

OATA COMMITTEE APPOINTMENTS PROCEDURES

STEP 1 – POSTING AND SUBMITTING

Open Submission period for submitting UIF will occur annually between the OATA Annual Meeting and October 1.

Submissions will occur electronically through the OATA.org website.

An e-blast will occur July 1 annually declaring open submission for the OATA committees. The e-blast will direct members to the OATA.org website for submitting the UIF.

The OATA announces the beginning of the open submission period for committee appointments. The President will accept Universal Interest Forms between the OATA Annual Meeting and October 1. Members can declare their interest in serving on a committee during this time. The President must have an updated UIF on file for you to be considered for an appointment. Universal Interest Forms expire every odd year on October 1. Please go to www.oata.org to submit your universal interest form.

E-blasts and website headers will continue in August and September to remind the membership.

UIF form will also be included in the meeting registration packets and collected on-site at the registration table at the Annual Meeting.

All electronic submissions will receive the following response:

Your Universal Interest Form has been received by the OATA. At the close of the open submission period (OCT 1), any changes in committee appointments made by the President will occur. You will be notified directly by either the chair or the sub-chair of the committee should you be appointed to a committee for the OATA. Submission does not automatically place you on a committee. Thank you for your interest in serving the OATA.

The same response will be sent via mail or email for paper submissions.

STEP 2 – COMMITTEE APPOINTMENT AND NOTIFICATION

The President will appoint committee members who will be reviewed by the EC at the December EC meeting in the odd numbered years.

The chair and/or subchair of each committee are responsible for notifying each member of their appointment to the committee within 30 days of the December meeting.

The President may adjust committee membership at any time during his/her term as long as a valid UIF is on file.