

# **NBCOT Candidate Guidelines and Board Member Responsibilities**

## **Candidate Guidelines**

1. Candidates must be an active COTA in good standing.
2. Candidates must have at least 5 years of occupational therapy-related work experience.
3. Candidates should have volunteer leadership experience.
4. Candidates may not campaign for board positions or engage in activities specifically designed to persuade certificants to vote for them, including distributing promotional items and/or using social media to directly promote their candidacy. Discovery of such activity by NBCOT will automatically exclude the candidate from the nomination process.
5. Potential board members should subscribe to the mission, vision, and strategic goals of NBCOT.
6. Potential board members must adhere to the time commitment involved with serving on the board. There are three in-person meetings annually (held on a weekend to reduce work conflicts), one board committee meeting, and additional obligations from time to time.

## **Responsibilities of Board Members**

1. Develop long-term goals and objectives that support the mission and vision statements.
2. Keep abreast of regulatory, certification, and environmental issues affecting the practice of occupational therapy, and work to be knowledgeable in all concerns affecting NBCOT.
3. Take appropriate action to safeguard the assets and investments of NBCOT.
4. Make decisions and establish policies that conform to NBCOT's Articles of Incorporation and Bylaws as well as applicable federal, state, and local laws.
5. Participate in the evaluation of the President/CEO.
6. Approval of the annual operating budget and financial proposals.
7. Effectively communicate NBCOT's vision and mission to various stakeholder groups.
8. Represent NBCOT at public functions or conferences when requested.
9. Hold all matters involving NBCOT in confidence until they are publicly disclosed.
10. Approval of certification examination and certification renewal requirements.
11. Appointment of Public Members to the board of directors.