



## OTAC Board Job Summaries

### Board Chair Positions

**Length of term:** The terms of office will be two years for each Board Chair position

Board Chair for Communication: is responsible for various methods of Association communications and public relations management. This may include website, social media, and newsletter.

Board Chair for Conference: provides leadership, coordination, and support for conference(s). This includes leading the Conference Committee to plan and implement all conference activities.

Board Chair for Fundraising: plans and implements fundraising activities in cooperation with the Board and membership for the purpose of financially supporting the Association.

Board Chair for Member Services: provides leadership, coordination, and support for membership recruitment and retention. This may include designing and developing member benefits in response to needs and satisfaction.

Board Chair for Professional Development: leads, coordinates, and supports professional development opportunities including functions of District Coordinators and/or Special Interest Sections and student representatives. Other potential educational areas of interest and/or need of the membership may include monitoring trends in healthcare, academic education, clinical practice and research.

Board Chair for Public Policy: chairs the Legislative Committee and provides leadership and support for state and national issues that impact Association members and the Occupational Therapy profession in Colorado. This may include guiding the state lobbyists, spearheading legislative activities, monitoring trends in healthcare and regulations, and disseminating information to membership.

### Association Representative Positions

**Length of term:** The terms of office will be two years for each Association Representative position

OT Representative: will support the mission of the Association, function as a member at-large, and serve as a communication link between OT/OTR members and the Board.

OTA Representative: will support the mission of the Association, function as a member at-large, and serve as a communication link between OTA/COTA members and the Board.