

## POSITION PROFILE

**POSITION TITLE:**            ***PROFESSIONAL MEMBER-AT-LARGE***

**RESPONSIBLE TO:**            NBAOT MEMBERSHIP

1.     Scope and purpose of the position:

The professional member-at-large is nominated and selected through a general vote at the AGM.

This position is for a two-year term. The professional member-at-large is to actively participate as a council member in the affairs of the Association

This position has voting rights on Council. Please note that the professional member-at-large is not part of the Executive Committee.

Ref.: By-Laws Article II, 5(2) (Article II, 14) ?  
Occupational Therapy Act (Part IV, 7,8)

2.

<b>Key Responsibilities</b>	<b>Typical Duties</b>	<b>Reference</b>
a. Actively participate in all Council and Annual General meetings.	Attend, provide advice and report at those meetings.	
b. Perform duties as assigned by the President, Executive Committee or Council.	Lead and implement required tasks that are of a professional nature.	
c. Liaison between Council and Standing Committee(s) assigned.	1. Receive/review minutes from each committee(s) meetings and report on such, as relevant, to Council. 2. Ensure committees are on track with their goals and objectives.	

3.     Key Relationships:

Council members as per NBAOT communication chart

4. Decision Making Authority:

As designated by the president or Council.  
Voting member on Council.

Ref.: By-Laws Article 11, II.I, 16(2)

5. Problem Solving Activities:

Makes suggestions, provide advice and assist Council in making decisions.

6. Education and Training:

Must have held membership in the Association for at least two years immediately preceding the annual general meeting.

Ref.: By-Laws Article 11 4 (1a, 2) and 111 2 (1)

Must be an individual or life member of the Association.

Ref.: By-Laws Article 11 4 (1b) and 111 2 (1)

7. Recommended Experience and Skills:

Familiarity with the Act, Regulations and By-Laws of the Association.

8. Liaison responsibilities:

Spokesperson for the members of the Professional Development and the Public Relation Committees during Council meetings.

Links with the following members:

CAOT Conference Liaison  
OT Atlantic Liaison  
OTA College Liaison

(Revised 14/12/2011)