

# Florida Occupational Therapy Association

## Vice President

*Executive Board*

## Job Description

### GENERAL DESCRIPTION

The Vice President shall be chosen from a roster of occupational therapists or occupational therapy assistants and has been a member in good standing with FOTA and AOTA for a year prior to nomination. The Vice President serves a two-year term and shall not hold office for more than two consecutive terms and is a voting member of the FOTA Board.

### DUTIES AND RESPONSIBILITIES

1. Shall be responsible for the coordination and monitoring of all FOTA Continuing Education and Conference efforts.
2. Shall work collaboratively with the Board to address the educational activities of FOTA.
3. Carry out the duties of the President in case of absence or during a vacancy in the office of President.
4. Discharge other duties as designated by the President and Board.
5. Monitor all applications for FOTA CE credit from Forums, applicants for CE Sanctioning, conference presenters, and other FOTA education efforts.
6. Submit a written report to the Secretary at least 2 weeks prior to Board meetings.
7. In conjunction with the Conference Convener and Treasurer, will consult and prepare conference budgets, contracts for services and hotel accommodations, etc.
8. Assist the Practice Committee Coordinator with coordination of meetings of SIS membership groups, so as to best utilize FOTA's resources and best plan for the event.
9. Contribute an article to each *Focus* publication to inform members of upcoming education events.
10. Utilize FOTA electronic and social media options (blast e-mails, Facebook, etc) to promote FOTA education opportunities.

FOTA Forum Education responsibilities:

1. Review and sanction all requests for Forum Education.
2. Create and publish courses with CE Broker.
3. Report CE credits to CE Broker, within 90 days.
4. Refer to Policy for Continuing Education for FOTA Forums and CE Broker Reporting.

FOTA CE Sanctioning Program responsibilities:

1. Serve as the Chairperson of the Program Committee for application review.
2. Coordinate and review all requests for Sanctioning Program with the sanctioning program committee members (3 members).
3. Create and publish the course with CE Broker.
4. Report CE credits to CE Broker, within 90 days.

**Reviewed: 11/06, 7/08, 4/13; sent to VP, no response 12-15, 05/18 (DM/DP)**

**Adopted:**

#### FOTA Annual Conference responsibilities:

1. Coordinate with the Conference Convener the Conference activities.
2. Serve as the Educational (Program) Convener for the Conference and be responsible for:
  - a. The call for papers/proposals for all educational events.
  - b. Review of presentations with an assigned committee.
  - c. Educational Program development.
  - d. Speaker selection & notification (including Keynote & Plenary speakers).
  - e. Create and publish CE hours in CE Broker.
  - f. Report CE hours to CE Broker, within 90 days.
  - g. Refer to Policy for Continuing Education for FOTA Forums and CE Broker Reporting.
3. Coordinate with the Conference Convener and other applicable committee members, the Conference Program Guide.
4. Coordinate with the Conference Convener the Conference Evaluation and report evaluation results to the Board after the conference.

#### **MEETINGS**

Vice President will attend all Board meetings, teleconferences, membership meetings, and conferences. If the Vice President is unable to attend a Board meeting, the President is to be notified as soon as possible so that arrangements can be made to cover the meeting obligations of the Vice President.

#### **ATTACHMENTS**

1. Policy 4.1 Continuing Educations (CE) for FOTA Forums and CE Broker Reporting
2. Policy 4.2 FOTA Continuing Education Sanctioning
3. Policy 4.3 Funds from FOTA Co-Sponsorship of Continuing Education (CE) at Forums

**Reviewed: 11/06, 7/08, 4/13; sent to VP, no response 12-15, 05/18 (DM/DP)**  
**Adopted:**