

ATRA Position Description

President-Elect

Term	One year served as President-Elect, followed by one year as President, and one year as Past President. The initial 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.
Purpose	The President-Elect of the Association assists the President and acts as President in his/her absence.
Primary Responsibilities	<ol style="list-style-type: none">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 standing committees including Executive, Personnel and Finance committees.7. Chair meetings in the absence of the President.8. Fulfill the role of the parliamentarian at all meetings, following Robert's Rules of Order.9. Serve as an advocate for ATRA and recreational therapy.10. Assist the Board with special projects as need arises.11. Present information regarding ATRA at workshops and conferences.
Minimum Requirements	<ul style="list-style-type: none">• Professional member in good standing• Certified Therapeutic Recreation Specialist• Demonstrated leadership in recreational therapy at the local, state and/or national levels• Demonstrated leadership within ATRA• Prior ATRA Board experience preferred• Compliance with the ATRA Code of Ethics• Member in good standing in the state/regional ATRA chapter if one exists