

## ATRA Position Description

### Member at Large

<b>Term</b>	Three year term, beginning at the installation of officers meeting that follows his/her election and ending at the close of the installation of officers in the year the term ends. Members at Large may be elected to one additional term as a Member at Large.
<b>Purpose</b>	Members at Large shall participate in deliberation on Association matters, contribute to formulating decisions, assist in carrying out recommended actions and monitor committee functions and make reports as required.
<b>Responsibilities</b>	<ol style="list-style-type: none"><li>1. Duty of care: Supervise and direct the affairs of the Association with the entire ATRA Board in good faith, using pertinent information to act in the best interest of ATRA.</li><li>2. Duty of obedience: Ensure and participate in decisions, determining policies or changes therein consistent with the mission and within the limits of the bylaws.</li><li>3. Duty of loyalty: Act in the best interests of ATRA and the profession, including avoidance of conflict or declaration of conflict of interest where one exists.</li><li>4. Attend, prepare for and actively participate in all board meetings and monthly board conference calls.</li><li>5. Maintain confidentiality of Board's closed sessions.</li><li>6. Serve on ATRA board committees as assigned.</li><li>7. Serve as an advocate for ATRA and recreational therapy.</li><li>8. Serve as board liaison to various committees, teams and task forces as assigned by the President. This includes but is not limited to:<ol style="list-style-type: none"><li>a. Maintaining monthly contact with committee chairs;</li><li>b. Providing information, feedback and encouragement to committee chairs to facilitate communication and completion of committee tasks;</li><li>c. Ensuring timely, professional reports from committees;</li><li>d. Assisting committees to reflect the mission and goals of ATRA in their work; and</li><li>e. Monitoring committee work to ensure ethical compliance.</li></ol></li><li>9. Provide the board with current involvement that has the potential to impact ATRA and the profession.</li><li>10. Assist the Board with special projects as the need arises.</li><li>11. Present information regarding ATRA at workshops and conferences.</li><li>12. Submit periodic articles to the Newsletter and Annual Report.</li></ol>
<b>Minimum Requirements</b>	<ul style="list-style-type: none"><li>• Professional or Associate member in good standing</li><li>• Certified Therapeutic Recreation Specialist (Professional members)</li><li>• Demonstrated leadership in recreational therapy at the local, state and/or national levels</li><li>• Demonstrated leadership within ATRA</li><li>• Compliance with the ATRA Code of Ethics</li></ul>

	<ul style="list-style-type: none"><li>• Member in good standing in the state/regional ATRA chapter if one exists</li></ul>
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Updated February 2016