

POSITION PROFILE

POSITION TITLE: ***PRESIDENT ELECT***

RESPONSIBLE TO: The New Brunswick Association of Occupational Therapists
(NBAOT) membership (subsequently referred to as NBAOT or the
Association)

1. Scope and purpose of the position:

The President Elect is nominated and selected through a general vote at the Annual General Meeting (AGM).

This position is for a one year term. The President Elect is responsible for assuming the president's duties at the end of his/her term.

The President Elect is a member of the NBAOT Executive Committee and a member of NBAOT Council and has voting rights as well as the ability to be a signatory for the Association.

The main objective of this position is to become familiar with: the overall functioning of the Association, the policies and procedures, the process of chairing business meetings and all current projects and initiatives of Council.

Ref.: Act-Part IV, 6(1), Act-Part IV, 5(3)

2.

Key Responsibilities	Typical Duties	Reference
a) Assist the President in performing the business of the Association and perform duties as requested by the President, Executive Committee or Council.	May be designated by the President to attend specific functions such as: the Professional Alliance of Canada (PAC) meeting, the Disability Awareness Week (DAW) Breakfast, or the Joint Rehab Committee (JRC) meeting. Attend Canadian Association of Occupational Therapists (CAOT) Annual Conference.	By-laws article III, 7.(3)

	<p>Preside over meetings in the absence of the President, including the AGM.</p> <p>May attend, along with the President, the annual meeting with the Government of New Brunswick ministers to discuss issues pertaining to occupational therapy.</p>	<p>By-laws article 1, 8 and article II, 2.(2)</p> <p>By-laws article III, 7.(3)</p>
<p>b) The President Elect is a signatory for the affairs of the Association which is authorized by Council.</p>	<p>Attend Finance Committee meetings lead by the Treasurer.</p>	<p>By-laws article V, 2.(5)</p>

3. Key Relationships

President
Executive Committee
Council

4. Decision Making Authority

As designated by the President and/or a member of the Executive Committee and/or Council.

5. Problem Solving Activities

Assist the Executive Committee and/or Council in fulfilling their responsibilities toward the NBAOT membership and the public.

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 the Annual General Meeting
Ref.: (Article II, 4(1, 2) and Article III, 2(1))

7. Recommended Experience and Skills

- Organizational skills and leadership qualities.
- Previous membership on NBAOT Council or NBAOT Standing or Statutory Committees is an asset.

8. Liaison Responsibilities

Spokesperson for the members of the Awards Committee during Council meetings.

(Revised 19/11/2011)