



NOVA SCOTIA
THERAPEUTIC RECREATION
ASSOCIATION

NSTRA Board of Directors Information Session September 10th, 2026



Perks of Becoming Involved with the Board of Directors

- Develop leadership skills
- Opportunities to meet and network with other professionals
- Mentorship opportunities
- Discounted rates for conferences
- Education opportunities/professional development
- Increased awareness of what's happening within the profession of recreation therapy
- Helping to advance the profession

Board Member Positions Available

- President Elect (3 year term)
- Recording Officer (2 year term)
- Membership Director (2 year term)
- Communications Director (2 year term)
- Cape Breton Zone Director (2 year term)
- Annapolis Valley Zone Director (2 year term)
- Central Zone Director (2 year term)
- South Shore Zone Director (2 year term)
- Dalhousie Student Directors (1 year term)
- NSCC Student Director (1 year term)

All Board Members

Requirements/Qualifications:

- A member in good standing with NSTRA
 - All board positions require professional membership except for student directors, as they require student membership
- Commitment to the work of NSTRA.
- Knowledge of NSTRA by-laws, Standards of Practice, Robert's Rules of Order and policies

Major Duties:

- Attendance and active participation at board meetings
- Review of minutes and agenda prior to board meeting
- Prepare and submit a written report at each Board of Directors meeting
- Preparation of a year-end report and attendance at the Annual General Meeting (AGM).
- Recommend policy to board as needed and assist with the policy development
- May be appointed delegate to represent the association
- Foster a positive working relationship with other Board members and membership
- Monitor and evaluate the effectiveness of NSTRA through regular review of the strategic plan and establishing a plan for goal attainment
- Be aware and abstain from any conflict of interest
- Monitor and respond to NSTRA emails a minimum of 2x/week
- Sit on at least one committee of NSTRA

President Elect (3 year term)

Responsibilities:

- Carries out all duties of the President in their absence.
- Signing Officer for the Board of Directors as needed
- Annual review of all job descriptions, policies, and by-laws in conjunction with President and Past President
- Provides support to the President, allowing the President to fulfill their role, including but not limited to:
 - Strategic Planning
 - Coaching and participating in committees
 - Chairing meetings
 - Special Projects
- Liaises with Zone Directors and Committees to provide support.
- Creates and coordinates a newsletter to membership, aim for 4x per year
- Coordinates the NSTRA awards process
- Performs all other duties as deemed necessary by the board.

This position is a 3-year commitment:

1-year President Elect, 1-year President and 1-year Past President

Recording Officer (2 year term)

Responsibilities:

- Keep minutes of all Board of Director meetings, AGM, or any other special meetings and maintain record of attendance. Sharing them to NSTRA's shared drive within the designated timeline.
- Conduct a monthly check of board report submissions and reach out to respective board members who have not uploaded their reports with a reminder
- Support the President in the preparation and creation of the AGM Report
- Serves as the records coordinator for the board, including but not limited to adding appropriate documents to the shared drive
- Performs all other duties as deemed necessary by the board.

Membership Director (2 year term)

Responsibilities:

- Receive membership applications and renewals
- Keep an updated and accurate list of active members
- Review and update the welcome letter on an annual basis, which is sent upon receipt of annual dues to confirm annual membership
- Lead membership recruitment initiatives
- Provide a current membership list to committee members and Zone Directors as required
- Maintain updated email list on chosen web-based email service in collaboration with Communications Director and IT Specialist
- Accept all pre-registration information prior to AGM and conference in liaison with the treasurer
- Support TR month initiatives such as networking events
- Performs other related duties as deemed necessary by the Board.

Communications Director (2 year term)

Responsibilities:

- Maintaining and updating public and members only social media accounts (Facebook, Instagram, and LinkedIn)
- Act as point of dissemination for emails to the membership
- Liaise with IT to share information and updates on the NSTRA website as needed
- Act as point of contact for Zone Directors zone updates
- Facilitate “Cheers for Peers” and “Cheers for Mentors”
- Respond to all public inquiries by adhering to NSTRA Policies and Procedures Manual.
- Be a point of contact for the IT Specialist
- Facilitate TR specific job postings to members only Facebook page
- Performs other related duties as deemed necessary by the Board.

Zone Director (2 year term)

The Zone Director is responsible for responding to the needs of the membership specific to their assigned zone.

Responsibilities:

- Responsible to chair zone meetings, minimum of 4 zone meetings per year
- Appoint a recording officer for each zone meeting and ensure accurate attendance is taken
- Liaise with the Board of Directors regarding zone specific activities and ensure board approval as required
- Distribute zone meeting minutes to the zone members and upload to share drive
- Accountable for all monies obtained through zone specific activities and forwarding to the Treasurer
- Assemble conference planning committee, when conference is scheduled for their specific zone and assist with the process of establishing co-chairs
- Encourage zone engagement through Cheers for Peers, sharing highlights on the “Members of Nova Scotia Therapeutic Recreation Association” Facebook page, and award nominations
- Performs other related duties as deemed necessary by the Board

Student Director (1 year term)

There will be two student director positions on the NSTRA Board of Directors.

- One seat is reserved for a student who is enrolled full time in a 2-year Diploma Program in Therapeutic Recreation at the Nova Scotia Community College.
- One seat is reserved for a student enrolled full time in an Undergraduate, Masters or Doctoral program with a major in Therapeutic Recreation at Dalhousie University.
- The Student Directors must be a NSTRA student member in good standing, be able to devote sufficient volunteer time to the duties of the position and be elected by the association's membership.

Student Director (1 year term) Continued...

Responsibilities:

- Liaise with the student body of associated provincial educational institutions and campuses
- Meet together as Student Directors 3x per year minimum to collaborate on ways to promote student engagement amongst all provincial education institutions and campuses
- In conjunction with Past President and Membership Director, plan and facilitate TR Month Student Networking
- In conjunction with the Membership Director, will liaise with their respective education institutions and campuses and be involved with student membership recruitment initiatives
- With support from the Past President and/or other Executive Committee members, represent NSTRA within provincial education institutions and campuses
- Promotes student engagement within NSTRA through attendance at Zone meetings, provincial conferences and other social events as able
- Edit template and share a Google Form with student membership highlighting resources and gathering information on what resources through the association have been utilized, aim for October/November. Recommend completing during handover to support transition to role
- Performs other related duties as deemed necessary by the board.

Come Join Us

We invite you to nominate
yourself or another member of
NSTRA to join a wonderful group
of recreation therapy
professionals and students
working together to enhance
recreation therapy in Nova Scotia

Any questions?



Thank you!

Want to keep the conversation going? Contact us!



nstra.info



Nova Scotia Therapeutic Recreation Association



communication@nstra.info



<https://www.nstra.info/>