

OTAC Student Representative Job Description

Getting Started

Please refer to the attachment, *OTAC Student Representative Onboarding Checklist* for transitional instructions.

Purpose

To support the mission of the Association, be concerned with student member issues, to provide a student perspective, and to serve as a communication link between their academic program(s) and the Board.

Term of Office

Student Representatives serve one to three (1-3) year term on the OTAC Board depending on the election cycle established by the Student Occupational Therapy Association (SOTA) of their respective academic program.

Report To

Students Representatives will work with their respective academic faculty mentor and report to the Board Chair of Professional Development.

Additional Support

See *Resources* to find information on how to contact Board Chairs and Representatives and organizational documents that support the conduction of the Student Representative position.

Responsibilities:

OTAC Board Meetings

- Attend designated Board meetings,
 - Meetings are every two months. See *Resources* for meeting information.
 - All members of the Board, which includes OTAC Student Representatives, must attend a minimum of 66% (i.e. 2/3rds) of the meetings.
 - Attendance in-person or Zoom (video conference) is acceptable.
 - In the event that a Student Representative cannot attend, they must notify their academic program faculty mentor and the Board Chair of Professional Development to report who (i.e., a student designee from their school) will attend in their absence.
 - Report student relevant issues to the OTAC Board and offer a student perspective at the Board meetings.
 - Agenda item requests can be emailed at info@otacco.org to the attention of OTAC President.
- Represent one collective vote with other Student Representatives. Representatives should discuss all matters together. Use OTAC SOTA Representatives Facebook group, as needed, for voting submissions.

SOTA Board Meetings and Student Body

- Responsible for informing SOTA and student body of relevant OTAC topics, OTAC events, and encouraging attendance and participation at the OTAC annual state conference and other OTAC events, like Capitol Hill Day.
- If SOTA would like the support of OTAC to promote and/or collaborate on a SOTA activity or event to contact OTAC at info@otacco.org.
- Promote the OTAC mission and coordinate student engagement.

OTAC Pulse Submissions

- Encouraged to submit an article to the OTAC Pulse.
 - Submission topics may include: event promotion or recap, research, grants, fieldwork experiences, or other relevant information.
 - Advertising is not allowed.
 - All submissions must be reviewed and approved by academic program faculty mentors prior to submission.
 - Submit article(s) at <https://otac.memberclicks.net/publish-a-news-article>.

OTAC Conference

- Responsible for organizing and facilitating a SOTA club table at conference
 - The purpose of the table is to promote student involvement and share what each SOTA club does to promote the profession. Depending on vendor participation, SOTA clubs are provided a table or ½ table. If the SOTA club is unable to participate, they should notify OTAC at least one month prior to the conference date.
 - Promotional or informational materials may include:
 - Infographic projects from OTA students.
 - Research poster projects from OT students.
- Encouraged to represent their academic program by attending at least one day of the Annual OTAC State Conference.

General

- Respond to emails and messages in a timely manner (i.e., within 3 days).
- Encourage student participation in OTAC committees to promote the mission of OTAC.
- Collaborative with other OTAC Student Representatives to coordinate and be informed of program events and activities.

Transfer of OTAC Student Representative Responsibilities

- Orientate the incoming Student Representative or Representative Elect by following the *OTAC Student Representative Onboarding Checklist*.
- Works closely with the academic program faculty mentor(s) to ensure the incoming Student Representative has the resources and guidance necessary to be successful.

Optional Responsibilities:

Student Continuing Education Event Organization

- Coordinate a social event for student and OT practitioners in conjunction with OTAC Board member and academic program faculty mentor.
 - Requests to collaborate can be submitted to info@otacco.org.
- Coordinate a continuing education event for students and OT practitioners in conjunction with the Board Chair of Professional Development and academic program faculty mentor.
 - Requests to collaborate can be submitted to info@otacco.org if the student does not have the email address of the Board Chair for Professional Development.

Resources

- *OTAC Student Representative Transition Checklist*, filed in OTAC Student Representative white binder.
- OTAC Board Meetings: Student Representatives will typically receive an invite and meeting agenda by the Secretary. However, it is the responsibility of the Student Representative to know when and where meetings are being held. To find Board meeting information:
 - Go to www.otacco.org>Events>Calendar. See calendar for meeting details
 - Or email OTAC at info@otacco.org
- “Join” the OTAC SOTA Representative Facebook group page to connect with other Student Representatives and academic faculty mentors.

Important OTAC Dates for Student Representative Plan of Action:

Event or Task	Recommended Action
OTAC Pulse newsletter Submissions: <ul style="list-style-type: none"> ● The frequency of the newsletter may change, given OTAC volunteer resources. ● At a minimum, Student Representatives are encouraged to submit two newsletters a year. 	Submit articles by the 15th of the month to be considered for publication in the following month’s OTAC Pulse. Submit articles to www.otacco.org >News> Publish A News Article.
March: Hill Day	Contact Board Chair of Public Policy to

<ul style="list-style-type: none"> Promote SOTA member and class attendance through discussion in importance of advocacy of OT at state level. 	<p>find out date of event (typically held in March). Begin inquiry end of January. Final schedule may not be determined until February.</p>
<p>April: OT month (<i>optional</i>)</p> <ul style="list-style-type: none"> Organized an event that is community-focused or that will provide value or interest to OTAC members. 	<p>Submit event details to https://otac.memberclicks.net/submit-a-website-update one month before event for event promotion.</p>
<p>October: Annual OTAC Conference</p> <ul style="list-style-type: none"> Organize a table featuring the academics SOTA program. Promote SOTA member and class attendance through discussion in the importance of networking and continuing education. 	<p>Submit your table proposal to Board Chair of Conference at least one month before the Annual OTAC Conference date.</p>

OTAC Student Representative Onboarding Checklist

Exiting SOTA Representative

- o Orientate incoming SOTA Representative on current OTAC topics
- o Attend one OTAC Board meeting with incoming SOTA Rep
- o Assist incoming SOTA Rep in completion of this checklist. This will help ensure a smooth transition!
- o Hand over Student Representative white binder to incoming Student Representative
- o You have option to “leave” the OTAC SOTA Representative Facebook group. Your guidance is appreciated!

Incoming SOTA Representative

- o Become a student member of OTAC
- o Send email to info@otacco.org to the attention to the OTAC President, Professional Development Chair, and Secretary to introduce yourself and what school you are representing
- o Add OTAC Board meetings to your planner. Go to www.otacco.org >Events>Calendar to find dates.
- o “Follow” Occupational Therapy Association of Colorado on Facebook.
- o “Join” OTAC SOTA Representative Facebook group page. You will use this to communicate and interact with other SOTA Representatives from other schools. Submit a post to introduce yourself to the other members.
- o Review the following orientation material **in person** with the exiting student representative
 - ☐ OTAC Mission Statement and Bylaws
<https://www.otacco.org/mission-statement-bylaws>
 - ☐ OTAC Pulse Newsletter submissions
<https://otac.memberclicks.net/publish-a-news-article>
 - ☐ Review and sign all forms in the *Student Representative Handbook* located at www.otacco.org > Students.
 - o Student Representative Job Description
 - o Whistleblower Policy
 - o Conflict of Interest Policy and sign form
 - o Sign Consent to Serve Form
 - o Student Onboarding Checklist
 - ☐ Bring signed forms to Secretary

Outgoing Student Representative Signature: _____

Incoming Student Representative Signature: _____

Date Transition Completed: _____

Incoming Student Representatives email and phone number:
