



The Newsletter Editor

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 and sign the Chapter Volunteer Code of Conduct.

The individual must meet all qualifications outlined by the National Policy, Bylaws and Chapter Standing Rules. The Individual must have a strong working skill with the computer.

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. 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. Usually due around January and July Board meetings.
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 NJ 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 NJ 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 NEWSLETTER CHAIR:

The Newsletter Chair is responsible for the creation and publication of a timely and informative newsletter and the fiscal soundness of the publication. To make sure the Newsletter serves the purpose of getting relevant information to the membership about their membership.

1. Develop and submit to the chapter board, a publication schedule (including issue dates and due dates for copy submissions) and budget for the coming year.
 - Remember to set dates with reasonable time to get it to the printer and still get the information out to the members about the recent educational event.
2. Identify topics and issues to be covered in the publication.
 - Up coming Educational Event
 - Last Educational Event
 - Future Educational Events
3. Make sure all information is answered in the articles
 - When is the event
 - Where is the event
 - Who is involved with the event (instructor information)
 - How long is the event
 - How much is the event
 - How many CEU's
 - What will they get (learn) if they attend the event.
4. Solicit articles from chapter board members, committee chairs, and the chapter membership and outside contributors, as appropriate.
5. Edit articles for compliance with AMTA mission, goals, strategic plan and chapter objectives.
6. Supervise the work of outside suppliers and/or chapter volunteers in the layout, production and distribution of the publication.
7. Solicit advertising, within AMTA advertising guidelines, to help offset publication costs.
8. Stay current with changes in postal rates and procedures to ensure the cost-effective distribution of the publication.
9. Look for ways to make the Newsletter interesting.

10. Make sure there is always:
 - Advertising information page
 - President Message
 - Calendar of Educational Events
 - The article about the up coming educational event
 - Board contact numbers
 - National contact numbers
 - Committee reports
 - Registration form for Educational Event
11. Try to keep the Newsletter self-sufficient.
12. Keep an even number of article vs. advertising
13. Contact advertisers to notify of up coming deadline dates.
14. Set Deadline Date with reasonable time line.
15. Remember the Newsletter is to get the members interested and to attend educational events, as well as, inform them of National and State AMTA information.

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 within reason. 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.
- Big expenses need board approval before purchase.
- 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. They must be approved by the President.

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.