



**Title:** President-Elect

**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 election and ending at the close of the following annual membership meeting. The President Elect automatically becomes the President at this time, which is another one-year commitment. After serving one year as President-Elect and one year as President, the elected individual will spend their final year in the Past-President position – meaning this elected individual will spend three years total on the board.

**General description:** The President-Elect of the Association assists the President and acts as President in his or her absence.

**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. Chair the board meetings in the absence of the President.
3. Serve as the parliamentarian for the association at all meetings. The association follows Roberts Rules of Order, revised.
4. Assist the President with special projects, such as strategic planning.
5. Keep the board informed of the appropriate issues that have come to the attention of the President-Elect through the appropriate channels.
6. Serve as a liaison to therapeutic recreation professionals to access information through RTL
7. Present information regarding RTI at conferences and workshops when possible.
8. Serve as board liaison to other board committees as assigned by the President.
9. Serve as Chapter Affiliate Council representative at both the Annual and Mid-Year ATRA conferences.
10. Participate in Chapter Affiliate Council conference calls as scheduled.
11. Write and submit mid-year and annual reports to the Chapter Affiliate Council.

**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.