



State Education Chair

TOTA Role/Board Position: State Education Chair	Elected or appointed Term of office: Nov. 2026 - 2028
Supporting Board Positions: TOTA President, TOTA Office Staff, District Chairs, Conference Chair	
Bylaws Description (insert): The Committee on Education is one of six standing committees established to ensure the welfare of TOTA and to fulfill its purposes. The President appoints the Education Chair, with confirmation of the Board, who serves concurrently with the President's term of office. A. The Committee on Education Chair shall have the responsibility for the overall expansion and improvement of educational opportunities available to the membership of TOTA. B. The Committee on Education Chair must be licensed to practice in Texas. C. The Committee on Education Chair must remain a TOTA in good standing throughout the term. D. No Committee on Education Chair shall concurrently hold more than one elected position in AOTA, a state office of TOTA, or another state's OT membership organization.	
TOTA Policies and Procedures (insert): The Chairperson shall: A. Assume responsibility for the goals of the Committee on Education as assigned and documented in the strategic plan. The Committee has a continuing responsibility to review the policies and procedures on education at both District and State levels, make recommendations to the Board, and work closely with and support the Board and other Committees in any continuing education-related endeavors. B. Ensure the quality and integrity of the education programs at both State and District levels. C. Collaborate with the CE coordinator within the TOTA office in the CE approval process. D. Ensure CE offerings and the approved provider program meet TBOTE standards.	

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Additional Information:

EMAIL ADDRESS FOR THE POSITION: PERSONAL EMAIL	GMAIL ACCOUNTS (ACCESS OR OWNERSHIP): ACCESS TO TOTA GOOGLE DRIVE
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Job Description

TASKS AND RESPONSIBILITIES <ul style="list-style-type: none">● <u> </u> ATTEND BOARD RETREAT AND BOARD MEETINGS AS A NON-VOTING BOARD MEMBER (QUARTERLY)● <u> </u> PREPARE AND SUBMIT EDUCATION COMMITTEE BOARD REPORT (QUARTERLY)● <u> </u> PREPARE AND SUBMIT REVISTA UPDATES FROM EDUCATION CHAIR (QUARTERLY)
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- **COMMUNICATE WITH AND PROVIDE SUPPORT AS NEEDED TO DISTRICT EDUCATION COMMITTEE MEMBERS (QUARTERLY, AS NEEDED)**
- **ATTEND CONFERENCE COMMITTEE MEETINGS (AS SCHEDULED)**
- **SUPPORT CONFERENCE COMMITTEE ON ISSUES AND TASKS RELATED TO EDUCATION (E.G., REVISE CALL FOR PAPERS FORM, REVISE INSTRUCTIONS FOR CERC) (AS NEEDED)**
- **ASSIST IN RECRUITING AND REVIEWING APPLICATIONS FOR CERC MEMBERS (AS NEEDED)**
- **ASSIST WITH CONFERENCE PROPOSAL REVIEWS WHEN 1) THE TOPIC IS IN MY AREA OF PRACTICE, 2) THERE IS A DISAGREEMENT BETWEEN THE REVIEWERS OF THE PROPOSAL, 3) ONE OF THE ASSIGNED REVIEWERS DID NOT COMPLETE THE REVIEW WITHIN THE REQUESTED DEADLINE (AS NEEDED)**
- **SUPPORT TOTA OFFICE STAFF (KAMI) FOR ALL CERC PROCESSES (AS NEEDED)**
- **ADD NEWLY APPROVED CERC MEMBERS TO GOOGLE DOC THAT KAMI USES FOR ASSIGNING REVIEWS (AS NEEDED)**
- **SEND WELCOME EMAIL TO NEW CERC MEMBERS WITH INSTRUCTIONS AND ANSWER ANY FOLLOW UP QUESTIONS (AS NEEDED)**
- **ASSIST CERC MEMBERS WITH PROCESS ISSUES (E.G., HOW TO ACCESS THE REVIEW PANEL ON THE TOTA WEBSITE) (AS NEEDED)**
- **MONITOR TBOTE RULES AND UPDATE CERC RESOURCES AND MATERIALS ON WEBSITE (QUARTERLY, AS NEEDED)**
- **ASSIST WITH DISTRICT AND OTHER CE EVENT REVIEWS WHEN 1) THE TOPIC IS IN MY AREA OF PRACTICE, 2) THERE IS A DISAGREEMENT BETWEEN THE REVIEWERS OF THE PROPOSAL, 3) ONE OF THE ASSIGNED REVIEWERS DID NOT COMPLETE THE REVIEW WITHIN THE REQUESTED DEADLINE (AS NEEDED)**

ADDITIONAL NOTES:

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time