



### **Call for Nominations:**

#### District of Columbia Occupational Therapy Association Executive Board

The purpose of DCOTA is to promote the occupational therapy profession within the District of Columbia, to promote and advance education, training, and research in the Profession.

Currently, DCOTA has vacancies for the following positions for *full member vote*:

- President
- Vice-President
- Treasurer

Please submit nominations and qualifications to [info@dcota.org](mailto:info@dcota.org) via a bibliography submission. Self nominations are welcomed! ***You must be a member to be considered for these positions.***

**Submissions due by FRIDAY, MARCH 24, 2017 5PM.**



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#### **Instructions for Bibliography Submissions**

Submit a one page biography with a detailed description of yourself. It should include basic facts like education, work, community service and highlights of various aspects of your life. We want to get to know you and why you are interested in DCOTA and serving in a prospective board position. Please also include a statement on how you will use this position to carry-out AOTA's Centennial Vision.

*For more information, visit the members page after logging into DCOTA or email us [info@dcota.org](mailto:info@dcota.org)*



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### **District of Columbia Occupational Therapy Association Executive Board**

#### **DCOTA Executive Board Descriptions**

##### **President**

The President shall be the Chief Executive Officer of the Association and shall preside at all meetings of the Association membership and Board. The President shall appoint committee chairs for all standing committees of the Board subject to Board approval. The President shall have the power to sign all written obligations of the Association upon approval of the Board of Directors, and shall exercise general powers of supervision and active management of the Association.

##### **Vice President**

The Vice President shall assist the President as requested and assume presidential duties in the absence of the President. In the event of a vacancy in the office of the President, the Vice President shall succeed to the Presidency for the unexpired portion of the President's term. The vice president shall serve on the program committee or serve as chairperson act as liaison between all DCOTA continuing education and program activities.

##### **Treasurer**

The Treasurer shall be responsible for the conduct of the financial affairs of the Association and shall present a report at the annual business meeting. That report shall include a written statement of the Association's financial affairs and a budget of that year as approved by the Board. The Treasurer shall also monitor the DCOTA Scholarship Fund that is endowed with the American Occupational Therapy Foundation (AOTF).