



Job Responsibilities for the Website Designer

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.

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.
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 one (1) 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 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 alone 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 WEBSITE DESIGNER

1. Keep the website updated (looking)
2. Keep dates of CEU's and meetings updated on the site in the calendar.
3. When there is a request to change the website, make changes within 5 days of request. Unless the request has asked for a faster turnaround time.
4. Write in new information in the news area of the site.
5. Delete old information in the news area and the calendar area.
6. Update banner ads on the site and get advertisers for the banner ads.
7. Update Newsletter on the Website.
8. Respond to emails from in coming people in a timely manner.(within 48 hrs) Send them off to the board member in charge of the area of question, or department. (I.e. Someone looking to become a member, send them to nationals site and ask that they keep in contact if there is a problem with national. I.e. Someone who needs information on the upcoming sports team meeting send them to Sports team chair by email and give them the contact # also.
9. Keep Nationals information as updated as possible.

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.