

**Eligibility to Serve on the Executive SCOTA Board:**

* Registered Occupational Therapist &/or Licensed Occupational Therapist members are eligible for any office for which they consent to serve if elected. The therapist must be a member in good standing with SCOTA.
* Certified Occupational Therapy Assistant &/or Licensed Occupational Therapy Assistant

members are eligible for any office for which they consent to serve if elected. The occupational therapy assistant must be in good standing with SCOTA.

**Terms of Office:**

* The term of office for **Secretary** and **Treasurer** shall commence at the next Executive Board meeting following a valid election at the Annual General Membership meeting on the even numbered year (April 28, 2018).
* Officers shall serve a term of two years (with the exception of President who serves one year as President-Elect and two years as President) and may serve no more than two consecutive terms in that office.

**The Secretary shall:**

* Record minutes at board meetings and business meetings
* Chair bylaw/strategic planning committee
	+ Meet with change of each administration to review and revise as necessary SCOTA constitution, bylaws, and strategic plan
	+ Make changes as appropriate and present to the executive board
	+ Present board approved changes to the membership at the annual meeting for vote
* Report changes in elected officers and/or their addresses
* Chair membership committee
	+ Complete duties that are involved in maintaining and updating SCOTA membership
	+ Oversee the development and update of membership materials
	+ Insure and help facilitate member access to the above items, member benefits, and any other SCOTA resources
* Have voice and vote

**The Treasurer shall:**

* Submit a quarterly financial report to the board
* Have custody of SCOTA’s funds; responsible for keeping the accounts of SCOTA and dispersing its funds. Has the power to sign checks, contracts, or other financial obligations of SCOTA
* Chair the Fiscal Management committee
	+ Responsible for planning or special fund-raising activities to augment the treasury of SCOTA
	+ Prepare a yearly budget
* Have voice and vote

**Pee Dee District Chair**

**District Chair Qualifications:**

* Each district chair must be an occupational therapist or occupational therapy assistant who is employed and/or resides in the district being represented. The district chair must be a member in good standing of SCOTA.

**District Chair Terms of Office:**

* A district chair shall be elected for a term of 2 years and may serve consecutive terms.

Newly elected district chairs shall assume duties on the even numbered year at the annual meeting (February 23, 2018).

* **General Responsibilities**

1. Organizes and leads the SCOTA members within a designated geographical region.

2. Serves as members of the executive board.

3. Shall provide an atmosphere for professionals to share and exchange information within the district.

4. Encourage active participation of all OTRs and COTAs residing in the district via district and state meetings. All participants should be encouraged to be paid SCOTA members.

* **Duties**

1. Attend all meetings of the Executive Board with no more than two absences during the year.

2. Act as consultant for your district to encourage local meetings and networking among SCOTA members within the district.

3. Work in collaboration with the administrative assistant to disperse information to district members.

4. Submit a quarterly report for each SCOTA Executive Board meeting.

6. Submit district information quarterly to be published in the SCOTA newsletter.

7. Promote SCOTA membership.

8. Organize quarterly district meetings.

9. Promote collaboration with other continuing education entities in South Carolina

10. Develop strategies to link students with practitioners.

**The Nominating/Awards Committee shall:**

* The nominating committee chairperson will be appointed by the President, with approval of the Executive Board. A committee of two additional SCOTA members will be selected by the chairperson.
* Prepare for the business meeting, a slate consisting of one or more candidates who have consented to serve if elected President, President-Elect, Vice Presidents, Treasurer, Secretary.
* Present slate at conference.
* Notify candidates of election outcomes, if not present at conference.
* Call for nominations of awards.
* Select recipients for awards.
* Present awards at Conference.

**Special Interest Section (SIS) Chair**

**SIS Chair Terms of Office:**

* This position is elected by nomination, with another member to second the motion. If more than one candidate is nominated the president and vice-president will decide who is most qualified to hold the position based on experience and ability to complete required tasks; or decide to have co-chairs for that term. The term of office is for two years coinciding with election of SCOTA officers, and renewable either by the SIS section or at the discretion of the President.

**Mental Health SIS Chair**

* **General Responsibilities**
1. To stimulate and direct interests among SCOTA members who are involved with or have an interest in Mental Health within the state.
2. To channel questions and information from the community and external partners concerning Mental Health to SCOTA members.
3. Serve as a member of the executive board of SCOTA. If there is one chair, this is a voice and vote position. If there is a co-chair, the position gets one vote.
4. Spread education and awareness about Mental Health in the community and through SCOTA social media and website.
* **Duties**
1. Serve as Mental Health SIS chair to SCOTA members and an active member of the Continuing Education Committee.
2. Submit a quarterly report for each Executive Board meeting of SCOTA.
3. When requested identify and submit annual budget needs to the SCOTA Treasurer.
4. Submit information quarterly concerning Mental Healthto the SCOTA newsletter editor.
5. Improve website content to provide up to date mental health resources and meet needs of SCOTA members.
6. Streamline all questions received (in a variety of methods such as postings on social media, email, and on website) and answer within two weeks.
7. Update SCOTA social media with relevant information regarding mental health and related events – this may include conventions, continuing education opportunities, laws that are passed or in the process of being passed, and any other information deemed relevant at the time.
8. Provide resources and education to members to help improve quality of care within the mental health community.

**Home and Community Health/Physical Disabilities SIS Chairs**

* **General Responsibilities**
1. To stimulate and direct interests among SCOTA members who are involved with or have an interest in Home and Community Health/Physical Disabilities within the state.
2. To channel questions and information from the community and external partners concerning Home and Community Health/Physical Disabilities to SCOTA members.
3. Serve as a member of the executive board of SCOTA. If there is one chair, this is a voice and vote position. If there is a co-chair, the position gets one vote.
4. Spread education and awareness about Home and Community Health/Physical Disabilities in the community and through SCOTA social media and website.
* **Duties**
1. Serve as Home and Community Health/Physical Disabilities SIS chair to SCOTA members and an active member of the Continuing Education Committee.
2. Submit a quarterly report for each Executive Board meeting of SCOTA.
3. When requested identify and submit annual budget needs to the SCOTA Treasurer.
4. Submit information concerning Home and Community Health/Physical Disabilitiesto the SCOTA newsletter editor.
5. Improve website content to provide up to date Home and Community Health/Physical Disabilities resources and meet needs of SCOTA members.
6. Streamline all questions received (in a variety of methods such as postings on social media, email, and on website) and answer within two weeks.
7. Update SCOTA social media with relevant information regarding Home and Community Health/Physical Disabilities and related events – this may include conventions, continuing education opportunities, laws that are passed or in the process of being passed, and any other information deemed relevant at the time.
8. Provide resources and education to members to help improve quality of care within the Home and Community Health/Physical Disabilities community.