

ASTRA

Arizona State Therapeutic Recreation Association
an Arizona Non-Profit corporation

Since 1989



The Spirit of the Southwest

BOARD OF DIRECTORS TRADITIONS AND PROCEDURES MANUAL

Document Purpose

The purpose of this manual is to ensure the traditions of ASTRA are successfully communicated to every new board member. This document provides a detailed description of the tasks and functions of ASTRA that are not required in the organizational by-laws.

ASTRA Traditions/History

The year ATRA held its mid-year conference in Tempe, Arizona, ASTRA was founded in 1989 by Teresa Boeger, CTRS. Teresa is considered to be the organization's founding mother. Over the years, there have been a few items that have served as symbols for our organization. These items are the gavel, a wine bottle, and the official black book. Each president signs and dates their presidency on both the gavel box and the wine bottle label. These items are handed down to the president-elect when the president-elect gets sworn in as president.

If the swearing in of the new president occurs at an ASTRA event or meeting, it is an ASTRA tradition to ceremonially pass down the gavel and wine bottle. This is completed by having all past-presidents in attendance form a line based on their tenure with the organization. Then the gavel and wine bottle are passed down from one past-president to the next while the individual reads out loud the names of all the past-presidents that have occurred between those who are in attendance. Thus, honoring all of ASTRA's Past-Presidents.

ASTRA has consistently and traditionally offered two conferences per year. One in the fall and one in the spring. It is a mission of ASTRA to provide sufficient continuing educational opportunities (CEUs) per year to satisfy the requirements for continued certification through the National Council on Therapeutic Recreation Certification (NCTRC).

Organizational Awards

ASTRA was awarded the 2006-2007 ATRA Chapter Affiliates of the Year Award as nominated by Kelly Ramella MEd, CTRS, past-president 2005-2006.

Board Member Expectations

The ASTRA Board of Director's Position Descriptions Manual provides a detailed outline and the specific tasks as assigned to each board member position. Board Member expectations and functions do change and should be updated annually. Board Members are expected to read and sign their respective position descriptions annually in September.

Documenting Board Actions

All the original paper files and documents of the organization have been scanned into PDF files and archived on ASTRA's History Disk. The scanned files along with any new and/or updated files should be updated annually. The History Disk is available to all board members and is designed to maintain all the important files of the organization for future reference and to document the actions of the board.

Important Organizational Documents

- ASTRA By-Laws
- ASTRA Board of Directors' Position Descriptions Manual
- ASTRA Committee Manual
- ASTRA Board of Director's Traditions and Procedures Manual

All of the above mentioned documents should be reviewed and/or updated annually to ensure they accurately represent the functions of the board. When updated, document the date of the changes and ensure the updated version is added to the History Disk and posted on the website.

Oaths of Office

The following oath should be used by the president to swear in new members:

State the name(s) of the individual(s) to be sworn in and their respected board positions and terms. (For example: Beth Dietrich, President-Elect, 3-year term).

Read the following:

You have been elected by the membership and are thus given the responsibility to transact the business of the Association with respect to membership needs and interests.

Please raise your right hand and prepare for the oath of office as an elected official of the Arizona State Therapeutic Recreation Association.

Do you swear to assume your responsibilities as a member of the board of Directors, to acquire a thorough understanding of the traditions, by-laws and business of the Association, to work with the officers to determine policies, to actively execute the purposes of the Association, to adopt such rules and regulations for the conduct of business as shall be deemed advisable, and to uphold the highest standards of professional conduct as an elected official of the Arizona State Therapeutic Recreation Association.

After a response of "I do" is given, read the following:
I congratulate and welcome you to the ASTRA Board of Directors.

Departing Board Members

Throughout the years, many professionals have volunteered to hold positions on ASTRA's Board of Directors. At the end of their tenure, an expression of gratitude for their service has been offered in various formats. Although there is no one particular tradition that addresses this issue, some expressions of gratitude have included gift cards, trinkets, certificates of appreciation and/or a one-year membership to the organization. The ASTRA Board of Directors is encouraged to recognize individuals for their years of service to the organization. The expressions of gratitude given are at the discretion of the current Board of Directors.

Newsletter Topics

ASTRA has traditionally written a quarterly newsletter. The newsletter was originally mailed as a hard copy but has now become electronic. Each of the board members provides a report related to his/her position in the newsletter. The following provides some suggestions on what other article topics to include in each of the newsletters, although the exact nature of each newsletter is determined by the actions of the current board.

October Newsletter

- Introductions of all new board members
- Information on upcoming Fall Conference
- Call for nominations for the annual awards

January Newsletter

- Review of last ASTRA conference/events
- Information on TR Month
- Information on upcoming Spring Conference
- Call for nominations for the annual awards reminder

April Newsletter

- Review of the previous ASTRA conference/events
- Call for nominations for upcoming board positions
- If the Spring Conference has been completed, announcement of the annual award recipients

July Newsletter

- Call for nominations for upcoming board positions reminder
- Information on the upcoming Fall Conference
- If not completed in the previous newsletter, announcement of the annual award recipients
- Thank you articles from vacating board members

Other Topics to be Included as Desired

- Information on ATRA's Annual and/or Mid-Year Conferences
- Information on ATRA's upcoming webinars
- Acknowledgment of individuals who have successfully passed the CTRS exam
- Announcements related to births, marriages, jobs, recreational therapy events, etc.

ASTRA Annual Awards

ASTRA will attempt to seek nominations for the following awards annually; Recreation Therapist of the Year, Outstanding Professional Award, Institution or Organization Award, and the ASU Student Recognition Award. In the event no nominations are received, the ASTRA Board of Directors can select a worthy recipient or choose not to present the award.

At the Spring Conference, ASTRA has traditionally presented each award recipients with a plaque. In addition, gifts have been provided, such as trinkets, gift cards, and/or registration waivers for future ASTRA conferences. Gifts are provided at the discretion of the board.

The ASTRA Board of Directors are encouraged to submit the annual award recipients for consideration in the ATRA Annual Awards program. The following highlights the requirements for each award nomination.

Professional Awards

ASTRA Recreation Therapist of the Year Award

This award will recognize the recipient's outstanding contribution to Recreational Therapy through creative and innovative programming in the clinical setting, promotion of the profession and service to upcoming professionals.

Qualifications:

- Active member of ASTRA
- At least 2 of the following criteria:
 - Minimum of 3 years full-time employment in the field
 - Evidence of creative and/or innovative programming in a clinical setting
 - Promotion of RT through supervision of student interns and/or mentoring interns or new graduates
 - Evidence of promotion of the profession

ASTRA Outstanding Professional Award

Qualifications:

- Active member of ASTRA
- At least 3 of the following criteria:
 - A minimum of 5 years full-time employment in the field
 - Distinctive leadership in the promotion, organization, and development of new and/or unique RT programming.
 - Contributions to the RT profession on national, state, and local levels
 - Evidence of Leadership within the profession either as an elected official of a position within an RT association or as a RT association committee member
 - Participation in RT professional research, publications, and/or presentations

ASTRA Institution or Organization Award

This award will recognize any agency, institution, and/or organization whose major purpose is to advocate, promote, and/or provide RT services to persons with disabilities, including any public, private, or voluntary agency.

Qualifications:

- Promotion of RT services at any level
- Development of new and/or innovated RT services/techniques
- Sponsorship or support of RT related educational opportunities
- Preparing or sponsorship of RT related legislation
- Supportive of RT related research

Directions for Submitting Professional Nominations:

- Email the current Past-President and include the following information:
 - The recipient's name and contact information (email)
 - Title of the deserved award
 - A brief (50 words or less) description of why you feel the individual should receive the award

Student Award

ASTRA ASU Student Recognition Award

Qualifications:

- An Active member of the ASU ASTRA Student Club
- Must be a Junior or Senior enrolled in the Therapeutic Recreation Program with a 2.5 grade point average or higher
- Must have ASU TR Instructor support
- Must submit a maximum of 500 word essay describing your academic/professional goals and achievements that demonstrate

professional promise and commitment to the Therapeutic Recreation Profession

Directions for Submitting Student Nominations:

- Interested Students should email the current Past-President and include the following information:
 - Name and contact information (email)
 - The name of the ASU TR Instructor supporting the nomination
 - Current resume
 - 500 word essay

Important Events by Month

Tasks	Time Frame	Position
Fiscal Year Starts – Swear in new board members	September	President
ATRA CAC Annual Report www.atra-tr.org Download requirements from the ATRA website	September Or as CAC requests	President
IRS Annual Paperwork http://epostcard.form990.org/Default.asp Login: 86071948601 Password: ASTRA1989	September	President
Newsletter Articles due to Secretary/Treasurer	October	All
Fall Conference Held at a time congruent with the ASU schedule	October or November	President-Elect
Submit letter to Governor Requesting a proclamation for TR Month Past letter examples are available on the CD	December	Member At-Large
Pay Annual Fee of the Post Office Box Bill arrives early December in the PO Box	December	Secretary
Newsletter Articles due to Secretary/Treasurer	January	All
Spring Conference Held at a time congruent with the ASU schedule	February or March	President-Elect
Arizona Corporation Commission Annual Paperwork http://starpas.azcc.gov File Number: 1439471-0	March	President
Newsletter Articles due to Secretary/Treasurer	April	All
Begin seeking nominations for upcoming open board member positions	April	Past-President
Newsletter Articles due to Secretary/Treasurer	July	All

Board Member Elections sent via email blast	August	Membership
Begin seeking nominations for ASTRA's Annual Awards Program	August	Past-President
Fiscal Year Ends	August	President