

## **Member for Professional Development (MPD)**

### **Qualifications**

Shall be an occupational therapy practitioner licensed in the State of Connecticut and in good standing with ConnOTA.

### **Term in Office**

This is an appointed position with a term of three years and can be renewed by the President of the association. There is no limit on the number of consecutive terms as long as the MPD is in good standing as a member of ConnOTA and fulfills the job responsibilities as stated.

### **Position Description**

The position of Member for Professional Development is a non-voting member of the Board of Directors responsible for ensuring the educational needs of the association are met through organized educational conferences and meetings.

### **Responsibilities**

1. Shall submit a report monthly to the President ahead of the board of directors meeting.
2. Shall be the chairperson of the fall and annual conference committees and is responsible for the timely and efficient planning and implementation of conferences as outlined in the conference-planning document.
3. Shall maintain an electronic shared folder with the board in an organized and efficient manner to access information when requested related to job functions.
  - a. This should include for each conference copies of all submitted proposals along with status of approved or declined for conference with a rational why and when the authors were notified.
4. Shall develop competency in the use of the back end of the website to conduct association business and maintain a list of short cuts for future use.
5. Shall provide an organized orientation to the newly appointed member and consult as a resource for three months following end of term.
6. Shall attend 90% of all ConnOTA board meetings unless excused by President
7. Resignation is in writing to the President and will commence once a new board member is replaced and trained.