

Nebraska Occupational Therapy Association (NOTA)  
Job Description  
Vice President

Name of Position: Vice President

Basic Duties:

1. Preside at all official meetings when the president is absent.
2. Possesses basic knowledge of parliamentary procedure.
3. Works with Leadership Council to ensure that job descriptions exist for all officer/committee positions and that those holding positions are informed of responsibilities and carry out responsibilities.
4. Works with the Leadership Council to manage any internal conflicts or member concerns in a timely, diplomatic and fair manner. Seeks assistance when needed.
5. Works with the leadership Council to appoint members to committees.
6. Works with the Leadership Council to evaluate the effectiveness of committees, and recommends changes to maximize the benefits of the committees to the organization.
7. Prepares a calendar for meetings/events.
8. Oversees fundraising activities for the benefit of NOTA.
9. Member in good standing of AOTA and NOTA.
10. Oversees all NOTA committees and liaisons.
11. Co-chairs fiscal advisory committee with president elect.
12. Promotes membership.
13. Oversees planning of spring conference with appropriate district chair.
14. Other responsibilities as assigned by the Leadership Council.

Qualifications:

- Leader in OT profession
- Accessibility to phone, computer, internet and e-mail
- Excellent communication and writing skills
- Desire to assume President position of NOTA

Nebraska Occupational Therapy Association (NOTA)  
Job Description  
Secretary

Name of Position: Secretary

Basic Duties:

1. Record the minutes of all meetings.
2. Notes by-law amendments or revisions accurately with dates of adoption.
3. Maintains copies of all correspondence on file.
4. Keep a register of addresses of each member.
5. Member in good standing of AOTA and NOTA.
6. Promotes membership.
7. Keeps copy of all annual reports.
8. Other responsibilities as assigned by Leadership Council.

Qualifications:

- Leader in OT profession
- Accessibility to phone, computer, internet and e-mail
- Excellent communication and writing skills
- Database management skills
- Public speaking skills

Nebraska Occupational Therapy Association (NOTA)  
Job Description  
Treasurer

Name of Position: Treasurer

Basic Duties:

1. Maintain financial records including account ledgers and bank accounts.
2. Pay bills and make deposits in a timely manner
3. Prepare budget and financial reports prior to each Board meeting or as requested.
4. Prepare reports required by the State and IRS to maintain non-profit and tax exempt status.
5. Monitor payment of invoices by advertisers and work closely with the Administrative Asstistant regarding payment collection.
6. Conduct follow up and answer financial related questions from the Board and membership in a timely manner.

Qualifications:

- Significant time to contribute to duties
- Avid computer skills
- Accessibility to phone, computer, internet and e-mail
- Excellent communication and writing skills
- Access to a Bank of the West
- Attend Fall Conference
- Financial skills

Nebraska Occupational Therapy Association (NOTA)  
Job Description  
Chair, Continuing Education Committee

Name of Position: Chair, Continuing Education Committee

Basic Duties:

7. Lead continuing education committee
8. Assist with coordinating Fall NOTA Conference
9. Develop creative opportunities for CEU's at affordable price

Qualifications:

- Licensed occupational therapist
- Access to computer, e-mail and internet
- Understand the importance of CEU's and what OTs want
- Recognize the importance of affordability related to CEU's

Nebraska Occupational Therapy Association (NOTA)  
Job Description  
District Chairperson

Name of Position: District Chairperson

Basic Duties:

1. Informs vice president of district meetings and activities.
2. Plans district meetings and activities.
3. Keep district informed of NOTA activities.
4. Promotes membership.
5. Annual written report to be published in May/June NOTA newsletter.
6. Inform employment chair of open OT positions in district.
7. Work with public relations
8. Help to solicit nominations for NOTA awards (given to recognition chair) in district
9. Help to recognize OT's for achievements (FAOTA, ECS, doctorates, national positions, and certifications).
10. Other responsibilities as assigned by Leadership Council.

Qualifications:

- Leader in OT profession
- Accessibility to phone, computer, internet and e-mail
- Public relations skills
- Excellent communication and writing skills
- Public speaking skills

Nebraska Occupational Therapy Association (NOTA)  
Job Description  
Legislative Chair

Name of Position: Legislative Committee, Chair

Basic Duties:

1. Anticipate and coordinate legislative outreach and advocacy in collaboration with NOTA lobbyist
2. Organize state legislative priorities based on review of state and national key issues
3. Be informed on public policy and regulatory issues impacting OT practice nationally and locally
4. Consult and communicate regularly with the AOTA State Affairs Department
5. Coordinate public policy issues and legislative initiatives with NOTA Leadership
6. Stay informed on professional legislative leadership members in allied professional associations and Board of OT Practice
7. Develop/update OT Informational Packets to educate Key Contacts and Nebraska Representatives, Senators and Congressman
8. Review draft language for legislative efforts on behalf of NOTA
9. Prepare written legislative updates for NOTA Perspectives, request website revisions and updates
10. Prepare annual budget
11. Coordinate lobbyist contract, recommend change as needed.

Qualifications:

- Understanding of the political process
- Accessibility to phone, computer, internet and e-mail
- Excellent communication and writing skills
- Interest in current politics affecting the profession of occupational therapy
- Initiative to contact both politicians and OTs

Nebraska Occupational Therapy Association (NOTA)  
Job Description  
Nominations Chair

Name of Position: Nominations Chair

Basic Duties:

1. Ensures those nominated for offices/chairperson are eligible (NOTA/AOTA member).
2. Solicits nominations for vacant offices/chairpersons.
3. Promotes membership.
4. Shares roles and responsibilities sheet for position with those interested or nominated.
5. Other responsibilities as assigned by Leadership Council.

Qualifications:

- Leader in OT profession
- Accessibility to phone, computer, internet and e-mail
- Excellent communication and writing skills
- Public speaking skills

Nebraska Occupational Therapy Association (NOTA)  
Job Description  
Representative

Name of Position: Representative

Basic Duties:

1. Two years experience working in official capacity for NOTA.
2. Attend all scheduled meetings of the RA.
3. Notify membership of issues scheduled for discussion/vote at scheduled meetings.
4. Obtain feedback from membership prior to meetings.
5. Report back to membership regarding outcome of issues voted on or discussed at RA meetings.
6. Other responsibilities as assigned by Leadership Council.

Qualifications:

- Leader in OT profession
- Member of AOTA
- Accessibility to phone, computer, internet and e-mail
- Excellent communication and writing skills
- Public speaking skills