

# **ASTRA**

**Arizona State Therapeutic Recreation Association**  
an Arizona Non-Profit corporation

**Since 1989**



***The Spirit of the Southwest***

## **BOARD POSITION DESCRIPTIONS MANUAL**

**President**

**President-Elect**

**Past-President**

**Secretary/Treasurer**

**Marketing Chair**

**Membership Chair**

**Student Liaison**

**Legislative Chair**

## **Arizona State Therapeutic Recreation Association Board of Director Position Description - President**

**Description:** The president shall guide and direct the Chapter Affiliate Organization and its policymaking and management functions.

**Term:** The president serves a total three years; the first as president-elect and the second as president and the third as past-president.

**Responsibilities and Duties:** The following list of duties is provided to give guidance to the board member. The list is not complete and may be changed to reflect developments within the organization.

- Holds an ex officio membership on all committees, without vote
- Plans and organizes board of director meetings
- Coordinates with the President-Elect the development of the annual strategic plan and presents the plan to the board during the September board meeting
- Attends ATRA's annual conference and corresponding CAC meetings; or designates an ASTRA representative to attend
- Writes the cover article for each ASTRA newsletter
- Articles due to the secretary/treasurer by October 1st, January 1st, April 1st, and July 1st
- Is the point of contact with the CAC and relays CAC information to the board and organization members as appropriate
- Updates contact information with the CAC immediately after taking office
- Provides support and guidance to all board members to accomplish the goals set forth in the strategic plan
- Writes an annual and mid-year report to be submitted to the CAC
- The annual report is due at least 4 weeks prior to the annual ATRA conference
- The mid-year report is due in March
- Leads the ASTRA annual membership meeting as scheduled
- Swears in all new board members and ensures board members are fulfilling their position responsibilities per their respective job description
- Files the annual paperwork:
  - Arizona Corporation Commission in March
  - Internal Revenue Service in September
  - Reviews and updates ASTRA manuals as needed
  - Ensures compliance with Bylaws
  - Other duties as assigned

I understand my responsibilities and I am aware of the duties expected of me in my position on the ASTRA board.

Signature\_\_\_\_\_ Date\_\_\_\_\_

## **Arizona State Therapeutic Recreation Association Board of Director Position Description – President-Elect**

**Description:** The president-elect shall assist the President and act in his/her absence.

**Term:** The president-elect serves a total three years; the first as president-elect and the second as president and the third as past-president.

**Responsibilities and Duties:** The following list of duties is provided to give guidance to the board member. The list is not complete and may be changed to reflect developments within the organization.

- Assists with the development and implementation of annual strategic plan
- Writes an article for each ASTRA newsletter
- Articles due to the Secretary/Treasurer by October 1st, January 1st, April 1st, and July 1st
- Plans, organizes and implements two conferences.
- Including but not limited to:
  - Leading the conference-planning team
  - Coordinating the CEU approval process through ATRA
  - Coordinating with Marketing Chair to secure promotional items, such as door prizes, raffle prizes, and silent auction items
  - Coordinating with Secretary/Treasurer for conference brochure and signage needs
- Works with APRA conference planning team to ensure ASTRA is represented in the Fall APRA/ASTRA conference
- Responsible for conducting quality assurance activities to ensure member satisfaction with organizational activities
- Assists with maintaining website in cooperation with webmaster, President and Past-President to ensure website is accurate and current
- Ensures compliance with Bylaws

I understand my responsibilities and I am aware of the duties expected of me in my position on the ASTRA board.

Signature\_\_\_\_\_ Date\_\_\_\_\_

## **Arizona State Therapeutic Recreation Association Board of Director Position Description – Past-President**

**Description:** The past-president shall provide guidance and act as a support to the organization.

**Term:** The president serves a total three years; the first as president-elect and the second as president and the third as past-president.

**Responsibilities and Duties:** The following list of duties is provided to give guidance to the board member. The list is not complete and may be changed to reflect developments within the organization.

- Writes an article for each ASTRA newsletter
- Articles due to the secretary/treasurer by October 1st, January 1st, April 1st, and July 1st
- Responsible for maintaining website in cooperation with webmaster, President and President-Elect
- Facilitates continual communication with webmaster
- Ensure website is accurate and current
- Provides support and guidance to all board members to accomplish goals set forth in the strategic plan
- Acts as a resource to the board
- Ensures all annual paperwork is submitted by the President:
  - Arizona Corporation Commission in March
  - Internal Revenue Service in January
- Coordinates with the Marketing and Membership Chair to seek nominations for the ASTRA Awards program
- Assists the board with securing nominations for board member positions
- Assists the President-Elect with conference planning and coordination as requested
- Selects one special project to complete during the year that will assist the board in achieving the goals as identified within the strategic plan
- Ensures compliance with Bylaws
- Other duties as assigned

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Signature\_\_\_\_\_ Date\_\_\_\_\_

## **Arizona State Therapeutic Recreation Association Board of Director Position Description – Secretary/Treasurer**

**Description:** The secretary/treasurer shall record the minutes from all ASTRA and Executive Committee Meetings and shall keep the official records and files of ASTRA as well as be responsible for the financial management and records of ASTRA.

**Term:** The secretary/treasurer term of office is two years.

**Responsibilities and Duties:** The following list of duties is provided to give guidance to the board member. The list is not complete and may be changed to reflect developments within the organization.

- Coordinates the collection of information for the quarterly newsletter as well as the publication and distribution of the newsletter
- Submits completed newsletters to the webmaster for posting on the website within 1 week of distribution
- Maintains the ASTRA membership database and ensures the file is accurate and current
- Ensures mailing of the quarterly newsletter on or around October 15th, January 15th, April 15th and July 15th
- Distributes board meeting minutes to all board members prior to the next scheduled meeting
- Provides annual report information to the President as requested
- Oversees financial account and ensures an accurate balance
- Withdraws and deposits funds as needed
- Coordinates with other board members as needed
- Including but not limited to:
  - Coordinating with President-Elect for conference brochure and signage needs
  - Coordinating with Membership and Marketing Chairs to ensure ASTRA publication materials are accurate and current
- Ensures compliance with Bylaws
- Pays annual fee for post office box by December 31st of each year
- Other duties as assigned

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Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Arizona State Therapeutic Recreation Association Board of Director Position Description - Marketing**

**Description:** The member at large assists with carrying out actions of the board and contributes to the decision making process.

**Term:** The member at large serves for two years: the first year as the marketing officer and the second year as the membership officer.

**Responsibilities and Duties:** The following list of duties is provided to give guidance to the board member. The list is not complete and may be changed to reflect developments within the organization.

- Seeks to increase awareness of the profession and the ASTRA organization
- Including but not limited to:
  - Developing marketing materials
  - Coordinating with the Secretary/Treasurer to ensure all ASTRA marketing materials are accurate and current
  - Letterhead, Display Board, Website, etc
  - Coordinating with the Membership Chair to secure incentives/promotional items to help increase membership
  - Coordinating with the President-Elect to secure promotional items, such as door prizes, raffle prizes, and silent auction items for conferences
  - Submitting a proclamation request to the governor for TR week recognition
  - Coordinating with the Legislative Chair to distribute legislative materials and information
- Assists the secretary/treasurer with the distribution of the quarterly newsletter as needed
- Coordinates with the Past-President and Membership Chair to seek nominations for the ASTRA Awards program
- Writes an article for each ASTRA newsletter
- Articles due to the secretary/treasurer by October 1st, January 1st, April 1st, and July 1st
- Ensures compliance with Bylaws
- Other duties as assigned

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Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Arizona State Therapeutic Recreation Association Board of Director Position Description – Membership**

**Description:** The member at large assists with carrying out actions of the board and contributes to the decision making process.

**Term:** The member at large serves for two years: the first year as the marketing officer and the second year as the membership officer.

**Responsibilities and Duties:** The following list of duties is provided to give guidance to the board member. The list is not complete and may be changed to reflect developments within the organization.

- Coordinates with the Secretary/Treasurer the distribution and collection of membership applications and payments
- Coordinates with the Secretary/Treasurer to ensure the ASTRA membership database is accurate and current
- Coordinates with other board members to ensure the information posted on the website is accurate and current
- Coordinates membership renewals
- Seeks to increase membership
- Including but not limited to:
  - Planning and implementing a membership drive and/or membership incentive programs as needed
  - Coordinating with the Secretary/Treasurer to ensure the ASTRA membership brochure and application are accurate
  - Coordinating with the Marketing Chair to secure incentives/promotional items for members
- Assists the secretary/treasurer with the distribution of the quarterly newsletter as needed
- Coordinates with the Past-President and Marketing Chair to seek nominations for the ASTRA Awards program
- Writes an article for each ASTRA newsletter
- Articles due to the secretary/treasurer by October 1st, January 1st, April 1st, and July 1st
- Ensures compliance with Bylaws
- Other duties as assigned

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Signature\_\_\_\_\_ Date\_\_\_\_\_

## **Arizona State Therapeutic Recreation Association Board of Director Position Description – Student Liaison**

**Description:** The student liaison will work to facilitate communication between professionals and students.

**Term:** The student liaison is an appointed non-voting position with a term of two years.

**Responsibilities and Duties:** The following list of duties is provided to give guidance to the board member. The list is not complete and may be changed to reflect developments within the organization.

- Seeks to facilitate communication between students and professionals
- Including but not limited to:
  - Encouraging students to volunteer at the ASTRA conferences
  - Encouraging students to participate in ASTRA board member meetings
  - Planning of events that would facilitate interactions between students and professionals
  - Encouraging membership to post their facility for consideration of hosting student interns
- Writes an article for each ASTRA newsletter
- Articles due to the secretary/treasurer by October 1st, January 1st, April 1st, and July 1st
- Ensures compliance with Bylaws
- Other duties as assigned

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Signature\_\_\_\_\_ Date\_\_\_\_\_

## **Arizona State Therapeutic Recreation Association Board of Director Position Description - Legislative**

**Description:** The legislative chair will guide and direct the organization in its legislative affairs.

**Term:** The legislative chair is an appointed non-voting position with a term of two years.

**Responsibilities and Duties:** The following list of duties is provided to give guidance to the board member. The list is not complete and may be changed to reflect developments within the organization.

- Seeks to increase awareness of relevant legislative issues
- Including but not limited to:
  - Coordinating with the Marketing Chair to distribute legislative materials and information
  - Organizing the legislative endeavors of the organization
  - Meeting with current legislative representatives
  - Keeps board members and the membership abreast of any relevant legislative issues
  - Assists board members and the membership with completing ATRA action alerts
  - Provides a legislative update at the annual membership meeting as scheduled
- Writes an article for each ASTRA newsletter
- Articles due to the secretary/treasurer by October 1st, January 1st, April 1st, and July 1st
- Ensures compliance with Bylaws
- Other duties as assigned

I understand my responsibilities and I am aware of the duties expected of me in my position on the ASTRA board.

Signature\_\_\_\_\_ Date\_\_\_\_\_