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30 July 2019

To: All Occupational Therapy Students

Dear Students

### **CALL FOR NOMINATIONS: OTASAS NATIONAL EXECUTIVE COMMITTEE**

Each university is hereby invited to submit up to three (3) nominations, within the 2<sup>nd</sup> and 3<sup>rd</sup> years of studies, for the OTASAS Executive Committee in any the following portfolios:

- Chairperson
- Vice chairperson
- Secretary
- Treasurer

Representative to each of the following OTASA standing committees:

- Education
- Research
- Marketing
- Ethics

As stipulated in the OTASAS Standing orders:

A national executive committee of OTASA student members will oversee the running the OTASAS. The executive committee should represent OTASA student members from all universities equally. Each university is therefore required to nominate up to three students from their respective university for any of the afore-mentioned positions. These candidates will then be put up for a national vote. Thus, the national executive committee will initially consist of 8 members.

All members of the OTASAS executive can be nominated or nominate themselves for any of the executive office bearing positions.

A written nomination for each office bearer together with a statement of intent and brief CV (see Appendix B) must be sent to the OTASA office by the prescribed date decided by the OTASA President. These documents will be sent to all OTASAS members together with an electronic voting slip. The EXCO Vice President: People Development will oversee the voting process. The OTASA President will have a casting vote if there are ties for any office bearing position in the voting process. The OTASA national executive will announce the outcomes and the OTASA membership will be notified by the end of August 2019.

Students who are members of OTASA, but not members of a recognized student governance structure at their respective universities, may be considered for nomination for the OTASAS Executive.

The nominations should be sent via e-mail to [otoffice@uitweb.co.za](mailto:otoffice@uitweb.co.za) or online by following this link <https://forms.gle/raSAM5ty3MZF2TSC8>. The closing date for nominations is Monday 12 August 2019. Voting will take place electronically (via e-mail or WhatsApp) from 14-21 August 2019. The new executive will be announced by 30 August 2019 and ratified electronically by Council members. The newly elected Chairperson will represent OTASAS at Council 2020.

Please refer to Appendix A for further details of the office positions and responsibilities. Please refer to Appendix B for the nomination forms.

For any queries or clarity please contact [vice3@otasa.org.za](mailto:vice3@otasa.org.za).

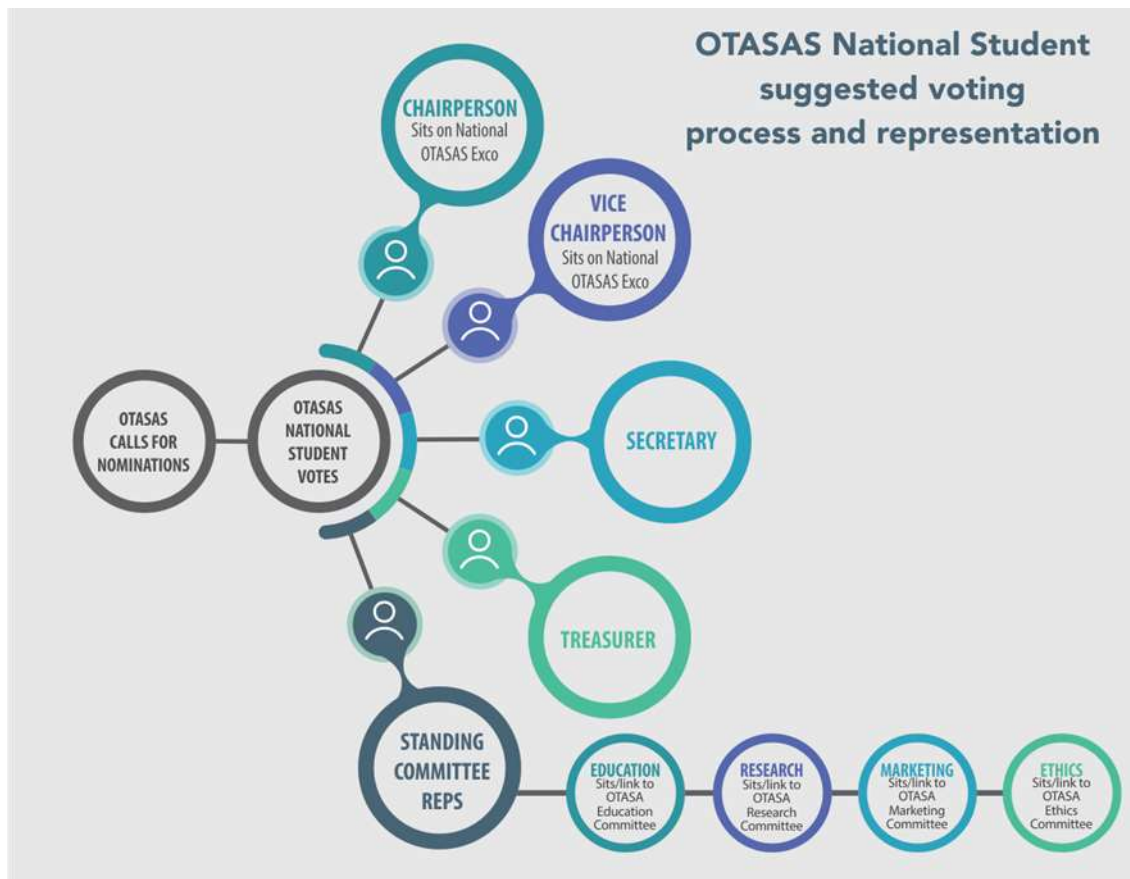
Yours sincerely,



Mr. Elvin Williams

**Chief Operating Officer**

## Appendix A: Office bearers for national election



### Chairperson

The chairperson shall be responsible and accountable for:

- The overall functioning of OTASAS.
- The planning and management of all meetings (seeing there is a formal notification, agenda and minutes and that the minutes reflect the decisions made and the person responsible for activities that are planned and the timeline).
- Accessing the OTASA repository for all procedural documents.
- Reporting to and communicating with OTASAS Buddy and EXCO about any matters of concern and attending an OTASA EXCO meeting if required.
- Ensuring items sent from OTASA to OTASAS for comment or action are dealt with appropriately and responses returned in the defined timeframe.
- Briefing of all office bearers and their function and responsibilities and holding them accountable.
- Succession planning and handover at the end of their term.

- Demonstrate sensitivity to the diverse needs and concerns of the occupational therapy students in the country.
- Oversee the recruitment and growth of the OTASAS membership nationally.
- Attend the OTASA Annual Council meeting to present the views of OTASAS on matters under discussion and bring new items of importance.
- Assist with the organization of the student leadership camp.

The chairperson shall in consultation with executive members of the OTASAS draw up and submit:

- Quarterly reports to OTASA EXCO and an Annual Report to the Council meeting (refer to the OTASA repository).
- Annual report must be submitted to the OT office so it can be circulated to all OTASAS members.

### **Vice Chairperson**

The Vice Chairperson shall assist the chairperson in the performance of his / her duties and act for the chairperson in his / her absence.

### **Secretary**

The secretary shall be responsible for:

- All correspondence
- Keeping records of OTASAS matters and submitting them to the OT office for archiving and placement in the OTASA repository.
- Organizing telephonic /electronic meetings with the office.
- Notifying OTASAS executive members of all meetings and any other matters.
- Circulating all agenda and minutes of previous meetings to all OTASAS executive members at least a week prior to meetings.
- Taking understandable minutes of executive meetings and store them electronically. Check minutes for accuracy and completeness with members at the beginning of each meeting.
- Assist with the organization of the student leadership camp.

## **Treasurer**

The treasurer shall be responsible for:

- Keeping up to date and adhering to the financial policy of OTASA.
- Developing an annual budget for OTASAS in consultation with the chairperson and members of the executive committee. The budget must include all the financial requirements to facilitate the functioning and work of the committee including costs of electronic meetings, delegates to meetings etc. This budget is to be submitted to the National OTASA Treasurer in the format and at the time specified in the financial policy. The request for funds will be considered and approved by the National OTASA Treasurer, in the context of the total OTASA budget.
- For the sound management of all monies allocated to OTASAS.
- Ensuring that all payments are sent to the OTASA Financial Officer on the prescribed forms and with the required motivation.
- Assist with the organization of the student leadership camp.

## **OTASAS representative(s) on the Education Standing Committee**

- The OTASAS representative(s) on the education committee should attend the standing committee meetings whenever possible and bring the students view/perception to all matters on the agenda.
- OTASAS representative(s) may request that items of an educational nature be added to the agenda and debated within this committee.
- Assist with the organization of the student leadership camp.

## **OTASAS representative(s) on the Marketing Standing Committee**

- Representative(s) should coordinate and submit input from OTASAS on marketing related matters.
- Representative(s) should coordinate and submit input from OTASAS to inform the OTASA marketing plan.
- Oversee the student-page on the OTASA web page in consultation with the Vice President responsible for marketing.
- Encourage student participation in marketing events such as OT week, Congresses, potential student recruitment drives.
- Organise inter-varsity OT student events.

- Ensure student input and participation in national OTASA events such as the Biennial congresses.
- Assist in the planning of the annual student leadership camp (SLC) together with the camp facilitators.
- Ensure that all OTASAS events are communicated via the OTASA and OTASAS social media platforms, including the official Association web-mailer.
- Ensure at least one publication in the Focus Newsletter.
- Assist with the organization of the student leadership camp.

#### **OTASAS representative(s) on the Ethics Standing committee**

- OTASAS EXCO may bring ethical issues of concern to the OTASA ethics standing committee and request advice and guidance from members of this committee.
- The representative shall perform all student related duties as required by the OTASA ethics standing committee.
- Assist with the organization of the student leadership camp.

#### **OTASAS representative(s) on the Research Standing committee**

- Representative(s) should coordinate and submit input from OTASAS on matters that the research committee is engaged in that are of significance to the students.
- The representative shall perform all student related duties as required by the OTASA research standing committee.
- Assist with the organization of the student leadership camp.



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## Appendix B: Nomination Form

### **NOMINATION OF AN EXECUTIVE COMMITTEE MEMBER (EXCO) of OTASAS:**

**8 Vacancies currently available:**

**President, Vice President, Secretary, Treasurer, OTASAS Representatives**

**for Education, Research, Marketing, Ethics**

**Term of Office: September 2019 – June 2020**

*(Thereafter term of office to coincide with Council dates)*

### **CALL FOR NOMINATIONS**

The Occupational Therapy Association of South Africa (OTASA) is seeking to appoint passionate and enthusiastic students, who are keen to contribute to advancing the vision of the Association through the OTASAS wing. Vacancies currently exist for the portfolios, who will be required to fulfill the duties of the respective portfolios, as stipulated in Appendix A (page 3- 6):

- Chairperson
- Vice chairperson
- Secretary
- Treasurer

Representative to each of the following OTASA standing committees:

- Education
- Research
- Marketing
- Ethics

### **Procedure for Nominations:**

- Nominations must accompany a statement of intent and an abbreviated CV (maximum 2 pages in length).
- All documents should be emailed to [otoffice@uitweb.co.za](mailto:otoffice@uitweb.co.za) or submit online by **12 August 2019.**
- Voting slips will be sent to all OTASAS members via email and WhatsApp on **14 August 2019.**
- The voting slips must be returned to the OT Office by **21 August 2019.**
- Voting will then be ratified by Council, via email by the end of August 2018.

### **Procedures to complete the Nomination Form:**

When voting takes place, the members of the Association will need some information about the nominees they do not know personally.

Each nominee is therefore required to:

- Complete all sections on the Nomination Form.
- Prepare a brief statement of intent (about 10 lines) outlining why they would like to be a member of the Executive Committee of OTASAS. Personal aims for the term of office (three years) may be included.
- Submit an abbreviated CV as stated above.



**CALL FOR NOMINATIONS: OTASAS NATIONAL EXECUTIVE COMMITTEE  
Nomination Form**

Details of Nominator <i>(one who nominates)</i>	Name	
	University	
	Year of Study	
	Signature	
	Date	
Details of Nominee <i>(a person named, or designated, by another, to any office)</i>	Name	
	University	
	Year of Study	
	Signature	
	Date	

**Statement of Intent**