

ASTRA

Arizona State Therapeutic Recreation Association
an Arizona Non-Profit corporation

Since 1989



The Spirit of the Southwest

COMMITTEE MANUAL

Board Committees
Standing Committees

Title: Past-President Committee – Board Committee

Purpose:

The Past-President Committee shall be established to provide leadership and consultation to the organization, to promote excellence in the field of recreational therapy and to reward superior client services through the annual awards program. This committee oversees the annual elections and coordinates with the education committee to develop and maintain the Speakers Bureau. This committee is chaired by the Past-President.

Committee Objectives:

- To facilitate ASTRA's awards program and promote local award winners as nominee's to ATRA's national award program
- To solicit nominations for annual board member elections
- To assist and encourage students in applying for ATRA's Peg Connolly Scholarship program
- To create and maintain the Speakers Bureau in collaboration with the education committee

Procedures:

- Develop a core working group comprised of past presidents
- Solicit nominations from the membership for the ASTRA's awards program by publishing the awards criteria, nomination forms and annual election nomination forms in the newsletter.
- To assist local students in preparing the ATRA's Annual Peg Connolly Student Scholarship application
- Secure award plaques and present awards at the annual membership meeting
- Announce the local award recipients in the newsletter and nominate winners to ATRA's award committee
- Work collaboratively with the education committee in the review and updating of the current local and national Speakers Bureau
- Keep abreast of current organizational initiatives and provide consultation as needed to the organization

Title: Education Committee – Board Committee

Purpose:

The Education Committee is dedicated to providing high quality educational conferences in order to assist members with the development of competencies in the field of Recreational Therapy. This committee is chaired by the President-Elect.

Committee Objectives:

- To meet the educational needs of the membership, at a minimum of ten continuing education hours or 1 continuing education units (CEU) per year
- To provide CEU opportunities at every conference
- To conduct an annual educational needs assessments to assist in setting educational priorities for ASTRA's Strategic Plan
- Utilize the newsletter to inform members concerning upcoming conferences and registration information

Procedures:

- Develop a committee of no less than five members and identify the specific roles for each member
- Develop a list of conference topics and educational sessions
- Create teams who will be responsible for addressing the conference needs
- Review and update the Speakers Bureau in conjunction with the Past-Presidents committee
- Utilize the conference as a fundraising opportunity
- Publicly promote ASTRA's upcoming events and educational opportunities
- Working closely with Arizona State University's Recreational Therapy students

Title: Membership Committee – Board Committee

Purpose:

The Membership Committee is devoted to maintaining communication between membership, ATRA and the professional community, as well as working toward increasing ASTRA's current membership numbers. This committee is chaired by the Member At-Large in charge of membership.

Committee Objectives:

- To work collaboratively with the Secretary/Treasurer to maintain and update the current membership database
- To increase membership
- To monitor payment of membership dues in collaboration with the Secretary/Treasurer
- To work closely with other board members in clarifying member information
- To produce an annual membership directory to be distributed to members as requested

Procedures:

- Provide renewal information to current members
- Update and produce membership applications
- Update and maintain ASTRA's membership brochure
- Maintain a functional system of tracking and updating monthly memberships
- Purchase promotional items and incentives along with the Marketing Chair

Title: Marketing Committee – Board Committee

Purpose:

The Marketing Committee is established to ensure that the goals related to networking events, promoting ASTRA, and promoting the field of Recreational Therapy are met each year. The marketing committee works closely with other board members to assist in fundraising endeavors. This committee is chaired by the Member At-Large in charge of marketing.

Committee Objectives:

- To recruit new members through participation in community events such as ASU Career day, High School career days, or other community events
- To assist in promoting the profession and the organization within Arizona
- To assist the membership chair in making referrals to the organization
- To create networking opportunities through social events or after conference gatherings
- To offer promotional items as fundraising opportunities
- To coordinate an annual fundraiser, such as a golf scramble, silent auction or other such event

Procedures:

- Create a working committee of five
- Develop a strategic work plan for the fiscal year, within the perspective of the strategic plan
- Review and update the ASTRA's tri-fold brochure as needed
- Assist with the web-site development and maintenance with respect to marketing needs
- Initiate purchases of promotional materials, such as t-shirts, pens or pins
- Create and maintain ASTRA's letterhead and thank you cards
- Draft and submit to the Governor a proclamation request for Therapeutic Recreation Week

Title: Student Liaison's Committee – Standing Committee

Purpose:

The Student Liaison Committee is dedicated to the professional development of Recreational Therapy students in the State of Arizona. This committee is coordinated by the Student Liaison's Chair, a non-voting appointed position.

Committee Objectives:

- To develop a mentorship program to assist students in securing clinical volunteer placements
- To identify the needs of the students within the local community and to advocate for those needs
- To promote students applying for ATRA's Peg Connolly Student Scholarship award
- To promote students in applying to local awards
- To develop a working relationship with the current President-Elect to assist the education committee

Procedures:

- Create a committee of students to promote student needs
- Develop relationships with current board members
- Maintain the mentorship program through acting as a liaison between the university and ASTRA
- Develop mentorship program promotional materials to support acquisition of sites and students
- Meet with ASTRA's Past-President and President-Elect to arrange for class presentations and in development of student driven campaigns to promote Recreational Therapy and to participate in ASTRA initiatives
- Produce a report for the newsletter
- Work with local professionals and ASU to review curriculum and make appropriate recommendations for improved educational opportunities and requirements

Title: Legislative Liaison's Committee – Standing Committee

Purpose:

The Legislative Committee is dedicated to educating and reporting to the membership the most crucial and current legislative initiatives and concerns, which directly affect the Recreational Therapy services in Arizona. The committee strives to interface with local and national agencies and lobbying groups, and to establish relationships with local legislators in writing and in person. This committee is coordinated by the Legislative Chair, a non-voting appointed position.

Committee Objectives:

- To establish working relationships with Arizona policy makers and to educate them about the efficacy of Recreational Therapy
- Promote the importance of Recreational Therapy within the healthcare arena and recommend the inclusion of Recreational Therapy services as a viable option in current legislative issues
- To establish working relationships with coalition groups, case managers and other professionals within Arizona to support our causes
- To remain current on state level issues in health care
- To keep members informed of local and national interests and initiatives, through newsletters, mailing and other communication techniques
- Participate in the annual recognition of Therapeutic Recreation Week in Arizona, through promotion and fundraising

Procedures:

- Develop a committee of at least five ASTRA members with a variety of clinical focuses
- Create a Work Plan in conjunction with ASTRA's strategic plan
- Connect with local coalition groups, to establish plans for support
- Conduct meetings as needed to address current legislative issues
- Arrange meetings with Arizona representatives to address issues, concerns and initiatives
- Plan to attend national-initiatives, conference calls and conferences with are focused on legislative issues
- Create reports to the membership, through ASTRA newsletter
- The chair attends the national mid-year conference in Washington D.C. on a bi-yearly basis. ASTRA shall provide financial assistance to ensure attendance.

Title: Publications Committee – Board and Standing Committee

Purpose:

The Publications committee is established yearly to compile and produce quality publication; which consistently informs the membership of relevant professional issues. This committee is chaired by the Secretary/Treasurer and Newsletter Editor, a non-voting appointed position.

Committee Objectives:

- To assist with networking of local Recreational Therapy professionals
- To inform members of current educational opportunities
- To disseminate current and relevant clinical information
- To educate the membership concerning pressing legislative topics and requested actions
- To encourage increased participation with board membership and committee involvement
- To provide information concerning the results of surveys, changes within the By-Laws or other organizational business of interest, in a timely manner to the members
- To produce quality newsletters

Procedures:

- ASTRA's Secretary/Treasurer and the Newsletter Editor will work collaboratively to produce a high quality and informative newsletter
- The committee will consist of at least five members selected by the editor
- Prepare a plan for the year including what important information must be included *i.e.*, election inserts or award nominations.
- Hold meetings as needed to prepare for the mailing of the upcoming newsletter
- Regular features of the newsletter include:
 - President's message; Board Reports; Financial report; Committee reports
 - Any other information for members as appropriate or needed
 - Board position announcements and accompanying nomination forms; Conference information; Research opportunities; Community events; Professional Spotlight; ASTRA awards program; Other articles as appropriate
- All relevant newsletter information such as past editions, current edition information, membership information will be stored and maintained electronically.