



Job Description Summary For OTAC Conference Chair

Posted 2/10/19

Length of Term: Two years

Qualifications: OT practitioner with OTAC membership in good standing ('Active')

Summary of Job Description and Responsibilities

The position of the Conference Chairperson participates in the planning, coordinating, and delivering of the annual State Conference for the OTAC membership in October. The annual State Conference serves as both an educational and a networking function based on the needs and interests of the membership. The Conference is a fundraising event for the Association, with revenues and costs planned accordingly.

1. The Conference Chair will select a committee members, and these members will reflect the diverse interests of the membership.
2. The Conference Chair is responsible for managing the Conference Committee and shall actively participate in the planning, organizing, marketing, delivering, and follow-up of the conference.
3. The Conference Chair shall work with the Vice President, whose focus for conference is to seek nominations and honor individuals who have provided outstanding service to OTAC or the profession.
4. The Conference Committee will collaborate with other Board Chairs and Committees (e.g., PR/Fundraising, Finance/Legal Chair, Treasure, Member Services, AOTA Representative, etc...) for assistance in planning and managing specific tasks and events that occur before, during, or after the conference.
5. If available, the Conference Chair shall also collaborate with the management company in all conference related matters.
6. As necessary, the OTAC Board provides support to the Conference Chair, the Conference Chair-elect, and the Conference Committee, along with the Recognitions Chair and the Recognitions Committee.