

## Call for Nominations

The National Board for Certification in Occupational Therapy, Inc (NBCOT®) is seeking nominations for one (1) OCCUPATIONAL THERAPIST REGISTERED® (OTR®) to the Board of Directors. The term appointment is for three years with the possibility of re-appointment to a second term. This term will run October 2018 – October 2021.

### Election Timeline

- Call for Nominations Opens: February 27, 2018
- Call for Nominations Closes: April 6, 2018
- Interviews by Nominating Committee (selected nominees only): May 12, 2018
- Voting by OTR and COTA Certificants: July 9 – August 14, 2018
- Notification of Newly Elected Board Member: August 15, 2018

**NBCOT must receive the following items from Nominees by Friday, April 6<sup>th</sup>.**

1. [Completed Online Board Application](#)
2. Current resume

**Questions** – Contact Angela Macauley, VP of Administration, at [am@nbcot.org](mailto:am@nbcot.org)

### Board Information

#### GUIDELINES FOR APPOINTMENT

1. Nominees must be active OTR in good standing.
2. Nominees must have at least 5 years of occupational therapy related work experience.
3. Nominees should have volunteer leadership experience.
4. Nominees may not campaign for board positions or engage in activities specifically designed to persuade certificants to vote for them. Activities not permitted include: distributing promotional items and/or using social media to directly promote their candidacy. Discovery of such activity by NBCOT will automatically exclude the applicant from the nomination process.
5. Potential Board members should subscribe to the mission, vision and strategic goals of NBCOT.
6. Potential Board members must adhere to the time commitment involved with serving on the board. There are three face-to-face meetings annually (held on a weekend to reduce work conflicts), one board committee meeting, and additional obligations from time to time.

#### RESPONSIBILITIES OF BOARD MEMBERS

1. Develop long-term goals and objectives that support the mission and vision statement.
2. Keep abreast of regulatory, certification and environmental issues affecting the practice of occupational therapy and work to be knowledgeable in all concerns affecting NBCOT.
3. Take appropriate action to safeguard the assets and investments of NBCOT.
4. Make decisions and establish policies that conform to NBCOT's Articles of Incorporation and Bylaws as well as applicable federal, state and local laws.
5. Participate in the evaluation of the President/CEO.

6. Approval of the annual operating budget and financial proposals.
7. Effectively communicate NBCOT's vision and mission to various stakeholder groups.
8. Represent NBCOT at public functions or conferences when requested.
9. Hold all matters involving NBCOT in confidence until they are publicly disclosed.
10. Approval of certification examination and certification renewal requirements.
11. Appointment of Public Members to the Board of Directors.