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## **Pi Theta Epsilon Executive Committee Nominations for President**

### **Responsibilities**

The Pi Theta Epsilon (PTE) President leads the PTE executive committee and is a voting member of the American Occupational Therapy Foundation (AOTF) Board of Trustees.

As an AOTF Board member, a partial list of expectations includes:

- Participate regularly and actively in AOTF Board meetings.
- Serve on at least one AOTF committee.
- Make an annual donation to AOTF and find donors.
- Sign an annual Conflict of Interest statement and Confidentiality Agreement.
- Maintain the confidentiality of Board deliberations.

The PTE President is also expected to:

- Prepare reports of PTE activities to present during the AOTF Board meetings.
- Lead regular PTE executive committee meetings, partner with the national coordinator to prepare agendas and schedule meetings.
- Lead the PTE Annual Business Meeting and assist with planning for PTE-sponsored sessions during AOTA/NBCOT Student Conclave in the fall.
- Lead the PTE Faculty Advisor's Workshop and attend the PTE Alumni Reception during AOTA Annual Conference in the spring.
- Support communications with members via timely completion of Scroll & Pen articles.
- Provide direction and oversight for PTE informational webinars and committee projects.

### **Eligibility**

Candidates for President must have been active members of PTE for a minimum of two years prior to taking office at the PTE Annual Business Meeting.

### **Time Commitment:**

The PTE executive committee meets via conference call on average once a month, with face-to-face meetings during Conclave and Conference to outline events for the year. Electronic and telephone communications are ongoing throughout the year. Meetings may occur more frequently prior to the Annual Business Meeting.

As an AOTF board member, the PTE President is also expected to attend two face-to-face AOTF board meetings a year. One of these face-to-face meetings is underwritten by AOTF and the other would be the responsibility of the PTE President.

### **Terms of Office:**

The president shall serve a two year term, beginning during the Annual Business Meeting. In no case shall any individual serve more than 4 years in the same office and no more than 6 total years on the executive committee.



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## Pi Theta Epsilon Executive Committee Nominations for Secretary

### Responsibilities

A partial list of Pi Theta Epsilon (PTE) expectations for the Secretary includes:

- Participate regularly and actively in PTE executive committee meetings.
- Sign an annual Conflict of Interest statement and Confidentiality Agreement.
- Attend and records minutes during PTE executive committee meetings and the Annual Business Meeting, working with the national coordinator to distribute to all committee members.
- Manages and frequently updates PTE social media accounts.
- In conjunction with the national coordinator, identify material to include in the *Scroll & Pen* newsletter, and return articles for timely distribution.
- Attend and assist with event planning for the: PTE Annual Business Meeting and sponsored sessions during AOTA/NBCOT Student Conclave in the fall; and PTE Faculty Advisor's Workshop and PTE Alumni Reception during AOTA Annual Conference in the spring.
- Assist with PTE informational webinars and committee projects.

### Eligibility

Candidates for Secretary must have been active members of PTE for a minimum of one year prior to taking office at the PTE Annual Business Meeting.

### Time Commitment:

The PTE executive committee meets via conference call on average once a month, with face-to-face meetings during Conclave and Conference to outline events for the year. Electronic and telephone communications are ongoing throughout the year. Meetings may occur more frequently prior to the Annual Business Meeting.

### Terms of Office:

The secretary shall serve a two year term, beginning during the Annual Business Meeting. In no case shall any individual serve more than 4 years in the same office and no more than 6 total years on the executive committee.



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**PTE EXECUTIVE BOARD**  
**Nomination Form**

***PART ONE: Background Information***

Name of Nominee: \_\_\_\_\_

Position Desired:

PRESIDENT

SECRETARY

Date of Nomination: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

University Attended: \_\_\_\_\_

Graduation Date: \_\_\_\_\_

Pi Theta Epsilon Chapter Name: \_\_\_\_\_

Date of Induction into PTE Chapter: \_\_\_\_\_

Are you a lifetime member or annual member?

LIFETIME

ANNUAL

*ANNUAL MEMBERS ONLY:* In order to be considered for board membership, your membership must be active, with current annual dues paid. Are you currently an active member?

YES

NO

Are you able to attend the PTE Annual Business Meeting during the Student Conclave (November) and the AOTA Annual Conference (April)? Partial expenses are reimbursed by PTE.

YES

NO

Nominated by:

SELF NOMINATION

NAME OF INDIVIDUAL: \_\_\_\_\_



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**PART TWO: Please list your involvement in the following on a separate sheet of paper.**

- A. Organizations (e.g., school, community, church, etc): briefly explain your role and contributions in these organizations.
- B. Any other experiences which have significantly contributed to your leadership abilities (e.g., work, school, volunteer, etc.)
- C. Participation in scholarly activities (e.g., research publications, presentations, etc.)
- D. Awards or honors you have received for outstanding achievement (e.g., Dean's List, other honor societies, academic scholarships, awards, community and employment acknowledgements, etc.)

**PART THREE: REFERENCES—please provide two references.**

1. Please ask one individual to send a confidential letter of reference to the PTE Coordinator.
2. Please provide the name, address and phone number of one additional reference that can attest to your qualifications for the office for which you are being nominated.

**PART FOUR: STATEMENT**

Please write a brief statement (200 words or less) that includes the following:

- A. A biographic sketch.
- B. Why you feel you are qualified for the PTE office for which you are being nominated.
- C. Why you desire to hold this office.

If you are selected as a candidate, this statement will be sent with the election materials and published in an upcoming issue of Scroll & Pen, the PTE newsletter, for voting purposes.

**PART FIVE: CURRICULUM VITAE**

Please attach a curriculum vitae, or email to [pte@aotf.org](mailto:pte@aotf.org) with your application.

For more information, please contact:

PTE Coordinator  
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