

Section/II

NRA JPD Leadership Positions

NRA 's Vision and Mission Statements

Our Vision: " To be the premier organization of diverse professional committed to the empowerment of all people with disabilities."

Our Mission: " The National Rehabilitation Association is a member organization whose mission is to provide ethical and excellent practice in Rehabilitation. "

NRAJPD Leadership Position Description

Title: President

Term of Office: One (1) year beginning January 1 after completing term of President elect.

Summary of Position: Serves as the official representative of the NRAJPD to the National Rehabilitation Association, overseeing activities of the NRAJPD Board, Committees and NRAJPD Units.

Typical Duties and Responsibilities

- 1) Call meetings of the NRAJPD Board, General Membership and Executive Committee.
- 2) Presides over the meetings of the NRAJPD Board, General Membership and Executive Committee.
- 3) Appoints Chairperson to all standing and liaison committees.
- 4) Serves as the ex-officio member voting privileges on all committees.
- 5) Appoints with two-thirds (2/3) majority Board approval the NRAJPD Representative to the NRA Board.
- 6) Communicate with the NRAJPD and other leaders through regular "Leadership Updates", telephone calls, attendance at regional conferences and the NRAJPD Digest Articles.
- 7) Sits on Finance Committee with Treasurer and President Elect.
- 8) Informs Lou P. Ortale Committee who President Elect and Vice President are so they can serve on the Lou P. Ortale Committee. If they cannot serve, appoint someone to take their place.

Required Qualifications: Member of NRA and NRAJPD

Preferred five years membership in NRAJPD, three years' experience as an officer at the state and/or regional level

NRAJPD LEADERSHIP POSITION DESCRIPTION

Title: President Elect

Term of Office: One (1) year beginning January 1 after elected

Summary of Position: Responsible for NRAJPD programming and activities at the NRA Conference and preparation for presidential year. Serves as a voting member of the NRAJPD Board.

Train with current NRAJPD President and prepare for coming year as President.

Typical Duties and Responsibilities:

- 1) Plans NRAJPD training programs including determining training needs, speakers. Information on times, speakers, and program content and equipment needs provided to NRA staff and serve as moderator of programs at the NRA Conference. Present program and budget to Board.
- 2) Plan Lou Ortale event and Lecture with the Ortale committee and serve on Lou Ortale Memorial Committee.
- 3) Schedule time and location for NRAJPD Board Meeting and general membership meetings with President.
- 5) Prepare goals and objectives based on State, Regional, and National NRAJPD input, JPD Board input, input, input from job placement professionals and possible NRA input.
- 6) Prepare recognition plaque for outgoing President
- 7) Attend Executive Committee Meetings as required.

Required Qualifications: Membership in NRA and NRAJPD

Preferred five (5) years active membership in NRAJPD

NRAJPD VICE-PRESIDENT GUIDELINES ASSISTANCE

- 1) Do you make any decisions without being reviewed by the Board? NO
- 2) Are you responsible for or make suggestions in determining or improving Unit, Regions or Board procedures? YES
- 3) In carrying out your duties, these are organizational levels, or people with whom you have contact. NRAJPD President, NRAJPD Membership Chair, NRAJPD Digest Editor, NRAJPD Treasurer, National Rehabilitation Association Membership Chairperson; NRAJPD Regional Representatives, NRAJPD State Presidents and State Chapter Presidents.
- 4) How to identify the people to serve on your Boards, Committees, etc. Discussion with other NRAJPD Board members and Regional Representatives. NRAJPD members within the State and Region of Vice President NRAJPD.
- 5) Information or data you gather and how you go about getting this information. . Nominations for Margaret E. Fairbairn Award, proposals form state and regional NRAJPD Units for Unit Grant awards, nominations for Research Award. Information gathered through NRAJPD Digest Newsletter, announcements and letters to regional reps, NRAJPD Presidents, State Chapter Presidents, etc. .
- 6) What you do in regard to analyzing data or information. Using criteria formulated, analyze nominations for Margaret E. Fairbairn, Unit Grant Awards, and Research Awards leading to committee decisions: . .
- 7) What you do in disseminating information or data. In line with Unit Grants, Margaret E. Fairbairn and Research Awards establish deadlines and time frames for sending information to membership and receiving back responses. Disseminate information to membership and receiving back responses. Disseminate information by use of NRAJPD Digest newsletter announcements and letters to NRAJPD leadership.
- 8) To what extent you are involved in membership activities, limited except as NRAJPD Representative encourage membership to Job Placement Division.
- 9) Reports you are responsible for, to whom you send such reports, etc. . Provide oral and written reports regarding Unit Grants, Margaret E. Fairbairn and Research Awards to NRAJPD Board at scheduled meetings.

NRAJPD LEADERSHIP POSITION DESCRIPTION

Title: Secretary

Term of Office: One (1) year beginning January 1 after elected.

Summary of Position: Maintain the minutes and prepare all reports, correspondence, and notices of meetings of the NRAJPD.

Typical Duties and Responsibilities:

- 1) Attend scheduled Board meetings; take minutes for purpose of distribution to the NRAJPD Board.
- 2) Attend scheduled NRAJPD General Membership Meetings and take minutes for purpose of distribution to the NRAJPD Leadership.
- 3) Receive Board and committee reports prior to scheduled Board and general membership meeting for purpose of duplication and distributing prior to scheduled meetings.
- 4) At the direction of the President, NRAJPD send out notices of scheduled meetings.
- 5) Provide information, participate in discussion and decision making process on issues of interest to NRAJPD.
- 6) Provide items of interest or needs for information to NRAJPD Digest for the purpose of publication in national newsletter.
- 7) Attends Executive Committee Meetings as required.

Required Qualifications:

Member NRA and
NRAJPD

Preferred experience as a member of Local or Regional NRAJPD Unit. Ability to have typing available for transcribing of minutes of meetings.

NRAJPD LEADERSHIP POSITION DESCRIPTION

Title: Treasurer
Term of Office: Two (2) years after January 1 of elected.
Summary of Position: Maintain the fiscal records for NRAJPD and prepare periodic reports as requested by the NRAJPD Board.

Typical Duties and Responsibilities:

1. Utilize acceptable accounting procedures for maintaining transactions involving financial activities of NRAJPD.
2. Review and monitor expenditures in line with established budget.
3. Discuss any financial matters not planned involving expenditures or revenue with President of NRAJPD.
4. Prepare quarterly financial summaries for the division for distribution to board members and publications in the NRAJPD Digest.
5. Prepare oral and written reports for the two scheduled NRAJPD Board Meetings.
6. Responsible for submitting payments for bills received by the Association and properly depositing revenues to the NRAJPD account.
7. When directed by the President or NRAJPD Board responsible for making financial records available for audit.
8. Attends Executive Committee Meetings as required.
9. Prepare coming year proposed budget in conjunction Finance Committee for recommendation to Full Board at the Board Meeting at NRA Conference.

Required Qualifications: Member of NRA and NRAJPD

Preferred prior financial experience with employer or Treasurer of another association or organization.

NRAJPD LEADERSHIP POSITION DESCRIPTION

Title: Board Member at Large

Term of Office: Three (3) years beginning January 1 after being elected.

Summary of Position: Participate in the establishment, development and overseeing of the policy, procedures and mission of the NRAJPD.

Typical Duties and Responsibilities:

1. Submit at least one article and regularly provide information items to the NRAJPD Digest for dissemination to the general membership.
2. Attend and participate in two scheduled NRAJPD Board Meetings each year.
3. Bring issues to the attention of the NRAJPD Board for discussion and possible action.
4. Willingness to be involved in NRAJPD standing and liaison committees by volunteering or at the direction of the NRAJPD President or Board. Can expect to Chair a committee each year the direction of the President.
5. As representative of NRAJPD recruit new members.
6. Represent NRAJPD at State, Regional, and National Rehabilitation Meetings.
 - a. serve as a resource on issues involving or supported by NRAJPD.

Required Qualifications: Member of NRA and NRAJPD

Preferred prior financial experience with employer or Treasurer of another association or organization.

