



**Nevada Occupational Therapy Association**

*A Community of Practice*

## NOTA Board Position Descriptions

### Vice President

The Vice-President shall serve as an elected voting member of the Executive Board

The Vice-President must be a Licensed Occupational Therapist or a Licensed Occupational Therapy Assistant in good standing with NOTA and the American Occupational Therapy Association.

Aid and assist the President of NOTA, for further development of NOTA.

Serve as Legislative liaison.

Serve as Coordinator for the Annual State Conference.

Serve on the Finance Committee.

### Secretary

The Secretary shall serve as an elected voting member of the Executive Board

The Secretary must be a Licensed Occupational Therapist or a Licensed Occupational Therapy Assistant in good standing with NOTA and the American Occupational Therapy Association.

Keep accurate records of the affairs of NOTA.

Handle certain exchanges of information between NOTA and AOTA and between the Executive Board and the membership.

Serve as the recorder for all business meetings.

Serve as Ex-Officio Member of the Membership Committee.

### Northern District Chair

Serve as an elected voting member of the Executive Board.

The District Chairperson must be a Licensed Occupational Therapist or a Licensed Occupational Therapy Assistant in good standing with NOTA.

Implement and further the goals of the District.

Enable local therapists to actively participate in their state association.

Serve specific needs of the therapists in a given geographical area, specifically Northern Nevada.

Serve as co-chairperson of the Nomination/Award Committee.

Coordinate educational opportunities for the members of the district.

Coordinate community education activities.

Serve as a liaison between the members and the Executive Board.

Serve as co-chairperson of Conference Committee.