

AMTA CHAPTER ELECTIONS • KNOW BEFORE YOU RUN

Full position descriptions @
amtamassage.org/chapters/elected-chapter-positions/

Position	Basic Responsibilities	Preferred Technology
President	<ul style="list-style-type: none"> • Leads team of elected and appointed volunteers • Presides over and conducts chapter business and chapter meetings • Oversees chapter operations and activities, member communications • Receives support from national staff and volunteers • Opportunity to network with leaders from other • Identify, recruit and cultivate future chapter leaders • Voting board position 	<ul style="list-style-type: none"> • Access to internet & phone • Computer: desktop, laptop or tablet • Access to Programs: Microsoft Suite Or Mac conversion, Excel, Word, PowerPoint • Able to upload/download/send and receive documents
Financial Administrator	<ul style="list-style-type: none"> • Coordinate and prepare annual budget • Track and approve volunteer requests for reimbursement • Provide financial updates at chapter board meetings • Identify, recruit and cultivate future chapter leaders • Voting board position 	<ul style="list-style-type: none"> • Access to Internet & phone • Computer: desktop, laptop, or tablet • Microsoft Suite (or Mac conversion), Excel, Word, PowerPoint • Able to upload/download/send and receive documents
Board Member	<ul style="list-style-type: none"> • Collaborate with elected and appointed volunteers to coordinate and conduct chapter business, meetings and activities • Identify, recruit and cultivate future chapter leaders • Voting board position 	<ul style="list-style-type: none"> • Access to internet & phone • Computer: desktop, laptop, or tablet • Microsoft Suite (or Mac conversion) • Excel, Word, PowerPoint • Able to upload/download/send and receive documents
Secretary	<ul style="list-style-type: none"> • Take and maintain board meeting minutes • Submit minutes and volunteer rosters to National Office • Distributes minutes to chapter board and appropriate chapter volunteers • Identify, recruit and cultivate future chapter leaders • Voting board position 	<ul style="list-style-type: none"> • Access to internet & phone • Computer: Desktop, laptop, or tablet • Microsoft Suite (or Mac conversion), Excel, Word, Power Point • Able to upload/download/send and receive documents
Delegate	<ul style="list-style-type: none"> • Participate in delegate trainings, forums, discussion/debate, and annual Assembly of Delegates (AOD) • Collect input from chapter membership to identify important issues/topics for massage therapists and the massage profession • Serve as the voice of the chapter membership during annual Assembly of Delegates meeting • Provide updates to chapter board and membership re: AOD activities 	<ul style="list-style-type: none"> • Access to internet & phone • Computer: Desktop, laptop, or tablet • Microsoft Suite (or Mac conversion), Excel, Word, Power Point • Able to upload/download/send and receive documents