



JOB DESCRIPTION FOR THE 1ST, or 2ND, or 3RD VICE PRESIDENTS

The Vice Presidents will assist the President in working to achieve Chapter goals and effecting the policies and/or decisions made by National and/or the Chapter Board of Directors.

The positions of 1st, 2nd and 3rd vice presidents are similar to that of the president because the vice presidents must be qualified to assume the responsibilities of the office of president in the event of its unscheduled vacancy. Vice presidents must be willing to accept that responsibility.

Chapter vice presidents may be assigned supervisory responsibility of a committee(s), as a committee chair or a committee member according to the special needs or particular mission of that chapter or committee. Just as the president must be Leader, Planner, Mentor, and Mediator for the chapter, vice presidents are charged with those tasks for assigned committees.

The vice presidents should support the president in fostering an environment of unity on the approved objectives of the chapter and work to keep all chapter members involved in as many initiatives as possible. By presenting an attitude of support toward the president, the vice presidents set the example for other officers and the general membership to follow.

As with the president, the vice presidents must remember . . . The chapter's strength is in its unity.

ELIGIBILITY

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

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

Candidate must have attended 4 meetings and one educational event over the period of 2 consecutive years.

Candidates must be willing to get involved.

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

TERM OF OFFICE

As outlined in national bylaws, the vice presidents' term of office will be for two years or until successors are elected with elections for 1st and 3rd vice presidents held every odd numbered year and elections for 2nd vice president held every even numbered year.

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 vice presidents shall automatically be disqualified to serve if:

A volunteer fails 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 Vice President is conferred by the Chapter membership through election, and as specified in the National AMTA Bylaws, Policy and Chapter Standing Rules, (if existent).

ACCOUNTABILITY

The Chapter Vice President is accountable to the Membership by virtue of election and the Chapter Board, the Membership, and the AMTA National Board through reporting activities. The Chapter Vice President agrees to uphold and abide by National AMTA Bylaws, Policy, Job Description, Chapter Volunteer Code of Conduct, Chapter Standing Rules (if existent), and Financial Policies & Procedures.

TIME COMMITMENT

The time commitment averages approximately 5 - 8 hours per week, depending on Chapter activities. The time commitment may be higher before and/or during certain Chapter events or actions.

RELATIONSHIPS

The Chapter Vice President works most closely with Chapter Board members and appointees, Chapter staff or consultants, and National AMTA staff. The Chapter Vice President also communicates with Chapter members, other Chapter Vice 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 are 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 1st, 2nd, 3rd VP'S

1. Serve as a voting member of the Chapter Board of Directors and is familiar with Robert's Rules of Order.
2. In the absence or incapacity of the Chapter President, the 1st, 2nd or 3rd Vice President, in that order, shall act in the place of the President.
3. Accept responsibilities delegated by the Chapter President.
4. Attend Chapter Board, Chapter membership and any Chapter committee meetings for which the Vice President has responsibility and, whenever possible, regional and National meetings of the AMTA.
5. Be at all the meetings you will know the schedule a year or more ahead of time.
6. Be early for meeting and plan to stay later then the times given, so board business can be finished.
7. Be active in the discussions on the board agenda.
8. Be very attentive when at meetings. Getting in side bar discussions will distract you from hearing important information and possible 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.
9. Identify, cultivate and recruit future Chapter leaders.
10. Make recommendations to the Chapter President for committee appointments.
11. Direct and refer members to appropriate volunteer and staff contacts as needed.
12. 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.
13. Know or carry contacts of all Board and Committee Chairs, Name and Numbers.
14. 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.
15. May have signature registered with the bank servicing the Chapter and with any other financial institution serving as depository of funds.
16. May temporarily assume the responsibilities of vacant volunteer positions while working with the President, the Chapter Relations Committee and staff to fill the vacancy.

17. Shall not be the Chair of more than two (2) committees, sub-committees, special committees or workgroups.
18. Serve as _____ Chair (select committee- with President's approval- appropriate for your Chapter's needs).
19. Maintain communication with Chapter membership through regular reports via Chapter Newsletter, and reports at Chapter meetings and Chapter board meetings.
20. Ensure Chapter operations are consistent with the AMTA Strategic Plan.
21. Fulfill the fiduciary, due diligence and other responsibilities of Chapter Board members as described in the National Bylaws and Policy, Chapter Volunteer Code of Conduct and Chapter Standing Rules and Policies.
22. Don't be afraid to ask for Help or information on anything you may not be sure about.
23. Maintain orderly records of issues and actions taken during the term and supply the incoming Vice President with those records to ensure a smooth transition.
24. 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.