# ATRA Position Description

## Past President

<table>
<thead>
<tr>
<th>Term</th>
<th>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.</th>
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</thead>
<tbody>
<tr>
<td>Purpose</td>
<td>The Past-President of the Association assists the President as assigned.</td>
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</tbody>
</table>

## Primary Responsibilities

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.
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.
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.
4. Attend, prepare for and actively participate in all board meetings and monthly board conference calls.
5. Maintain confidentiality of Board's closed sessions.
6. Serve on Board committees as assigned.
7. Serve as an advocate for ATRA and recreational therapy.
8. Provide the board with current involvement that has the potential to impact ATRA and the profession.
9. Assist the Board with special projects as the need arises.
10. Present information regarding ATRA at workshops and conferences.
11. Develop the Annual Report for the year of presidency (due the January following the end of presidential term).

## Minimum Requirements

- Professional member in good standing
- Certified Therapeutic Recreation Specialist
- Previously served as President and President-Elect
- Demonstrated leadership in recreational therapy at the local, state and/or national levels
- Demonstrated leadership within ATRA
- ATRA Board experience required
- Compliance with the ATRA Code of Ethics
- Member in good standing in the state/regional ATRA chapter if one exists

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