

ATRA Position Description

President

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| Terms | One year term served as President, after one year served as President-Elect. The year following the Presidency, the President becomes the Past President. 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. |
| Purpose | The President of the Association guides and directs the organization in its policy making and management functions, overseeing all operations and acting as the spokesperson for the Association. Duties are performed as cited in the Bylaws, Charter and usual duties cited in Roberts Rules of Order, Revised. |
| 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 chair all in-person board meetings and monthly Board conference calls.5. Maintain confidentiality of Board's closed sessions.6. Serve on and chair the Board standing committees of Executive and Personnel committees.7. Serve on the Finance committee of the Board.8. Provide direct supervision of the ATRA National Office and its operations.9. Supervise all contractors working on behalf of ATRA.10. Develop and distribute agendas and relevant materials for Board meetings.11. Complete Presidential messages and articles for conferences, newsletters, website and other methods of communication.12. Responsible for ATRA's Annual Report to the membership for the year of presidency (due when past president).13. Assign Board members as liaisons to ATRA committees, teams, task forces and projects.14. Represent ATRA to other organizations (i.e., NCTRC, CARTE, CTRA, etc.), providing information to these organizations and communication to the Board regarding partnerships.15. Serve as an advocate for ATRA and recreational therapy.16. Present information regarding ATRA at local, state, regional, and national conferences and workshops.17. Assist the Board with special projects as need arises. |

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| 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 strongly preferred• Compliance with the ATRA Code of Ethics• Member in good standing in the state/regional ATRA chapter if one exists |
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