

## ATRA Position Description

# Past President

<b>Term</b>	One year term served as Past-President, following one year served as President and one year as President-Elect. Each term begins at the installation of officers meeting that follows his/her election and rolls over into the next position at the close of the installation of officers in the year the term ends.
<b>Purpose</b>	The Past-President of the Association assists the President as assigned.
<b>Primary 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 Board committees as assigned.</li><li>7. Serve as an advocate for ATRA and recreational therapy.</li><li>8. Provide the board with current involvement that has the potential to impact ATRA and the profession.</li><li>9. Assist the Board with special projects as the need arises.</li><li>10. Present information regarding ATRA at workshops and conferences.</li><li>11. Develop the Annual Report for the year of presidency (due the January following the end of presidential term).</li></ol>
<b>Minimum Requirements</b>	<ul style="list-style-type: none"><li>• Professional member in good standing</li><li>• Certified Therapeutic Recreation Specialist</li><li>• Previously served as President and President-Elect</li><li>• Demonstrated leadership in recreational therapy at the local, state and/or national levels</li><li>• Demonstrated leadership within ATRA</li><li>• ATRA Board experience required</li><li>• Compliance with the ATRA Code of Ethics</li><li>• Member in good standing in the state/regional ATRA chapter if one exists</li></ul>