



**Title:** Past-President

**Length of Term:** One year, beginning at the end of the annual membership meeting (which typically takes place during the annual conference) that follows their year of presidency and ending at the close of the following annual membership meeting.

**General description:** The Past-President of the Association assists the President and President-Elect with duties and shall perform their duties in their absence and shall chair the nominations committee.

**Duties, Responsibilities, and Specific Functions:**

1. Attend and participate in all board meetings, either by being in attendance or participating in the conference call as well as attend the board meeting at the annual conference.
2. Provide direct supervision and oversight of the association's operations.
3. Organize and approve board agendas for board meetings and conference calls.
4. Complete written presidential message for each issue of the association's *Newsletter*.
5. Complete written Presidential Report to the Membership at the end of term.
6. Assign committee chair appointments and other projects to board members.
7. Provide signature as needed.
8. Inform the board of issues and concerns regarding the Association.
9. Serve as liaison to other organizations (e.g., CARF, NTRS, NCTRC, CRTO) and give information and tasks to appropriate board members/liaisons for action.
10. Present information regarding RTI at local, state, regional, and national conferences.
11. Serve as a liaison to therapeutic recreation professionals to access information through RTL
12. Conference planning: Arrange site in concert with BOD, send out call for papers; make program; contact ATRA for CEU approval; fill out all pre/post conference paperwork based on CEU guide.

**Minimum Qualifications:**

1. Professional membership in the association. This includes both current status as a professional member of RTI as well as NCTRC certification as a Therapeutic Recreation Specialist.
2. Demonstrated leadership in the field of therapeutic recreation on the local, state and national levels.
3. Prior experience on the RTI board or as an RTI committee chair preferred.