



## **The Membership Chair**

**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**

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

The individual must meet all qualifications outlined by the chapter standing rules

Candidates must be willing to get involved.

### **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.

### **SUGGESTED RESPONSIBILITIES OF ALL CHAPTER COMMITTEE CHAIRS**

1. 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 has no general authority to act on behalf of AMTA or the AMTA NJ 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 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 MEMBERSHIP CHAIR**

Will oversee all membership outreach and retention programs, as well as, the creation of new initiatives in recruitment and retention as the AMTA NJ President and board see as beneficial to the Chapter.

1. Develop and submit to the chapter board, a plan for membership activities (i.e., recruitment, retention, recognition, etc.) and proposed budget for the coming year.
2. Serve as the primary contact for those seeking AMTA membership information.
  - Get phone number, address and email of the person asking for more information
  - Have packets to mail out to possible new members. The packets should include:
    - a. A flyer with AMTA logo and pictures of NJ members having fun.
    - b. Information of what the AMTA NJ does.
    - c. Why they would want to join.
    - d. A list of all the up coming Educational Events.
  - Call to follow up with a friendly Hello.
3. Contact new members via phone and/or letter to welcome them to the chapter.
  - Have a packet that goes to all new members include in that packet:
    - a. Newsletter.
    - b. Presidents Letter.
    - c. Welcome letter.
    - d. Contact numbers of all AMTA NJ Board and committee chairs, as well as, National.
    - e. Up coming Educational Events and Dates for the year.
    - f. A flyer with AMTA logo and pictures of members having fun.
    - g. A \$25.00 coupon for a NJ Educational Event.
    - h. NJ letter head pad and pen -if available.
    - i. Other Chapter information
  - Follow up with friendly Hello, 4 weeks after packet goes out.
4. Work to increase membership in AMTA by assisting the Schools Committee as a speaker/presenter to message schools, high schools, colleges, vocational schools, etc when needed.
5. Work as a team with the Public Relations Committee and Schools Committee, to get the Committees informed about the AMTA NJ when needed and assigned by board.

6. Contact by phone and/mail those members who have not renewed to support them in continuing their membership.
  - Lets not get to this point!
  - Keep in contact with the membership before they decide not to renew.
7. Lead the chapter effort in designing programs and initiatives that attract and retain members.
8. Membership chair: this chair is the liaison from new members, current members and ex- members to the board, local chapter and the AMTA national office.
  - Have an updated Contact list of all NJ Board and Committee Chairs'
    1. Full Name
    2. Address
    3. Email address
    4. phone numbers
    5. Fax number
    6. Website address
  - Also on the list the National main number and website
9. The chair is also responsible for issuing pins (or what the Board decides on) at the chapter meetings and working with the Hospitality Committee.
10. After a meeting contact those new and non- members to say thanks for coming and hope to see you again. (the list of who these people are, should be retrieved from the Educational Chair)
11. Get a copy of the New member list out to the Newsletter Editor.
12. Return calls to New and Non- Members after attending the meetings (follow up on their experience at the meeting)
13. As Chair you will have more help and success if you work with the Public Relations Chair and committee, Schools Chair and Committee, as well as, the Hospitality Chair and committee.

#### **BENEFITS**

- As a Chair of the NJ chapter you will have ½ price on all the NJ Educational Events.
- No other committee members receive the discount for the NJ Educational Events but they will go to the Holiday Party for free.
- All money spent for the chapter service will be reimbursed with receipt and reimbursement form. 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.
- The Board MAY invite you to attend the National Convention at a discounted price. This will be determined by the Board during the July Board meeting.

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.