

AMTA CHAPTER ELECTIONS • KNOW BEFORE YOU RUN Full position descriptions @ amtamassage.org/chapters/elected-chapter-positions/			
Position	Basic Responsibilities	Time Commitment	Preferred Technology
President	<ul style="list-style-type: none"> Leads team of elected and appointed volunteers Presides over and conducts chapter business and chapter meetings Oversees chapter operations and activities, member communications Receives support from national staff and volunteers Opportunity to network with leaders from other Identify, recruit and cultivate future chapter leaders Voting board position 	<ul style="list-style-type: none"> First month: Allow time to learn position Approximately 5-15 hours per week, depending on chapter and national activities, virtual and in-person Opportunity to attend national meetings including annual convention 	<ul style="list-style-type: none"> Access to internet & phone Computer: desktop, laptop or tablet Access to Programs: Microsoft Suite Or Mac conversion, Excel, Word, PowerPoint Able to upload/download/send and receive documents
Financial Administrator	<ul style="list-style-type: none"> Coordinate and prepare annual budget Track and approve volunteer requests for reimbursement Provide financial updates at chapter board meetings Identify, recruit and cultivate future chapter leaders Voting board position 	<ul style="list-style-type: none"> First month: Allow time to learn position Approximately 5 hours per week, depending upon chapter and national activities 	<ul style="list-style-type: none"> Access to Internet & phone Computer: desktop, laptop, or tablet Microsoft Suite (or Mac conversion), Excel, Word, PowerPoint Able to upload/download/send and receive documents
Board Member	<ul style="list-style-type: none"> Collaborate with elected and appointed volunteers to coordinate and conduct chapter business, meetings and activities Identify, recruit and cultivate future chapter leaders Voting board position 	<ul style="list-style-type: none"> First month: Allow extra time to learn position Approximately 5 to 8 hours per week, depending upon chapter and national activities 	<ul style="list-style-type: none"> Access to internet & phone Computer: desktop, laptop, or tablet Microsoft Suite (or Mac conversion) Excel, Word, PowerPoint Able to upload/download/send and receive documents
Secretary	<ul style="list-style-type: none"> Take and maintain board meeting minutes Submit minutes and volunteer rosters to National Office Distributes minutes to chapter board and appropriate chapter volunteers Identify, recruit and cultivate future chapter leaders Voting board position 	<ul style="list-style-type: none"> First month: Allow extra time to learn position Approximately 2-4 hours a week depending upon chapter and national activities 	<ul style="list-style-type: none"> Access to internet & phone Computer: Desktop, laptop, or tablet Microsoft Suite (or Mac conversion), Excel, Word, Power Point Able to upload/download/send and receive documents
Delegate	<ul style="list-style-type: none"> Participate in delegate trainings, forums, discussion/debate, and annual Assembly of Delegates (AOD) Collect input from chapter membership to identify important issues/topics for massage therapists and the massage profession Serve as the voice of the chapter membership during annual Assembly of Delegates meeting Provide updates to chapter board and membership re: AOD activities 	<ul style="list-style-type: none"> Approximately 2-4 hours per month depending upon Assembly of Delegates (AOD) activities 	<ul style="list-style-type: none"> Access to internet & phone Computer: Desktop, laptop, or tablet Microsoft Suite (or Mac conversion), Excel, Word, Power Point Able to upload/download/send and receive documents