

New England Therapeutic Recreation Association

PO Box 79, Concord NH 03302

www.newenglandtra.org

Nominations for 2010-2011 NETRA Board of Directors

Please fill in the names of those you would like to nominate for the roles listed below. You may nominate yourself or someone else for any of these positions.

Role: President- Elect

Length of Term: President-Elect Nov 2010 to Nov 2011

Assumes Presidency Nov 2011 to Nov 2012

See attached President-Elect job description for responsibilities and minimum qualifications.

Role: Treasurer

Length of Term: two years

See attached Treasurer job description for responsibilities and minimum qualifications.

Role: Member-At-Large for Southern Region (MA, CT, RI)

Length of Term: two years

See attached Member-At-Large South job description for responsibilities and minimum qualifications.

We are also seeking applicants for the following Board appointed position:

Role: Student Committee Chairperson

Length of Term: one year

See attached Student Committee Chairperson job description for responsibilities and minimum qualifications. Application process outlined on NETRA website under "volunteers" section.

Name of Nominee: _____

For which office: _____

Nominee's e-mail: _____

Nominee's phone: _____

**Please e-mail this form to netra_mail@yahoo.com or
mail to PO Box 79 Concord NH 0332**

Deadline: September 1, 2010

New England Therapeutic Recreation Association

Subject: Position Responsibilities	Policy Number:	Initial Policy Date:	Revision Dates:
Job Description:			

President-Elect	2	4/1/99	12/1/09
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Length of Term:

The President-Elect of the New England Therapeutic Recreation Association is an elected position. The President-Elect is elected by the membership for a one-year term beginning at the end of the business meeting following their election and ending at the close of the business meeting one year from that time. The President-Elect automatically becomes the President of the association at that time.

General Description:

The President-Elect of the New England Therapeutic Recreation Association assists the President in guiding and directing the Association’s management, representation, and policy-making charges.

Duties, Responsibilities and Specific Functions:

1. The President-Elect serves on the Executive Committee of the New England Therapeutic Recreation Association.
2. The President-Elect must support and assist the President as needed.
3. The President-Elect attends all Executive, Board of Director and Membership Meetings and may serve as a liaison to assigned committees and task forces as designated by the President.
4. The President-Elect will exercise all charges of the President when the President is not available.
5. The President-Elect may be designated by the President to serve as a representative of NETRA and liaison to the ATRA Chapter Affiliate Council.
6. The President-Elect is responsible for representation of the organization and its membership at local conferences, job fairs, meeting and educational forums within the region.

Minimum Qualifications:

1. Professional membership in good standing of the New England Therapeutic Recreation Association and the American Therapeutic Recreation Association.
2. Must demonstrate leadership in the field of Therapeutic Recreation on the local, state or regional level.
3. Must possess a history of contributions to the Association.

New England Therapeutic Recreation Association

Subject: Position Responsibilities	Policy Number:	Initial Policy Date:	Revision Dates:
Job Description: Treasurer	4	4/1/99	12/1/09

Length of Term:

The Treasurer of the New England Therapeutic Recreation Association is an elected position. The Treasurer is elected by the membership for a two year term beginning at the end of the business meeting following their election and ending at the close of the business meeting two years from that time. The Treasurer may be re-elected for one additional term.

General Description: The Treasurer of the New England Therapeutic Recreation Association shall keep complete records of incomes and expenses for each fiscal year.

Duties, Responsibilities and Specific Functions:

1. The Treasurer serves on the Executive Committee of the of the New England The Treasurer serves on the Executive Committee of the of the New England
2. The Treasurer attends and participates in all Executive, Board of Director and Membership Meetings and may serve as a liaison to assigned committees and task forces as designated by the President.
3. The Treasurer shall supervise the custody of funds and securities of the New England Therapeutic Recreation Association.
4. The Treasurer will be responsible for keeping full and accurate accounting of receipts and disbursements.
5. The Treasurer will be responsible for all funds and properties of the association to be deposited in depositories approved by the Board of Directors.
6. The Treasurer will be responsible for disbursing funds of the association as ordered by the Board of Directors.
7. The Treasurer will be responsible for providing a monthly report to the Board of Directors or as requested, documenting all transactions and the financial condition of the association.
8. The Treasurer will provide a Quarterly report to the Membership to be published in the NETRA Newsletter.
9. The Treasurer will assist the Board of Directors in annual budget development.

Treasurer (continued)**Minimum Qualifications:**

1. Professional membership in good standing of the New England Therapeutic Recreation Association and the American Therapeutic Recreation Association.
2. Must demonstrate leadership in the field of Therapeutic Recreation on the local, state or regional level.
3. Must possess interest and ability to organize and maintain Association records.

4. Must possess a basic knowledge and competency in computerized money management software.
5. Once elected, the Treasurer must complete the steps necessary to become bonded. The New England Therapeutic Recreation Association will provide information and funds to complete the task.

New England Therapeutic Recreation Association

Subject: Position Responsibilities	Policy Number:	Initial Policy Date:	Revision Dates:
Job Description: Member at Large- South	9	4/1/99	12/1/09

Length of Term:

The Member at Large- South of the New England Therapeutic Recreation Association is an elected position. The Member at Large-South is elected by the membership for a two year term beginning at the end of the business meeting following their election and ending at the close of the business meeting two years from that time. The Member at Large-South may be re-elected for one additional term.

General Description:

The Member at Large-South of the New England Therapeutic Recreation Association serves as a representative of the membership on the Board of Directors.

Duties, Responsibilities and Specific Functions:

1. The Member at Large-South is responsible for communicating with and representing the State Liaisons from Connecticut, Massachusetts and Rhode Island to the Board of Directors.
2. The Member at Large-South is responsible for networking with Therapeutic Recreation professionals and related organizations at conferences, meeting and events within their region.
3. The Member at Large-South assists in setting up informational booths at conferences and assists the State Liaisons in membership recruitment within their region.
4. The Member at Large-South will provide members with advance notice of meetings and socials.
5. The Member at Large-South will contribute and/or solicit Newsletter articles and information for the Newsletter editor, including but not limited to: Agency Spotlights, Academic related updates, or specific legislative information regarding their region.
6. The Member at Large-South will attend monthly Board of Director Meetings and may serve as a liaison to assigned committees and task forces as designated by the President.

Minimum Qualifications:

1. Professional membership in good standing of the New England Therapeutic Recreation Association and the American Therapeutic Recreation Association.
2. Must demonstrate leadership in the field of Therapeutic Recreation on the local, state or regional level.
3. The Member at Large-South must reside in one of the states within their region.

New England Therapeutic Recreation Association

Subject: Position Responsibilities	Policy Number:	Initial Policy Date:	Revision Dates:
Job Description: Student Committee Chairperson	8	4/1/99	12/1/09

Length of Term:

The Student Committee Chairperson is appointed annually by the President of the New England Therapeutic Recreation Association. A one-year term is designated by the President and may be terminated or renewed by the President based on job performance and accountability.

General Description:

The Student Committee Chairperson of the New England Therapeutic Recreation Association serves as liaison between Therapeutic Recreation professionals and students throughout the region.

Duties, Responsibilities and Specific Functions:

1. The Student Committee Chairperson is responsible for networking with students enrolled in a Therapeutic Recreation curriculum throughout New England.
2. The Student Committee Chairperson is responsible for the recruitment and coordination of committee members and has the authority to delegate work within the committee and call for volunteers to assist in carrying out the work of the committee.
3. The Student Committee Chairperson is responsible for communicating the needs and requests of the student population to the Board of Directors.
4. The Student Committee Chairperson attends Quarterly Board of Director Meetings.
5. The Student Committee Chairperson is responsible for the recruitment of student NETRA members and representing NETRA at educational events and conferences.
6. The Student Committee Chairperson may serve as a member of special task forces and complete other duties as specified by the President.

Minimum Qualifications:

- Student membership in good standing of the New England Therapeutic Recreation Association and the American Therapeutic Recreation Association.
- Must be enrolled as a student in an accredited Therapeutic Recreation curriculum within the New England region.