



STANDARD OPERATING PROCEDURES
Job Descriptions

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EXECUTIVE BOARD

General Description:

NOTA's Executive Board is comprised of the following:

- **Voting members include:** President, Vice President of Academia, Vice President of Acute Care, Vice President of Hands & Orthopedics, Vice President of Mental Health & Wellness, Vice President of Neurorehabilitation, Vice President of Pediatrics, Vice President of Policy & Advocacy, Vice President of Rural Health & Community Services, Vice President of School-Based Practice, Vice President of Skilled Care, Long-Term Care, & Home Health, Secretary, Treasurer.
- **Non-voting members include:** Administrative Assistant, American Occupational Therapy Association Representative Assembly (AOTA RA) Representative, NOTA Registered Lobbyist, Conference Chair(s), Student Occupational Therapy Association Elective Representatives, Committee(s) and Chair(s) Positions.

Executive Board members will work collaboratively to serve the common interests of the Association and ensure its success.

Skills and Qualifications:

- Demonstrates leadership skills through record of responsible service to NOTA.
- Be a member in good standing of NOTA and the American Occupational Therapy Association (AOTA).
- Knowledgeable about the programs and activities of NOTA.
- Fair, reasonable, even-tempered and impartial; demonstrates ability to exercise good judgment.
- Communicates effectively in oral and written form; have accessibility to phone, computer, internet and e-mail.
- Committed to serving the common interests of NOTA membership.

Responsibilities and Duties:

- Develops plans, methods, services, and priorities to implement the stated objectives and manage the affairs of NOTA.
- Develops, establishes, and updates policies and procedures related to the affairs of NOTA.
- Encourages membership and develops methods to increase and retain membership of licensed therapists and assistants in NOTA.
- Confirms appointments made by the President to fill appointed positions and vacancies in elected offices.
- Authorizes the contract employment of NOTA's Administrative Assistant and other personnel (e.g. NOTA's Lobbyist) required to assure that the affairs of NOTA are effectively managed; also, define the duties and set the compensation for such personnel.
- Reviews the Bylaws every even numbered year with the incoming new President or as deemed necessary by the Executive Board, and prepare amendments and/or revisions.
- Attends and participates in NOTA board meetings, conference calls, functions, and events.
- Prepares reports of activities, objectives, and resolutions or recommendations for the Executive Board.
- Develops methods to increase and retain membership of licensed therapists and assistants in NOTA.
- Helps to solicit nominations for NOTA awards.
- Reviews NOTA Membership Survey's and solicit ongoing feedback from members about how to enhance

the value of their membership; develop an outreach plan to keep members engaged.

- Recommends new membership benefits and programs as needed to NOTA's Executive Board.
- Helps to recognize OT's for achievements from across the state.
- Develops a professional relationship with one's Nebraska senator.
- Recruits one's employer or company to be a vendor or sponsor at NOTA's Annual Conference.
- Familiarizes oneself with NOTA's Bylaws, Job Descriptions, Policies & Procedures, Timelines, etc. for clarity in execution of one's Executive Board position.
- Collects and helps disseminate information for NOTA's Annual Report to the membership.

Budget:

- The Board will approve the budget at the first meeting of the fiscal year (i.e. July).
- All expenditures shall be submitted on the regular expense form within 30 days. Any non-routine expenditure must have the approval of the President and Treasurer.

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PRESIDENT

General Description:

The President shall be the principal officer of the association, and shall preside at the meetings of the Association and the Executive Board. The President, subject to the direction and consent of the Executive Board, generally supervises, directs, and controls the business and officers of the association. The President provides leadership to the Executive Board and helps ensure that it functions effectively. The President shall also, at the Annual Meeting of the Association and at such other times as he or she shall deem proper, communicate to NOTA's Executive Board on NOTA matters and make such suggestions as may in his or her opinion tend to promote the welfare of the members and NOTA, and shall perform such other duties as are necessarily incident to the office of President or as may be prescribed by the Executive Board.

Term:

- Two-year term.
- Elected in even-numbered years.

Skills and Qualifications:

- Have served a minimum of 1 year on NOTA's Executive Board prior to taking office.
- Be a member in good standing of NOTA and the American Occupational Therapy Association.
- Demonstrates leadership skills through record of responsible service to NOTA.
- Committed to serving the common interests of NOTA membership.
- Knowledgeable about the programs and activities of NOTA.
- Ability to be a good facilitator.
- Fair, reasonable, even-tempered and impartial; demonstrates ability to exercise good judgment.
- Communicates effectively in oral and written form; have accessibility to phone, computer, internet, and e-mail.

Duties:

- Attends NOTA functions and events with a 75% attendance rate.
 - Serves as a voting member of NOTA's Executive Board.
- Ensures successful implementation of duties and responsibilities of NOTA's Executive Board.
- Contributes articles to NOTA's biannual Newsletter.
- Collaborates and coordinates with NOTA's Administrative Assistant information to be sent with NOTA's monthly email – NOTA News & Upcoming Events.
- Creates meeting agendas and sends to membership within 72 hours of meeting time.
- Represents NOTA at the Affiliated State Association Presidents (ASAP) Meeting during the AOTA conference.
- Coordinates the budgetary needs of NOTA with the Treasurer and Administrative Assistant.
 - Approves check requests and reviews monthly financial reports.
- Serves with the Treasurer to prepare the budget for presentation to the Board.
- Approves board expenditures outside of the Annual Budget and in conjunction with NOTA's Administrative Assistant and Treasurer.

- Communicates openly with NOTA membership and respond to letters or other communications from the membership.
- Maintains regular communication with the Administrative Assistant.
- Collaborates with the Executive Board to ensure that job descriptions exist for all officers and positions and that those holding positions are informed of responsibilities and carry out responsibilities.
 - Appoints chairs of special committees, ad hoc committees, or task forces.
 - May assist AOTA in the election of and documentation of the Representative from the State Election area.
 - Temporarily fills vacancies of board positions which occur between elections, subject to approval of NOTA's Executive Board.
 - Dissolves and appoints committees and committee chairs with the approval of the Board.
- Receives all letters of resignation from Board members, committee members, and chairs and appoints positions as appropriate.
- Coordinates the revision of the Strategic Plan annually.
- Regularly communicates with NOTA's Lobbyist & Vice President of Policy & Advocacy on issues impacting occupational therapist or occupational therapy assistants.
 - In the event that the Vice President of Policy & Advocacy is unable to act on behalf of NOTA or the position becomes vacant, the duties of the Vice President of Policy & Advocacy fall onto the President.
- Attends and testifies at hearings, in addition to the Vice President of Policy & Advocacy, when requested by NOTA's Lobbyist, and/or submits written testimony, on behalf of NOTA.
- Collaborates with the Vice President of Policy & Advocacy to provide information/educational materials on the occupational therapy profession to NOTA's Lobbyist, senators, staff, and administration officials.
- Along with the Vice President of Policy & Advocacy attends interim meetings with senators, staff and administration officials if requested by NOTA's Lobbyist.
- Engages industry partners during NOTA's Annual Conference.
- Familiarizes oneself with NOTA's Bylaws, Job Descriptions, Policies & Procedures, Timelines, etc. for clarity in execution of one's Executive Board position.
- Collects and compiles information from NOTA's Executive Board to create an Annual Report that is shared with the NOTA membership at the end of every fiscal year.

Responsibilities:

- Presides at all meetings of NOTA and conducts meetings according to the Bylaws of NOTA and the recognized processes of parliamentary law.
 - Prepares an agenda for Executive Board meetings which will be sent at least 72 hours prior to each meeting.
 - Calls emergency meetings of NOTA, the Executive Board, or any of the association committees.
- Serves as chief spokesperson for the association with both external and internal audiences. Keeps members informed of board actions and NOTA issues.
 - Responds to all correspondence directed to NOTA in the name of NOTA or assigns to other Board members when appropriate.
 - Receives information concerning issues affecting occupational therapy and NOTA and respond to these issues with guidance from the Board.
 - Provides updates to the membership via electronic communications as needed.

- Serves as the principal representative of NOTA to other state, regional, or national associations or organizations.
 - Represents NOTA before other professional bodies.
 - Represents NOTA at other events as determined by the board.
 - Receives requests for action or information from AOTA and distributes to appropriate areas of NOTA.
- Has full power to act on behalf of NOTA in executing all contracts, agreements, affiliations and other instruments or obligations in the name of NOTA with the approval/consent of the Executive Board.
 - Works with the Administrative Assistant to assure that all records, reports, and forms are properly submitted as required by federal law or state statutes.
 - Evaluates the job performances of the Administrative Assistant and NOTA Lobbyist on a yearly basis with consultation of the Executive Board as needed.
- Reviews bylaws and policies of the association and recommends changes as necessary.
 - Reviews monthly financial reports.
 - Reviews financial statements and NOTA's budget quarterly with the Treasurer.
- As instructed by the Executive Board, calls upon consultants, employs or commissions fiscal, legal or other agents to advise, act for, or carry out functions appropriate to NOTA.
- Trains the incoming President and delivers material related to the office upon completion of term of office, and agrees to serve as a liaison to the successive President for one-year after one's presidential term has ended.
- Presides at NOTA's Annual Board Retreat.
 - In conjunction with NOTA's Administrative Assistant, prepares an agenda and presents a report to the membership at the annual meeting. Ensures the Annual Business Meeting agenda is available to members prior to the meeting.
 - Works actively with the board to ensure completion of the strategies and goals specified in NOTA's strategic plan.
- Encourages membership and develops methods to increase and retain membership of licensed therapists and assistants in NOTA.
- Coordinates with the Administrative Assistant the monthly "NOTA News & CEU Opportunities" email.
- Submits an annual report as requested by AOTA.
- Helps to recognize OT's for achievements from across the state.
- Develops a professional relationship with one's Nebraska senator.
- Recruits one's employer or company to be a vendor or sponsor at NOTA's Annual Conference.
- Leads the Marketing Committee in achieving annual goals developed during Marketing Committee meetings (that occur, at minimum, quarterly) and delegates tasks as needed to ensure efficient operation of the committee.
- Collaborates with the Social Media Chair and monitors successful implementation of social media strategy.
- Remains on the board for one-year post presidency to serve as a resource to the new President.

Time Commitment Required:

- NOTA Board meetings: Approximately 6 hours monthly.
- Biweekly meetings with NOTA's Administrative Assistant: Approximately 2 hours monthly.
- NOTA's Annual Spring Conference (2 days).

- NOTA's Lobby Day (1 day).
- AOTA's Annual Conference (3-5 days).
- Regular communications with the Executive Board and NOTA Membership: Approximately 6 hours monthly.
- Quarterly meetings with the Marketing Committee: Approximately 3 hours quarterly.
- Reviewing monthly financial reports: Approximately 2 hours monthly.
- Communication with VP of Policy and Lobbyist: Approximately 4 hours monthly.
- Additional meetings: Approximately 4 hours annually.
- **MONTHLY TIME COMMITMENT APPROXIMATE: 23 hours**

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VICE PRESIDENT OF ACADEMIA

General Description:

The Vice President of Academia provides leadership to the President and helps ensure that the Association functions effectively. The Vice President of Academia shall perform such other duties as are necessarily incident to the office of Vice President or as may be prescribed by the President or Executive Board. The Vice President of Academia will ensure that NOTA members have the education, tools, resources, reimbursement, and support they need to effectively advocate for and provide services to occupational therapy clients.

Term:

- Two-year term.
- Elected in odd-numbered years.

Skills and Qualifications:

- Have a minimum of 1-year practice experience in their respective area of interest.
- Be a member in good standing of NOTA and the American Occupational Therapy Association.
- Demonstrated leadership skills through record of responsible service to the association.
- Committed to serving the common interests of the Association membership.
- Knowledgeable about the programs and activities of the Association.
- Ability to be a good facilitator.
- Fair, reasonable, even-tempered and impartial; demonstrates ability to exercise good judgment.
- Communicates effectively in oral and written form; have accessibility to phone, computer, internet and e-mail.
- Desire to assume President position of NOTA.

Duties:

- Attends and participates in NOTA board meetings, conference calls, functions, and events with a 50% attendance rate.
 - Serves as a voting member of NOTA's Executive Board.
- Develops personal relationships with members of each educational institution throughout the state of Nebraska.
- Serves as the primary contact for the student occupational therapy association representatives and communicates information to the Executive Board.
- Helps coordinate with another Executive Board member one continuing education opportunity, outside of NOTA's Annual Conference, to advance the clinical knowledge of occupational therapists and occupational therapy assistants throughout the State of Nebraska.
- Coordinates with the Conference Chair(s) to identify student liaisons to promote and help with hosting NOTA's Annual Conference and other education offerings.
- Regularly communicates with NOTA's President and/or Executive Board regarding current practice concerns.
- Asks for member feedback on issues impacting occupational therapists or occupational therapy assistants.
- Shares practice updates and information with NOTA membership in the monthly "NOTA News & CEU Opportunities" email.

- Contributes articles to NOTA's biannual Newsletter.
- Communicates information to the Vice President of Policy & Advocacy and President that would assist in legislative efforts to advance the profession of occupational therapy within the state of Nebraska.
- Is willing to testify at hearings or submit written testimony pertaining to one's respective practice area, or find someone within one's practice setting to represent the viewpoint of occupational therapy at the state level.
- Contributes to NOTA's Lobby Day by either attending, submitting letters, advertising, etc.
- Familiarizes oneself with NOTA's Bylaws, Job Descriptions, Policies & Procedures, Timelines, etc. for clarity in execution of one's Executive Board position.
- Collects data and information throughout the year for NOTA's Annual Report to the membership and will share this information with the President or Executive Board when requested.

Responsibilities:

- Collaborates with the Executive Board to ensure that job descriptions exist for all officers and positions and that those holding positions are informed of responsibilities and carry out responsibilities.
- Serves as the primary point of contact for academic institutes, including the Student Occupational Therapy Association Elected Representatives.
- Responds to member concerns in a timely, diplomatic, and fair manner. Seeks assistance from President when needed.
- Develops, establishes, and updates policies and procedures related to the affairs of NOTA.
- Encourages membership and develops methods to increase and retain membership of licensed therapists and assistants in NOTA.
- Nominates individuals for NOTA awards and solicits nominations for open Executive Board positions.
- Recognizes OT's across the state of Nebraska for their contributions to the profession of occupational therapy.
- Develops a professional relationship with one's Nebraska senator.
- Recruits one's employer or company to be a vendor or sponsor at NOTA's Annual Conference.
- Creates chair positions within the Vice President of Academia, with approval of the President, in order to ensure successful implementation of all assigned duties and responsibilities of the Vice President of Academia position.
- Prepares a report on any assigned duties or special tasks for all Executive Board meetings, the Annual Business Meeting, or any special meeting of NOTA.
- Submits an annual budget, as necessary, to Treasurer 30 days prior to the NOTA's Annual Board Retreat.
- Receives and reviews NOTA correspondence as requested by the President.
- Identifies a NOTA Committee of interest annually and serves on this committee for the year.
- Serves on any committee designated by the President or Executive Board and performs any other duties as may be assigned by the President or the Executive Board.
- Trains the incoming Vice President of Academia and delivers material related to the office upon completion of term of office.

Time Commitment Required:

- NOTA Board meetings: Approximately 2 hours monthly.
- Quarterly Committee Meetings: Approximately 3 hours quarterly.
- NOTA's Annual Spring Conference (2 days).
- NOTA's Lobby Day Contribution (1 hour or ½ day).
- Regular communications with the President and Administrative Assistant: Approximately 0.5 hours monthly.
- Regular communications with VP of Policy: Approximately 1 hour quarterly.
- Regular communications with the Membership specific to their respective area of Vice-Presidency: Approximately 1 hours monthly.
- Additional meetings: Approximately 2 hours annually.
- **MONTHLY TIME COMMITMENT APPROXIMATE: 6.5 hours**

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VICE PRESIDENT OF ACUTE CARE

General Description:

The Vice President of Acute Care provides leadership to the President and helps ensure that the Association functions effectively. The Vice President of Acute Care shall perform such other duties as are necessarily incident to the office of Vice President or as may be prescribed by the President or Executive Board. The Vice President of Acute Care will ensure that NOTA members have the education, tools, resources, reimbursement, and support they need to effectively advocate for and provide services to occupational therapy clients.

Term:

- Two-year term.
- Elected in even-numbered years.

Skills and Qualifications:

- Have a minimum of 1-year practice experience in their respective area of interest.
- Be a member in good standing of NOTA and the American Occupational Therapy Association.
- Demonstrated leadership skills through record of responsible service to the association.
- Committed to serving the common interests of the Association membership.
- Knowledgeable about the programs and activities of the Association.
- Ability to be a good facilitator.
- Fair, reasonable, even-tempered and impartial; demonstrates ability to exercise good judgment.
- Communicates effectively in oral and written form; have accessibility to phone, computer, internet and e-mail.
- Desire to assume President position of NOTA.

Duties:

- Attends and participates in NOTA board meetings, conference calls, functions, and events with a 50% attendance rate.
 - Serves as a voting member of NOTA's Executive Board.
- Regularly communicates with NOTA's President and/or Executive Board regarding current practice concerns.
- Identifies and maintains a collaborative relationship with, at minimum, three practice settings and one organization.
- Asks for member feedback on issues impacting occupational therapists or occupational therapy assistants.
- Shares practice updates and information with NOTA membership in the monthly "NOTA News & CEU Opportunities" email.
- Contributes articles to NOTA's biannual Newsletter.
- Helps coordinate with another Executive Board member one continuing education opportunity, outside of NOTA's Annual Conference, to advance the clinical knowledge of occupational therapists and occupational therapy assistants throughout the State of Nebraska.
- Communicates information to the Vice President of Policy & Advocacy and President that would assist in legislative efforts to advance the profession of occupational therapy within the state of Nebraska.
- Is willing to testify at hearings or submit written testimony pertaining to one's respective practice area, or

find someone within one's practice setting to represent the viewpoint of occupational therapy at the state level.

- Contributes to NOTA's Lobby Day by either attending, submitting letters, advertising, etc.
- Familiarizes oneself with NOTA's Bylaws, Job Descriptions, Policies & Procedures, Timelines, etc. for clarity in execution of one's Executive Board position.
- Collects data and information throughout the year for NOTA's Annual Report to the membership and will share this information with the President or Executive Board when requested.

Responsibilities:

- Collaborates with the Executive Board to ensure that job descriptions exist for all officers and positions and that those holding positions are informed of responsibilities and carry out responsibilities.
- Responds to member concerns in a timely, diplomatic, and fair manner. Seeks assistance from President when needed.
- Develops, establishes, and updates policies and procedures related to the affairs of NOTA.
- Encourages membership and develops methods to increase and retain membership of licensed therapists and assistants in NOTA.
- Nominates individuals for NOTA awards and solicits nominations for open Executive Board positions.
- Recognizes OT's across the state of Nebraska for their contributions to the profession of occupational therapy.
- Develops a professional relationship with one's Nebraska senator.
- Recruits one's employer or company to be a vendor or sponsor at NOTA's Annual Conference.
- Creates chair positions within the Vice President of Acute Care, with approval of the President, in order to ensure successful implementation of all assigned duties and responsibilities of the Vice President of Acute Care position.
- Prepares a report on any assigned duties or special tasks for all Executive Board meetings, the Annual Business Meeting, or any special meeting of NOTA.
- Submits an annual budget, as necessary, to Treasurer 30 days prior to NOTA's Annual Board Retreat.
- Receives and reviews NOTA correspondence as requested by the President.
- Identifies a NOTA Committee of interest annually and serves on this committee for the year.
- Serves on any committee designated by the President or Executive Board and performs any other duties as may be assigned by the President or the Executive Board.
- Trains the incoming Vice President of Acute Care and delivers material related to the office upon completion of term of office.

Time Commitment Required:

- NOTA Board meetings: Approximately 2 hours monthly.
- Quarterly Committee Meetings: Approximately 3 hours quarterly.
- NOTA's Annual Spring Conference (2 days).
- NOTA's Lobby Day Contribution (1 hour or ½ day).
- Regular communications with the President and Administrative Assistant: Approximately 0.5 hours monthly.



- Regular communications with VP of Policy: Approximately 1 hour quarterly.
- Regular communications with the Membership specific to their respective area of Vice-Presidency: Approximately 1 hours monthly.
- Additional meetings: Approximately 2 hours annually.
- **MONTHLY TIME COMMITMENT APPROXIMATE: 6.5 hours**

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VICE PRESIDENT OF HANDS & ORTHOPEDICS

General Description:

The Vice President of Hands & Orthopedics provides leadership to the President and helps ensure that the Association functions effectively. The Vice President of Hands & Orthopedics shall perform such other duties as are necessarily incident to the office of Vice President or as may be prescribed by the President or Executive Board. The Vice President of Hands & Orthopedics will ensure that NOTA members have the education, tools, resources, reimbursement, and support they need to effectively advocate for and provide services to occupational therapy clients.

Term:

- Two-year term.
- Elected in odd-numbered years.

Skills and Qualifications:

- Have a minimum of 1-year practice experience in their respective area of interest.
- Be a member in good standing of NOTA and the American Occupational Therapy Association.
- Demonstrated leadership skills through record of responsible service to the association.
- Committed to serving the common interests of the Association membership.
- Knowledgeable about the programs and activities of the Association.
- Ability to be a good facilitator.
- Fair, reasonable, even-tempered and impartial; demonstrates ability to exercise good judgment.
- Communicates effectively in oral and written form; have accessibility to phone, computer, internet and e-mail.
- Desire to assume President position of NOTA.

Duties:

- Attends and participates in NOTA board meetings, conference calls, functions, and events with a 50% attendance rate.
 - Serves as a voting member of NOTA's Executive Board.
- Regularly communicates with NOTA's President and/or Executive Board regarding current practice concerns.
- Identifies and maintains a collaborative relationship with, at minimum, three practice settings and one organization.
- Asks for member feedback on issues impacting occupational therapists or occupational therapy assistants.
- Shares practice updates and information with NOTA membership in the monthly "NOTA News & CEU Opportunities" email.
- Contributes articles to NOTA's biannual Newsletter.
- Helps coordinate with another Executive Board member one continuing education opportunity, outside of NOTA's Annual Conference, to advance the clinical knowledge of occupational therapists and occupational therapy assistants throughout the State of Nebraska.
- Communicates information to the Vice President of Policy & Advocacy and President that would assist in legislative efforts to advance the profession of occupational therapy within the state of Nebraska.

- Is willing to testify at hearings or submit written testimony pertaining to one's respective practice area, or find someone within one's practice setting to represent the viewpoint of occupational therapy at the state level.
- Contributes to NOTA's Lobby Day by either attending, submitting letters, advertising, etc.
- Familiarizes oneself with NOTA's Bylaws, Job Descriptions, Policies & Procedures, Timelines, etc. for clarity in execution of one's Executive Board position.
- Collects data and information throughout the year for NOTA's Annual Report to the membership and will share this information with the President or Executive Board when requested.

Responsibilities:

- Collaborates with the Executive Board to ensure that job descriptions exist for all officers and positions and that those holding positions are informed of responsibilities and carry out responsibilities.
- Responds to member concerns in a timely, diplomatic, and fair manner. Seeks assistance from President when needed.
- Develops, establishes, and updates policies and procedures related to the affairs of NOTA.
- Encourages membership and develops methods to increase and retain membership of licensed therapists and assistants in NOTA.
- Nominates individuals for NOTA awards and solicits nominations for open Executive Board positions.
- Recognizes OT's across the state of Nebraska for their contributions to the profession of occupational therapy.
- Develops a professional relationship with one's Nebraska senator.
- Recruits one's employer or company to be a vendor or sponsor at NOTA's Annual Conference.
- Creates chair positions within the Vice President of Hands & Orthopedics, with approval of the President, in order to ensure successful implementation of all assigned duties and responsibilities of the Vice President of Hands & Orthopedics position.
- Prepares a report on any assigned duties or special tasks for all Executive Board meetings, the Annual Business Meeting, or any special meeting of NOTA.
- Submits an annual budget, as necessary, to Treasurer 30 days prior to NOTA's Annual Board Retreat.
- Receives and reviews NOTA correspondence as requested by the President.
- Identifies a NOTA Committee of interest annually and serves on this committee for the year.
- Serves on any committee designated by the President or Executive Board and performs any other duties as may be assigned by the President or the Executive Board.
- Trains the incoming Vice President of Hands & Orthopedics and delivers material related to the office upon completion of term of office.

Time Commitment Required:

- NOTA Board meetings: Approximately 2 hours monthly.
- Quarterly Committee Meetings: Approximately 3 hours quarterly.
- NOTA's Annual Spring Conference (2 days).
- NOTA's Lobby Day Contribution (1 hour or ½ day).
- Regular communications with the President and Administrative Assistant: Approximately 0.5 hours

monthly.

- Regular communications with VP of Policy: Approximately 1 hour quarterly.
- Regular communications with the Membership specific to their respective area of Vice-Presidency: Approximately 1 hours monthly.
- Additional meetings: Approximately 2 hours annually.
- **MONTHLY TIME COMMITMENT APPROXIMATE: 6.5 hours**

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VICE PRESIDENT OF MENTAL HEALTH & WELLNESS

General Description:

The Vice President of Mental Health & Wellness provides leadership to the President and helps ensure that the Association functions effectively. The Vice President of Mental Health & Wellness shall perform such other duties as are necessarily incident to the office of Vice President or as may be prescribed by the President or Executive Board. The Vice President of Mental Health & Wellness will ensure that NOTA members have the education, tools, resources, reimbursement, and support they need to effectively advocate for and provide services to occupational therapy clients.

Term:

- Two-year term.
- Elected in even-numbered years.

Skills and Qualifications:

- Have a minimum of 1-year practice experience in their respective area of interest.
- Be a member in good standing of NOTA and the American Occupational Therapy Association.
- Demonstrated leadership skills through record of responsible service to the association.
- Committed to serving the common interests of the Association membership.
- Knowledgeable about the programs and activities of the Association.
- Ability to be a good facilitator.
- Fair, reasonable, even-tempered and impartial; demonstrates ability to exercise good judgment.
- Communicates effectively in oral and written form; have accessibility to phone, computer, internet and e-mail.
- Desire to assume President position of NOTA.

Duties:

- Attends and participates in NOTA board meetings, conference calls, functions, and events with a 50% attendance rate.
 - Serves as a voting member of NOTA's Executive Board.
- Regularly communicates with NOTA's President and/or Executive Board regarding current practice concerns.
- Identifies and maintains a collaborative relationship with, at minimum, three practice settings and one organization.
- Asks for member feedback on issues impacting occupational therapists or occupational therapy assistants.
- Shares practice updates and information with NOTA membership in the monthly "NOTA News & CEU Opportunities" email.
- Contributes articles to NOTA's biannual Newsletter.
- Helps coordinate with another Executive Board member one continuing education opportunity, outside of NOTA's Annual Conference, to advance the clinical knowledge of occupational therapists and occupational therapy assistants throughout the State of Nebraska.
- Communicates information to the Vice President of Policy & Advocacy and President that would assist in legislative efforts to advance the profession of occupational therapy within the state of Nebraska.

- Is willing to testify at hearings or submit written testimony pertaining to one's respective practice area, or find someone within one's practice setting to represent the viewpoint of occupational therapy at the state level.
- Contributes to NOTA's Lobby Day by either attending, submitting letters, advertising, etc.
- Familiarizes oneself with NOTA's Bylaws, Job Descriptions, Policies & Procedures, Timelines, etc. for clarity in execution of one's Executive Board position.
- Collects data and information throughout the year for NOTA's Annual Report to the membership and will share this information with the President or Executive Board when requested.

Responsibilities:

- Collaborates with the Executive Board to ensure that job descriptions exist for all officers and positions and that those holding positions are informed of responsibilities and carry out responsibilities.
- Responds to member concerns in a timely, diplomatic, and fair manner. Seeks assistance from President when needed.
- Develops, establishes, and updates policies and procedures related to the affairs of NOTA.
- Encourages membership and develops methods to increase and retain membership of licensed therapists and assistants in NOTA.
- Nominates individuals for NOTA awards and solicits nominations for open Executive Board positions.
- Recognizes OT's across the state of Nebraska for their contributions to the profession of occupational therapy.
- Develops a professional relationship with one's Nebraska senator.
- Recruits one's employer or company to be a vendor or sponsor at NOTA's Annual Conference.
- Creates chair positions within the Vice President of Mental Health & Wellness, with approval of the President, in order to ensure successful implementation of all assigned duties and responsibilities of the Vice President of Mental Health & Wellness position.
- Prepares a report on any assigned duties or special tasks for all Executive Board meetings, the Annual Business Meeting, or any special meeting of NOTA.
- Submits an annual budget, as necessary, to Treasurer 30 days prior to NOTA's Annual Board Retreat.
- Receives and reviews NOTA correspondence as requested by the President.
- Identifies a NOTA Committee of interest annually and serves on this committee for the year.
- Serves on any committee designated by the President or Executive Board and performs any other duties as may be assigned by the President or the Executive Board.
- Trains the incoming Vice President of Mental Health & Wellness and delivers material related to the office upon completion of term of office.

Time Commitment Required:

- NOTA Board meetings: Approximately 2 hours monthly.
- Quarterly Committee Meetings: Approximately 3 hours quarterly.
- NOTA's Annual Spring Conference (2 days).
- NOTA's Lobby Day Contribution (1 hour or ½ day).
- Regular communications with the President and Administrative Assistant: Approximately 0.5 hours

monthly.

- Regular communications with VP of Policy: Approximately 1 hour quarterly.
- Regular communications with the Membership specific to their respective area of Vice-Presidency: Approximately 1 hours monthly.
- Additional meetings: Approximately 2 hours annually.
- **MONTHLY TIME COMMITMENT APPROXIMATE: 6.5 hours**

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VICE PRESIDENT OF NEUROREHABILITATION

General Description:

The Vice President of Neurorehabilitation provides leadership to the President and helps ensure that the Association functions effectively. The Vice President of Neurorehabilitation shall perform such other duties as are necessarily incident to the office of Vice President or as may be prescribed by the President or Executive Board. The Vice President of Neurorehabilitation will ensure that NOTA members have the education, tools, resources, reimbursement, and support they need to effectively advocate for and provide services to occupational therapy clients.

Term:

- Two-year term.
- Elected in odd-numbered years.

Skills and Qualifications:

- Have a minimum of 1-year practice experience in their respective area of interest.
- Be a member in good standing of NOTA and the American Occupational Therapy Association.
- Demonstrated leadership skills through record of responsible service to the association.
- Committed to serving the common interests of the Association membership.
- Knowledgeable about the programs and activities of the Association.
- Ability to be a good facilitator.
- Fair, reasonable, even-tempered and impartial; demonstrates ability to exercise good judgment.
- Communicates effectively in oral and written form; have accessibility to phone, computer, internet and e-mail.
- Desire to assume President position of NOTA.

Duties:

- Attends and participates in NOTA board meetings, conference calls, functions, and events with a 50% attendance rate.
 - Serves as a voting member of NOTA's Executive Board.
- Regularly communicates with NOTA's President and/or Executive Board regarding current practice concerns.
- Identifies and maintains a collaborative relationship with, at minimum, three practice settings and one organization.
- Asks for member feedback on issues impacting occupational therapists or occupational therapy assistants.
- Shares practice updates and information with NOTA membership in the monthly "NOTA News & CEU Opportunities" email.
- Contributes articles to NOTA's biannual Newsletter.
- Helps coordinate with another Executive Board member one continuing education opportunity, outside of NOTA's Annual Conference, to advance the clinical knowledge of occupational therapists and occupational therapy assistants throughout the State of Nebraska.
- Communicates information to the Vice President of Policy & Advocacy and President that would assist in legislative efforts to advance the profession of occupational therapy within the state of Nebraska.

- Is willing to testify at hearings or submit written testimony pertaining to one's respective practice area, or find someone within one's practice setting to represent the viewpoint of occupational therapy at the state level.
- Contributes to NOTA's Lobby Day by either attending, submitting letters, advertising, etc.
- Familiarizes oneself with NOTA's Bylaws, Job Descriptions, Policies & Procedures, Timelines, etc. for clarity in execution of one's Executive Board position.
- Collects data and information throughout the year for NOTA's Annual Report to the membership and will share this information with the President or Executive Board when requested.

Responsibilities:

- Collaborates with the Executive Board to ensure that job descriptions exist for all officers and positions and that those holding positions are informed of responsibilities and carry out responsibilities.
- Responds to member concerns in a timely, diplomatic, and fair manner. Seeks assistance from President when needed.
- Develops, establishes, and updates policies and procedures related to the affairs of NOTA.
- Encourages membership and develops methods to increase and retain membership of licensed therapists and assistants in NOTA.
- Nominates individuals for NOTA awards and solicits nominations for open Executive Board positions.
- Recognizes OT's across the state of Nebraska for their contributions to the profession of occupational therapy.
- Develops a professional relationship with one's Nebraska senator.
- Recruits one's employer or company to be a vendor or sponsor at NOTA's Annual Conference.
- Creates chair positions within the Vice President of Neurorehabilitation, with approval of the President, in order to ensure successful implementation of all assigned duties and responsibilities of the Vice President of Neurorehabilitation position.
- Prepares a report on any assigned duties or special tasks for all Executive Board meetings, the Annual Business Meeting, or any special meeting of NOTA.
- Submits an annual budget, as necessary, to Treasurer 30 days prior to the NOTA's Annual Board Retreat.
- Receives and reviews NOTA correspondence as requested by the President.
- Identifies a NOTA Committee of interest annually and serves on this committee for the year.
- Serves on any committee designated by the President or Executive Board and performs any other duties as may be assigned by the President or the Executive Board.
- Trains the incoming Vice President of Neurorehabilitation and delivers material related to the office upon completion of term of office.

Time Commitment Required:

- NOTA Board meetings: Approximately 2 hours monthly.
- Quarterly Committee Meetings: Approximately 3 hours quarterly.
- NOTA's Annual Spring Conference (2 days).
- NOTA's Lobby Day Contribution (1 hour or ½ day).
- Regular communications with the President and Administrative Assistant: Approximately 0.5 hours

monthly.

- Regular communications with VP of Policy: Approximately 1 hour quarterly.
- Regular communications with the Membership specific to their respective area of Vice-Presidency: Approximately 1 hours monthly.
- Additional meetings: Approximately 2 hours annually.
- **MONTHLY TIME COMMITMENT APPROXIMATE: 6.5 hours**

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VICE PRESIDENT OF PEDIATRICS

General Description:

The Vice President of Pediatrics provides leadership to the President and helps ensure that the Association functions effectively. The Vice President of Pediatrics shall perform such other duties as are necessarily incident to the office of Vice President or as may be prescribed by the President or Executive Board. The Vice President of Pediatrics will ensure that NOTA members have the education, tools, resources, reimbursement, and support they need to effectively advocate for and provide services to occupational therapy clients.

Term:

- Two-year term.
- Elected in even-numbered years.

Skills and Qualifications:

- Have a minimum of 1-year practice experience in their respective area of interest.
- Be a member in good standing of NOTA and the American Occupational Therapy Association.
- Demonstrated leadership skills through record of responsible service to the association.
- Committed to serving the common interests of the Association membership.
- Knowledgeable about the programs and activities of the Association.
- Ability to be a good facilitator.
- Fair, reasonable, even-tempered and impartial; demonstrates ability to exercise good judgment.
- Communicates effectively in oral and written form; have accessibility to phone, computer, internet and e-mail.
- Desire to assume President position of NOTA.

Duties:

- Attends and participates in NOTA board meetings, conference calls, functions, and events with a 50% attendance rate.
 - Serves as a voting member of NOTA's Executive Board.
- Regularly communicates with NOTA's President and/or Executive Board regarding current practice concerns.
- Identifies and maintains a collaborative relationship with, at minimum, three practice settings and one organization.
- Asks for member feedback on issues impacting occupational therapists or occupational therapy assistants.
- Shares practice updates and information with NOTA membership in the monthly "NOTA News & CEU Opportunities" email.
- Contributes articles to NOTA's biannual Newsletter.
- Helps coordinate with another Executive Board member one continuing education opportunity, outside of NOTA's Annual Conference, to advance the clinical knowledge of occupational therapists and occupational therapy assistants throughout the State of Nebraska.
- Communicates information to the Vice President of Policy & Advocacy and President that would assist in legislative efforts to advance the profession of occupational therapy within the state of Nebraska.
- Is willing to testify at hearings or submit written testimony pertaining to one's respective practice area, or

find someone within one's practice setting to represent the viewpoint of occupational therapy at the state level.

- Contributes to NOTA's Lobby Day by either attending, submitting letters, advertising, etc.
- Familiarizes oneself with NOTA's Bylaws, Job Descriptions, Policies & Procedures, Timelines, etc. for clarity in execution of one's Executive Board position.
- Collects data and information throughout the year for NOTA's Annual Report to the membership and will share this information with the President or Executive Board when requested.

Responsibilities:

- Collaborates with the Executive Board to ensure that job descriptions exist for all officers and positions and that those holding positions are informed of responsibilities and carry out responsibilities.
- Responds to member concerns in a timely, diplomatic, and fair manner. Seeks assistance from President when needed.
- Develops, establishes, and updates policies and procedures related to the affairs of NOTA.
- Encourages membership and develops methods to increase and retain membership of licensed therapists and assistants in NOTA.
- Nominates individuals for NOTA awards and solicits nominations for open Executive Board positions.
- Recognizes OT's across the state of Nebraska for their contributions to the profession of occupational therapy.
- Develops a professional relationship with one's Nebraska senator.
- Recruits one's employer or company to be a vendor or sponsor at NOTA's Annual Conference.
- Creates chair positions within the Vice President of Pediatrics, with approval of the President, in order to ensure successful implementation of all assigned duties and responsibilities of the Vice President of Pediatrics position.
- Prepares a report on any assigned duties or special tasks for all Executive Board meetings, the Annual Business Meeting, or any special meeting of NOTA.
- Submits an annual budget, as necessary, to Treasurer 30 days prior to NOTA's Annual Board Retreat.
- Receives and reviews NOTA correspondence as requested by the President.
- Identifies a NOTA Committee of interest annually and serves on this committee for the year.
- Serves on any committee designated by the President or Executive Board and performs any other duties as may be assigned by the President or the Executive Board.
- Trains the incoming Vice President of Pediatrics and delivers material related to the office upon completion of term of office.

Time Commitment Required:

- NOTA Board meetings: Approximately 2 hours monthly.
- Quarterly Committee Meetings: Approximately 3 hours quarterly.
- NOTA's Annual Spring Conference (2 days).
- NOTA's Lobby Day Contribution (1 hour or ½ day).
- Regular communications with the President and Administrative Assistant: Approximately 0.5 hours monthly.



- Regular communications with VP of Policy: Approximately 1 hour quarterly.
- Regular communications with the Membership specific to their respective area of Vice-Presidency: Approximately 1 hours monthly.
- Additional meetings: Approximately 2 hours annually.
- **MONTHLY TIME COMMITMENT APPROXIMATE: 6.5 hours**

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VICE PRESIDENT OF POLICY & ADVOCACY

General Description:

The Vice President of Policy & Advocacy provides leadership to the President and helps ensure that the Association functions effectively. The Vice President of Policy & Advocacy shall perform such other duties as are necessarily incident to the office of Vice President or as may be prescribed by the President or Executive Board. In the absence of the President, the Vice President of Policy & Advocacy will work collaboratively to preside at the meetings of the Association and the Executive Board. The Vice President of Policy & Advocacy will ensure that NOTA members have the education, tools, resources, reimbursement, and support they need to effectively advocate for and provide services to occupational therapy clients.

Term:

- Two-year term.
- Elected in odd-numbered years.

Skills and Qualifications:

- Have a minimum of 1-year practice experience.
- Be a member in good standing of NOTA and the American Occupational Therapy Association.
- Demonstrated leadership skills through record of responsible service to the association.
- Committed to serving the common interests of the Association membership.
- Knowledgeable about the programs and activities of the Association.
- Ability to be a good facilitator.
- Fair, reasonable, even-tempered and impartial; demonstrates ability to exercise good judgment.
- Communicates effectively in oral and written form; have accessibility to phone, computer, internet and e-mail.
- Desire to assume President position of NOTA.

Duties:

- Attends and participates in NOTA board meetings, conference calls, functions, and events with a 50% attendance rate.
 - Serves as a voting member of NOTA's Executive Board.
- Presides at all official meetings when the President is absent.
 - In the event that the President is unable to act on behalf of NOTA or the position becomes vacant, the duties of the President fall onto the Vice President of Policy & Advocacy.
- Identifies current legislative concerns regarding the profession of occupational therapy in the state of Nebraska during the legislative season.
 - Monitors and tracks bills and amendments throughout the legislative season.
 - Attends interim meetings with senators, staff and administration officials if requested by NOTA's Lobbyist.
 - Anticipates and coordinates legislative outreach and advocacy in collaboration with NOTA lobbyist.
 - Organizes state legislative priorities based on review of state and national key issues.
- Regularly communicates with NOTA's Lobbyist & President and asks for member feedback on issues impacting occupational therapist or occupational therapy assistants.

- Attends and testifies at hearings when requested by NOTA's Lobbyist, and/or submits written testimony, or finds an individual to represent on behalf of NOTA.
- Consults and communicates regularly with the AOTA State Affairs Department.
- Coordinates public policy issues and legislative initiatives with NOTA Leadership.
- Stays informed on professional legislative leadership members in allied professional associations and Nebraska's Board of OT Practice.
- Is knowledgeable concerning the status of third-party payers with occupational therapy services, especially government and private insurance companies.
- Collaborates with the President to provide information/educational materials on the occupational therapy profession to NOTA's Lobbyist, senators, staff, and administration officials.
- Educates consumers, senators, and aides, on the profession of occupational therapy.
- Represents NOTA at AOTA's Hill Day.
- Coordinates NOTA's Lobby Day.
- Collects information from respective Vice Presidents that would assist in advancing the profession of occupational therapy within legislative issues and the state of Nebraska.
- Shares legislative updates with NOTA membership monthly during the Nebraska legislative season.
- Outside of the legislative season, contributes articles and information to the monthly "NOTA News & CEU Opportunities" email.
- Contributes articles to NOTA's biannual Newsletter.
- Identifies and maintains a collaborative relationship with, at minimum, three practice settings and one organization.
- Helps coordinate with another Executive Board member one continuing education opportunity, outside of NOTA's Annual Conference, to advance the clinical knowledge of occupational therapists and occupational therapy assistants throughout the State of Nebraska.
- Familiarizes oneself with NOTA's Bylaws, Job Descriptions, Policies & Procedures, Timelines, etc. for clarity in execution of one's Executive Board position.
- Collects data and information throughout the year for NOTA's Annual Report to the membership and will share this information with the President or Executive Board when requested.

Responsibilities:

- Helps ensure laws are being advanced at the state level that benefit the occupational therapy profession and/or clients receiving services.
- Ensures members receive updates and information to assist them in effectively advocating for federal legislative issues impacting the occupational therapy profession.
- Presents recommendations to the board when action is needed on benefits, programs, or services impacting occupational therapists or occupational therapy assistants or when NOTA needs to take a position on proposed regulatory changes impacting occupational therapists or occupational therapy assistants.
- Presents recommendations to the board when action is needed on public policy priority issues and changes to the services provided by NOTA's Lobbyist.
- Leads efforts to build and maintain positive relationships with clinics, private practices, medical-related organizations who are impacted by occupational therapy services, and the Nebraska Department of Health and Human Services to help improve occupational therapy services for clientele.

- Prepares to perform all duties of the President or succeed to an un-expired rotation of the term of President if necessary.
- Collaborates with the Executive Board to ensure that job descriptions exist for all officers and positions and that those holding positions are informed of responsibilities and carry out responsibilities.
- Responds to member concerns in a timely, diplomatic, and fair manner. Seeks assistance from President when needed.
- Develops, establishes, and updates policies and procedures related to the affairs of NOTA.
- Encourages membership and develops methods to increase and retain membership of licensed therapists and assistants in NOTA.
- Nominates individuals for NOTA awards and solicits nominations for open Executive Board positions.
- Recognizes OT's across the state of Nebraska for their contributions to the profession of occupational therapy.
- Develops a professional relationship with one's Nebraska senator.
- Recruits one's employer or company to be a vendor or sponsor at NOTA's Annual Conference.
- Creates chair positions within the Vice President of Policy & Advocacy, with approval of the President, in order to ensure successful implementation of all assigned duties and responsibilities of the Vice President of Policy & Advocacy position.
- Prepares a report on any assigned duties or special tasks for all Executive Board meetings, the Annual Business Meeting, or any special meeting of NOTA.
- Submits an annual budget, as necessary, to Treasurer 30 days prior to NOTA's Annual Board Retreat.
- Receives and reviews NOTA correspondence as requested by the President.
- Leads the Policy & Legislative Committee in achieving annual goals developed during Policy & Legislative Committee meetings (that occur, at minimum, quarterly) and delegates tasks as needed to ensure efficient operation of the committee.
- Participates in other committees, if desired.
- Serves on any committee designated by the President or Executive Board and performs any other duties as may be assigned by the President or the Executive Board.
- Trains the incoming Vice President and delivers material related to the office upon completion of term of office.

Time Commitment Required:

- Varies depending on the number of public priority issues.
- NOTA Board meetings: Approximately 2 hours monthly.
- Quarterly meetings with the Legislative Committee: Approximately 3 hours quarterly.
- NOTA's Annual Spring Conference (2 days).
- NOTA's Lobby Day (1 day).
- AOTA's Annual Hill Day (2 days).
- Regular communications with NOTA's Lobbyist: Approximately 4 hours monthly.
- Regular communications with the President and Administrative Assistant: Approximately 2 hours monthly.
- Regular communications with other Vice Presidents: Approximately 2 hours monthly.
- Regular communications with the Membership: Approximately 2 hours monthly.
- Additional meetings: Approximately 2 hours annually.

- **MONTHLY TIME COMMITMENT APPROXIMATE: 16 hours**

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VICE PRESIDENT OF RURAL HEALTH & COMMUNITY SERVICES

General Description:

The Vice President of Rural Health & Community Services provides leadership to the President and helps ensure that the Association functions effectively. The Vice President of Rural Health & Community Services shall perform such other duties as are necessarily incident to the office of Vice President or as may be prescribed by the President or Executive Board. The Vice President of Rural Health & Community Services will ensure that NOTA members have the education, tools, resources, reimbursement, and support they need to effectively advocate for and provide services to occupational therapy clients.

Term:

- Two-year term.
- Elected in even-numbered years.

Skills and Qualifications:

- Have a minimum of 1-year practice experience in their respective area of interest.
- Be a member in good standing of NOTA and the American Occupational Therapy Association.
- Demonstrated leadership skills through record of responsible service to the association.
- Committed to serving the common interests of the Association membership.
- Knowledgeable about the programs and activities of the Association.
- Ability to be a good facilitator.
- Fair, reasonable, even-tempered and impartial; demonstrates ability to exercise good judgment.
- Communicates effectively in oral and written form; have accessibility to phone, computer, internet and e-mail.
- Desire to assume President position of NOTA.

Duties:

- Attends and participates in NOTA board meetings, conference calls, functions, and events with a 50% attendance rate.
 - Serves as a voting member of NOTA's Executive Board.
- Regularly communicates with NOTA's President and/or Executive Board regarding current practice concerns.
- Identifies and maintains a collaborative relationship with, at minimum, three practice settings and one organization.
- Asks for member feedback on issues impacting occupational therapists or occupational therapy assistants.
- Shares practice updates and information with NOTA membership in the monthly "NOTA News & CEU Opportunities" email.
- Contributes articles to NOTA's biannual Newsletter.
- Helps coordinate with another Executive Board member one continuing education opportunity, outside of NOTA's Annual Conference, to advance the clinical knowledge of occupational therapists and occupational therapy assistants throughout the State of Nebraska.
- Communicates information to the Vice President of Policy & Advocacy and President that would assist in legislative efforts to advance the profession of occupational therapy within the state of Nebraska.

- Is willing to testify at hearings or submit written testimony pertaining to one's respective practice area, or find someone within one's practice setting to represent the viewpoint of occupational therapy at the state level.
- Contributes to NOTA's Lobby Day by either attending, submitting letters, advertising, etc.
- Familiarizes oneself with NOTA's Bylaws, Job Descriptions, Policies & Procedures, Timelines, etc. for clarity in execution of one's Executive Board position.
- Collects data and information throughout the year for NOTA's Annual Report to the membership and will share this information with the President or Executive Board when requested.

Responsibilities:

- Collaborates with the Executive Board to ensure that job descriptions exist for all officers and positions and that those holding positions are informed of responsibilities and carry out responsibilities.
- Responds to member concerns in a timely, diplomatic, and fair manner. Seeks assistance from President when needed.
- Develops, establishes, and updates policies and procedures related to the affairs of NOTA.
- Encourages membership and develops methods to increase and retain membership of licensed therapists and assistants in NOTA.
- Nominates individuals for NOTA awards and solicits nominations for open Executive Board positions.
- Recognizes OT's across the state of Nebraska for their contributions to the profession of occupational therapy.
- Develops a professional relationship with one's Nebraska senator.
- Recruits one's employer or company to be a vendor or sponsor at NOTA's Annual Conference.
- Creates chair positions within the Vice President of Rural Health & Community Services, with approval of the President, in order to ensure successful implementation of all assigned duties and responsibilities of the Vice President of Rural Health & Community Services position.
- Prepares a report on any assigned duties or special tasks for all Executive Board meetings, the Annual Business Meeting, or any special meeting of NOTA.
- Submits an annual budget, as necessary, to Treasurer 30 days prior to NOTA's Annual Board Retreat.
- Receives and reviews NOTA correspondence as requested by the President.
- Identifies a NOTA Committee of interest annually and serves on this committee for the year.
- Serves on any committee designated by the President or Executive Board and performs any other duties as may be assigned by the President or the Executive Board.
- Trains the incoming Vice President of Rural Health & Community Services and delivers material related to the office upon completion of term of office.

Time Commitment Required:

- NOTA Board meetings: Approximately 2 hours monthly.
- Quarterly Committee Meetings: Approximately 3 hours quarterly.
- NOTA's Annual Spring Conference (2 days).
- NOTA's Lobby Day Contribution (1 hour or ½ day).
- Regular communications with the President and Administrative Assistant: Approximately 0.5 hours

monthly.

- Regular communications with VP of Policy: Approximately 1 hour quarterly.
- Regular communications with the Membership specific to their respective area of Vice-Presidency: Approximately 1 hours monthly.
- Additional meetings: Approximately 2 hours annually.
- **MONTHLY TIME COMMITMENT APPROXIMATE: 6.5 hours**

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VICE PRESIDENT OF SCHOOL-BASED PRACTICE

General Description:

The Vice President of School-Based Practice provides leadership to the President and helps ensure that the Association functions effectively. The Vice President of School-Based Practice shall perform such other duties as are necessarily incident to the office of Vice President or as may be prescribed by the President or Executive Board. The Vice President of School-Based Practice will ensure that NOTA members have the education, tools, resources, reimbursement, and support they need to effectively advocate for and provide services to occupational therapy clients.

Term:

- Two-year term.
- Elected in odd-numbered years.

Skills and Qualifications:

- Have a minimum of 1-year practice experience in their respective area of interest.
- Be a member in good standing of NOTA and the American Occupational Therapy Association.
- Demonstrated leadership skills through record of responsible service to the association.
- Committed to serving the common interests of the Association membership.
- Knowledgeable about the programs and activities of the Association.
- Ability to be a good facilitator.
- Fair, reasonable, even-tempered and impartial; demonstrates ability to exercise good judgment.
- Communicates effectively in oral and written form; have accessibility to phone, computer, internet and e-mail.
- Desire to assume President position of NOTA.

Duties:

- Attends and participates in NOTA board meetings, conference calls, functions, and events with a 50% attendance rate.
 - Serves as a voting member of NOTA's Executive Board.
- Regularly communicates with NOTA's President and/or Executive Board regarding current practice concerns.
- Identifies and maintains a collaborative relationship with, at minimum, three practice settings and one organization.
- Asks for member feedback on issues impacting occupational therapists or occupational therapy assistants.
- Shares practice updates and information with NOTA membership in the monthly "NOTA News & CEU Opportunities" email.
- Contributes articles to NOTA's biannual Newsletter.
- Helps coordinate with another Executive Board member one continuing education opportunity, outside of NOTA's Annual Conference, to advance the clinical knowledge of occupational therapists and occupational therapy assistants throughout the State of Nebraska.
- Communicates information to the Vice President of Policy & Advocacy and President that would assist in legislative efforts to advance the profession of occupational therapy within the state of Nebraska.

- Is willing to testify at hearings or submit written testimony pertaining to one's respective practice area, or find someone within one's practice setting to represent the viewpoint of occupational therapy at the state level.
- Contributes to NOTA's Lobby Day by either attending, submitting letters, advertising, etc.
- Familiarizes oneself with NOTA's Bylaws, Job Descriptions, Policies & Procedures, Timelines, etc. for clarity in execution of one's Executive Board position.
- Collects data and information throughout the year for NOTA's Annual Report to the membership and will share this information with the President or Executive Board when requested.

Responsibilities:

- Leads efforts to build and maintain positive relationships with school districts and the Nebraska Department of Education to help improve occupational therapy services for students.
- Collaborates with the Executive Board to ensure that job descriptions exist for all officers and positions and that those holding positions are informed of responsibilities and carry out responsibilities.
- Responds to member concerns in a timely, diplomatic, and fair manner. Seeks assistance from President when needed.
- Develops, establishes, and updates policies and procedures related to the affairs of NOTA.
- Encourages membership and develops methods to increase and retain membership of licensed therapists and assistants in NOTA.
- Nominates individuals for NOTA awards and solicits nominations for open Executive Board positions.
- Recognizes OT's across the state of Nebraska for their contributions to the profession of occupational therapy.
- Develops a professional relationship with one's Nebraska senator.
- Recruits one's employer or company to be a vendor or sponsor at NOTA's Annual Conference.
- Creates chair positions within the Vice President of School-Based Practice, with approval of the President, in order to ensure successful implementation of all assigned duties and responsibilities of the Vice President of School-Based Practice position.
- Prepares a report on any assigned duties or special tasks for all Executive Board meetings, the Annual Business Meeting, or any special meeting of NOTA.
- Submits an annual budget, as necessary, to Treasurer 30 days prior to NOTA's Annual Board Retreat.
- Receives and reviews NOTA correspondence as requested by the President.
- Identifies a NOTA Committee of interest annually and serves on this committee for the year.
- Serves on any committee designated by the President or Executive Board and performs any other duties as may be assigned by the President or the Executive Board.
- Trains the incoming Vice President of School-Based Practice and delivers material related to the office upon completion of term of office.

Time Commitment Required:

- NOTA Board meetings: Approximately 2 hours monthly.
- Quarterly Committee Meetings: Approximately 3 hours quarterly.
- NOTA's Annual Spring Conference (2 days).



- NOTA's Lobby Day Contribution (1 hour or ½ day).
- Regular communications with the President and Administrative Assistant: Approximately 0.5 hours monthly.
- Regular communications with VP of Policy: Approximately 1 hour quarterly.
- Regular communications with the Membership specific to their respective area of Vice-Presidency: Approximately 1 hours monthly.
- Additional meetings: Approximately 2 hours annually.
- **MONTHLY TIME COMMITMENT APPROXIMATE: 6.5 hours**

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VICE PRESIDENT OF SKILLED CARE, LONG-TERM CARE, & HOME HEALTH

General Description:

The Vice President of Skilled Care, Long-Term Care, & Home Health provides leadership to the President and helps ensure that the Association functions effectively. The Vice President of Skilled Care, Long-Term Care, & Home Health shall perform such other duties as are necessarily incident to the office of Vice President or as may be prescribed by the President or Executive Board. The Vice President of Skilled Care, Long-Term Care, & Home Health will ensure that NOTA members have the education, tools, resources, reimbursement, and support they need to effectively advocate for and provide services to occupational therapy clients.

Term:

- Two-year term.
- Elected in even-numbered years.

Skills and Qualifications:

- Have a minimum of 1-year practice experience in their respective area of interest.
- Be a member in good standing of NOTA and the American Occupational Therapy Association.
- Demonstrated leadership skills through record of responsible service to the association.
- Committed to serving the common interests of the Association membership.
- Knowledgeable about the programs and activities of the Association.
- Ability to be a good facilitator.
- Fair, reasonable, even-tempered and impartial; demonstrates ability to exercise good judgment.
- Communicates effectively in oral and written form; have accessibility to phone, computer, internet and e-mail.
- Desire to assume President position of NOTA.

Duties:

- Attends and participates in NOTA board meetings, conference calls, functions, and events with a 50% attendance rate.
 - Serves as a voting member of NOTA's Executive Board.
- Regularly communicates with NOTA's President and/or Executive Board regarding current practice concerns.
- Identifies and maintains a collaborative relationship with, at minimum, three practice settings and one organization.
- Asks for member feedback on issues impacting occupational therapists or occupational therapy assistants.
- Shares practice updates and information with NOTA membership in the monthly "NOTA News & CEU Opportunities" email.
- Contributes articles to NOTA's biannual Newsletter.
- Helps coordinate with another Executive Board member one continuing education opportunity, outside of NOTA's Annual Conference, to advance the clinical knowledge of occupational therapists and occupational therapy assistants throughout the State of Nebraska.
- Communicates information to the Vice President of Policy & Advocacy and President that would assist in legislative efforts to advance the profession of occupational therapy within the state of Nebraska.

- Is willing to testify at hearings or submit written testimony pertaining to one's respective practice area, or find someone within one's practice setting to represent the viewpoint of occupational therapy at the state level.
- Contributes to NOTA's Lobby Day by either attending, submitting letters, advertising, etc.
- Familiarizes oneself with NOTA's Bylaws, Job Descriptions, Policies & Procedures, Timelines, etc. for clarity in execution of one's Executive Board position.
- Collects data and information throughout the year for NOTA's Annual Report to the membership and will share this information with the President or Executive Board when requested.

Responsibilities:

- Collaborates with the Executive Board to ensure that job descriptions exist for all officers and positions and that those holding positions are informed of responsibilities and carry out responsibilities.
- Responds to member concerns in a timely, diplomatic, and fair manner. Seeks assistance from President when needed.
- Develops, establishes, and updates policies and procedures related to the affairs of NOTA.
- Encourages membership and develops methods to increase and retain membership of licensed therapists and assistants in NOTA.
- Nominates individuals for NOTA awards and solicits nominations for open Executive Board positions.
- Recognizes OT's across the state of Nebraska for their contributions to the profession of occupational therapy.
- Develops a professional relationship with one's Nebraska senator.
- Recruits one's employer or company to be a vendor or sponsor at NOTA's Annual Conference.
- Creates chair positions within the Vice President of Skilled Care, Long-Term Care, & Home Health with approval of the President, in order to ensure successful implementation of all assigned duties and responsibilities of the Vice President of Skilled Care, Long-Term Care, & Home Health position.
- Prepares a report on any assigned duties or special tasks for all Executive Board meetings, the Annual Business Meeting, or any special meeting of NOTA.
- Submits an annual budget, as necessary, to Treasurer 30 days prior to NOTA's Annual Board Retreat.
- Receives and reviews NOTA correspondence as requested by the President.
- Identifies a NOTA Committee of interest annually and serves on this committee for the year.
- Serves on any committee designated by the President or Executive Board and performs any other duties as may be assigned by the President or the Executive Board.
- Trains the incoming Vice President of Skilled Care, Long-Term Care, & Home Health and delivers material related to the office upon completion of term of office.

Time Commitment Required:

- NOTA Board meetings: Approximately 2 hours monthly.
- Quarterly Committee Meetings: Approximately 3 hours quarterly.
- NOTA's Annual Spring Conference (2 days).
- NOTA's Lobby Day Contribution (1 hour or ½ day).
- Regular communications with the President and Administrative Assistant: Approximately 0.5 hours

monthly.

- Regular communications with VP of Policy: Approximately 1 hour quarterly.
- Regular communications with the Membership specific to their respective area of Vice-Presidency: Approximately 1 hours monthly.
- Additional meetings: Approximately 2 hours annually.
- **MONTHLY TIME COMMITMENT APPROXIMATE: 6.5 hours**

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SECRETARY

General Description:

The Secretary provides leadership to the President and helps ensure that the Association functions effectively. The Secretary shall be the recording secretary of NOTA and shall see that minutes of all meetings and transactions of NOTA are properly recorded. The Secretary shall perform such other duties as are necessarily incident to the office of Secretary or as may be prescribed by the President or Executive Board.

Term:

- Two-year term
- Elected in odd-numbered years.

Skills and Qualifications:

- Be a member in good standing of NOTA and the American Occupational Therapy Association.
- Demonstrated leadership skills through record of responsible service to the association.
- Committed to serving the common interests of the Association membership.
- Knowledgeable about the programs and activities of the Association.
- Ability to be a good facilitator.
- Fair, reasonable, even-tempered and impartial; demonstrates ability to exercise good judgment.
- Communicates effectively in oral and written form; have accessibility to phone, computer, internet and e-mail.
- Desire to assume President position of NOTA.
- Database management skills.

Duties:

- Attends and participates in NOTA board meetings, conference calls, functions, and events with a 50% attendance rate.
 - Serves as a voting member of NOTA's Executive Board.
- Ensures all minute meetings, amendments, and additional recordings by the Secretary are uploaded and kept in NOTA's cloud storage company.
- Records the minutes of all meetings, and finds an alternative to take minutes if unable to attend an Executive Board meeting.
 - Assures that the Executive Board receives minutes of the previous Board meeting with the call for agenda items for upcoming Board meeting.
- Receives and reviews NOTA correspondence as requested by the President.
- Keep a register of the Post Office address of each Executive Board member, which shall be furnished to the Secretary by such member.
- Keeps accurate record of all amendments or revisions of the Bylaws with dates of adoption.
- Ensures all copies of annual reports are kept in NOTA's cloud storage company.
- Works with other Executive Board Members to ensure all positions can access NOTA's cloud storage company and upload documents respective to their position.
- Regularly communicates with NOTA's President and/or Executive Board regarding current practice concerns.

- Identifies and maintains a collaborative relationship with, at minimum, three practice settings and one organization.
- Asks for member feedback on issues impacting occupational therapists or occupational therapy assistants.
- Shares practice updates and information with NOTA membership in the monthly “NOTA News & CEU Opportunities” email.
- Contributes articles to NOTA’s biannual Newsletter.
- Helps coordinate with another Executive Board member one continuing education opportunity, outside of NOTA’s Annual Conference, to advance the clinical knowledge of occupational therapists and occupational therapy assistants throughout the State of Nebraska.
- Communicates information to the Vice President of Policy & Advocacy and President that would assist in legislative efforts to advance the profession of occupational therapy within the state of Nebraska.
- Contributes to NOTA’s Lobby Day by either attending, submitting letters, advertising, etc.
- Familiarizes oneself with NOTA’s Bylaws, Job Descriptions, Policies & Procedures, Timelines, etc. for clarity in execution of one’s Executive Board position.
- Collects data and information throughout the year for NOTA’s Annual Report to the membership and will share this information with the President or Executive Board when requested.

Responsibilities:

- Collaborates with the Executive Board to ensure that job descriptions exist for all officers and positions and that those holding positions are informed of responsibilities and carry out responsibilities.
- Responds to member concerns in a timely, diplomatic, and fair manner. Seeks assistance from President when needed.
- Develops, establishes, and updates policies and procedures related to the affairs of NOTA.
- Encourages membership and develops methods to increase and retain membership of licensed therapists and assistants in NOTA.
- Nominates individuals for NOTA awards and solicits nominations for open Executive Board positions.
- Recognizes OT’s across the state of Nebraska for their contributions to the profession of occupational therapy.
- Develops a professional relationship with one’s Nebraska senator.
- Recruits one’s employer or company to be a vendor or sponsor at NOTA’s Annual Conference.
- Prepares a report on any assigned duties or special tasks for all Executive Board meetings, the Annual Business Meeting, or any special meeting of NOTA.
- Submits an annual budget, as necessary, to Treasurer 30 days prior to NOTA’s Annual Board Retreat.
- Identifies a NOTA Committee of interest annually and serves on this committee for the year.
- Serves on any committee designated by the President or Executive Board and performs any other duties as may be assigned by the President or the Executive Board.
- Trains the incoming Secretary and delivers material related to the office upon completion of term of office.

Time Commitment Required:

- NOTA Board meetings: Approximately 2 hours monthly.
- Quarterly Committee Meetings: Approximately 3 hours quarterly.

- NOTA's Annual Spring Conference (2 days).
- NOTA's Lobby Day Contribution (1 hour or ½ day).
- Regular communications with the President and Administrative Assistant: Approximately 0.5 hours monthly.
- Regular communications with VP of Policy: Approximately 1 hour quarterly.
- Regular communications with the Membership specific to their respective area of Vice-Presidency: Approximately 1 hours monthly.
- Editing and Uploading Meeting Minutes: Approximately 1 hour monthly
- Additional meetings: Approximately 2 hours annually.
- **MONTHLY TIME COMMITMENT APPROXIMATE: 7.5 hours**

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TREASURER

General Description:

The Treasurer provides leadership to the President and helps ensure that the Association functions effectively. The Treasurer is responsible for ensuring NOTA maintains accurate financial records, conducts its fiscal affairs in accordance with policies and budget adopted by the Board, and disburses funds subject to the Board's policies and directives. The Treasurer shall perform such other duties as are necessarily incident to the office of Treasurer or as may be prescribed by the President or Executive Board.

Term:

- Two-year term
- Elected in even-numbered years.

Skills and Qualifications:

- Be a member in good standing of NOTA and the American Occupational Therapy Association.
- Demonstrated leadership skills through record of responsible service to the association.
- Committed to serving the common interests of the Association membership.
- Knowledgeable about the programs and activities of the Association.
- Ability to be a good facilitator.
- Fair, reasonable, even-tempered and impartial; demonstrates ability to exercise good judgment.
- Communicates effectively in oral and written form; have accessibility to phone, computer, internet and e-mail.
- Financial skills and ability to access to NOTA online banking account.
- Desire to assume President position of NOTA.

Duties:

- Attends and participates in NOTA board meetings, conference calls, functions, and events with a 50% attendance rate.
 - Serves as a voting member of NOTA's Executive Board.
- Collaborates with the President and Administrative Assistant to prepare the budget for presentation to the Board at NOTA's Annual Board Retreat.
- Approves board expenditures outside of the Annual Budget and in conjunction with NOTA's President and Administrative Assistant.
- Shall have the accounts of NOTA audited as recommended by the Executive Board.
- Oversees fundraising activities for the benefit of NOTA.
- Ensures development and board review of financial policies and procedures.
- Regularly communicates with NOTA's President and/or Executive Board regarding current practice concerns.
- Identifies and maintains a collaborative relationship with, at minimum, three practice settings and one organization.
- Asks for member feedback on issues impacting occupational therapists or occupational therapy assistants.
- Shares practice updates and information with NOTA membership in the monthly "NOTA News & CEU Opportunities" email.

- Contributes articles to NOTA's biannual Newsletter.
- Helps coordinate with another Executive Board member one continuing education opportunity, outside of NOTA's Annual Conference, to advance the clinical knowledge of occupational therapists and occupational therapy assistants throughout the State of Nebraska.
- Communicates information to the Vice President of Policy & Advocacy and President that would assist in legislative efforts to advance the profession of occupational therapy within the state of Nebraska.
- Is willing to testify at hearings or submit written testimony pertaining to one's respective practice area, or find someone within one's practice setting to represent the viewpoint of occupational therapy at the state level.
- Contributes to NOTA's Lobby Day by either attending, submitting letters, advertising, etc.
- Familiarizes oneself with NOTA's Bylaws, Job Descriptions, Policies & Procedures, Timelines, etc. for clarity in execution of one's Executive Board position.
- Collects data and information throughout the year for NOTA's Annual Report to the membership and will share this information with the President or Executive Board when requested.

Responsibilities:

- Collaborates with the Executive Board to ensure that job descriptions exist for all officers and positions and that those holding positions are informed of responsibilities and carry out responsibilities.
- Responds to member concerns in a timely, diplomatic, and fair manner. Seeks assistance from President when needed.
- Develops, establishes, and updates policies and procedures related to the affairs of NOTA.
- Encourages membership and develops methods to increase and retain membership of licensed therapists and assistants in NOTA.
- Nominates individuals for NOTA awards and solicits nominations for open Executive Board positions.
- Recognizes OT's across the state of Nebraska for their contributions to the profession of occupational therapy.
- Develops a professional relationship with one's Nebraska senator.
- Recruits one's employer or company to be a vendor or sponsor at NOTA's Annual Conference.
- Prepares a report on any assigned duties or special tasks for all Executive Board meetings, the Annual Business Meeting, or any special meeting of NOTA.
- Leads the Finance Committee in achieving annual goals developed during Finance Committee meetings (that occur, at minimum, quarterly) and delegates tasks as needed to ensure efficient operation of the committee.
- Participates in other committees, if desired.
- Serve on any committee designated by the President or Executive Board and perform any other duties as may be assigned by the President or the Executive Board.
- Trains the incoming Secretary and delivers material related to the office upon completion of term of office.

Time Commitment Required:

- NOTA Board meetings: Approximately 2 hours monthly.
- Quarterly meetings with the Finance Committee: Approximately 3 hours quarterly.

- NOTA's Annual Spring Conference (2 days).
- NOTA's Lobby Day Contribution (1 hour or ½ day).
- Regular communications with the President and Administrative Assistant: Approximately 0.5 hours monthly.
- Regular communications with VP of Policy: Approximately 1 hour quarterly.
- Regular communications with the Membership specific to their respective area of Vice-Presidency: Approximately 1 hours monthly.
- Monitoring and compilation of financial reports: 2 hours monthly.
- Additional meetings: Approximately 2 hours annually.
- **MONTHLY TIME COMMITMENT APPROXIMATE: 8.5 hours**

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PAST PRESIDENT

General Description:

The Past President provides insight and serve as a resource to the President and helps ensure that the Association functions effectively. The Past President shall perform such other duties as prescribed by the President. The Past President will ensure that NOTA members have the education, tools, resources, reimbursement, and support they need to effectively advocate for and provide services to occupational therapy clients.

Term:

- One-year term.
- Served at the conclusion of one's Presidency within NOTA.

Skills and Qualifications:

- Served as the previous President on NOTA's Executive Board.
- Be a member in good standing of NOTA and the American Occupational Therapy Association.
- Demonstrates leadership skills through record of responsible service to NOTA.
- Committed to serving the common interests of NOTA membership.
- Knowledgeable about the programs and activities of NOTA.
- Ability to be a good facilitator.
- Fair, reasonable, even-tempered and impartial; demonstrates ability to exercise good judgment.
- Communicates effectively in oral and written form; have accessibility to phone, computer, internet, and e-mail.

Duties:

- Attends and participates in NOTA board meetings, conference calls, functions, and events with a 50% attendance rate.
 - Serves as a non-voting member of NOTA's Executive Board.
- Serves as a primary consultant to the President and provides guidance and insight into the efficacy of NOTA's operations.
- Asks for member feedback on issues impacting occupational therapists or occupational therapy assistants.
- Communicates information to the Vice President of Policy & Advocacy and President that would assist in legislative efforts to advance the profession of occupational therapy within the state of Nebraska.
- Is willing to testify at hearings or submit written testimony pertaining to one's respective practice area, or find someone within one's practice setting to represent the viewpoint of occupational therapy at the state level.
- Familiarizes oneself with NOTA's Bylaws, Job Descriptions, Policies & Procedures, Timelines, etc. for clarity in execution of one's Executive Board position.

Responsibilities:

- Collaborates with the Executive Board to ensure that job descriptions exist for all officers and positions and that those holding positions are informed of responsibilities and carry out responsibilities.
- Develops, establishes, and updates policies and procedures related to the affairs of NOTA.

- Encourages membership and develops methods to increase and retain membership of licensed therapists and assistants in NOTA.
- Nominates individuals for NOTA awards and solicits nominations for open Executive Board positions.
- Recognizes OT's across the state of Nebraska for their contributions to the profession of occupational therapy.
- Develops a professional relationship with one's Nebraska senator.
- Recruits one's employer or company to be a vendor or sponsor at NOTA's Annual Conference.
- Receives and reviews NOTA correspondence as requested by the President.
- Serves on any committee designated by the President and performs any other duties as may be assigned by the President.

Time Commitment Required:

- NOTA Board meetings: Approximately 2 hours monthly.
- Quarterly Committee Meetings: Approximately 3 hours quarterly.
- NOTA's Annual Spring Conference (2 days).
- NOTA's Lobby Day Contribution (1 hour or ½ day).
- Regular communications with the President: Approximately 2 hours monthly.
- Additional meetings: Approximately 2 hours annually.
- **MONTHLY TIME COMMITMENT APPROXIMATE: 6.5 hours**

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ADMINISTRATIVE ASSISTANT

General Description:

NOTA's Administrative Assistant shall provide organization and management to NOTA in order to ensure successful operation of the affairs of NOTA. The Administrative Assistant shall perform such other duties as are necessarily incident to the office of the Administrative Assistant or as may be prescribed by the President or Executive Board.

Term:

- Shall be contracted by NOTA yearly and the contract continued upon mutual agreement of both parties.
- This Agreement may be terminated before the end of the Term; however, the party seeking to terminate must provide thirty (30) days written notice to the other party.

Skills and Qualifications:

- Demonstrated leadership skills through record of responsible service to the association.
- Committed to serving the common interests of the Association membership.
- Knowledgeable about the programs and activities of the Association.
- Ability to be a good facilitator.
- Fair, reasonable, even-tempered and impartial; demonstrates ability to exercise good judgment.
- Communicates effectively in oral and written form; have accessibility to phone, computer, internet and e-mail.
- Database management skills.
- Financial skills and ability to access to NOTA online banking account.

Duties:

- Attends and participates in NOTA board meetings, conference calls, functions, and events with a 75% attendance rate.
 - Serves as a non-voting member of NOTA's Executive Board.
- Ensure successful operation of all affairs of NOTA.
- Establish terms of such employment and convey the power, duties, and responsibilities as are necessary to ensure the effective operation of NOTA.
- The Administrative Assistant is responsible directly to the President of NOTA.
- Collaborates with the President to prepare the budget for presentation to the Board at NOTA's Annual Board Retreat.
- Approves board expenditures outside of the Annual Budget and in conjunction with NOTA's President and Treasurer.
- Ensures development and board review of financial policies and procedures.
- Regularly communicates with the President and Executive Board as deemed to meet the needs of the Association.
- Coordinates with the President the monthly "NOTA News & CEU Opportunities" email.
- Communicates information to the Vice President of Policy & Advocacy and President that would assist in legislative efforts to advance the profession of occupational therapy within the state of Nebraska.

- Ensures those nominated for offices are eligible (NOTA/AOTA members) and conveys this information to the President.
- Tabulates election ballots for NOTA Executive Board officers.
- Has the responsibility of all financial records, books, papers, documents and related financial matters of the association; uploads appropriate information to NOTA's cloud storage company.
- Facilitates scheduling and filing of financial reports and documents, and payment of taxes, fees and other legal assessments as required by law, retaining copies for the permanent association files, including but not limited to the following:
 - Form 941 - Quarterly withholding and social security taxes (if and when applicable)
 - Form 940 - Annual Federal Unemployment Tax Assessment (FUTA) (if and when applicable)
 - Form 990 - Annual Income Reporting for Non-Profit Corporations
 - TEC - Quarterly State Unemployment Tax (if and when applicable)
 - W-2 - Annual Income Reporting Forms for Employees (if and when applicable)
 - Property Tax – Annual
- Maintains financial records including account ledgers and bank accounts.
 - Pay bills and make deposits in a timely manner.
 - Is responsible for keeping an account of all monies received and expended for the use of the association and shall make all duly-authorized disbursements.
 - Prepare budget and financial reports prior to each Board meeting or as requested.
 - Monitor payment of invoices by advertisers and work closely with the Administrative Assistant regarding payment collection.
 - Conduct follow up and answer financial related questions from the Board and membership in a timely manner.
 - Works with the Executive Board to prepare an annual budget for NOTA, and presents it to the membership at the Annual Meeting.
- Prepares reports required by the State and IRS to maintain non-profit and tax-exempt status.
- Submit to the President and the Executive Board whenever they may require it an account of the financial condition of NOTA.
- Assure that upon termination of office any books, documentation in possession, records, papers, vouchers, money, and other property belonging to NOTA is restored to the Board.
- Familiarizes oneself with NOTA's Bylaws, Job Descriptions, Policies & Procedures, Timelines, etc. for clarity in execution of one's Executive Board position.
- Collects data and information throughout the year for NOTA's Annual Report to the membership and will share this information with the President or Executive Board when requested.

Responsibilities:

- Collaborates with the Executive Board to ensure that job descriptions exist for all officers and positions and that those holding positions are informed of responsibilities and carry out responsibilities.
- Responds to member concerns in a timely, diplomatic, and fair manner. Seeks assistance from President when needed.
- Develops, establishes, and updates policies and procedures related to the affairs of NOTA.
- Prepares a report on any assigned duties or special tasks for all Executive Board meetings, the Annual Business Meeting, or any special meeting of NOTA.
- Submits an annual budget, as necessary, to Treasurer 30 days prior to NOTA's Annual Board Retreat.

- Serve on any committee designated by the President or Executive Board and perform any other duties as may be assigned by the President or the Executive Board.
- Trains the incoming Administrative Assistant and delivers material related to the office upon termination of office.

Time Commitment Required:

- NOTA Board meetings: Approximately 6 hours monthly.
- Biweekly meetings with NOTA's President: Approximately 2 hours monthly.
- Quarterly Committee Meetings: Approximately 4 hours quarterly.
- NOTA's Annual Spring Conference (2 days).
- Regular communications with the Executive Board and NOTA Membership: Approximately 6 hours monthly.
- Creating monthly financial reports: Approximately 2 hours monthly.
- Communication with membership and website management: Approximately 8 hours monthly.
- Communication with the President, VP of Policy, Lobbyist: Approximately 2 hours monthly.
- Additional meetings: Approximately 4 hours annually.
- **MONTHLY TIME COMMITMENT APPROXIMATE: 28 hours**

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AMERICAN OCCUPATIONAL THERAPY ASSOCIATION REPRESENTATIVE ASSEMBLY (AOTA RA)

General Description:

The American Occupational Therapy Association Representative Assembly (AOTA RA) Representative represents the state of Nebraska and is responsible for the development and approval of professional policies and standards for the American Occupational Therapy Associations. The Representative Assembly (RA) meets at least twice a year and is always open to members for observation unless it is in executive session. The fall meeting occurs online and the spring meeting is held either online, face-to-face, or as a combination of both methods, beginning just before and/or at the same location as AOTA's Annual Conference & Expo.

Term:

- Three-year term with the American Occupational Therapy Association.
- Elected within AOTA's national election and represents the state of Nebraska to the Representative Assembly.

Skills and Qualifications:

- Shall be a member in good standing for at least one year of the election area affiliate (Nebraska) to be represented at the time of election and through-out the term of office.
- Shall have at least two years of experience in occupational therapy.
- Be a member in good standing of NOTA and the American Occupational Therapy Association, and shall not have had a public sanction within the past 3 years at the time of election and throughout the term of office.
- Shall have knowledge of the official documents of the Association (Bylaws, policies, appropriate SOP/JD, AOTA Occupational Therapy Code of Ethics, Administrative SOP, and Strategic Plan).
- Members must have consistent access to a computer with a high-speed Internet connection and be comfortable working in an online environment. This includes opening, saving, editing, and sending attachments in e-mail as needed. The RA maintains a SharePoint site which provides access to reference and resource materials related to the RA. Much of the RA's business during online meetings is conducted on CommunOT.
- Demonstrated leadership skills through record of responsible service to the association.
- Fair, reasonable, even-tempered and impartial; demonstrates ability to exercise good judgment.
- Communicates effectively in oral and written form; have accessibility to phone, computer, internet and e-mail.

Duties:

- Attends and participates in NOTA board meetings, conference calls, functions, and events with a 50% attendance rate.
 - Serves as a non-voting member of NOTA's Executive Board.
- Shall represent the AOTA voting members in their state election areas in the formulation and adoption of Association policy with one vote.
 - Notify membership of issues scheduled for discussion/vote at said meetings.
 - Obtains feedback from membership prior to meetings.
 - Reports back to membership regarding outcome of issues voted on or discussed at RA meetings.

- Attends all scheduled meetings of the RA.
- Shall serve as channel for identification and clarification of issues of concern to the profession and shall initiate appropriate action and communicate results of Assembly actions to their constituents.
- Regularly communicates with NOTA's President and/or Executive Board regarding current RA and practice concerns.
- Identifies, maintains and assists in a collaborative relationship between NOTA and AOTA OT constituents to best represent the interests of the State of Nebraska and the National Organization.
- Asks, through AOTA, for member feedback on issues impacting occupational therapists or occupational therapy assistants.
- Contributes and highlights decisions made within the Representative Assembly to the State Organization through attendance with State Organization meetings and/or through the newsletter.
- Communicates information to the Vice President of Policy & Advocacy and President that would assist in legislative efforts to advance the profession of occupational therapy within the state of Nebraska.
- Familiarizes oneself with NOTA's Bylaws, Job Descriptions, Policies & Procedures, Timelines, etc. for clarity in execution of one's Executive Board position.
- Collects data and information throughout the year for NOTA's Annual Report to the membership and will share this information with the President or Executive Board when requested.

Responsibilities:

- Responds to member concerns in a timely, diplomatic, and fair manner. Seeks assistance from President when needed.
- Encourages membership and develops methods to increase and retain membership of licensed therapists and assistants in NOTA.
- Nominates individuals for NOTA awards and solicits nominations for open Executive Board positions.
- Recognizes OT's across the state of Nebraska for their contributions to the profession of occupational therapy.
- Develops a professional relationship with one's Nebraska senator.
- Recruits one's employer or company to be a vendor or sponsor at NOTA's Annual Conference.
- Prepares a report on any assigned duties or special tasks for all Executive Board meetings, the Annual Business Meeting, or any special meeting of NOTA.
- Identifies a NOTA Committee of interest annually and serves on this committee for the year.
- Trains the incoming AOTA RA and delivers material related to the office upon completion of term of office.

Time Commitment Required (non-attendance at any event must be approved by the President):

- NOTA Board meetings: Approximately 3 hours monthly.
- Quarterly Committee Meetings: Approximately 4 hours quarterly.
- NOTA's Annual Spring Conference (2 days).
- NOTA's Lobby Day (1 day).
- National RA Meeting (2 days).
- Quarterly conference calls: Approximately 3 hours quarterly.

- Regular communications with the President and Administrative Assistant: Approximately 0.5 hours monthly.
- Regular communications with VP of Policy: Approximately 0.5 hours monthly.
- Regular communications with the Membership: Approximately 2 hours annually.
- Additional meetings: Approximately 2 hours annually.
- **MONTHLY TIME COMMITMENT APPROXIMATE: 4 hours; quarterly conference calls**

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NOTA REGISTERED LOBBYIST

General Description:

NOTA's Registered Lobbyist shall provide legislative monitoring and lobbying services to NOTA. NOTA's Registered Lobbyist shall collaborate with the President and Vice President of Policy & Advocacy to ensure successful advocacy of the occupational therapy profession.

Term:

- Shall be contracted by NOTA yearly and the contract continued upon mutual agreement of both parties.
- This Agreement may be terminated before the end of the Term; however, the party seeking to terminate must provide thirty (30) days written notice to the other party.

Skills and Qualifications:

- Excellent communication and writing skills.
- Strong interest in current politics affecting the profession of occupational therapy.
- Initiative to contact both politicians and occupational therapists.

Duties:

- Advocates for legislative priorities and actions on behalf of NOTA.
- Assists efforts to build and strengthen partnerships and support with state leaders and policymakers.
- Assists with strategic government affairs planning to support the goals and mission of NOTA.
- Provides access to state legislators and Administration staff regarding NOTA Provide political intelligence regarding specific legislative proposals.
- Assists NOTA with annual "Lobby Day" planning/execution.
- Reads and review all legislation.
- Identifies bill and amendments of importance.
- Monitors Hearings.
- Organizes public hearing testimony for NOTA.
- Maintains contact with Senators and Staffs.
- Works with Committee and Legislative Staffs.
- Works individually with Senators on Committees of importance.
- Discusses issues with all Senators.
- Alerts clients when action of membership is required.
- Monitors and participate in Interim Study Resolutions.
- Attends meetings when needed and requested.
- Works with like-minded advocacy groups/health profession associations to forward the goals of NOTA.
 - Serves as a non-voting member of NOTA's Executive Board.

Responsibilities:

- Helps ensure laws are being advanced at the state level that benefit the occupational therapy profession and/or clients receiving services.

- Ensures members receive updates and information to assist them in effectively advocating for federal legislative issues impacting the occupational therapy profession.
- Presents recommendations to the board when action is needed on benefits, programs, or services impacting occupational therapists or occupational therapy assistants or when NOTA needs to take a position on proposed regulatory changes impacting occupational therapists or occupational therapy assistants.
- Presents recommendations to the board when action is needed on public policy priority issues.
- Leads efforts to build and maintain positive relationships with clinics, private practices, medical-related organizations who are impacted by occupational therapy services, and the Nebraska Department of Health and Human Services to help improve occupational therapy services for clientele.
- Responds to member concerns in a timely, diplomatic, and fair manner. Seeks assistance from President when needed.
- Receives and reviews NOTA correspondence as requested by the President.

Time Commitment Required:

- Varies depending on the number of public priority issues.
- Submits Update to NOTA Board meetings: Approximately 2 hours monthly.
- NOTA's Annual Spring Conference (2 days).
- NOTA's Lobby Day (1 day).
- AOTA's Annual Hill Day (2 days).
- Regular communications with NOTA's Vice President of Policy & Advocacy: Approximately 8 hours monthly.
- Regular communications with the President and Administrative Assistant: Approximately 4 hours monthly.
- Additional meetings: Approximately 32 hours annually.
- **MONTHLY TIME COMMITMENT APPROXIMATE: 14 hours**

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CONFERENCE CHAIR(S) & CONFERENCE CHAIR ELECT(S)

General Description:

NOTA's Conference Chair(s) & Conference Chair Elect(s) coordinate NOTA's Annual Spring Conference. The Conference Chair(s) & Conference Chair Elect(s) shall work to ensure that NOTA members are provided a variety of accessible and affordable professional development and networking opportunities to help expand their knowledge, learn new practices, and share information and resources to better serve their clients.

Term:

- Two-year term.
 - In the first year, the conference chair elect(s) train under the conference chair(s).
 - In the second year, the previous conference chair elect(s) become the conference chair(s) and lead the conference planning while training the next incoming conference chair elect(s).
- The minimum number of conference chairs shall be one with the maximum conference chairs determined by the President.
- Conference Chair Elect(s) are appointed every year with the expectation to become the Conference Chair the following year.

Skills and Qualifications:

- Be a member in good standing of NOTA and the American Occupational Therapy Association.
- Demonstrated leadership skills through record of responsible service to the association.
- Committed to serving the common interests of the Association membership.
- Knowledgeable about the programs and activities of the Association.
- Ability to be a good facilitator.
- Fair, reasonable, even-tempered and impartial; demonstrates ability to exercise good judgment.
- Communicates effectively in oral and written form; have accessibility to phone, computer, internet and e-mail.
- Outgoing Chairs may Desire to assume President position of NOTA.

Duties:

- Coordinates NOTA's Annual Conference.
 - Collaborates with the Student Occupational Therapy Association Elected Representative and Executive Board to determine a pre-conference student program.
- Conference Chair(s) attends and participates in NOTA board meetings, conference calls, functions, and events with a 50% attendance rate. Conference Chair Elects are not required to attend NOTA meetings but are highly encouraged.
 - Serves as a non-voting member of NOTA's Executive Board.
- Understands the importance of CEU's and what OT's want across the state of Nebraska.
- Recognizes the importance of affordability related to CEU's.
- Regularly communicates with NOTA's President and/or Executive Board regarding current conference planning progress.
- Utilizes NOTA Conference feedback regarding OT practitioner continuing education needs and overall satisfaction with continuing education offerings.

- Correspond with other professional groups regarding continuing education activities applicable to NOTA membership.
- Oversees the development and offering of continuing education for the occupational therapy profession across the state of Nebraska.
- Presents recommendations to the President and Executive Board when action is needed on convention contracts, new educational offerings, and registration fees.
- Shares relevant conference updates with NOTA membership in the monthly “NOTA News & Upcoming Events Opportunities” email.
- Familiarizes oneself with NOTA’s Bylaws, Job Descriptions, Policies & Procedures, Timelines, etc. for clarity in execution of one’s Executive Board position.
- Collects data and information from conference for NOTA’s Annual Report to the membership and will share this information with the President or Executive Board when requested.

Responsibilities:

- Submits a detailed conference report summary to the Executive Board.
- Writes a conference summary wrap-up for NOTA’s “NOTA News & CEU Opportunities” email.
- Collaborates with the Executive Board to ensure that job descriptions exist for all officers and positions and that those holding positions are informed of responsibilities and carry out responsibilities.
- Responds to member concerns in a timely, diplomatic, and fair manner. Seeks assistance from President when needed.
- Nominates individuals for NOTA awards and solicits nominations for open Executive Board positions.
- Prepares a report on any assigned duties or special tasks for all Executive Board meetings, the Annual Business Meeting, or any special meeting of NOTA.
- Submits an annual budget, as necessary, to Treasurer 30 days prior to NOTA’s Annual Board Retreat.
- Receives and reviews NOTA correspondence as requested by the President.
- If desired, identifies a NOTA Committee of interest annually and serves on this committee for the year.
- Trains the incoming Conference Chair Elect(s) and delivers material related to the office upon completion of term of office.

Time Commitment Required:

- NOTA Board meetings: Approximately 2 hours monthly.
- NOTA’s Annual Spring Conference (2 days).
- Regular communications with the President and Administrative Assistant: Approximately 1 hour monthly.
- Monthly meetings for Conference Planning with Conference Chair(s) and Conference Chair Elect(s) outside of Executive Board meetings: Approximately 2 hours monthly.
- **MONTHLY TIME COMMITMENT APPROXIMATE: 6.5 hours**

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COMMITTEE(S) & CHAIR(S) POSITIONS

General Description:

A position within a NOTA Board Subcommittee(s) provides leadership and support to the subcommittee leader, which is a NOTA Executive Board member. Subcommittee(s) members shall perform duties prescribed by the respective NOTA Executive Board member. The Subcommittee(s) will ensure that NOTA members have the education, tools, resources, reimbursement, and support they need to effectively advocate for and provide services to occupational therapy clients.

Term:

- Two-year term.
 - Correlates with the respective Executive Board Member's term.

Skills and Qualifications:

- Be a member in good standing of NOTA.
- May hold a NOTA Executive Board position but is not required.
- Demonstrated leadership skills through record of responsible service to the association.
- Committed to serving the common interests of the Association membership.
- Knowledgeable about the programs and activities of the Association.
- Ability to be a good facilitator.
- Fair, reasonable, even-tempered and impartial; demonstrates ability to exercise good judgment.
- Communicates effectively in oral and written form; have accessibility to phone, computer, internet and e-mail.
- Desire to assume an Executive Board position within NOTA.

Duties:

- Attends and participates in NOTA board meetings, conference calls, functions, and events with a 50% attendance rate.
 - Serves as a non-voting member of NOTA's Executive Board.
- Provides leadership and support to one's respective reporting Executive Board Member.
- Ensures implementation of all assigned duties and responsibilities for the success of the Committee(s) or Chair(s) position underneath the reporting Executive Board Member.
- In general, performs all duties incident to the position and such other duties as assigned by the standard operating procedures and President or the Executive Board.
- Familiarizes oneself with NOTA's Bylaws, Job Descriptions, Policies & Procedures, Timelines, etc. for clarity in execution of one's Executive Board position.
- Collects data and information throughout the year for NOTA's Annual Report to the membership and will share this information with the President or Executive Board when requested.

Responsibilities:

- Responds to member concerns in a timely, diplomatic, and fair manner. Seeks assistance from one's reporting Executive Board Member when needed.

- Encourages membership and develops methods to increase and retain membership of licensed therapists and assistants in NOTA.
- Nominates individuals for NOTA awards and solicits nominations for open Executive Board positions.
- Recognizes OT's across the state of Nebraska for their contributions to the profession of occupational therapy.
- Develops a professional relationship with one's Nebraska senator.
- Recruits one's employer or company to be a vendor or sponsor at NOTA's Annual Conference.
- Trains the incoming Committee(s) or Chair(s) and delivers material related to the office upon completion of term of office.

Time Commitment Required:

- NOTA Committee or Chair meetings: Approximately 3 hours quarterly.
- Additional meetings: Approximately 2 hours annually.
- **MONTHLY TIME COMMITMENT APPROXIMATE: 1.5 hours**

Highly Encouraged Time Commitment Required:

- NOTA Board meetings: Approximately 2 hours monthly.
- NOTA's Annual Spring Conference (2 days).
- NOTA's Lobby Day Contribution (1 hour or ½ day).
- **ENCOURAGED ADDITIONAL MONTHLY TIME COMMITMENT APPROXIMATE: 3.5 hours**

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STUDENT OCCUPATIONAL THERAPY ASSOCIATION ELECTED REPRESENTATIVE

General Description:

The Student Occupational Therapy Association Elected Representative is responsible for communicating information from NOTA to one's respective school and vice versa. Each occupational therapy school (OT or OTA) shall elect or chose an individual to serve on NOTA's Executive Board representing one's school. This individual is elected or chosen by the school and the school shall notify NOTA of the representative.

Term:

- One-year term.
- Elected by each occupational therapy school.

Skills and Qualifications:

- Be a member in good standing of NOTA and the American Occupational Therapy Association.
- Demonstrated leadership skills through record of responsible service to the association.
- Committed to serving the common interests of the Association membership.
- Knowledgeable about the programs and activities of the Association.
- Ability to be a good facilitator.
- Fair, reasonable, even-tempered and impartial; demonstrates ability to exercise good judgment.
- Communicates effectively in oral and written form; have accessibility to phone, computer, internet and e-mail.
- Desire to assume future Executive Board positions within NOTA.

Duties:

- Attends and participates in NOTA board meetings, conference calls, functions, and events with a 50% attendance rate.
 - Serves as a non-voting member of NOTA's Executive Board.
- Provides the student perspective to Executive Board initiatives during the meetings.
- Encourages membership and develops methods to increase and retain membership of students and licensed therapists and assistants in NOTA.
- Completes projects as assigned by the Executive Board.
- Collaborates with the Conference Chairs & Conference Chair Elect(s) and the Vice President of Academia to determine a pre-conference student program.
 - Clearly communicates and collaborates between school representatives to coordinate and host a pre-conference student program at the Annual NOTA Conference.
- Asks one's student membership for feedback on issues impacting occupational therapists or occupational therapy assistants.
- Regularly communicates student feedback with NOTA's Vice President of Academia & Executive Board on issues impacting occupational therapists or occupational therapy assistants.
- Shares school updates and information with NOTA membership in NOTA's biannual newsletters.

- Communicates information to the Vice President of Academia and the Vice President of Policy & Advocacy that would assist in legislative efforts to advance the profession of occupational therapy within the state of Nebraska.
- Familiarizes oneself with NOTA's Bylaws, Job Descriptions, Policies & Procedures, Timelines, etc. for clarity in execution of one's Executive Board position.
- Collects data and information throughout the year for NOTA's Annual Report to the membership and will share this information with the President or Executive Board when requested.

Responsibilities:

- Encourages membership and develops methods to increase and retain membership of licensed therapists and assistants in NOTA.
- Nominates individuals for NOTA awards.
- Recognizes OT's across the state of Nebraska for their contributions to the profession of occupational therapy.
- Develops a professional relationship with one's Nebraska senator.
- Recruits one's employer or company to be a vendor or sponsor at NOTA's Annual Conference.
- Identifies a NOTA Committee of interest annually and serves on this committee for the year.
- Trains the incoming Student Occupational Therapy Association Elected Representative and delivers material related to the office upon completion of term of office.

Time Commitment Required:

- NOTA Board meetings: Approximately 2 hours monthly.
- Quarterly Committee Meetings: Approximately 3 hours quarterly.
- NOTA's Annual Spring Conference (2 days).
- NOTA's Lobby Day Contribution (1 hour or ½ day).
- Regular communications with the Respective Student's School Association Membership and NOTA's Vice President of Academia: Approximately 0.5 hours monthly.
- Regular communications with other Student Occupational Therapy Association Elected Representative: Approximately 1 hours monthly.
- Additional meetings: Approximately 2 hours annually.
- **MONTHLY TIME COMMITMENT APPROXIMATE: 6.5 hours**

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