



**OHTA US Chapter** OHTA is a UK-registered charity, with the US Chapter established as a nonprofit primarily for fundraising purposes and separate from the OHTA governance structure. Arms length working relationship with OHTA Board.

**OHTA Board of Directors** Broad cross section of global leaders responsible for the OHTA governance issues which encompass--strategy, legal matters, policies/practices, charity obligations, relationship with the Secretariat Fitwise, MOU's with organizations, finance, and overarching organizational quality control.

**Administrative Support Secretariat** Supports Board, UK Charity requirements, Registry of ICertOHTA, AGM and other Board meetings (and companion documentation), relationship with Fitwise, coordination with IT operations support, financial reports for OHTA Board, invoice generation, supports Comms / MKT Director and general ad min dealings between OHTA, national associations and other stakeholders.

**IT Operations Support** Supports Secretariat and OHTA infrastructure— websites, database and examination software. Reports through Secretariat.

**Training Director** Responsible for all matters that relate to supporting trainers, approving trainers and working with existing trainers. Gauges need new courses in working with trainers.

**Course Director** Facilitates Working Group Module Managers, Exam Managers, Translation Manager and Development Manager for seamless deliverables. The Working Group Module Managers are responsible for the maintenance of the Student manuals and Trainers Material. Module Managers appointed for each course. Works closely with Regional/Stakeholder Director for new course needs. Maintains all documentation.

**Examination Manager** Responsible for the Exam MCQ and their Translation. Works closely with Course Director, Translation Manager and Regional/Stakeholder Director. Maintains all documentation.

**Translation Manager** Responsible for the various teams who will translate the course modules. Maintains all documentation. Works closely with Course Director, Examination Manager and Regional/Stakeholder Relations Directors. Maintains all documentation.

**Communication/Marketing Director** Responsible for OHTA comms eg Global Link, LinkedIn, social media, customized reports to sponsors. Support for trainers and stakeholders when teaching OHTA courses.

**Stakeholder Relations/Regional Director** Responsible for engagement and partnerships with key organizations. Responsible for building partnerships in 5 regions (national associations, stakeholders and countries requiring OH training support). Partnerships include AIHA, AIOH, ANOH, WHWB, to name a few.