Nominations for Association offices are made by Association members. As directed by Association Bylaws and further defined in the Nominating Committee’s Standard Operating Procedures (SOPs), the Nominating Committee oversees the nomination process. **Nominees must have consistent access to a computer with high speed Internet connection and be comfortable working in e-mail environments and other virtual communication.** Includes opening, saving, editing, and sending attachments in e-mail and other electronic formats as needed. Nominees must meet the qualifications detailed in the position’s SOP/job description and criteria stipulated below:

**CRITERIA FOR SECRETARY**

1. Shall be a member in good standing of the Association and state affiliate at time of nomination and throughout the term of office.

2. Shall have knowledge of the official documents of the Association (Bylaws, policies, appropriate SOP/JD, AOTA Occupational Therapy Code of Ethics and Ethics Standards (2010), Administrative SOP, and Strategic Plan).

3. Shall have a minimum of 10 years as an OT or OTA

4. Shall have 8 years of multiple roles with progressive occupational therapy leadership responsibilities in state, national, or international organizations, or established occupational therapy networks.

5. Shall have evidence of strong listening and recording skills, ability to use a computer, and document management skills. **Knowledge of parliamentary procedures.** Strong organizational skills. Ability to effectively deliver both oral and written reports.

6. Shall have evidence of willingness to devote considerable time to travel, communication and leadership. Ability to participate in duties as a member of the Bylaws, Policies, and Procedures Committee, Representative Assembly, and Board of Directors.

**SUBMISSION OF MATERIALS**

**To the Nominee:** Mail or fax, and e-mail (where indicated) all nomination information to the Nominating Committee by *(insert date)*. Please do not send more than one nomination form for the same position, even if you have been nominated by a number of individuals or groups. Make sure that the one you send is complete and correct.

Comment [FPS1]: Brent raised the question of whether we rely on the Secretary for parliamentary procedure; we traditionally have not and look to the general counsel for specific guidance as needed. Both of us believe we should not disqualify candidates because of a lack of knowledge in this area. So I suggest we delete it’s entirety.
Secretary Job Description - Attachment A

Photograph: The digital camera settings should be set to produce a print quality photo (3 x 5 or 4 x 6) of the nominee’s face and shoulders against a simple background. Many people find that a photo taken outdoors in natural, even lighting or a professional studio portrait works well. Attach the digital photo file (in TIF or JPG format) to an e-mail.

Attach to nomcom@aota.org 1) a cover letter highlighting your qualifications and leadership skills for this position, 2) a completed nomination form, 3) your biographical/position statement that emphasizes your eligibility, and 4) your curriculum vitae (CV). The CV should demonstrate academic education, years of experience in occupational therapy, and organizational involvement. Note: Must be in Microsoft Word or Word for Macintosh.

Submit evidence of your current membership in a state affiliate (e.g., a membership card or letter of verification from your state affiliate).

SECTION I—NOMINATION

To the Person or Group Making a Nomination:

Complete the Nomination below and send it to the individual you are nominating. YOU MAY NOMINATE YOURSELF. All materials must be completed as directed in this form and emailed to the Nominating Committee at nomcom@aota.org by 5:00 PM EST (date inserted). Nominations sent after the deadline may not be considered.

I nominate ________________________ for the office of ________________________

________________________________ _______________ _______________
(SIGNATURE) (AOTA ID#) (DATE)


SECTION II—CONSENT FOR NOMINATION

Nominees Must Respond to Each Section.

I accept ___ I do not accept nomination for the position of ________________________

________________________________ _______________ _______________
(SIGNATURE) (AOTA ID#) (DATE)

A. I will not accept the nomination for the office listed above, but would accept nomination for the following position(s):

1. 

2. 

B. I cannot serve in any capacity now, but I may be able to serve in the future. My preference would be to serve in the positions listed:

1. 

2. 

SECTION III—ROSTER INFORMATION

<table>
<thead>
<tr>
<th>Home Address:</th>
<th></th>
<th>Work Address:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>City/State/Zip:</td>
<td></td>
<td>City/State/Zip:</td>
<td></td>
</tr>
<tr>
<td>Phone:</td>
<td></td>
<td>Phone:</td>
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<td>E-mail:</td>
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<td>E-mail:</td>
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</tr>
<tr>
<td>Fax:</td>
<td></td>
<td>Fax:</td>
<td></td>
</tr>
</tbody>
</table>

Preferred Mailing Address: [ ] Home [ ] Work (check one)

SECTION IV—BIOGRAPHICAL/POSITION STATEMENT (complete directly below)


**Name and Credentials:** *(i.e., PhD, MS, OTR, FAOTA)*

**Education:** *Begin with the highest degree and identify the school/university and year graduated. Example: PhD, Rehabilitation Science, Gator University, 2009; MS, Health Care Administration, Sailing University, 2001; BS, Occupational Therapy, University of Sunshine, 1995.*

**Professional Experience:** *Begin with the most recent experience, and list your job title or position, the name of the facility, the city, the state, and the date range of each experience (by year). Example: Supervisor, Rehabilitation Department, Green Swamp Hospital, Gainesville, FL, 2009–present.*

**Professional Activities:** *(AOTA)* *Begin with the most recent experience, and list the activity and the time range of participation (in years). Example: Member, 1995–present; Secretary, Board of Directors, 2008–present.*
**State Affiliate Activities:** Begin with the most recent experience. Example: Member, Florida Occupational Therapy Association (FOTA), 2001-present. Vice President, FOTA, 2001-2006.

**Other:** Beginning with the most recent experience, list relevant community involvement or non-OT volunteer activities. Example: Coordinator, Sports Camp for People with Disabilities, 2008-2009.

**Honors/Awards:** Begin with the most recent experience, and list the honor and the year awarded. Example: AOTA Roster of Fellows, 2010.

**Note:** The above biographical information must be 200 words or less. This count is strictly enforced.

**Position Statement:**

1. What do you think are the major issues the Association will need to address in the next three to five years, and why?
2. What special skills do you bring to the office for which you are being recommended?

**Note:** The position statement must be 200 words or less. This count is strictly enforced.
### SECTION V - CV (E-mail Attachment)

Enclose a copy of your complete CV for review by the Nominating Committee.

### SECTION VI - PRIOR EXPERIENCE

Have you ever **not** completed a professional volunteer commitment?  Yes ____  No ____  If yes, please explain:

Are you currently engaged in any volunteer or paid positions for a state affiliate board, NBCOT® or state regulatory board, the term(s) of which would continue once the term for this position begins?  Yes ____  No ____  If yes, please explain:

Do you have any potential conflicts of interest or other concerns that should be brought to the attention of the Nominating Committee?  Yes ____  No ____  If yes, please explain:

### SECTION VII – STATEMENT OF AUTHENTICITY

I attest to the accuracy of the information included in this nomination form. This includes, but is not limited to, information contained in Section IV of this nomination (Biographical/Position Statement) and the accompanying CV.

I, ____________________________

*(Print Name)*

I further attest to general familiarity with documents of the Association (Bylaws, policies, appropriate SOP/JD, AOTA Occupational Therapy Code of Ethics and Ethics Standards (2010), Administrative SOP, and Strategic Plan) and agree to abide by said documents including the Policy 1.22 Conflict of Interest.

SECTION VIII—NOTICE

You must receive written confirmation of your candidacy for office before you can inform others that you are running for office and before beginning campaign activities.
The American Occupational Therapy Association, Inc.

This Document must be utilized in conjunction with the Administrative Standard Operating Procedures

TREASURER

Board of Directors

Job Description

I. NAME: Treasurer

II. AUTHORITY: The authority of the Treasurer is granted and determined by the Association Bylaws. (Article V, Section 2; Article VI, Section 1; Article VII, Section 2)

III. FUNCTIONS

1. Shall serve as a voting member of the Board and the Assembly.

A.-B. Shall collaborate with the Executive Director (ED) and appropriate Association headquarters staff to monitor fiscal status and investments and recommend strategies for maintaining the financial stability of the Association.

B.-C. Shall serve as Chairperson of the budgetary planning and fiscal management process, (e.g. committees).

C.-D. Shall sign legal and financial documents of the Association, including authorization for financial investments and disbursements, as approved by the Board and/or as necessary for the routine conduct of financial business.

D.-E. Shall serve as Chairperson of the Finance and Audit Committee.

E.-F. Shall have the accounts of the Association audited annually by an independent Certified Public Accountant.

F.-G. Shall participate in any audit process mandated by federal or state statutes or suggested by accepted accounting practices.

G.-H. Shall provide a written statement of the financial status of the Association quarterly to the Members and the Association leadership.

H.-I. Shall perform all other duties incident to the office of the Treasurer.

I.-J. Shall be bonded at the expense of the Association.

Reviewed BPPC: 10/01, 11/01, 9/02, 1/03, 4/03, 1/05, 1/06, 1/07, 9/09, 1/15
Adopted BoD: 10/02, 1/05, 6/06
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J.K. Shall serve on the Ethics Commission (EC) Disciplinary Appeal Panel as outlined in the(Section Sec. 6.2, Enforcement Procedures for the Occupational Therapy Code of Ethics and Ethics Standards).

K.L. Shall serve on the Board of Directors of the The Fund to Promote Awareness of Occupational Therapy.

L.M. Shall serve on the Retirement Committee and as a Trustee for the 401K Committee.

IV. QUALIFICATIONS

A. Shall be a member in good standing of the Association and state affiliate at time of nomination and throughout the term of office.

B. Shall have knowledge of the official documents of the Association (Bylaws, policies, appropriate SOP/JD, AOTA Occupational Therapy Code of Ethics and Ethics Standards (2010), Administrative SOP, and Strategic Plan).

C. Shall have a minimum of 10 years of experience as an OT or OTA.

D. Shall have at least 8 years of multiple roles with progressive occupational therapy leadership responsibilities in state, national, or international organizations, or established occupational therapy networks.

E. Shall have evidence of strong understanding of cost accounting, budget, audits, computer skills, and reading financial reports. Must have strong communication skills, the ability to understand complex financial matters, the ability to write reports and present reports orally, ability to monitor financial status and investment accounts, and the ability to work with auditors. Shall meets bonding requirements.

F. Shall have evidence of willingness to devote considerable time to Board activities including travel, communication, and leadership.

V. RESPONSIBILITIES

M.A. Board RESPONSIBILITIES

1. Shall serve as a voting member of the Board.

2. Shall, in collaboration with appropriate Association staff, prepare the budget for presentation to the Board in collaboration with Association.
The American Occupational Therapy Association, Inc.
This Document must be utilized in conjunction with the Administrative Standard Operating Procedures

staff.

2. Shall, in collaboration with members of the Association staff and Budget Committee, and in accordance with organizational priorities established by the Board, to determine budgetary adjustments to achieve a balanced budget proposal for submission to the Board.

3. Shall present the budget to the Board.

4. Shall report to the Board the status of the budget, projections, and trends having with significant financial implications.

5. Shall, in collaboration with the Budget Committee, and appropriate Association staff, to recommend budget adjustments to the Board.


Shall prepare written and/or oral commentary when proposed motions are considered by the Assembly.

6. Shall serve as Chairperson of the Budget Committee of the Board.

7. Shall provide transition assistance to the incoming Treasurer.

N.B. RESPONSIBILITIES TO THE ASSEMBLY

1. Shall serve as a voting member of the Assembly.

2. Shall review projected fiscal implications for all proposed motions from the membership during the motion review process to ensure accuracy of the figures.

3. Shall serve in the Assembly as the person responsible for the financial affairs of the Association tracking the costs for all charges and reporting tallies throughout the meeting as requested.

4. Shall prepare written and/or oral commentary when proposed amendments are considered by the Board.

O.C. Annual Business Meeting (ABM) RESPONSIBILITIES

Reviewed BPPC: 10/01, 11/01, 9/02, 1/03, 4/03, 1/05, 1/07, 1/08, 9/09
Adopted BoD: 10/02, 1/05, 6/06
Shall provide a written statement of the financial affairs of the Association, including the Audit Report, to the Members at the Annual Business Meeting (ABM).

ATTACHMENTS

P. Treasurer Nomination Form

BA. Board Audit Committee
TREASURER NOMINATION FORM

Nominations for Association offices are made by individual Association members or by groups, such as state associations. As directed by Association Bylaws and further defined in the Nominating Committee’s Standard Operating Procedures (SOPs), the Nominating Committee oversees the nomination process. Nominees must have consistent access to a computer with high speed Internet connection and be comfortable working in e-mail environment and other virtual communication environments. This includes opening, saving, editing, and sending attachments in e-mail and other electronic formats as needed. Nominees must meet the qualifications stipulated detailed in the position’s SOP/JD description and criteria stipulated below.

CRITERIA FOR TREASURER

1. Member in good standing of the Association and state affiliate at time of nomination and throughout the term of office.

2. Shall have knowledge of the official documents of the Association (Bylaws, policies, appropriate SOP/JD, AOTA Occupational Therapy Code of Ethics and Ethics Standards (2010), Administrative SOP, and Strategic Plan).

3. Minimum of 10 years as an OT or OTA

4. At least 8 years of multiple roles with progressive occupational therapy leadership responsibilities in state, national, or international organizations, or established occupational therapy networks.

5. Evidence of strong understanding of cost accounting, budget, audits, computer skills, and reading cost reports. Must have strong communication skills, the ability to ask complex questions, the ability to write reports and present reports orally, ability to monitor financial status and investment accounts, and the ability to work with auditors. Can be bonded.

6. Evidence of: Willingness to devote considerable time to Board activities including travel, communication, and leadership.

SUBMISSION OF MATERIALS

To the Nominee: E-mail all nomination information to the Nominating Committee Chairperson by (insert date). Please do not send more than one nomination form for the same position, even if you have been nominated by a number of individuals or groups. Make sure the one you send is complete and correct.
Photograph: The digital camera settings should be set to produce a print quality photo (3 x 5 or 4 x 6) of the nominee’s face and shoulders against a simple background. Many people find that a photo taken outdoors in natural, even lighting or a professional studio portrait works well. Attach the digital photo file (in TIF or JPG format) to an e-mail.

Attach to nomcom@aota.org 1) a cover letter highlighting your qualifications and leadership skills for this position, 2) a completed nomination form, 3) your biographical/position statement that emphasizes your eligibility, and 4) your curriculum vitae (CV). The CV should demonstrate academic education, years of experience in occupational therapy, and organizational involvement. Note: Must be in Microsoft Word or Word for Macintosh.

Submit evidence of your current membership in a state affiliate (e.g., a membership card or letter of verification from your state affiliate).

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SECTION I—NOMINATION

To the Person or Group Making a Nomination:

Complete the Nomination below and send it to the individual you are nominating. YOU MAY NOMINATE YOURSELF. All materials must be completed as directed in this form and emailed to the Nominating Committee at nomcom@aota.org by 5:00 PM EST (date inserted). Nominations sent after the deadline may not be considered.

I nominate __________ for the office of __________

_________________________________  ______________  ____________
(SIGNATURE)                     (AOTA ID#)         (DATE)


SECTION II—CONSENT FOR NOMINATION

I accept _____ I do not accept nomination for the position of __________

_________________________________  ______________  ____________
(SIGNATURE)                     (AOTA ID#)         (DATE)

Treasurer Job Description - Attachment A

A. I will not accept the nomination for the office listed above, but would accept nomination for the following position(s):
   1. 
   2. 

B. I cannot serve in any capacity now, but I may be able to serve in the future. My preference would be to serve in the positions listed:
   1. 
   2. 

SECTION III—ROSTER INFORMATION

<table>
<thead>
<tr>
<th>Home Address:</th>
<th>Work Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>City/State/Zip:</td>
<td>City/State/Zip:</td>
</tr>
<tr>
<td>Phone:</td>
<td>Phone:</td>
</tr>
<tr>
<td>E-mail:</td>
<td>E-mail:</td>
</tr>
<tr>
<td>Fax:</td>
<td>Fax:</td>
</tr>
</tbody>
</table>

Preferred Mailing Address: [ ] Home [ ] Work (check one)

SECTION IV—BIOGRAPHICAL/POSITION STATEMENT (complete directly below)


Name and Credentials: (i.e., PhD, MS, OTR, FAOTA)

Education: Begin with the highest degree and identify the school/university and year graduated. Example: PhD, Rehabilitation Science, Gator University, 2009; MS, Health Care Administration, Sailing University, 2001; BS, Occupational Therapy, University of Sunshine, 1995.

Professional Experience: Begin with the most recent experience, and list your job title or position, the name of the facility, the city, the state, and the date range of each experience (by year). Example: Supervisor, Rehabilitation Department, Green Swamp Hospital, Gainesville, FL, 2009–present.

Professional Activities:

AOTA: Begin with the most recent experience, and list the activity and the time range of participation (in years). Example: Member, 1995–present; Secretary, Board of Directors, 2008–present.
StateAffiliate Activities: Begin with the most recent experience. Example: Member, Florida Occupational Therapy Association (FOTA), 2001-present. Vice President, FOTA, 2001-2006.

Other: Beginning with the most recent experience, list relevant community involvement or non-OT volunteer activities. Example: Coordinator, Sports Camp for People with Disabilities, 2008-2009.

Honors/Awards: Begin with the most recent experience, and list the honor and the year awarded. Example: AOTA Roster of Fellows, 2010.

Note: The above biographical information must be 200 words or less. This count is strictly enforced.

Position Statement:

1. What do you think are the major issues the Association will need to address in the next three to five years, and why?
   2. What special skills do you bring to the office for which you are being recommended?

Note: The position statement must be 200 words or less. This count is strictly enforced.
### SECTION V - CV (E-mail Attachment)

Enclose a copy of your complete CV for review by the Nominating Committee.

### SECTION VI - PRIOR EXPERIENCE

Have you ever **not** completed a professional volunteer commitment?  Yes ____  No ____  If yes, please explain:

Are you currently engaged in any volunteer or paid positions for a state affiliate board, NBCOT or state regulatory board, the term(s) of which would continue once the term for this position begins?  Yes ____  No ____  If yes, please explain:

Do you have any potential conflicts of interest or other concerns that should be brought to the attention of the Nominating Committee?  Yes ____  No ____  If yes, please explain:

### SECTION VII – STATEMENT OF AUTHENTICITY

I attest to the accuracy of the information included in this nomination form. This includes, but is not limited to, information contained in Section IV of this nomination (Biographical/Position Statement) and the accompanying CV.

I, __________________________

I, (Print Name)
Treasurer Job Description - Attachment A

I further attest to general familiarity with documents of the Association (By-laws, policies, appropriate SOP JD, AOTA Occupational Therapy Code of Ethics and Ethics Standards (2010), Administrative SOP, and Strategic Plan) and agree to abide by said documents including the Policy 1.22 Conflict of Interest.

(Print Name)

_________________________  __________________________
Signature                        Date


SECTION VIII—NOTICE

You must receive written confirmation of your candidacy for office before you can inform others that you are running for office and before beginning campaign activities.
Organization

This document governs the operations of the Association Board Audit Committee (AC). At least annually, the committee shall review and reassess this and obtain approval thereof by the Board of Directors.

COMPOSITION

A. The committee members are appointed to three year terms by the President and shall include the following voting members:
   1. Chairperson – Treasurer of the Association shall serve for the duration of the term of office
   2. At least two Directors from the Board
   3. One public member

V. QUALIFICATIONS

A. Chairperson – shall meet the qualifications outlined in the Treasurer Job Description (JD)

B. Directors
   1. Shall meet the qualifications outlined in the Board Directors JD
   2. Shall have knowledge or experience in managing a department or business including budget preparation and presentation of financial results. BPPC Reviewed: 1/14
   Board Approved: 2/14

C. Public Member – shall meet the qualifications of an “audit committee financial expert” as determined by the American Institute of Certified Public Accountants (AICPA).

FUNCTIONS

A. Shall assist the Board in its oversight of:
   1. Integrity in financial statements
   2. Compliance with legal and regulatory requirements as well as ethics

Reviewed BPPC: 1/07, 9/09
Adopted BOD: 10/09
programs established by the Board
3. The independent auditor’s qualifications and independence
B. Shall maintain free and open communication with the independent auditor and the Association management team.
C. Shall have full access to all books, records, facilities and Association staff to investigate any matter brought to the Board’s attention.
D. Shall have the right to retain outside legal, financial, or other expert counsel at the Association’s expense during an investigation.

RESPONSIBILITIES
A. Shall review and reassess the Finance and Audit Committee Standard Operating Procedures (SOP) at least annually and obtain approval from the Board for any recommended changes.
B. Shall report to the Board on its oversight of the Association financial reporting process to ensure quality financial reporting, sound business practices, and ethical behavior.
C. Shall meet at least twice annually to discharge its responsibilities.
D. Subject to Board approval, shall appoint an independent auditor who shall audit and express an opinion on financial statements prepared by Association management.
E. Shall ensure retention, termination, compensation, and oversight of the independent auditor.
F. Shall resolve Association management and independent auditor disagreements over financial reporting, with the clear understanding that the independent auditor is accountable to the Board.
G. Shall periodically review established procedures for timely and effective treatment of complaints to the Association regarding accounting, internal accounting controls, or auditing matters, including confidential or anonymous employee reports of questionable accounting or auditing practice, and make recommendations to the Board for any suggested changes.
H. Shall review with Association management any significant complaints received regarding finances of the Association and steps taken to handle them.
I. Shall pre-approve any non-audit services provided by the independent auditor.
J. Shall meet annually to review and discuss with Association management and
the independent auditor the audited financial statements including:

1. Association management’s and the independent auditor’s opinions of the quality of accounting, the prudence of significant judgments, and the clarity of disclosures in the financial statements.
2. Results of the annual audit and any other matters required to be communicated to the committee by the independent auditor under auditing standards generally accepted in the United States.

K. Shall meet periodically to discuss interim financial results of operations with Association management.

L. Shall develop policies and guidelines regarding risk assessment and risk management for Board approval, including the Association’s Investment Guidelines, and make recommendations to the Board for any suggested changes.

M. Shall discuss efforts to monitor and control major financial risk exposures with Association management, with appropriate reporting to the Board as necessary.

N. Shall meet separately and periodically, as appropriate, with Association management, the independent auditor, and other personnel.

The committee, appointed by the President, shall include:

a. The Treasurer as chair;

b. The Treasurer-Elect when in office;

c. At least two (2) Directors; and

d. One (1) public member who qualifies as an “audit committee financial expert” as determined by the American Institute of Certified Public Accountants (AICPA).

Statement of Policy

The purpose of the AC is to assist the Board of Directors in its oversight of

a. Integrity in financial statements;

b. Compliance with legal and regulatory requirements as well as ethics programs established by Board of Directors; and

c. The independent auditor’s qualifications and independence.

The AC shall maintain free and open communication with the independent auditor and the Association’s Management Team. In discharging its oversight role, the AC is empowered, at the Association’s expense and with full access to all books, records,
facilities and personnel of Association headquarters, to investigate any matter brought to its attention and to retain outside legal, financial or other expert counsel for this purpose.

Responsibilities and Processes

While the AC has the responsibilities and powers set forth in this document, it is the duty of the management and the independent auditor, not the AC, to plan and conduct audits and to determine whether financial statements and disclosures are complete, accurate and in accordance with GAAP and other applicable rules and regulations.

The AC shall report to the Board on its oversight of the Association’s financial reporting process to ensure quality financial reporting, sound business practices and ethical behavior. Management is responsible for the preparation, presentation and integrity of the Association’s financial statements. The independent auditor shall audit and express an opinion on financial statements prepared by management.

The AC shall carry out its oversight responsibilities using the following procedures as a guide. The committee shall meet at least twice annually to discharge its responsibilities. Its policies and procedures shall remain flexible in order to promptly address changing conditions and circumstances. The AC shall:

a. Appoint the independent auditor.

b. Ensure retention, termination, compensation and oversight of the independent auditor.

c. Resolve management and independent auditor disagreements over financial reporting, with the clear understanding that the independent auditor is ultimately accountable to the AC as a part of the Board.

d. Establish procedures for timely and effective treatment of complaints to the Association regarding accounting, internal accounting controls, or auditing matters, including confidential or anonymous employee reports of questionable accounting or auditing practice.

e. Review with management any significant complaints received and steps taken to handle them.

f. Pre-approve all auditing and non-audit services provided by the independent auditor.

g. Meet annually to review and discuss with management and the independent auditor the audited financial statements including:

i. Management’s and the independent auditor’s opinions of the quality of accounting, the prudence of significant judgments, and the clarity of disclosures in the financial statements.

ii. Results of the annual audit and any other matters required to be communicated to the AC by the independent auditor under auditing standards generally accepted in the United States.

h. Meet to discuss with management the financial results of operations.

i. Establish policies and guidelines regarding risk assessment and risk management.

j. Discuss with management efforts to monitor and control major financial risk exposures.
Meet separately and periodically, as appropriate, with management, the independent auditor and other personnel.
AFFILIATED STATE ASSOCIATION PRESIDENTS (ASAP)

Board of Directors

Standard Operating Procedure

I. NAME. Affiliated State Association Presidents (ASAP)

II. AUTHORITY. The authority is granted by the Association Bylaws (Article X, Section 6).

III. FUNCTIONS. In conjunction with ASAP Chairperson, Vice Chairperson, and Secretary-Treasurer serving as a Steering Committee:

A. Shall provide a communication link between the Association and state affiliates.

B. Shall develop criteria and establish procedures for affiliate status of state associations.

C. Shall make recommendations to the Board regarding the affiliate status of state associations.

D. Shall provide resources and support to the Association and state affiliate members (e.g., association management resources, government relations information and public awareness for the profession).

E. Shall receive charges from the Board and the Assembly.

F. Shall propose and process recommendations made by ASAP to the Board concerning state affiliate issues.

G. Shall advise the Board and Assembly on appropriate matters.

IV. COMPOSITION.

A. ASAP Steering Committee Officers:

1. Shall include the following officers:
   a. Chairperson
   b. Vice Chairperson

Reviewed BPPC: 10/01, 1/02, 1/03, 9/03, 9/04, 1/05, 9/05, 9/07, 9/10, 1/15
Adopted BoD: 10/02, 2/04, 1/05, 11/05, 10/07, 10/10
c. Secretary-Treasurer

2. Shall be elected by individual ballot cast by seated affiliated presidents at the time of the ASAP Annual Meeting with results determined by a plurality of votes cast.

3. Shall serve only one 3 year term, beginning on July 1 following the election.

4. Shall have full voting privileges.

Chairperson

Election/Appointment and Rotation

1) Shall be elected by individual ballot cast by seated affiliated presidents at the time of the ASAP Annual Meeting.

2) Results shall be determined by a plurality of votes cast.

Term of Office

3) Serve for three years.

Serve for no more than one term.

Begins on July 1 following the election.

b. Qualifications

1) Must be a seated affiliate president or must have been a seated affiliate president or eligible to be a seated affiliate president at the prior ASAP Annual Meeting.

2) Member in good standing of the Association and state affiliate at time of nomination and throughout the term of office.

3) General familiarity with documents of the Association (Bylaws, policies, appropriate SOP/JD, AOTA Occupational Therapy Code of Ethics and Ethics Standards (2010), Administrative SOP, Centennial Vision, and Strategic Plan).

4) Must have consistent access to a computer with high speed Internet connection and be comfortable working in an e-mail environment and other virtual communication environments. This includes opening, saving, editing, and sending attachments in e-mail and other electronic formats as needed.
5) Shall not hold the office of state affiliate president simultaneously with ASAP Chairperson position. If the newly elected ASAP Chairperson is currently the state affiliates president, that person must resign that position by July 1 of the year elected.

2. Vice Chairperson
   a. Election/Appointment and Rotation
      1) Elected by individual ballot cast by seated affiliated presidents at the time of the ASAP Annual Meeting.
      2) Results shall be determined by a plurality of votes cast.
   b. Term of Office
      1) Serve for three years.
      2) Shall serve for no more than one term.
      3) Begins on July 1 following the election.

3. Secretary-Treasurer
   a. Election/Appointment and Rotation
      1) Elected by individual ballot cast by seated presidents at the time of the ASAP Annual Meeting.
      2) Results shall be determined by a plurality of votes cast.
   b. Term of Office
      1) Serve for three years.
      2) Serve as Secretary-Treasurer for no more than one term.
      3) Begins on July 1 following the election.
   c. Qualifications
      1) Must be a seated affiliate president or must have been a seated affiliate president or eligible to be a seated affiliate president at the prior ASAP Annual Meeting.
      2) Member in good standing of the Association and state affiliate at time of nomination and throughout the term of office.
      3) General familiarity with documents of the Association (Bylaws, policies, appropriate SOP/ID, AOTA Occupational Therapy Code of Ethics and Ethics Standards (2010), Administrative SOP, Centennial Vision, etc.)
The American Occupational Therapy Association, Inc.

This Document must be utilized in conjunction with the Administrative Standard Operating Procedures

4) Must have consistent access to a computer with high speed Internet connection and be comfortable working in an e-mail environment and other virtual communication environments. This includes opening, saving, editing, and sending attachments in e-mail and other electronic formats as needed.

5) Shall not hold the office of president of a state affiliate simultaneously with ASAP Secretary-Treasurer position. If the newly elected ASAP Secretary-Treasurer is currently the state affiliate president, that person must resign that position by July 1 of the year elected.

B. Members – Presidents of state affiliates

Voting members. ASAP Steering Committee members and presidents of recognized state affiliates who are members in good standing of the Association or their duly authorized designees meeting the same criteria may be allowed full voting privileges.

C. State Liaison Task Force

1. The Chairperson of ASAP shall designate 3 persons who have been a seated president of a state affiliates.

2. The President shall designate 2 persons who are current Board members.

V. QUALIFICATIONS

D. A. Steering Committee Officers

1. Shall be a seated affiliate president or must have been a seated affiliate president or eligible to be a seated affiliate president at the prior ASAP Annual Meeting.

2. Shall be a member in good standing of the Association and state affiliate at time of nomination and throughout the term of office.

3. Shall have general familiarity with documents of the Association (Bylaws, policies, appropriate SOP/JD, AOTA Occupational Therapy Code of Ethics and Ethics Standards (2010), Administrative SOP, Centennial Vision, and Strategic Plan).

4) Must have consistent access to a computer with high speed Internet connection and be comfortable working in an e-mail environment and other virtual communication environments. This includes opening, saving, editing, and sending attachments in e-mail and other electronic formats as needed.
4. Shall not hold the office of president of a state affiliate simultaneously with an ASAP Vice Chairperson position. If the newly elected ASAP Vice Chairperson is currently the state affiliate president, they must resign that position by July 1 of the year elected.

B. Members - Presidents of state affiliates who are members in good standing of the Association, or their duly authorized designees meeting the same criteria, have full voting privileges.

V. VI. RESPONSIBILITIES.

A. Chairperson

1. Shall be the administrative manager of ASAP.

2. Shall plan and convene, in conjunction with the ASAP staff liaison and Steering Committee, an Annual Meeting at a time and place congruent with the Association Annual Business Meeting (ABM).

3. Shall serve as an Organizational Advisor to the Board and participate in Board meetings when requested by the President.

4. Shall provide a forum for discussion and resolution of state affiliates concerns and issues. Shall foster appropriate use of referrals to the State Liaison Task Force, as outlined in the Affiliation Agreement, when issues arise between a state affiliate and the Association.

5. Shall organize association management training for members.


7. Shall provide opportunities for productive exchange with other bodies of the Association.

8. Shall appoint committee and task force chairpersons.

9. Shall prepare charges for officers, committees, and task forces.

10. Shall prepare and submit reports to the Board, the Assembly, and the Association Annual Business Meeting according to the timelines set by these bodies.
11. Shall preside at all ASAP meetings. May appoint a Parliamentarian to interpret and arbitrate questions of parliamentary rules and procedures.

12. Shall serve as the liaison to the Association and its bodies with the exception of the Assembly.

12.13. Shall assist with efforts to recruit candidates for elected positions in ASAP.

B. Vice Chairperson

1. Shall participate in the development of the agenda for the ASAP Annual Meeting.

2. Shall serve as the ASAP Representative to the Assembly. Shall facilitate ASAP feedback regarding Assembly motions and business and bring forward ASAP feedback and motions to the Assembly.

3. Shall assist in the organization of association management training for members.

4. Shall assist with efforts to recruit candidates for elected positions in ASAP.

C. Secretary-Treasurer

1. Shall be responsible for keeping the minutes of the ASAP Annual Meeting and Steering Committee meetings.

2. Shall be responsible for keeping the minutes of the Steering Committee meetings.

3. Shall appoint recorders, as necessary, to assist at the ASAP Annual Meeting.

4. Shall track motions made during the ASAP Annual Meeting and report progress to the ASAP Chairperson.

5. Shall participate in the development of the agenda for the ASAP Annual Meeting.
6.5. Shall assist in the organization of association management training for members.

7.6. Shall review the proposed ASAP budget and make recommendations to the Steering Committee accordingly.

8.7. Shall assist with efforts to recruit candidates for elected positions in ASAP.

D. Members

1. Shall Voting Members represent individual concerns and interests, as well as those of members in their states, to ASAP as the presiding officer of their state affiliate.

2. Shall use the ASAP listserv, ASAP forum on OT Connections® virtual communications, the ASAP Annual Meeting, any special meeting, and communications to the Chairperson and other appropriate officers, to express their views and concerns.

3. Shall communicate to the Chairperson major issues, concerns and developments within their state affiliate to the Chairperson so that the Chairperson may identify resources to provide essential support.

4. Individual members may propose formal motions requiring action at the ASAP Annual Meeting or any special meeting.

5. Shall Members shall report to ASAP as charged by the Chairperson or as the result of a formal motion.

6. Task Force Chairpersons shall present all items for action at the ASAP Annual Meeting or any special meeting in the form of formal motion when serving as a Task Force workgroup chairperson.

E. State Liaison Task Force

3. Shall address issues or resolve disputes when requested by a state affiliate or the Association.

2. Shall review applications for affiliation as promptly as feasible with assistance from Association staff and legal counsel as needed.

3. Shall make recommendations to the Board related to acceptance of affiliate application.
VI. ABSENCES AND VACANCIES

A. In the event of an absence in the elected position of:

1. Chairperson from a meeting of ASAP, the Chairperson shall appoint a person to preside over the meeting.

2. Chairperson who cannot fulfill his or her duties for a set period of time, that person may appoint a chairperson pro tempore.

3. Vice Chairperson, the Chairperson shall appoint a person to assume the responsibilities of ASAP representative to the Assembly.

4. Secretary/Treasurer, the Chairperson shall appoint a person to serve as the secretary/treasurer pro tempore.

B. In the event of a vacancy of the elected position of:

1. Chairperson, the President will appoint an individual to act as chairperson until an election can be conducted.

2. Vice Chairperson or Secretary/Treasurer, the Chairperson will appoint an individual to act as Vice-Chairperson or Secretary/Treasurer until an election can be conducted.

VII. STATE LIAISON TASK FORCE

A. Duties:

1. Shall address issues or resolve disputes when requested by a state affiliate or AOTA.

2. Shall, assisted by staff and legal counsel as needed, review applications for affiliation as promptly as feasible.

3. Shall make recommendations to the Board related to acceptance of affiliate application on whether or not to affiliate.
B—Composition:

1. The Chairperson of ASAP shall designate 3 persons who have been a seated president of state affiliates.

2. The President shall designate 2 persons who are current Board members.

VIII. ATTACHMENTS.

A. ASAP Election Procedures, ASAP Nomination Form

B. ASAP Election Procedures
ASAP NOMINATION FORM

Nominations for ASAP offices are made by individual ASAP members. As directed by Association Bylaws and further defined in the Nominating Committee’s Standard Operating Procedures (SOPs), the Nominating Committee oversees the nomination process. Nominees must have consistent access to a computer with high speed Internet connection and be comfortable working in e-mail environment and other virtual communication environments. This includes opening, saving, editing, and sending attachments in e-mail and other electronic formats as needed. Nominees must meet the qualifications stipulated below and those detailed in the office’s SOP/Job Description.

CRITERIA FOR ASAP OFFICERS
(Chairperson, Vice-Chairperson, Secretary-Treasurer)

1. Member in good standing of the Association and state affiliate at time of nomination and throughout the term of office.

2. General familiarity with documents of the Association (Bylaws, policies, appropriate SOP/JD, AOTA Occupational Therapy Code of Ethics and Ethics Standards (2010), Administrative SOP, Centennial Vision, and Strategic Plan).

3. Must be a seated affiliate president or must have been a seated affiliate president or eligible to be a seated affiliate president at the prior ASAP Annual Meeting.

4. Shall not hold the office of state affiliate president simultaneously with ASAP Chairperson position. If the newly elected Chairperson, Vice-Chairperson or Secretary-Treasurer is currently the state affiliate president, that person must resign that position by July 1 of the year elected.

SUBMISSION OF MATERIALS

To the Nominee: Mail or fax, and e-mail (where indicated) all nomination information to the ASAP staff liaison by (insert date). Please do not send more than one nomination form for the same position, even if you have been nominated by a number of individuals or groups. Make sure that the one you send is complete and correct.

1. Submit electronic attachments to the staff liaison with your biographical/position statement and your curriculum vitae (CV) that demonstrates academic education, years of experience in occupational therapy, and organizational involvement. Note: Must be in Microsoft Word or Word for Macintosh.

2. Submit evidence of your current membership in a state affiliate (e.g., a membership card or...
To the Person or Group Making a Nomination:

Complete the Nomination below and send it to the individual you are nominating. **YOU MAY NOMINATE YOURSELF.** All materials must be completed as directed in this form and emailed to the Nominating Committee at nomcom@aota.org by 5:00 PM EST (**date inserted**). Nominations sent after the deadline may not be considered.

<table>
<thead>
<tr>
<th>I nominate</th>
<th>for the office of</th>
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(SIGNATURE)  (AOTA ID#)  (DATE)

*Note.* My electronic (typed) signature on this document constitutes my legal signature in accordance with 21 CFR Part 11: Electronic Records; Electronic Signatures Act.

### SECTION II—CONSENT FOR NOMINATION

Nominees Must Respond to Each Section.

_____ I accept _____ I do not accept nomination for the position of


(SIGNATURE)  (AOTA ID#)  (DATE)

*Note.* My electronic (typed) signature on this document constitutes my legal signature in accordance with 21 CFR Part 11: Electronic Records; Electronic Signatures Act.

A. _____ I will not accept the nomination for the office listed above, but would accept nomination for the following position(s):

1. 
2. 

B. _____ I cannot serve in any capacity now, but I may be able to serve in the future. My preference would be to serve in the positions listed:

1. 
2. 

### SECTION III—ROSTER INFORMATION

<table>
<thead>
<tr>
<th>Home Address:</th>
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</thead>
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<td>Phone:</td>
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Reviewed BPPC: 1/05, 11/08, 9/10, 4/11
Adopted BoD: 1/05, 10/10
SECTION IV—BIOGRAPHICAL/POSITION STATEMENT (complete directly below)

**Name and Credentials:** (i.e., PhD, MS, OTR, FAOTA)

**Education:** *Begin with the highest degree and identify the school/university and year graduated.*
*Example:* PhD, Rehabilitation Science, Gator University, 2009; MS, Health Care Administration, Sailing University, 2001; BS, Occupational Therapy, University of Sunshine, 1995.

**Professional Experience:** *Begin with the most recent experience, and list your job title or position, the name of the facility, the city, the state, and the date range of each experience (by year).*
*Example:* Supervisor, Rehabilitation Department, Green Swamp Hospital, Gainesville, FL, 2009–present.

**Professional Activities:**
- **AOTA:** *Begin with the most recent experience, and list the activity and the time range of participation (in years).*
  *Example:* Member, 1995–present; Secretary, Board of Directors, 2008–present.

- **StateAffiliate Activities:** *Begin with the most recent experience.*
  *Example:* Member, Florida Occupational Therapy Association (FOTA), 2001–present. Vice President, FOTA, 2001-2006.
**Other**: Beginning with the most recent experience, list relevant community involvement or non-OT volunteer activities. *Example*: Coordinator, Sports Camp for People with Disabilities, 2008-2009.

**Honors/Awards**: Begin with the most recent experience, and list the honor and the year awarded. *Example*: AOTA Roster of Fellows, 2010.

**Note**: The above biographical information must be 200 words or less. This count is strictly enforced.

**Position Statement:**

1. What do you think are the major issues the Association will need to address in the next three to five years, and why?
2. What special skills do you bring to the office for which you are being recommended?

**Note**: The position statement must be 200 words or less. This count is strictly enforced.
**SECTION VI - PRIOR EXPERIENCE**

Have you ever **not** completed a professional volunteer commitment?  Yes ____  No ____  If yes, please explain:

Are you currently engaged in any volunteer or paid positions for a state affiliate board, NBCOT or state regulatory board, the term(s) of which would continue once the term for this position begins?  Yes ____  No ____  If yes, please explain:

Do you have any potential conflicts of interest or other concerns that should be brought to the attention of the Nominating Committee?  Yes ____  No ____  If yes, please explain:

**SECTION VII – STATEMENT OF AUTHENTICITY**

I, ____________________________  
(Print Name)  

I attest to the accuracy of the information included in this nomination form. This includes, but is not limited to, information contained in Section IV of this nomination (Biographical/Position Statement) and the accompanying CV.

I further attest to general familiarity with documents of the Association (Bylaws, policies, appropriate SOP JD, AOTA *Occupational Therapy Code of Ethics and Ethics Standards (2010)*, Administrative SOP, and Strategic Plan) and agree to abide by said documents including the Policy 1.22 Conflict of Interest.

I, ____________________________  
(Print Name)  

_________________________  _________________________  
Signature  Date  

**Note.** My electronic (typed) signature on this document constitutes my legal signature in accordance with 21 CFR Part 11: Electronic Records; Electronic Signatures Act.
<table>
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<th>SECTION VIII—NOTICE</th>
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<tr>
<td>You must receive written confirmation of your candidacy for office before you can inform others that you are running for office and before beginning campaign activities.</td>
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</tbody>
</table>
ASAP ELECTION PROCEDURES

1. The ASAP staff liaison shall coordinate the nominations process for ASAP elections in accordance with Association policies and procedures.

2. Members of the ASAP Steering Committee shall assist in recruiting candidates for elected positions in ASAP.

4.3. The election process will be overseen by the Volunteer Leadership Development Committee (VLDC) Nominating Committee of the Assembly. The Nominating Committee VLDC will act as a resource to assist with election activities of ASAP. Procedures used to elect ASAP officials will follow the procedures established by the VLDC Nominating Committee in accordance with Association policies and procedures.

2.4. The ASAP Chairperson shall vote by sealed ballot. The ASAP Chairperson's vote may not be counted unless there is a tie.

3.5. Voting members shall vote by paper ballot.

4.6. Two volunteers selected at the ASAP Annual Meeting shall count the ballots.

5.7. The election of a candidate shall be by plurality vote of those valid ballots cast.

6.8. In the event of a tie, the ASAP Chairperson's sealed ballot is to be opened by the volunteers selected under Procedure 4. The vote cast by the ASAP Chairperson shall be the tie-breaking vote.

7.9. Robert's Rule’s of Order Newly Revised Modern Parliamentary Procedure and Association Election Procedures established by the Nominating Committee VLDC will be followed and used to provide added procedural information if needed.
The American Occupational Therapy Association, Inc.
This Document must be utilized in conjunction with the Administrative Standard Operating Procedures.

PRESIDENT

Board of Directors

Job Description

I. NAME. President

II. AUTHORITY. Authority is granted in the Association Bylaws. (Article V, Section 2; Article VI, Section 1; Article VII, Section 2)

III. FUNCTIONS

A. Shall serve as a voting member of the Board and the Assembly.

A.B. Shall provide leadership to members to enhance practice, education, research, and the body of knowledge to ensure that occupational therapy services are recognized, included in policy, and are serving the needs of society.

B. Shall serve as an ambassador for occupational therapy in the United States and internationally.

C. Shall lead its members to join in partnership with colleagues from around the world to improve the health and well-being of persons and populations.

D. Shall foster the development of the profession and the members of the Association.

E. Shall collaborate with partner organizations and agencies, associations, and corporations to build coalitions that will strengthen the position of occupational therapy in health, education, research, and community care.

F. Shall act as a spokesperson for the profession to members and to external audiences. Communicates officially by preparing reports for the Board, the Assembly, and the Members.

G. Shall maintain a broad-based understanding of the knowledge of the profession and the environments in which the profession operates and share that knowledge with members and policy leaders.

H. Shall negotiate with individuals and groups, and facilitate consensus building and commitment to the organization’s goals.

Reviewed BPPC: 3/89, 10/97, 10/01, 9/02, 1/03, 1/05, 1/06, 1/08, 9/11, 1/15
Adopted BoD: 10/02, 1/05, 6/06, 2/08, 10/11
I. Shall advocate for the profession and those whom the profession serves.

J. Shall work with the Association and Association headquarters leadership to foster an organization that meets the needs of its members and of society.

K. Shall preside at all membership meetings of the Association and the Board and serve as an ex-officio member at all committees and commissions of the Association, except the Nominating Volunteer Leadership Development Committee (VLDC) Committee and the Ethics Commission (EC).

L. Shall serve as the major principal liaison between the Board and the Association Executive Director (ED).

M. Shall carry out duties specific to the conduct of business at the annual conference. Such duties are supported by Association headquarters staff as delegated by the Executive Director (ED).

N. Shall serve on the Board of The Fund to Promote Awareness of Occupational Therapy.

O. With the Board direction, shall be granted the authority to sign contracts and incur liabilities on behalf of the Association.

IV. BOARD QUALIFICATIONS

A. Shall be a member in good standing of the Association and state affiliate at time of nomination and throughout the term of office.

B. Shall have knowledge of the official documents of the Association (Bylaws, policies, appropriate SOP/JD, AOTA Occupational Therapy Code of Ethics and Ethics Standards, Administrative SOP, and Strategic Plan).

C. Shall have a minimum of 10 years as an OT or OTA.

D. Shall have at least 8 years of multiple roles with progressive occupational therapy leadership responsibilities in state, national, or international organizations, or established occupational therapy networks.

E. Shall have previous experience serving as a member of Board.
F. Shall have evidence of skill to foster development of professional practices and to encourage creative thinking; ability to facilitate commitment of others to service; and has a firm understanding of the knowledge base of the profession.

G. Shall have evidence of experience in running meetings with knowledge of parliamentary procedures and with specific skills in finance and planning; demonstration of negotiation skills and ability to facilitate consensus building.

H. Shall have evidence of a proven national and international track record of maximizing opportunities; and recognition by peers as a leader of the profession and as a proven advocate for the profession.

I. Shall have evidence of strong communication skills and ability to write and effectively deliver speeches.

J. Shall have evidence of willingness to devote a minimum of 20 hours per week to Presidential duties and considerable time to national and international travel, communication, and leadership.

V. RESPONSIBILITIES

A. Board


2. Shall appoint ad hoc committees and designate chairpersons.

3. Shall appoint Board members to serve as liaison to Association bodies or to attend meetings of the Association, conferences, or policy forums.

4. Shall appoint liaisons to external organizations.

5. Shall make all appointments previously prepared for as President-Elect.

6. Shall name replacements for any position vacated according to policy and procedure when necessary.

7. Shall communicate charges to the person or body issued a charge. This communication shall be done in writing, include the charge, the purpose of the charge, and the scope of work of the charge including questions to be addressed and timetable. Written
confirmation of the acceptance of the charge will be requested.

8. Shall provide orientation to new Board members and prepare the President-Elect to transition to leadership.

9. Shall communicate with Association committees when issues require their attention (e.g. a vacancy occurs on the Board).

10. Shall invite individuals to attend Board meetings to facilitate the business of the Association (resource advisors, organizational partners, stakeholders, or others).

11. Shall insure that the Board is in compliance with governance policies and shall conduct a formal review of policies during the final 18 months of the President’s term.

12. Shall implement during the last year of his/her term of office a study of the efficiency and effectiveness of the Board during the last year of his/her term of office.

V. **B. Assembly Responsibilities**

1. A. Shall attend Assembly meetings as President and serve as a voting member of the Assembly.

2.1. B. Shall submit a report on the activities of the President and report for the Board.

3.2. C. Shall receive charges from the Assembly and assign them to the Board, the ED, or create ad hoc committees.

4.3. D. Shall communicate regularly with the Speaker of the Assembly on issues of interest to the members.

5.4. E. Shall receive from the Recognitions, Volunteer Leadership Development Committee (VLDC) a list of awardees and, after announced, communicate the Board’s acknowledgement and congratulations to the award recipients.

VI. **C. Annual Business Meeting Responsibilities**

1. Shall preside at the Annual Business Meeting (ABM).

2. B. Shall report on the status of the charges adopted at the previous ABM.
VII. ATTACHMENTS AND ADDENDA

A. President Nomination Form
PRESIDENT NOMINATION FORM

Nominations for Association offices are made by Association members. As directed by Association Bylaws and further defined in the Nominating Committee’s Standard Operating Procedures (SOPs), the Nominating Committee oversees the nomination process. Nominees must have consistent access to a computer with high speed Internet connection and be comfortable working in e-mail and other virtual communication environments. This includes opening, saving, editing, and sending attachments in e-mail and other electronic formats as needed. Nominees must meet the qualifications detailed in the position’s SOP/job description and criteria stipulated below:

CRITERIA FOR PRESIDENT

1. Shall be a member in good standing of the Association and state affiliate at time of nomination and throughout the term of office.

2. Shall have knowledge of the official documents of the Association (Bylaws, policies, appropriate SOP/ JD, AOTA Occupational Therapy Code of Ethics and Ethics Standards (2010), Administrative SOP, and Strategic Plan).

3. Shall have a minimum of 10 years as an OT or OTA.

4. Shall have at least 8 years of multiple roles with progressive occupational therapy leadership responsibilities in state, national, or international organizations, or established occupational therapy networks.

5. Shall have evidence of skill to foster development of professional practices and to encourage creative thinking; ability to facilitate commitment of others to service; and has a firm understanding of the knowledge base of the profession.

6. Shall have evidence of experience in running meetings with knowledge of parliamentary procedures and with specific skills in finance and planning; demonstration of negotiation skills and ability to facilitate consensus building.

7. Shall have evidence of a proven national and international track record of maximizing opportunities; and recognition by peers as a leader of the profession and as a proven advocate for the profession.

8. Shall have evidence of strong communication skills and ability to write and effectively deliver speeches.

9. Shall have evidence of willingness to devote a minimum of 20 hours per week to Presidential duties and considerable time to national and international travel, communication, and leadership.

Reviewed BPPC: 1/05, 9/08, 11/08, 4/11, 9/11
Adopted BoD: 1/05, 10/08
SUBMISSION OF MATERIALS

To the Nominee: E-mail all nomination information to the Nominating Committee Chairperson by (insert date). Please do not send more than one nomination form for the same position, even if you have been nominated by a number of individuals or groups. Make sure the one you send is complete and correct.

Photograph: The digital camera settings should be set to produce a print quality photo (3 x 5 or 4 x 6) of the nominee’s face and shoulders against a simple background. Many people find that a photo taken outdoors in natural, even lighting or a professional studio portrait works well. Attach the digital photo file (in TIF or JPG format) to an e-mail.

Attach to nomcom@aota.org 1) a cover letter highlighting your qualifications and leadership skills for this position, 2) a completed nomination form, 3) your biographical/position statement that emphasizes your eligibility, and 4) your curriculum vitae (CV). The CV should demonstrate academic education, years of experience in occupational therapy, and organizational involvement. Note: Must be in Microsoft Word or Word for Macintosh.

Submit evidence of your current membership in a state affiliate (e.g., a membership card or letter of verification from your state affiliate).

SECTION I—NOMINATION

To the Person or Group Making a Nomination:

Complete the Nomination below and send it to the individual you are nominating. YOU MAY NOMINATE YOURSELF. All materials must be completed as directed in this form and emailed to the Nominating Committee at nomcom@aota.org by 5:00 PM EST (date inserted). Nominations sent after the deadline may not be considered.

I nominate ______________ for the office of ______________

(SIGNATURE) (AOTA ID#) (DATE)


SECTION II—CONSENT FOR NOMINATION

Nominees Must Respond to Each Section.

I accept ____ I do not accept nomination for the position of

Reviewed BPPC: 1/05, 11/08, 4/11, 9/11
Adopted BoD: 1/05

A. I will not accept the nomination for the office listed above, but would accept nomination for the following position(s):
   1. 
   2. 

B. I cannot serve in any capacity now, but I may be able to serve in the future. My preference would be to serve in the positions listed:
   1. 
   2. 

SECTION III—ROSTER INFORMATION

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<td>E-mail:</td>
<td>E-mail:</td>
</tr>
<tr>
<td>Fax:</td>
<td>Fax:</td>
</tr>
</tbody>
</table>

Preferred Mailing Address: ☐ Home ☐ Work (check one)

SECTION IV—BIOGRAPHICAL/POSITION STATEMENT (complete directly below)


Name and Credentials: (i.e., PhD, MS, OTR, FAOTA)

Education: Begin with the highest degree and identify the school/university and year graduated. Example: PhD, Rehabilitation Science, Gator University, 2009; MS, Health Care Administration, Sailing University, 2001; BS, Occupational Therapy, University of Sunshine, 1995.

Professional Experience: Begin with the most recent experience, and list your job title or position, the name of the facility, the city, the state, and the date range of each experience (by year). Example: Supervisor, Rehabilitation Department, Green Swamp Hospital, Gainesville, FL, 2009–present.
Professional Activities:

**AOTA**: Begin with the most recent experience, and list the activity and the time range of participation (in years). Example: Member, 1995-present; Secretary, Board of Directors, 2008-present.

<table>
<thead>
<tr>
<th>State Affiliate Activities: Begin with the most recent experience. Example: Member, Florida Occupational Therapy Association (FOTA), 2001-present. Vice President, FOTA, 2001-2006.</th>
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<tr>
<td>Other: Beginning with the most recent experience, list relevant community involvement or non-OT volunteer activities. Example: Coordinator, Sports Camp for People with Disabilities, 2008-2009.</td>
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<td>Honors/Awards: Begin with the most recent experience, and list the honor and the year awarded. Example: AOTA Roster of Fellows, 2010.</td>
</tr>
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</table>

**Note**: The above biographical information must be 200 words or less. This count is strictly enforced.

**Position Statement:**

1. What do you think are the major issues the Association will need to address in the next three to five years, and why?
2. What special skills do you bring to the office for which you are being recommended?

**Note**: The position statement must be 200 words or less. This count is strictly enforced.
SECTION V-CV (E-mail Attachment)

Enclose a copy of your complete CV for review by the Nominating Committee.

SECTION VI-PRIOR EXPERIENCE

Have you ever not completed a professional volunteer commitment? Yes ____ No ____
If yes, please explain:

Are you currently engaged in any volunteer or paid positions for a state affiliate board, NBCOT® or state regulatory board, the term(s) of which would continue once the term for this position begins? Yes ____ No ____
If yes, please explain:

Do you have any potential conflicts of interest or other concerns that should be brought to the attention of the Nominating Committee? Yes ____ No ____
If yes, please explain:

SECTION VII – STATEMENT OF AUTHENTICITY

I attest to the accuracy of the information included in this nomination form. This includes, but is not limited to, information contained in Section IV of this nomination (Biographical/Position Statement) and the accompanying CV.

I, __________________________  
I, (Print Name)
I further attest to general familiarity with documents of the Association (By-laws, policies, appropriate SOP/JD, AOTA *Occupational Therapy Code of Ethics and Ethics Standards (2010)*, Administrative SOP, and Strategic Plan) and agree to abide by said documents including the Policy 1.22 Conflict of Interest.

(Print Name)

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*Note. My electronic (typed) signature on this document constitutes my legal signature in accordance with 21 CFR Part 11: Electronic Records; Electronic Signatures Act.*

**SECTION VIII—NOTICE**

You must receive written confirmation of your candidacy for office before you can inform others that you are running for office and before beginning campaign activities.
PRESIDENT-ELECT

Board of Directors

Job Description

I. NAME. President-Elect

II. AUTHORITY. The authority of the President-Elect is granted and determined by the Association Bylaws. (Article V, Section 24; Article VII, Section 2)

III. FUNCTIONS

A. Shall serve as an ex-officio member of the Board.

B. Shall prepare for all duties of the President.

1. Shall obtain and review the President's Job Description.
2. Shall obtain and review the Association Policies and Procedures
4. Shall follow the projects and tasks issues the President is managing; e.g., correspondence, calls, meetings, etc.
5. Shall develop awareness of liaison and ad hoc committee appointments necessary, subsequent to the first Board meeting after assuming the office of President.
6. Shall serve as a member of participate in the budgetary planning and fiscal management processes, e.g., committees.
7. Shall serve on the Executive Director Performance Evaluation Committee.
8. Shall consider and prepare to appoint the following by the first Board meeting after assuming office of President:
   a. A registered parliamentarian in consultation with the Speaker, shall consider and prepare to hire a registered parliamentarian if deemed necessary.
   b. A Consumer Advisor to the Board.
   c. A Public Advisor to the Board.
   d. Members to any audit process mandated by federal or state statutes or suggested by accepted accounting practices.
9. Shall serve as a nonvoting member of the Board and the Assembly.
10. Shall perform assignments made by the President.
11. Shall prepare for notifications and authorizations that must be implemented upon taking office as President (e.g., signature authorization at banks).
12. Shall prepare a report for each Board meeting.
13. Shall serve on the Board of Directors of The Fund To Promote Awareness of Occupational Therapy.
AOTA DELEGATE TO THE WORLD FEDERATION OF OCCUPATIONAL THERAPISTS (WFOT)

Board of Directors

Job Description

I. NAME: AOTA Delegate to the World Federation of Occupational Therapists (WFOT).

II. AUTHORITY: WFOT Constitution and Standing Orders, Articles of Association and Association Bylaws (Article XI, Section 1).

III. FUNCTIONS:

   A. Shall represent the Association at WFOT Council meetings with voice and vote.

   B. Shall serve on the WFOT Council and its committees, representing the Association in collaboration with the Alternate Delegate. The Delegate shall have decision-making authority on this body, subject to instruction by the Board.

   A.C. In collaboration with the Alternate Delegates, shall develop strategies and maintain, and build relationships, opportunities and connections for the Association with the international WFOT occupational therapy international community in collaboration with the Board and the Alternate Delegate at the direction of the Board.

   Shall serve on the WFOT Council and its committees, representing the Association in collaboration with the Alternate Delegate. The Delegate shall have decision-making authority on this body, subject to instruction by the Board, of the Association, representing the Association and in collaboration with the Alternate Delegates. As elected officials of the Association, the Delegates shall serve specific functions in regard to both the Association and WFOT and to Association members.

   B. Shall maintain both a working knowledge of the Association Bylaws, policies, positions and activities and the WFOT Constitution, Standing Orders, positions and activities.

   C. Shall represent the Association at WFOT Council meetings, with voice and vote.

   Shall identify and promote opportunities for collaborations among AOTA, WFOT and member countries in keeping with the AOTA strategic plan. Accordingly,
shall use diplomacy to represent AOTA’s interests to negotiate in the event of discontinuities in the initiatives or philosophies of these bodies.

D. Shall identify and promote opportunities for collaboration among the Association, WFOT, and member countries in keeping with the Association’s Strategic Plan and at the discretion / instruction of the Board.

E. Shall use diplomacy to represent the Association’s interests.

D.F. Shall serve as an Organizational Advisor on to the Board. Shall present the Agenda of WFOT Council meetings to the Board for discussion and instruction, and shall oversee the preparation and distribution of timely reports of WFOT actions taken by WFOT to distribute to the Board, the Assembly and the membership. Shall make recommendations to the Board on how to assure that AOTA members are prepared with competencies to function in global contexts in arenas of practice, education, and research.

E.G. Shall inform WFOT Council of all decisions and recommendations of the Association, as instructed by the Board.

F.H. Shall fulfill the duties and responsibilities of the WFOT Delegate as outlined in the WFOT Positions Description, serve on committees of WFOT.

G.I. Shall respond to and oversee requests from WFOT officers and committees by gathering the required information from appropriate bodies of the Association.

H.J. Shall represent the Association and/or WFOT at meetings of other international groups, as requested by the Board, or shall assure representation by designating an alternate. Reports of these activities will be submitted to the Board and other appropriate AOTA Association bodies.

Shall communicate the mission and work of WFOT to AOTA members.

I. Shall ensure that all requests to the Association to report Council activities to governmental and non-governmental organizations are carried out.

J. Shall ensure that all annual subscriptions and fees from the Association and Association members are paid to the Honorary Treasurer of WFOT by January 31.

K. Shall inform the Alternate Delegates about Council and committee actions and activities and enlist their assistance on WFOT projects.
The American Occupational Therapy Association, Inc.
This Document must be utilized in conjunction with the Administrative Standard Operating Procedures

A. Shall oversee advise the Board and Association staff in activities and communications that acquaint the membership with development of OT throughout the world and the effects of inwith consideration of the context of economic, political, health, and socio-cultural factors and changes. These activities are directed at informing members’ function in cross-cultural and international contexts in education, research and practice in keeping with WFOT positions.

L. Shall collaborate with the Alternate Delegate and at the direction of the Board in oversee activities that acquaint-inform the membership with about international matters of significance to the profession, in the general status of public-health, health, disability, prevention, medicine, human rights, human displacement, and rehabilitation services, and medical problems, especially as reported especially including in reports and initiatives by the World Health Organization (WHO) and the United Nations (UN).

M. Shall prepare and submit required Board and Annual Business Meeting Reports and shall collaborate with the Alternate Delegates on submission of report to the Assembly.

N. Shall, during the final year of each member of the Delegation’s term, make the Chairperson of the Nominating Committee aware of the special considerations required for the Delegate election, especially the matter of timing of assumption of office in WFOT and the lengths of terms.

O. Shall, as soon as the election results are known, notify the Delegates-elect about the status of the Association responsibilities and of meetings at the Annual Conference and any WFOT meetings, inviting them to attend and informing them about the status of funding for this.

P. Shall oversee activities that submit names for WFOT Honorary and Advisory Fellows according to the current procedure established by WFOT and AOTA.

Q. Shall prepare and submit to the Association an annual budget for WFOT Delegation.

R. Shall report to the Association on matters of the WFOT including actions and activities of Council meetings, to the Board, to the Assembly in collaboration with the Alternate Delegate, and to the membership.

S. Shall, in preparation for a WFOT Congress, provide essential information and publicity; prepare materials and other Association contributions for the Congress.
program, with the assistance of the Alternate Delegates.

T.____ Shall prepare and submit reports and forms to WFOT by the given date or assure that all requisite information is provided to the Honorary Secretary of WFOT, including:

1._____ Names of newly elected Delegate and Alternate and names of those who will be attending the Council meeting.
2._____ Biographical notes on new Delegate and Alternate on the official forms to the Chairperson of the WFOT Nomination Committee.
3._____ At each Council meeting, a current list of schools and their status in regard to WFOT requirements.

U._____ Shall serve as an Organizational Advisor to the Board and participate in Board meetings when approved by the Board through the President.

IV. QUALIFICATIONS

A._____ Shall be an occupational therapist with a minimum of 5 years of experience.

B._____ Shall be an individual member of the WFOT for at least 3 consecutive years immediately prior to running.

C._____ Shall have a minimum of 3 years experience serving on an AOTA committee, commission, or ad hoc committee, or a leadership position in an established network.

V. RESPONSIBILITIES

A._____ Shall serve as the official representative and primary liaison of the Association to the WFOT, the Delegates shall serve specific function responsibilities in regard to the both the Association and WFOT and to Association members.

B._____ Shall maintain a working knowledge of the Association Bylaws, policies, positions and activities, as well as the WFOT Articles of Association, Standing Orders, and Positions Description.

C._____ Shall report to the Association and WFOT individual members on matters of the WFOT, including mission, operational plans, actions and activities of Council meetings.
D. Shall inform the Alternate Delegate about Council and committee actions and activities and enlist their assistance on WFOT projects.

E. Shall complete a Delegate Annual Report for WFOT to be submitted in conjunction with the annual subscription and fees that are processed by the Association by January 31.

F. Shall prepare and submit reports and forms to WFOT in accordance with WFOT’s identified time schedule.

G. Shall collaborate with and provide required information to the staff liaison, who will then prepare and submit an annual budget for WFOT activities to the Board.

H. Shall collaborate with the staff liaison, as part of the transition process to notify for the incoming Delegate and Alternate Delegate about the status of the Association responsibilities relative to WFOT role and other relevant meetings.

I. Shall submit names as appropriate for WFOT Honorary and Advisory Fellows according to the current procedure established by WFOT and Association.

J. Shall collaborate with the Alternate Delegate to carry out WFOT programs or identified sessions at AOTA’s Annual Conference & Exposition.

Shall appoint a person to assume the duties of the WFOT Alternate Delegate in the event of a vacancy or absence in that position until election are held.

VI. TERM

A. The Delegate shall serve an initial term of 4 years.

B. The Delegate shall be eligible for re-election to two successive terms of 2 years for a maximum of 8 years served.

VII. ATTACHMENTS

A. WFOT Articles of Association: Duties and Responsibilities of Member Organizations, Delegates and Alternates (from WFOT Standing Orders).

B. WFOT Standing Orders: Duties of Delegates to WFOT (compiled by WFOT).

C. WFOT Positions Descriptions: Nomination Form
AOTA ALTERNATE DELEGATE TO THE WORLD FEDERATION OF OCCUPATIONAL THERAPISTS (WFOT)

Board of Directors

Job Description

I. NAME. AOTA Alternate Delegate to the World Federation of Occupational Therapists (WFOT).

II. AUTHORITY. WFOT Constitution and Standing Orders, Articles of Association, and Association Bylaws (Article XI, Section 1).

III. FUNCTIONS

A. In collaboration with the Delegate, shall develop strategies and maintain relationships and connections for the Association with internationally-based practitioners who are Members residing outside of the United States or in the U.S. Territories.

B. Shall develop strategies and maintain relationships and connections for the Association with the international WFOT occupational therapy international community in collaboration with the Delegate, who will collaborate with the Board.

C. Shall fulfill the duties and responsibilities of the WFOT Alternate Delegate as outlined in the WFOT Positions Descriptions.

D. Shall attend WFOT Council meetings and serve on WFOT committees when requested to do so by the Board. The Alternate Delegate shall have decision-making authority on this body when substituting for the Delegate, subject to instruction by the Board.

E. Shall assume the WFOT duties of the Delegate in the event of vacancy or absence.

F. Shall serve on the WFOT Council and its committees, representing the Association in collaboration with the Delegate. The Alternate Delegate shall have decision-making authority on this body when substituting for the Delegate, subject to instruction by the Board. When Alternate Delegate attends without being requested by the Board, attends without vote of the Association, representing the Association and in
The American Occupational Therapy Association, Inc.

This Document must be utilized in conjunction with the Administrative Standard Operating Procedures

collaboration with the Delegate. As elected officials of the Association, the Delegates shall serve specific functions in regard to both the Association and WFOT and to Association members.

D. Shall attend WFOT Council meetings and serve on WFOT committees if requested to do so by the Association. Attends without vote

E. Shall share the workload of preparation by assuming specific responsibilities as requested by the Delegate during the year or more preceding a WFOT Congress.

Shall assume the WFOT duties of the Delegate in case the event of vacancy or absence, as outlined in the Administrative SOP...

F. Shall develop strategies and maintain relationship opportunities and connections for AOTA interface with the occupational therapy international community in conjunction with the Delegate.

G. Shall serve in the Assembly with voice and vote, representing internationally-based practitioners who are Members of Association members residing outside of the United States or in the U.S. Territories.

H. Shall, in collaboration with the Delegate, communicate the mission and work of WFOT to AOTA Members.

H. Shall make recommendations in the Assembly to ensure that our members are prepared with competencies to function in global contexts related to practice, education, and research.

I. Shall complete required reports and WFOT reports to the Assembly in collaboration with the Delegate and following the Association’s uniform report format.

J. Shall participate with the Delegate in the submission of names for WFOT Honorary and Advisory Fellows according to the current procedure established by WFOT and the Association.

K. Shall participate in regularly scheduled meetings with fellow delegates and other WFOT committee(s).
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L. Shall review the agenda and all prepared materials prior to meetings of any committee or Association body in which they participate. Delegates will be assigned primary, secondary or tertiary review functions of the reports that come before the Committee and will be asked to give an oral report of those reviews at the meeting.

M. Shall respond in a timely fashion to communications concerning Association and WFOT business. Delegates will maintain a communication process that will assure openness, fairness, international diplomacy, and a balance of interests that relate to all membership categories and their international interests and the interests of the members of WFOT.

N. Shall work with the Delegate to successfully carry out international programs, sessions, or committee assignments in the Association or at the annual conference.

IV. QUALIFICATIONS

A. Shall be an occupational therapist with a minimum of 5 years of experience.

B. Shall be an individual member of the WFOT for at least 3 consecutive years immediately prior to running.

C. Shall have a minimum of 3 years experience on an AOTA committee, commission, or ad hoc committee, or a leadership position in an established network.

V. RESPONSIBILITIES

A. Shall collaborate with the Delegate to prepare and submit required Board, Assembly, and Annual Business Meeting reports and WFOT reports.

B. Shall follow the responsibilities outlined in the RA Assembly’s Representative Job Description to fulfill the function of representing internationally-based practitioners in the Assembly who are Members residing outside of the United States or in the U.S. Territories.

C. Shall in collaboration with the Delegate to, submit names as appropriate for WFOT Honorary and Advisory Fellows according to the current procedure established by WFOT and the Association.
The American Occupational Therapy Association, Inc.

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D. Shall, in collaboration with the Delegate to, carry out the WFOT programs or identified sessions at the AOTA Association’s Annual Conference & Exposition.

VI. TERM

A. The Alternate Delegate shall serve an initial term of 4 years.

B. The Alternate Delegate shall be eligible for re-election to two successive terms of 2 years for a maximum of 8 years served.

IV-VII. ATTACHMENTS

A. WFOT Articles of Association Duties and Responsibilities of Member Organizations, Delegates and Alternates (from WFOT Standing Orders).

B. WFOT Standing Orders Duties of Delegates to WFOT (compiled by WFOT).

C. WFOT Positions Descriptions Nomination Form
<table>
<thead>
<tr>
<th>Eligibility and Term of Office</th>
<th>Functions/Key Performance</th>
<th>Roles and Responsibilities</th>
</tr>
</thead>
</table>

**Indicators**

- A Delegate shall be appointed or elected to represent a full member country if they meet the criteria for eligibility set forth in the WFOF's By-Laws. Each delegate shall have a full member country or regional member of WFOF, and their representation should be consistent with the requirements of the WFOF's International Association and WFOF (Executive).

**WFOF Congress**

- Attendance at all WFOF Congresses, events, and related meetings of the WFOF.
- Follows the organizational objectives and financial policies according to the WFOF's By-Laws.

**Generic Functions**

- As an individual member of the WFOF.
- As a member of a Programme Area identified after attending the first WFOF Council meeting.

**Qualifications**

- General for Delegate and Alternate Delegate

**Position Title:** Delegate
Individual members for WFOF.
Organisational objectives and recruits
Actively promotes the Federation's
individual members to join WFOF.
Ensures a mechanism exists in the member
association of their country to enable
their country's affairs and actions that have been
taken on behalf of the member association
keeps the allemand delegates informed of
each programme area.
Awareness of Council members and
Maintains an awareness of and brings to the
Position Title: 1st Alternate Delegate

<table>
<thead>
<tr>
<th>Eligibility and Term of Office</th>
<th>Functions/Key Performance Indicators</th>
<th>Roles and Responsibilities</th>
</tr>
</thead>
</table>
| Each delegate area of the profession and how these may link with international issues with my impact on awareness of Council national and membership in awareness and brings to the
| hands all information to peer success. correspondence and reference material and documentation of decisions. keeps up to date records and
| during the WFT Congress. business meeting. which may be called the WFT Congress and participate in any WFT member of WFT. organisation may determine. terms of two (2) years as the member appointment of re-election for such further
| appointment or elected to serve a term of four
| First Alternate Delegate shall be.
| organisation and may be from a full member or regional associate member of regional
| organisation.
| Should have extensive experience in
| the
government as defined by the member
| organisation for that period of time.
| is the deputy of the Delegate in their
| organisation and/or the Delegate and
| responsibilities that are assigned by member
| organisation members in their home country.
| their National organisation and to the WFT.
| communication about WFT activities.
| is the secondary liaison of the WFT with
| participants in projects.
<p>|</p>
<table>
<thead>
<tr>
<th>INDICATORS</th>
<th>FUNCTIONS/KEY PERFORMANCE</th>
<th>ROLES AND RESPONSIBILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eligibility and Term of Office</td>
<td></td>
<td>Position Title: Delegate</td>
</tr>
<tr>
<td>Special Member of the Council, as is proxy for any activity or delegate of the Council, or for any activity of the Council, may be from any member, associate, delegate, or full member of WFO.</td>
<td></td>
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</tr>
<tr>
<td>Each programme area, the profession and how these may link with internatinal issues which may impact on awareness of Council and bring to the focus of WFO, should have experience in governance as newsletter editor, and be associated with WFO.</td>
<td></td>
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<td>Delegates and/or alternate delegates performs the duties of the Council and the chair of the Council meetings and activities and is the duty of the delegate and first.</td>
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