



**Title:** Secretary

**Length of Term:** One year, beginning at the end of the annual membership meeting (which typically takes place during the annual conference) that follows his/her election and ending at the close of the following annual membership meeting. The Secretary may be re-elected for additional terms.

**General description:** The Secretary of the Association.

**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. Prepare board meeting minutes and post minutes to website.
3. Maintain all official records, including:
  - a. correspondence (incoming and outgoing),
  - b. committee and Rec-Connect reports,
  - c. RTI historical records.
4. Check PO Box for correspondence
5. Confirm conference registration with attendees who preregister

**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.