**NLTRA Board Position Descriptions**

* **PRESIDENT**

The president shall preside at all meetings of the members and the board and shall be a member ex-officio of all committees of the Corporation, except the nominating committee. The president shall represent NLTRA at the Provincial Presidents’ Meetings hosted by CTRA. The president shall mentor the president-elect. The president shall chair the monthly board meetings.

* **PRESIDENT ELECT**

The president elect shall serve for a two-year term. The first of this position would be as president elect. This position would assume the role of president for the second year of this position. The president-elect must be a current board member for at least one year. The president-elect may be responsible to lead or co-lead a NLTRA subcommittee in addition to their role on the board, as well as attend monthly board meetings.

* **Regional Vice President (Eastern, Central, Western & Labrador-Grenfell)**

The vice-presidents shall serve for a two-year term and shall chair the regional chapters of the Corporation and shall perform the duties assigned by the president. The vice-presidents shall submit a monthly report outlining activities in their region as well as any activities relevant to the corporation. The regional vice-presidents may be responsible to lead or co-lead a NLTRA subcommittee in addition to their role on the board, as well as attend monthly board meetings.

* **Student Vice President**

The student vice president shall serve for a one-year term and must be a student for at least half of this duration. The student vice president shall establish communication across all post-secondary institutions that offer therapeutic recreation including presenting or co-presenting a “What is NLTRA” presentation to each school. The student vice president shall manage all social media accounts associated with NLTRA in collaboration with the NLTRA Board and perform other duties assigned by the president. The student vice-president may be responsible to lead or co-lead a NLTRA subcommittee in addition to their role on the board, as well as attend monthly board meetings.

* **Membership Coordinator**

The membership coordinator shall serve for a two-year term and shall process all registration applications including notice for renewal and distribution of membership numbers. The membership coordinator shall perform any other membership duties assigned by the president. The membership coordinator is responsible to lead the Membership & Marketing subcommittee in addition to their role on the board, as well as attend monthly board meetings.

* **Education & Conference Coordinator**

The conference coordinator shall serve for a two-year term and will organize the annual conference in collaboration with the NLTRA Board. The conference coordinator shall establish a conference planning committee and will chair conference planning meetings. The conference coordinator will also make a minimum of 3 webinars available to members annually. The Education & Conference Coordinator is responsible to lead the Education & Conference Subcommittee, in addition to their role on the board, as well as attend monthly board meetings.

* **Secretary**

The secretary shall serve a two-year term and shall keep accurate records of all meetings of the Corporation and the board of directors and perform other duties assigned by the president. The secretary may be responsible to lead or co-lead a NLTRA subcommittee in addition to their role on the board, as well as attend monthly board meetings.

* **Treasurer**

The treasurer shall serve a two-year term. The treasurer shall receive the monies of the Corporation and shall pay all expenses of the Corporation in the manner set down by the board of directors. The treasurer shall keep an accurate record of all receipts and expenditures and shall present an up-to-date statement of accounts to the annual general meeting of members and when requested to do so by the board of directors. The Treasurer is responsible to lead the Fundraising committee, in addition to their role on the board, as well as attend monthly board meetings.

* **Website Coordinator**

The website coordinator shall serve a two- year term. The website coordinator shall perform all duties related to the NLTRA’s website including posting regular updates and relevant information. The website coordinator may be responsible to lead or co-lead a NLTRA subcommittee in addition to their role on the board, as well as attend monthly board meetings.