

POSITION PROFILE

POSITION TITLE: PRESIDENT

RESPONSIBLE TO: NBAOT MEMBERSHIP

1. Scope of Position\Job Purpose:

Oversees the operation and administration of the Association. Acts as one of the representatives and spokespersons for the Association.

Act - Part IV, 5(3) and 6(1)

By-Laws - Article II, 2(1)

By-Laws - Article III, 7 (2)

2.

Key Responsibilities	Typical Duties	Reference
a) Day to day administration	<ul style="list-style-type: none"> • Responsible for Executive Assistant, Registrar and Executive Director including supervision and performance reviews. • Communicate with the Executive Director and provide direction in the response to inquiries from members and external stakeholders. Consultation with council as necessary. 	<i>Article III, 7(2)</i>
b) Leadership/ Organization	<ul style="list-style-type: none"> • Review and approve the annual schedule of Council and executive meetings prior to circulation. • Chairs meetings. Identify alternate Chair if unavailable to attend the meeting. • Ex-officio member of all committees (except Complaints, Appeals, Discipline). • Communicates with statutory committees as needed, in consultation with Member-at-large Regulatory. 	<i>Article III, 7 (2)</i> <i>Article II, 8 (1b)</i> <i>Article II, 2 (1)</i> <i>Article III, 7 (2)</i>

	<ul style="list-style-type: none"> • Duties involved in carrying out the Council's business in collaboration with the Executive Director. • Directs preparation of agendas for Council and Executive meetings. 	
c) Meetings	<ul style="list-style-type: none"> • Plans meetings with government officials in collaboration with the Executive Director. • Attends CAOT Professional Alliance of Canada (PAC) meetings (or appoints designate). • Any ad hoc meetings requiring representation of NBAOT. • OT Atlantic Opening Ceremonies or designate. 	<i>Article III, 7 (2)</i>
d) Reports	<ul style="list-style-type: none"> • For PAC meetings following outline in PAC orientation manual. • For AGM, regional and/or special meetings as requested. • Reports for Ergotour • For OT Atlantic Opening Ceremonies. • For Council after representing NBAOT at any other functions or meetings. 	
e) Planning	<ul style="list-style-type: none"> • In consultation with council, develops appropriate strategic plan and actions. 	
f) Networking	<ul style="list-style-type: none"> • Liaise with other professional associations (provincially, nationally), CAOT Board member. • Liaise with Department of Health. 	<i>Article III, 7 (2)</i> <i>Act: 29.4 (2)(3)</i>
g) Orientating	<ul style="list-style-type: none"> • President-elect. • Other Council members (public and government reps.). • Fee for service NBAOT positions (Executive Director, Registrar and Executive Assistant). 	

h) Recommends	<ul style="list-style-type: none"> • Direction of Council. • Strategic Direction of NBAOT. • Position of Council on various issues. • Service contract renewal of Executive Director, Registrar and Executive Assistant. 	
i) Volunteer recruitment	<ul style="list-style-type: none"> • Assists with recruitment of new council members and committee volunteers. 	

3. Key Relationships:

1. Membership
2. Executive Committee
3. Executive Director for NBAOT
4. Registrar
5. Executive Assistant for NBAOT
6. CAOT Board member
7. Chairpersons of Statutory Committees via Member-at-large regulatory
8. Other association presidents
9. Government representatives
10. Partners (ex: non-profit organizations supporting individuals with disabilities)

4. Decision Making Authority:

Act as Chair of the Council, Article II, 2(1).

The President is the Chief Executive Officer of the Association responsible for the general and active management and to see that all orders and resolutions of the Council are carried into effect. Article III, 7(2).

Take action that is deemed to be in the best interest of the Association, Article III, 7(2).

5. Problem-Solving Activities:

Provide leadership and direction to the Council.

Assist Council in the protection of the public and representation of the membership by responding to issues expediently with adequate preparation and research.

6. Education and Training:

Must be an individual or life member of the Association.

Must have held membership in the Association for at least 2 years immediately preceding annual meeting. Article II, 4(1, 2) and Article III, 2(1).

7. Recommended Experience and Skills:

Organization skills and leadership qualities.

Previous membership in NBAOT Council or Committees.

Good interpersonal and communication skills.

8. Liaison Responsibilities:

Formal: Complaints Committee (via Member-at-large regulatory)
 Discipline Committee (via Member-at-large regulatory)
 Appeals Committee (via Member-at-large regulatory)

Informal: Fieldwork Coordinator

Article IV, 3(6)
Communication Flow Chart

9. Nomination Procedures and Time commitment:

Need to be nominated and selected through a general vote at the AGM.

Three year term - President Elect, President, Past President.

(Updated May 2011)