

The Education Chair

Is responsible for providing educational opportunities for chapter members at chapter meetings and/or as independent educational events.

In addition to the positions prescribed by the national bylaws, many chapters see the need for one or more of the following positions on their chapter officer roster. Although serving as officers of the chapter, committee chairs are not members of the chapter board unless the chapter standing rules so designate. Even when standing rules permit appointed officers a place on the chapter board and a voice in chapter board deliberations, these officers do not have chapter board voting privileges.

ELIGIBILITY

As outlined in National Bylaws, candidate must be a professional member and sign the Chapter Volunteer Code of Conduct.

Candidate must meet any and all requirements.

The individual appointed, as a chapter committee chair must be a member in good standing.

The individual must meet all qualifications outlined by the National Policy, Bylaws and Chapter Standing Rules.

Candidate must have attended 5 meetings and one educational event over the period of 2 consecutive years.

Have regular access to a computer and computer experience.

TERM OF OFFICE

As outlined in the national bylaws, appointed positions will be for a term of one (1) year or until successors are appointed. Prior to reappointment, the incumbent will present a report of the year's activity for review by the chapter board.

VACANCY & SUCCESSION

As outlined in the national bylaws, a vacancy may be filled by appointment by the chapter president with the approval of the chapter board at any regular or special meeting or by mail ballot.

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

REMOVAL FROM OFFICE

The committee chair shall automatically be disqualified to serve if:

(A) Dues for the current year are not paid,

(B) The individual holds an office, directorship or chairship concurrently in another massage organization where there may be a conflict of interest with AMTA.

RESPONSIBILITIES OF ALL CHAPTER COMMITTEE CHAIRS

1. As Committee Chair you are given a job by the Board. Your goal is to get the job done and/or to ensure its continued success.
2. Supervise and facilitate the work of committee members.
3. Be on the lookout for volunteers to join your committee to ensure the success of the committee business.
4. Bring all the names of the possible committee volunteers to the President to approve appointments for your committee.
5. You will then delegate out the different jobs that need to be done for the Committee.
6. You are the final one to answer to the board, so choose your committee members wisely to make sure you have a well working committee.
7. Ensure that committee adequately researches and deliberates the issues before it.
8. Be available to receive feedback from the members for input to committee deliberations and to communicate, in an informed manner, information regarding actions of the committee.
9. Know how to conduct working meetings to supervise and facilitate the progress of the committee.
10. Preside over meetings of the committee.
11. When holding a Committee meeting prepare an agenda and inform committee members of that agenda ahead of the meeting.
12. Prepare and deliver all required reports to the chapter board meeting at Presidents request.
13. Operate within the bylaws, policies, programs and Strategic Plan of AMTA and the chapter standing rules.

14. Treat proprietary and other confidential information in a responsible manner.
15. Prepare and submit proposals of the committee to the chapter board.
16. Prepare and deliver appropriate information for the budgetary process. This means keep a detailed list of your committee expenses and be prepared to show a proposed and actual budget to the board at the request of the President.
17. Responsibly manage allocated funds per AMTA policy. In short, keep an orderly record of spending and hand in all receipts to the Treasurer, know where your money is going and spend it wisely.
18. Attend all meetings and trainings as authorized by the board.
19. Act as the representative for the committee to the chapter members and board.

AUTHORITY

The committee chair functions as prescribed by the chapter board and have no general authority to act on behalf of AMTA or the chapter.

ACCOUNTABILITY

The committee chair is accountable to the chapter board by virtue of appointment and reports to the chapter president or designated supervising vice president.

TIME COMMITMENT

An ideal average is two (2) hours per week; however, the time will vary by quantity and type of projects underway.

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 OF EDUCATIONAL CHAIR

Is responsible for providing educational opportunities for chapter members at chapter meetings and/or as independent educational events.

1. Develop and submit to the chapter board, a plan and proposed budget for chapter educational events for the coming year.
2. Assure that 60% of the educational events sponsored by the chapter are eligible for continuing education credit.
3. Coordinate logistics of educational events and the activities of chapter members participating in these events.
4. Make sure you know who the Event Planner is and how to contact them.
5. Inform the Event Planner of membership count for the event.
6. Inform Event Planner of instructors special room needs i.e. projector, point graphics, video.
7. Keep Event Planner up to date with
 - a. Class information: when is it, how long will it be. Ect.
 - b. Instructor information: when do they arrive, time and date. how will they arrive, ect.
 - c. Number of attending members
 - d. Number staying over night.
 - e. Meals needed.
8. Seek out interesting and qualified instructors for the Chapter events.
9. Try to get the instructor for a discount due to the fact we will be paying their travel and hotel expenses. No more than \$100. an hour. If they are more money then we will not pay for hotel or travel or both. Learn to work a deal with the presenters, less then \$100.00 per hour. Remember we are promoting them.
10. Have CEU's arranged a year ahead to allow for advertising of the classes.
11. Be contact person for membership to mail their registration forms to and to answer questions about the event.
12. Send out confirmation letters to attendees who signed up for an event.
 - Notice of confirmation.

- Directions to event. Trains pick up information.
 - Welcome letter.
 - Letter of what to bring and how to prepare for the event.
 - Cancellation policy.
13. Update information on Nationals website about Chapter CEU's
 14. Have a record of all past classes offered:
 - How many attended.
 - What was the class about?
 - How many CEU's.
 - Who was the instructor?
 - Where was the class offered?
 - How much was the class? Members, Non-members, and Students.
 15. Know how much money the class cost to run.
 - Cost of Location. I.e. Room, food, (Event Planner will have this information.)
 - Cost of instructor. I.e. airfare, supplies, their time, transportation. (Event Planner may have some of this information)
 - Cost of supplies. I.e. photo copies, books.
 16. Know how much money came in. How many attended and what was the total income for the event.
 17. Collect all original receipts from Instructors. Mail those with the correct address of the Instructor to the Treasurer.
 18. Have Treasurer write check after the event and mail check to Instructor. Do not give at class, mail within one week of class.
 19. Have the future Instructor write three articles for the Newsletter about their upcoming class.
 - Intro 300-500 words. A brief understanding of what the members will learn.
 - More info 500-800 words. More info as to what they will learn in the educational event.
 - The main article: 800 – 1000 words, why they should not miss this educational event.
 20. Write an Article about the event after it ends telling what they missed and hoping that they come to the next event.
 21. Organize a system to sign-in Attendees and check member id for records of professional or associate. Very important when event is tied to election meeting. Different color for different member (I.e. New, student, associate, professional)
 22. Arrive at the event early to set up.
 23. Introduce the instructor to the Chapter President when they get there, and the attendees when the event is about to start.
 24. Keep a list of all attendees for future CEU questions/ reference, give copy to Chapter Secretary for the Chapter files.

BENEFITS

- All NJ Educational Events/ Meetings are Free including the Spring Retreat.
- National Convention- early registration, regular airfare, half 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.
- No other committee members receive the discount for the NJ Educational Events but they will go to the Holiday Party for free.
- You must hand in ALL original receipts in order to be reimbursed. The information must be in to the Treasurer within 90 days of the event to get the reimbursement.
- As Chair you should be the only one with an expense report.

Again: As a Chair your job is to look for members to join your Committee.

You will then delegate out the different jobs that need to be done for the Committee.

You are the final one to answer to the board, so choose your committee members wisely to make sure you have a well working committee.