



## **JOB DESCRIPTION FOR THE CHAPTER PRESIDENT**

**The Chapter President sets the direction and pace of the chapter's activities based on the vision that has been determined by the chapter membership, chapter board of directors and other chapter officers in accordance with the AMTA Strategic Plan.**

The chapter president is **LEADER, PLANNER, MENTOR, MEDIATOR and FACILITATOR.**

As **Leader**, the chapter president presides over and sets the agenda for all chapter meetings and chapter board meetings.

As **Planner**, the chapter president decides what topics make it to the meeting agenda; what issues merit the valuable time of the chapter's volunteers and members. The chapter president sets the initiatives and monitors progress.

As **Mentor**, the chapter president must have a strong sense of who is qualified for what job. After making appointments, with the approval of the chapter board, the president must maintain awareness of each appointees' progress and be there to suggest solutions to challenges. (This does not mean that the president does the job for committee chairs.) The chapter president must be there to praise and trumpet their success to the chapter. Remember, praise is the currency of a volunteer driven organization.

Finally, as **Mediator**, it is often up to the president to unify dissenting voices under a common banner. After a strong, healthy debate on an issue, it is up to the president to assist the minority who voted against an initiative to become as much a part of its implementation as the majority who supported it.

A successful chapter president looks for the common thread. Finding consensus within opposing views will greatly enhance the effectiveness of the president and strengthen the political health of the chapter.

The chapter's strength is in its unity.

As a **Facilitator**, the chapter president assists where ever there is need for help, fills in for a situation that others are not available.

### **ELIGIBILITY**

As outlined in national bylaws, candidate must be a professional member in good standing and sign the Chapter Volunteer Code of Conduct.

Candidate must meet any and all requirements outlined in the chapter standing rules.

Candidate must be willing to be involved.

The Individual must have a strong working skill with the computer for email.

### **TERM OF OFFICE**

The Chapter President shall be elected every even year for a term of two (2) years or until a successor is elected, not to exceed two (2) consecutive elective terms.

### **TERM LIMITS**

As outlined in National Bylaws, the term will not exceed two consecutive elective terms.

### **VACANCY & SUCCESSION**

This office shall be filled by chapter board election until the next regularly scheduled election.

As outlined in National policy, Bylaws and Chapter Standing Rules.

- (A) A vacancy in the office of president shall be filled by the next general officer in succession: 1st vice president, 2nd vice president, 3rd vice president, secretary, treasurer.
- (B) An officer may decline upward succession in order to continue in his or her current office. In that instance the vacancy may be filled by a chapter board election until the next regularly scheduled election.
- (C) The vacancy may remain vacant or may be temporarily filled by a majority vote of the chapter board at any regular or special meeting or by mail ballot.
- (D) In the event of a mail ballot to fill a vacancy, the acting chapter president shall nominate one or more candidates for election and shall solicit additional nominations from the members of the chapter board.

## **REMOVAL FROM OFFICE**

As outlined in national bylaws, the chapter president shall automatically be disqualified to serve if:

A volunteer may be removed for failure to:

1. Fulfill her/his duties and responsibilities (dereliction of duties).
2. Abide by the AMTA Articles of Incorporation, Bylaws, Policy, Code of Conduct, Rules of Engagement, and position Job Description including preamble. The individual holding the office also holds an office, directorship or chairship concurrently in another massage organization where there may be a conflict of interest with AMTA.
3. Keep AMTA membership dues and chapter fees current.

## **AUTHORITY**

The authority of the Chapter President is conferred by the Chapter membership through election, as the highest-ranking elected officer in the Chapter, and as specified in the National AMTA Bylaws, Policy, and Chapter Standing Rules.

## **ACCOUNTABILITY**

The Chapter President is accountable to the Membership by virtue of election and to the Chapter Board, the Chapter membership and the AMTA National Board through reporting activities.

The Chapter President agrees to uphold and abide by National AMTA Bylaws, Policy, Job Description, Chapter Volunteer Code of Conduct, and Chapter Standing Rules (if applicable), and Financial Policies & Procedures.

## **TIME COMMITMENT**

The time commitment is approximately 5 - 15 hours per week, depending on Chapter activities.

The time commitment may be higher before and/or during certain National or chapter events or activities.

## **RELATIONSHIPS**

The Chapter President works most closely with Chapter Board members and appointees, Chapter staff or consultants, and National AMTA staff. The Chapter President also communicates with Chapter members, other Chapter Presidents, the Chapter Relations Committee, Chapter Relations Department, and/or other National volunteers, as appropriate.

## **IMPORTANT**

Respect the time of the scheduled meetings. Be early not on time. Your time is important, my time is important and the board time is important. We schedule our meetings a year in advance and the meeting start and end times are usually made then. When you are scheduled for an AMTA function respect the AMTA time. There is NO reason you can not make a scheduled meeting on time. There are only excuses and they don't respect everyone else's' time. In order to move the board business along in a reasonable pace we all need to be prepared and ready to get involved in active discussion about the topic on the agenda. Socialize and tell stories after the meeting or on meeting breaks, not during the meeting. It can prolong the meeting and side discussions are not helpful for anyone, during a meeting.

## **RESPONSIBILITIES FOR PRESIDENT**

1. Prepare the agenda for meetings (Board and Member). Let Board and Committee Chairs know agenda ahead of meeting to prepare their reports.
2. Be at all the meetings you will know the schedule a year or more ahead of time.
3. Be early for meeting and plan to stay later than the times given, so board business can be finished.
4. Maintain the orderly and expedient conduct of business at Chapter meetings and Chapter board meetings.
5. Be very attentive when at meetings. Getting in side bar discussions will distract you from hearing important information and possibly cause the meeting to prolong. If you need to stop ask for a break or write it down for a later time to discuss it.
6. Ask for attendance of meeting - members to be signed in. (When official meeting starts president asks Membership Chair or education chair to get all attendees to sign in for official records that will then be given to the secretary for the membership attendance file, Full Name, Member Number, Member's Signature and the Date)
7. Attend regional meetings and national meetings of the AMTA.
8. Identify, cultivate and recruit future Chapter leaders.

9. Be able to answer questions from membership and if you cannot or are not sure refer to someone on the Board who will know and get back to membership with correct information.
10. Know or carry contacts of all Board and Committee Chairs, Name and Numbers.
11. Appoint standing committee, subcommittee and special committee chairs (with the exception of Board and nominating committees) with the approval of the Chapter board.
12. Monitor the activities of all Chapter committees.
13. Serve as ex-officio (non-voting) member of all Chapter committees.
14. Approve appointments of committee members made by Committee Chairs.
15. Be in attendance of all Committee meetings and help out when needed. You are the one responsible for the final work.
16. Assign projects to appropriate committees and transfer projects based on workload, special expertise or other reasons in keeping with the best interests of the Chapter.
17. Supervise the affairs of the Chapter according to policy set by National and the Chapter board.
18. Appoint representatives (i.e. Accountant, any outside person) to special projects authorized by the Chapter board.
19. In cooperation with the secretary and treasurer:
  - a. Conduct the regular day-to-day business affairs of the Chapter,
  - b. Have signature registered with the bank servicing the Chapter and with any other financial institutions
  - c. serving as a depository of funds.
20. Call special meetings of the Chapter board as needed with seven days notice in writing or three days notice by telephone. (Note: these meetings can be teleconferenced in the interest of time and convenience.)
21. Review all documents and records produced by the Chapter.
22. Represent the Chapter (or appoint a representative) at the Chapter Presidents Council and attend the National House of Delegates. Note: For the House of Delegates, the elected Chapter Delegate(s) represent the Chapter during the National House of Delegates meeting.
23. Facilitate conflict resolution through consultation with other officers, national volunteers or national staff.
24. Maintain lines of communication with the National Board and the National office.
25. Share pertinent information with other Chapter officers.
26. Be available to receive direct feedback from members for input to the Chapter Board and to communicate, in an informed manner, information regarding actions of the Chapter board.
23. Direct and refer members to appropriate volunteer and staff contacts as needed.
24. Serve as \_\_\_\_\_Chair (select committee appropriate for your Chapter's needs).
25. Maintain communication with Chapter membership through regular reports via Chapter Newsletter, and reports at Chapter meetings and Chapter board meetings.
26. Ensure Chapter operations are consistent with the AMTA Strategic Plan.
27. Fulfill the fiduciary, due diligence and other responsibilities of Chapter board members as described in the National and Chapter bylaws.
28. Don't be afraid to ask for Help or information on anything you may not be sure about.
29. Maintain orderly records of issues and actions taken during the term and supply the incoming President with those records to ensure a smooth transition.
30. Have fun!!

### **BENEFITS**

- All NJ Educational Events/ Meetings are Free with the exception of the Spring Retreat this is Half Price.
- National Convention- early registration, regular airfare, the hotel room and \$50.00 food expense a day are all paid by the chapter. You must hand in all receipts and reimbursement form within 90 days of event to get the money.
- All money spent for the chapter service will be reimbursed with receipt and reimbursement form within reason.
- Big expenses need board approval anything over \$200.