

Qualifications, Responsibilities, and Length of Service for the State Student Representatives positions

Qualifications for the State Student Representatives (OTA and OT)

TOTA's Bylaws, Policies and Procedures outline the qualifications a student (OTA and OT) must have to apply for the role of State Student Rep (One representative is an OTA student and one representative is an OT student).

OTA students and OT students

- Must be current TOTA members and retain their membership while serving in these volunteer positions.
- Attend an OTA and OT school in Texas and are in good standing with their schools.
 - The positions rotate among the OTA and OT schools.
 - Students from the other Texas OTA and OT schools are welcome to apply for these positions.
- Must be a student during the entire year they serve as the State Student Representative.
- Will need to fully complete the State Student Representative application and submit it by April (specific date to fluctuate).
 - Must obtain and submit with your completed application a written recommendation letter from one of your faculty members.

From the student applications, TOTA's President, Development Committee Chair, and current student representatives interview and select, (1) OTA student and (1) OT student to these positions. The student reps are then appointed by the president and approved by the TOTA state board of directors.

The State Student Representatives' responsibilities are:

- Serving as non-voting members of the TOTA Board. Three (3) Board meetings are held each year, either in-person, virtual or both.
- Developing and delivering student conference events and activities which are held during TOTA's Annual Conference, typically occurring in November.
- Writing and submitting a *Revista* article on student conference activities and events for the January *Revista*.
- Orienting, training, and supporting the incoming State Student OTA rep and State Student OT rep for one year.
- Writing and submitting a shared report for each TOTA Board meeting.
- Serving as liaisons for all student members to the TOTA Board.
 - Provide student members with updates and events occurring in TOTA.
 - Educate students about TOTA, its purpose and mission, encouraging students to join the Association.
 - Share student concerns and needs with the Board and Development Chair.

- Writing and submitting an Annual report which is shared with the membership during the Annual Business meeting.
- Writing and submitting a quarterly *TIDBITS* announcement or short article regarding student events, activities, recognizing student leaders from the OT/OTA schools, etc.

The State Student Advisors' responsibilities are:

- The outgoing State Student Representatives who remain with the State Development Committee for their second year of service, from July 1st to June 30th, in the role of State Student Advisors.
- These two volunteers/positions support the incoming State Student reps by
 - Orienting and training the incoming student leaders about TOTA,
 - Orienting and training the incoming students in how to carry out the responsibilities of the State Student Reps,
 - Supporting the incoming students as they develop and lead student events and activities for TOTA's Annual Conference,
- The State Student Advisors must retain their TOTA membership during this year of service.
 - State Student Advisors will be progressing in their academic role, from student to practitioner. The member serving in this role may begin it as a student and complete it as a practitioner.

Length of Service

- The State Student OTA Rep and State Student OT Rep begin service together on July 1st and serve till June 30th of the next year. The students must be a current student, attending classes and/or fieldwork during this entire year.
- The outgoing State Student Reps continue to serve a second year, July 1st to June 30th, as State Student Advisors who support and guide the incoming State Student Reps. These volunteers are assigned to the State Development Committee.

Supporting leaders for the State Student Representatives and State Student Advisors

- The appointed State Student OTA Rep and State Student OT Rep report to and are supported by the State Development Committee Chair. Their work tasks and related responsibilities are supported by the State Development Committee.
- They serve as non-voting members on the Board of Directors
 - (As a Board member you can participate in all discussions regarding TOTA's business, however the State Student Representatives cannot vote on business items directed to the Board of Directors).
- The two Student State Reps partner together, collaborating to complete their assigned responsibilities.
- TOTA's Executive Director provide support to the State Development Committee Chair and the State Student Reps.