

**AMTA-WI Chapter
Volunteer Policy Manual
& Job Descriptions**

Compiled by AnnMarie Kolb, Secretary (2006)
Kay S. Peterson, President (2011)
Approved by Board of Directors February 24, 2012
Updated on April 17, 2012

Table of Contents

Welcome	Page#
Table of Contents	2
AMTA-WI Standing Rules	3
Policies Regarding Board of Directors Duties	5
Policies Regarding Committee Chairs	8
Policies Regarding Finances	10
Policies Regarding Meetings	12
Policies Regarding Newsletter	13
Policies Regarding Chapter Voicemail	14
Policies Regarding Educational Conferences	14
Policies Regarding Scholarship and Awards	15
Policies Regarding Website	16
Policies Regarding Social Media	18
Policies Regarding House of Delegates	21
Policies Regarding Government Relations	24
Rules of Engagement	25
Job Descriptions Chapter Officers	
■ Chapter President	26
■ Vice Presidents	29
■ Secretary	32
■ Treasurer	35
■ Immediate Past President	38
■ Members at Large	41
Job Description Committee Chairs	
Awards Chair	43
Commission on Candidacy	45
Display Chair	47
Education Chair	49
Government Relations Chair	52
Membership Chair	54
Newsletter Chair	56
Outreach Team Chair	58
Scholarship Chair	59
Social Media Chair	60
Sports Massage Team Chair	63
Website Chair	64
 INDEX OF MOTIONS	 166 - 72
<hr/>	
1	
Outdated Motions	73 - 74

AMTA-WI Standing Rules

Section 1: Chapter Name

- A. The name of the chapter shall be The American Massage Therapy Association-Wisconsin Chapter. The name may be abbreviated AMTA-WI.
- B. The AMTA-WI Chapter shall have the motto “Promoting Wellness Through Massage.”

Section 2: Chapter Fee

The AMTA-WI Chapter Fee shall be \$20 per member to be used for Law & Legislation efforts within the State. This fee must be renewed and approved by the membership every two (2) years. (September 18, 1998 Chapter Meeting)

Section 3: Chapter Officers

- A. Qualifications for elected office shall be as follows:
 1. A candidate for the office of Chapter President shall
 - i. Have held an elected office or appointed chair position on the AMTA-WI Chapter Board of Directors within the preceding four years and (February 26, 2006 Chapter Meeting)
 - ii. Hold active professional membership classification for one year prior to candidacy.
- B. Duties
 1. Chapter officers are required to attend a minimum of four (4) Board Meetings annually, which include “conference call” board meetings and minimum of two (2) Chapter Meetings, except for good cause shown.
 2. At both Chapter Meetings each officer will present a written report/s given orally of a summary of committee activities.
 3. Each officer is required to contribute 2 written submissions annually for publication in the Chapter’s newsletter.
 4. Each Vice-President is required to Chair or Co-Chair one committee.
- C. Benefits
 1. All Chapter Officers’ registration fee for educational functions hosted by the Wisconsin Chapter will be waived if the officers while in term meet the requirements. Non-compliance of required duties, as defined by section B 1, 2, 3 & 4 would result in benefits being revoked.

Section 4: Chapter Board of Directors

- A. Elected officers of the AMTA-WI Chapter Board of Directors shall include:
 - a. President
 - b. Immediate Past President

AMTA-WI Chapter Policy Manual

- i. The Immediate Past President assumes office when a new President is elected for a term of two (2) years or until there is a successor.
- c. First Vice President
- d. Second Vice President
- e. Third Vice President
- f. Secretary
- g. Treasurer
- h. Members at Large - 2
(February 20, 1999 Chapter Meeting)

Policies Regarding the Board of Directors

Reimbursements

- Mileage rate as set forth by the AMTA National Office and expenses for Board members be paid if expense form is submitted within 90 days of incurred expense and approved by the Board (May 23, 1998 Board meeting, amended April 14, 2010 Board Meeting)
- Lodging for AMTA-WI Board members will be paid when an overnight stay is necessary for meetings. Volunteers have the option of a single room whenever traveling on AMTA business. However, volunteers are encouraged to share rooms, both as a means of cost savings for AMTA and as a means for getting to know other volunteers. (February 25, 2006 Board Meeting, amended 4/11/11)
- Chapter Officers will be reimbursed for National Convention registration, travel, lodging and food up to but not to exceed their equal share of the budgeted amount as voted on by the membership.
- AMTA-WI Chapter Delegates and Chapter Officers whose expenses are reimbursed for attendance at the National Convention may receive advance payment for convention registration, travel and lodging provided an estimated billing for these expenses is presented to the Chapter Treasurer. Should the party not attend the convention re-payment to the Chapter in full is due within 30 days of cancellation.(4/11/11 BOD meeting)

Duties

- All Chapter Officers shall serve as a member of the editorial team for the *Connecting Hands* newsletter and the website: amtawi.org. Editorial duties include thorough checking of the accuracy and grammatical correctness of each issue of the newsletter in a timely fashion, response by email by indicated deadline. (July 26, 2009 Board Meeting)
- Chapter Officers are required to attend a minimum of **four** (4) Board Meetings annually, which include “conference call” board meetings and minimum of **two** (2) Chapter Meetings, except for good cause shown.
- At both Chapter Meetings, each officer will present a written report/s given orally of a summary of committee activities.
- Each officer is required to contribute **two** (2) written submissions *annually* for publication in the Chapter’s newsletter.
- Each Vice-President is required to Chair or Co-Chair **one** (1) committee.

National Convention

These requirements are ONLY mandatory to qualify for reimbursement of expenses incurred by Board Members.

- Attend Awards Ceremony and Keynote address
- Attend Chapter Leadership Training
- Attend all meetings as pertinent to each Board Members' position
- If full registration is paid, must attend a minimum of one education course per day
- If not attending education, Board Members must pay reduced registration fee, dinner dance should also be eliminated from fee if not attending
- Written report of experience sent to full BOD following convention no later than three weeks following convention
- Attend any AMTA-WI Chapter sponsored events
- Chapter President or designee shall attend the National BOD meeting and council meeting (*approved Board of Directors 4/11/11*)
- Reimbursed attendance to the National Convention is limited to six Board Members annually to include Committee Chairs and the Chapter President, Treasurer or designee. (2/12/12 BOD meeting)

Benefits

All Chapter Officers' registration fee for up to (2) two educational functions annually hosted by the Wisconsin Chapter will be waived. Reimbursement of expenses incurred while performing duties including: lodging, postage, fax, printing, phone and purchases of approved supplies and equipment. Original receipts must accompany request for reimbursement. Reimbursement follows approval by Board of Directors. Non-compliance of required duties, as defined by section B 1, 2, 3 & 4 of the Standing Rules and Chapter Policies would result in benefits being revoked.

AMTA-WI Chapter Delegates and Chapter Officers whose expenses are reimbursed for attendance at the National Convention may receive advance payment for convention registration, travel and lodging provided an estimated billing for these expenses is presented to the Chapter Treasurer. Should the party not attend the convention repayment to the Chapter in full is due within 30 days of cancellation. (4/11/2011 BOD meeting)

Regarding House of Delegates

In an effort to foster volunteerism and to identify future Chapter Leaders, AMTA-WI Chapter Officers shall refrain from running for the position of Delegate to the National Convention House of Delegates. Chapter Officers may seek these positions only when there is insufficient participation by the assembled general membership. (5/22/11 BOD meeting)

Duties of Secretary

- It is the duty of the Chapter Secretary to compile a written record of the proceedings of Board meetings and Chapter Meetings.
- The Chapter Secretary may use an electronic recording device to aid in the accurate recording of the minutes. These recordings are for the sole purpose of assisting the secretary or Board designee in the record keeping process.

AMTA-WI Chapter Policy Manual

- All audiotapes shall be destroyed or erased following the approval of the written minutes of the meeting for which they pertain.
- All approved Board meeting minutes shall be posted on the chapter website following approval by the Board of directors or published in the issue of the Chapter newsletter published most closely to their approval.
- These minutes may be edited for publication, to reflect motions passed and other important information.
- All Chapter meeting minutes shall be published, in full, in the Chapter newsletter published immediately prior to the next scheduled Chapter meeting and posted on the Chapter website as well as being submitted to the National Office.

(August 18, 1999 Board Meeting)

Policies Regarding Committee Chairs

Responsibilities of All Wisconsin Chapter Committee Chairs

(July 26, 2009 Board Meeting)

- Supervise and facilitate the work of committee members.
- Ensure that committee adequately researches and deliberates the issues before it presents them to the Board.
- 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.
- Preside over meetings of the committee.
- Prepare and deliver all required reports to the Chapter Board.
- Operate within the bylaws, policies, programs and Strategic Plan of AMTA and the Chapter Standing Rules.
- Treat proprietary and other confidential information in a responsible manner.
- Prepare and submit proposals of the committee to the Chapter Board.
- Prepare and deliver appropriate information for the budgetary process.
- Responsibly manage allocated funds per AMTA policy.
- Attend all meetings and training as authorized.
- Act as the representative for the committee.
- Attend a minimum of two Board of Directors meetings per year, either in person or via teleconference.
- Attend and present an oral report at a minimum of one Chapter meeting annually.
- Provide a written report to be published in *Connecting Hands* a minimum of 2 issues per year.
- Submit proposed budget to Treasurer before designated Budget BOD Meeting.
- Seek and obtain approval of expenses to be covered by budgeted Chapter funds.
- Seek and obtain approval from the Board of Directors for all activities to be done under the name of the AMTA-WI Chapter.
- Failure to follow these responsibilities will lead to termination of the Chair Position or non-reimbursement of expenses incurred.

Benefits for Committee Chairs

- Committee chairs receive the meal preceding Chapter Meetings at no charge. (April 2, 2006 Board of Directors meeting)
- Chapter Committee volunteers receive reimbursement for lodging, meals and travel associated with required Chapter related activities and/or trainings. Chapter volunteers will follow established reimbursement procedures. (4/11/2011 BOD meeting)

AMTA-WI Chapter Policy Manual

- The Education Chair and designees have a standard room paid for the duration of all education seminars sponsored by the AMTA-WI Chapter where that person's attendance is required. (7/11/2004 BOD meeting)
- For committee chairs whose attendance is mandatory at AMTA-WI educational conferences, tuition be waived for that conference.
- The AMTA -WI Chapter shall waive education fees, travel expenses, conference associated expenses, meals and lodging for the education committee members at Chapter sponsored educational conferences. (4/11/2011 BOD meeting)
- Reimbursed attendance to the National Convention is limited to six Board Members annually to include Committee Chairs and the Chapter President, Treasurer or designee. (2/12/12 BOD meeting)

Policies Regarding Finances

- The AMTA -WI Chapter shall waive education fees, travel expenses, conference associated expenses, meals and lodging for the education committee members at Chapter sponsored educational conferences. (4/11/2011 BOD meeting)
- Chapter volunteers receive reimbursement for lodging, meals and travel associated with required Chapter related activities and/or trainings. Chapter volunteers will follow established reimbursement procedures. (4/11/2011 BOD meeting)
- AMTA-WI Chapter Delegates and Chapter Officers whose expenses are reimbursed for attendance at the National Convention may receive advance payment for convention registration, travel and lodging provided an estimated billing for these expenses is presented to the Chapter Treasurer. Should the party not attend the convention re-payment to the Chapter in full is due within 30 days of cancellation. (4/11/11 BOD meeting)
- The AMTA-WI BOD, agree to conform to and abide by the new AMTA-National Financial Polices. (February 26, 2005 Board Meeting)
- AMTA-WI mileage rate will coincide with the current rate dictated by the AMTA National office. (April 14, 2010 Board Meeting)
- A Board Member independent of the Chapter Treasurer shall receive all financial information for review and forwarding on to the Chapter Treasurer. (National Policy)
- Chapter funds shall be directed to offset the cost of continuing education at Chapter sponsored events in the amount \$16,000 per year. (December 9, 2007 Board Meeting)
- An individual other than the Treasurer must balance the AMTA-WI Chapter financial accounts annually. (National Policy)
- All reimbursable expenses shall be submitted within ninety (90) days in a Board of Director's approved format. (June 7, 2002 Board Meeting)
- All checks or funds received from members shall be deposited into the AMTA-WI checking account within four weeks of receipt. (February 23, 2002 Board Meeting)

AMTA-WI Chapter Policy Manual

- The Board of Directors should pursue investments from money in the checking account in order to keep a smaller balance in the checking. (February 20, 1999 Chapter Meeting)
- Mileage and expenses for Board members will be paid if submitted and approved by the Board as a whole. (May 23, 1998 Board Meeting)
- The AMTA-WI Chapter shall donate \$1 per member annually to the AMTA Massage Therapy Research Foundation. To be renewed annually. (September 19, 1998 Chapter Meeting)

Policies Regarding Meetings

- All Committee and Officer reports that are to be presented to the Chapter assembly are to be submitted to the President 10 days prior to the Board Meeting preceding the Chapter Meeting. (September 18, 1998, Chapter Meeting)
- The AMTA-WI Chapter Board of Directors shall have 6 meetings annually for Board members with a set time and date. (April 18, 1997 Board Meeting)

From National Policy Manual:

Chapter meetings shall be held to gather the membership for the purpose of personal and professional development, and to carry out the business of the Chapter.

A. General Rules

1. The time and place of Chapter meetings shall be determined by the Chapter Board of Directors.
2. No meeting shall be held without the President or one of the Vice Presidents in attendance.
3. Notice shall be mailed to each member of record at the last known mailing address no less than thirty (30) days prior to the Chapter Annual Meeting and no less than fifteen (15) days prior to other Chapter meetings.
4. All members in attendance at any Chapter meeting must pay appropriate registration fee(s) unless otherwise exempted by the Chapter Board of Directors.
5. Chapters shall hold a minimum of one (1) meeting annually, which shall be called the Annual Meeting.

B. Annual Meeting

Proviso: Effective immediately, the date of either the 2010 Annual Meeting or the 2011 Annual Meeting may be more than sixty (60) days before or after the date of the 2009 or 2010 Annual Meeting (respectively).

1. The date of the Annual Meeting shall not be more than sixty (60) days before or after the date of the previous year's Annual Meeting and shall include:
 - a. election of officers;
 - b. the annual budget shall be proposed to the membership for approval;
 - c. any amendments to the Chapter Standing Rules may be proposed to the membership for approval;
 - d. a chapter fee, if any, shall be proposed to the membership in each even-numbered year for approval by two-thirds (2/3) majority vote of the members in attendance.

Policies Regarding the Newsletter

Connecting Hands

This newsletter is a publication of the AMTA Wisconsin Chapter, (AMTA-WI) a non-profit professional massage therapy association. This publication welcomes contributions from readers. Articles for submission may be presented in any format, but must include the name, address and phone number of the writer. Copyrighted materials must be accompanied by written permission by its holder. The Wisconsin Chapter reserves the right to edit material for space and clarification; accept or reject materials; and assumes no responsibility for errors, omissions, corrections or modifications to publications. The beliefs or opinions contained in this publication do not necessarily reflect those of the AMTA-WI Chapter.

Editorial Committee - Board of Directors

Deadlines:

February 28 (April Issue)

June 30 (August Issue)

October 31 (December Issue)

Submissions will be accepted by email at: brthmrk@yahoo.com

Advertisement should be sent in PDF format by email

Typed or handwritten submissions are also welcome.

They should be mailed to: Check Chapter Website for current contact information.

Advertising Rates

Full Page - \$175 1/2 Page - \$90

1/4 Page - \$50 1/8 Page - \$30

Classifieds & Personals - \$8, (20 words or less)

Professional Networking- FREE to all AMTA members and Chapters.

- All Chapter Officers shall serve as a member of the editorial team for the *Connecting Hands* newsletter. Editorial duties include thorough checking of the accuracy and grammatical correctness of each issue of the newsletter in a timely fashion, response by email by indicated deadline (July 26, 2009 Board Meeting)
- The AMTA-WI Chapter Board will be informed of all newsletter advertisers and Chapter event vendors prior to publishing of said event. (April 2, 2006 Board Meeting)
- The AMTA-WI Chapter shall adopt an official chapter logo, consisting of the AMTA-National logo set inside of the State of Wisconsin, with the state being filled with a shaded green and outlined in the same color as the National logo outline. The Chapter Website, newsletter and letterhead shall utilize this logo and a common color theme. (10/23/10 BOD)

Policies Regarding Chapter Voicemail

- AMTA-WI will adopt Stand Alone Voice Mail. The phone number shall be printed in every issue of *Connecting Hands*.
- A Chapter volunteer will check the messages on a weekly basis relaying information to the appropriate party.

Policies Regarding Education Conferences

- The Chapter shall offer four educational opportunities annually. Two events will coincide with Chapter meetings, the other two will be smaller events (one presenter); one to be held in the month of May in the Fox Cities area, the other to be held in November on the Western side of the state. The Education Committee will be expanded to assist with these additional tasks. (8/20/11 Board Meeting)
- The Chapter will provide conferences at or below cost for AMTA-WI members. (April 18, 1999 Board Meeting)
- Chapter funds shall be directed to offset the cost of continuing education at Chapter sponsored events in the amount \$16,000 per year. (December 9, 2007 Board Meeting)
- The Chapter Annual Meeting will be held in the Milwaukee/Madison Corridor in the month of April beginning in 2013. The Fall Educational Conference and Chapter Meeting shall be located across the state on a rotating basis and held the end of August. (*Approved BOD 4/11/11*)
- All presenters of continuing education courses hired by the AMTA-WI Chapter shall be Approved Providers of Continuing Education through the National Certification Board. (2004)
- The cancellation policy for Chapter sponsored education events is as follows:
Cancellations will receive a full refund minus \$30.00 administrative fee.
Cancellations less than 72 hours prior to the event receive no refund. *There are exceptions made in the case of emergencies. Exceptions will be determined on a case-by-case basis by the Board of Directors. (*Approved BOD 4/11/11*)
- The AMTA-WI Chapter Board will be informed of all newsletter advertisers and Chapter event vendors prior to publishing of said event. (April 2, 2006 Board Meeting)

Policies Regarding Scholarship & Awards

- The Meritorious Award recipient shall receive money to cover two nights stay and travel to National Convention. (10/9/11 BOD)
- Two scholarship contests will be held annually, all Chapter members are eligible to enter the contest. (August 23, 2010 – BOD)
- Each contest will include two winners: First prize receives free attendance at the class of their choice at the conference the scholarship is associated with, Second prize will receive one night's stay at the host hotel or the equivalent amount off their registration. (August 23, 2010 – BOD)
- Essays shall be up to one page in length and answer the question posed by the contest rules.
- A committee, as a blind selection, will judge essays. The judges will not know the name of participants. (February 24, 2012)
- The winning essay will be submitted for publication in *Connecting Hands* as well as posting on the website of all entries deemed suitable.

Policies Regarding Chapter Website

www.amtawi.org

This website is the internet site of the AMTA Wisconsin Chapter, (AMTA-WI) a non-profit professional massage therapy association.

This site welcomes contributions from readers.

Articles for submission may be presented in finished, edited, Word format. Items must include the name, address and phone number of the writer.

Copyrighted materials must be accompanied by written permission by its holder.

The Wisconsin Chapter reserves the right to edit material for space and clarification; accept or reject materials; and assumes no responsibility for errors, omissions, corrections or modifications to publications.

The beliefs or opinions contained in this publication do not necessarily reflect those of the AMTA-WI Chapter.

Website Committee:

Consists of 1 BOD member, a Chair to be appointed plus other volunteers.

Board of Directors to maintain required website content approval

Deadlines:

72 - hour minimum submission deadline prior to desired posting date.

Seasonal website updates to coincide with newsletter publication:

February 28 (April Update)

June 30 (August Update)

October 31 (December Update)

Other updates will occur throughout year as needed.

Submissions will be accepted by email at: casey03@netnet.net

Typed or handwritten submissions are also welcome.

They should be mailed to:

Casey E. Guilfoyle, 7080 Lower Road, Sobieski, WI 54171

Advertising Rates:

Classifieds & Personals: \$8 (20 words or less)

Continuing Education Events:

\$30 per 2 - month listing

\$45 for a full color logo listing

Professional Networking: FREE to all AMTA members and Chapters.

Advertisement images should be sent in jpeg format.

Text in Word format by email to:

AMTA-WI Chapter Policy Manual

amtawikay@essentialmassagetherapy.com

ALL Chapter Officer shall serve as members of the editorial team for the website. Editorial duties include thorough checking of the accuracy and grammatical correctness of each issue of the newsletter in a timely fashion, response by email by indicated deadline.

The AMTA-WI Chapter Board shall be informed of all website advertisers.

Policies Regarding Social Media

The AMTA Wisconsin Chapter, (AMTA-WI) utilizes Social Media across a variety of platforms which may include, but is not limited to Facebook, Yahoogroups, Twitter, LinkedIn.

Current Platforms:

Facebook: <http://www.facebook.com/pages/AMTA-Wisconsin-Chapter>

Yahoogroups: http://groups.yahoo.com/group/AMTA_WI

Twitter:

LinkedIn: www.linkedin.com/company/2496188

Social Media can be a tool to:

- Direct members or prospective members to the chapter website
- Recruit new members and volunteers
- Keep members informed in a timely manner about upcoming chapter events, volunteer opportunities and legislative activities
- Create a sense of community with members who don't attend chapter meetings
- Create a presence with consumers
- Engage in discussions
- Increase involvement with your chapter and the profession
- Provide a free value-added communication method for members, increasing the member benefits offered by the chapter
- Engage various audiences that use social media regularly

All members may post messages, upload photos and documents and add links in social media platforms where supported in the platform.

Copyrighted materials uploaded must be accompanied by permission of copyright holder.

The messages and opinions shared on the listserv are the opinions of the message author and do not necessarily reflect those of the AMTA-WI Chapter

The Wisconsin Chapter reserves the right to accept or delete posted materials; and assumes no responsibility for errors, omissions, corrections or modifications to publications.

The beliefs or opinions contained in social media postings do not necessarily reflect those of the AMTA-WI Chapter.

Website Committee:

Consists of a Chair to be appointed plus other volunteers, all who have signed AMTA's Code of Conduct.

Pre-Approved Social Media Postings:

(Source: Utilizing Facebook for Your AMTA Chapter FAQ, As of June 2011)

- Upcoming chapter events, photos and discussions from past chapter events
- Volunteer opportunities
- Job opportunities in your state
- Newsletter

AMTA-WI Chapter Policy Manual

- Community service activities
- Chapter responses to disasters
- Legislative activities
- News from the AMTA National Office
- News and research from Massage Therapy Foundation
- Recognition of sponsorship of AMTA-WI events or media may include links to sponsor website
- Links to:
 - AMTA chapter website
 - AMTA national website & links throughout site
 - AMTA's Find a Massage Therapist Locator Service®
 - Massage therapy publications
 - Massage therapy-related blogs

Prohibited Social Media Postings:

- Private conversations about chapter business or any other topic
- Other businesses/organizations' advertisements, such as continuing education
- Non-massage related material
- Advertising - chapters cannot charge for any posts
- Links to chapter volunteers' or members' personal and/or business sites (exception for links within signature lines)
- Facebook has specific policies regarding what is allowed and prohibited

AMTA-WI Chapter Social Media Participation Agreement

I, _____ agree that I will not post any written material, images or photos on AMTA-WI Chapter social media that do not conform to pre-approved types of information or announcements as outlined in the AMTA-WI Policy Manual without prior discussion with the Social Media Committee.

I further agree to adhere to the following Social Media Code of Best Practices.

1. I will respect the opinions of all massage therapists in any online or web-based group conversations.
2. I will not engage in any confrontational discussions.
3. I will not post anything on my personal site or in communications with others as the opinion of AMTA or the AMTA-WI Chapter.

Printed Name and position on the AMTA-WI Chapter Board or Committee

Signature

AMTA WISCONSIN DELEGATE POLICIES

1. Chapter Delegate Statement of Understanding

I, _____, having been elected Delegate for the Wisconsin Chapter of the American Massage Therapy Association, understand and agree to the following duties of this position:

2. Remain a professional member in good standing throughout my term as Delegate.

3. Sign the AMTA Chapter Volunteer Code of Conduct.

4. Agree to fulfill the term for two years following my election to the position of Delegate. Term begins following the election and continues for two years until a new set of delegates is elected, or resignation, or Delegate is no longer a professional member in good standing.

5. Mandatory attendance at the AMTA Wisconsin Annual Chapter and Fall Chapter Meetings. At the Fall Chapter Meeting, it is the responsibility of the Delegates to read, explain, and acquire a consensus vote from the membership regarding the resolutions from the AMTA National office. Delegates receive the meal preceding Chapter meetings at no charge. (April 2, 2006 Board of Directors meeting)

6. Register for the National Convention by the Early Registration Deadline and arrange lodging, transportation, and work schedule to accommodate the length of time required to fulfill Delegate duties and represent the AMTA Wisconsin Chapter in a professional manner.

7. Have knowledge of House of Delegates (HOD) bylaws and policies, Code of Conduct, and Delegate Job Description and abide by National AMTA Articles of Incorporation.

8. Attend the House of Delegates orientation and the House of Delegates meeting.

9. Attend the assigned/chosen education seminars to insure each segment of the convention has a Chapter Delegate in attendance.

10. Produce a written report on the assigned/chosen event. The report must be typewritten and delivered by mail or electronically to the Newsletter Editor and Chapter President no later than 30 days following the National Convention. If the Delegate does not submit reports, he/she forfeits the right to be a Delegate the following year and will not receive full reimbursement for expenses incurred at the convention just attended as detailed below. It is preferred that reports be submitted to the newsletter editor via e-mail. The newsletter editor will confirm receipt by reply e-mail.

AMTA-WI Chapter Policy Manual

11. Delegates will be reimbursed for convention registration, travel, lodging and food up to but not to exceed their equal share of the budgeted amount as voted on by the membership.

a) The Delegate may receive reimbursement for convention registration, lodging and travel prior to the convention. An original receipt must be securely attached to a filled out expense report and mailed to the Treasurer for reimbursement. All other expenses will be paid upon receipt of report.

b) Each Delegate will submit his or her Convention report to the Newsletter Editor and Chapter President no later than 30 days following the National Convention. The Newsletter Editor will notify the Treasurer when the report is received and then the Treasurer may reimburse the Delegate of his or her expenses. An expense report must be filled out and all original receipts must be neatly and securely attached and sent to the Treasurer for reimbursement.

c) If a Delegate does not meet the report submission deadline he/she will be assessed a \$30 per day penalty for each day the report is late for up to 14 days. The late fee will be subtracted from the final reimbursement check. The Delegate will forfeit any reimbursement if he/she submits the Delegate Report dated more than 44 days following the convention.

d) If a Delegate is unable to attend the entire convention, he/she will receive a prorated amount according to the total percentage of the convention attended. If a Delegate fails to attend the Convention, he/she agrees to repay to the Chapter any monies paid to the Delegate or advanced by the Chapter on his/her behalf within 30 days.

14. If a Delegate cannot fulfill his or her duties due to resignation, disqualification, disablement, or death prior to the end of his or her term of office, the Chapter President will appoint an alternate in accordance with the elected order.

15. Delegates shall read and sign this agreement and return the Original Chapter Copy to the Chapter Secretary. The Delegate retains a copy for his/her records.

I have read and understand the foregoing agreement. I understand that failure to comply with the provisions of this agreement may lead to my forfeiture of the Delegate allowance. In the event that I am unable to fulfill the duties, I will notify the Chapter President and Secretary as soon as possible. I further agree that if I fail to attend the Convention, I will repay to the Chapter any monies paid to me or advanced by the Chapter on my behalf. I promise in good faith to fulfill all of the above-listed duties.

- Delegates will serve a two-year term
- Delegates will be elected at the same annual meeting in which chapters hold their annual elections

AMTA-WI Chapter Policy Manual

- Delegates will have a limit of three consecutive terms, meaning that a delegate can serve up to six consecutive years and then have to sit out a year before running again.
- Delegates' terms will run concurrently with other Chapter Officer's terms
- All Delegates begin serving at the same time newly-elected Chapter Officers do, in accordance with AMTA Bylaws
 - If your chapter has one delegate, elect one delegate to a two-year term.
 - If your chapter has an even number of delegates (2, 4):
 - Odd numbered years elect half of the delegate positions to a two-year term and
 - Even numbered years elect half of the delegate positions to a two-year term.
 - If your chapter has an odd number of delegates (3, 5):
 - Odd numbered years elect the larger amount of delegate positions to a two-year term and
 - Even numbered years elect the smaller amount of delegate positions to a two-year term.

The staggered elections outlined above will help chapters retain an experienced delegate who can mentor a "first-time" delegate.

Policies Regarding Government Relations

- The Standing Rule Section 9 regarding the Chapter Fee reads as follows: The AMTA-WI Chapter Fee shall be \$20 per year per member to be used for Law and Legislation efforts within the state. This fee must be renewed and approved by the membership every two (2) years.
- The AMTA-WI Chapter maintains a legislative watch contract with DeWitt, Ross & Stevens, SC of Madison to provide oversight of legislation affecting the Massage Therapy Profession within Wisconsin. The contract will be renewed annually during the budgeting process. (October 23, 2010 BOD)

Policies Regarding Rules of Engagement

Rules of Engagement for AMTA-WI Chapter Volunteers

Rules of engagement are common sense rules that are acceptable behaviors not tied to any parliamentary order. This commitment encourages civility, courtesy and good humor in and outside of the boardroom for elected or appointed AMTA volunteers.

As a Board member and/or volunteer of AMTA-WI Chapter:

- * I will be present and fully prepared for meetings with a report and supporting documents. I will conduct all discussions of Board business in the presence of all board members. Everyone is expected to voice his or her opinions. Meeting decorum is respectful, and no member will reproach another for speaking honestly.
- * I will respond to all Board communications (email, regular mail and phone) within 3 business days.
- * I will refrain from knowingly withholding factual information about board matters or Chapter business.
- * I will respect and give fair consideration to diverse and opposing viewpoints.
- * I will be clear about my role and duties as a board member or volunteer and be mindful of AMTA's mission and core values.
- * I will fulfill my agreed-to commitments, and work with other board members in a spirit of cooperation to help them fulfill their commitments.
- * When making decisions, I will consider that we serve the entire AMTA-WI chapter membership.
- * I will be accountable to, accepting of and supportive of decisions made by the Board as a whole when I leave the Board table.
- * I will be mindful that not knowing is not an excuse for not acting or not making a decision.
- * I will raise any concerns before and/or during the Board meeting, instead of after the meeting is completed and the decision has been made.
- * I will pay close attention to the impact of my words in communicating with and about others.

I have read and understand the above rules and I am committed to upholding these guidelines while I serve the AMTA-WI Chapter.

Signed: _____

Print Name: _____ **Date:** _____

Position Title: Chapter President

Purpose

The Chapter President sets the direction and pace of the Chapter's activities based on the vision that has been determined by the Chapter membership, Chapter Board of Directors, and other Chapter Officers. The Chapter President serves as a leader, planner, mentor, mediator, and facilitator.

Eligibility

In addition to being a Professional member in good standing and signing the Chapter Volunteer Code of Conduct, she/he must meet one or more of the following requirements:

1. Completed one term year as a Chapter Officer within the last three years.
2. Completed one term year as a Chapter Committee Chair within the last two years.

Authority

The authority of the Chapter President is conferred by the Chapter membership through election, as the highest-ranking elected officer in the Chapter, and as specified in the National AMTA Bylaws, Policy, and Chapter Standing Rules.

Accountability

The Chapter President is accountable to the Membership by virtue of election and to the Chapter Board, the Chapter membership and the AMTA National Board through reporting activities. The Chapter President agrees to uphold and abide by National AMTA Bylaws, Policy, Job Description, Chapter Volunteer Code of Conduct, and Chapter Standing Rules (if applicable), and Financial Policies & Procedures.

Term of Office

The Chapter President shall be elected every even year for a term of two (2) years or until a successor is elected, not to exceed two (2) consecutive elective terms.

Relationship

The Chapter President works most closely with Chapter Board members and appointees, Chapter staff or consultants, and National AMTA staff. The Chapter President also communicates with Chapter members, other Chapter Presidents, the Chapter Relations Committee, Chapter Relations Department, and/or other National volunteers, as appropriate.

Responsibilities

1. Is a voting member of the Chapter Board of Directors.
2. Prepares the agenda for Chapter membership and Board meetings, and provides the agenda and all supporting documentation to Board members and appropriate appointees at least one week prior to the Board meeting.
3. Attends and presides over, or delegates authority, maintains order, and expediently conducts business at all Chapter meetings and Board meetings; and is familiar with Robert's Rules of Order.
4. Delegates authority to the 1st VP (or next officer in succession) when incommunicado for more than one week.
5. Shall not be the Chair of any committee, sub-committee, special committee, or workgroup.
6. Serves as ex-officio (non-voting) member of all Chapter committees.
7. May temporarily assume/delegate the responsibilities of vacant volunteer positions while working with the Chapter Board, Chapter Relations Committee and staff to fill the vacancy.
8. Attends (or delegates attendance) to regional and national meetings of the Association, at the Chapter Board's direction, as per policy, and/or as budgeted.
9. Identifies, recruits, cultivates, and mentors future Chapter leaders.
10. Appoints standing committee, subcommittee, special committee, and workgroup chairs (except the nominations committee), with the approval of the Chapter Board.
11. Approves appointments of committee members made by committee chairs.
12. Supervises the affairs of the Chapter.
13. Prepares and submits appropriate information for Chapter newsletter.
14. Reviews documents and records produced by the Chapter, including:
 - a) Minutes from Chapter Board of Directors meetings.
 - b) All contracts.
 - c) Legislative activities.
 - d) Financial Reports.
 - e) Committee Reports.
 - f) Newsletter or other communications such as e-mail announcements etc.
15. Oversees Chapter's budgeting and financial activities.
16. Receives direct feedback from members and answers their questions about actions of the Chapter Board.
17. Directs and refers members to volunteer and staff contacts as appropriate.
18. Reports to the membership at the Chapter meetings.
19. Ensures Chapter operations are consistent with the AMTA Strategic Plan.
20. Fulfills the fiduciary, due diligence, and other responsibilities of Chapter Board members as described in National Bylaws and Policy.
21. Maintains orderly records of issues and actions taken during her/his term and supplies the incoming President with those records.
22. Facilitates the efficient, positive, and productive activities of the Chapter through consultation with other Chapter officers, National volunteers, and/or National staff.

23. Once a Chapter President has served two consecutive terms, in the event that no eligible candidate steps forward to run for the office of Chapter President, the current Chapter President remains in office until a successor is elected during a “special election” at the next scheduled business meeting and elections.

24. Is a signatory on all Chapter accounts per AMTA Policy.

Time Commitment

The time commitment is approximately 5 - 15 hours per week, depending on Chapter activities.

The time commitment may be higher before and/or during certain National or Chapter events or activities.

Vacancy and Succession

A vacancy in the President’s position will be filled according to AMTA Bylaws, Policy, and Chapter Standing Rules.

Removal from Office

An officer may be removed from office for failure to:

1. Fulfill her/his duties and responsibilities (dereliction of duties).
2. Abide by the National AMTA Bylaws, Policy, Job Description, Chapter Volunteer Code of Conduct, Chapter Standing Rules, Policies, Financial Policies and Procedures.
3. Keep AMTA membership dues current.

Removal shall occur upon recommendation from a Chapter Board member with a two-thirds vote of the entire Chapter Board.

The Chapter President, as a Chapter volunteer, is also subject to the Chapter Volunteer Conflict Resolution Process.

Position Title: Chapter Vice President (1st, 2nd or 3rd)

Purpose

The Chapter Vice President will assist the Chapter President in achieving Chapter goals and effecting policies and/or decisions made by the Chapter Board of Directors.

Eligibility

1. A Professional Member in good standing and signing the Chapter Volunteer Code of Conduct and Chapter Rules of Engagement.

Authority

The authority of the Chapter Vice President is conferred by the Chapter membership through election, and as specified in the National AMTA Bylaws, Policy and Chapter Standing Rules.

Accountability

The Chapter Vice President is accountable to the Membership by virtue of election and the Chapter Board, the Membership, and the AMTA National Board through reporting activities. The Chapter Vice President agrees to uphold and abide by National AMTA Bylaws, Policy, Job Description, Chapter Volunteer Code of Conduct, Chapter Standing Rules, Chapter Rules of Engagement and Financial Policies & Procedures.

Term of Office

The First and Third Vice Presidents shall be elected every odd year for a term of two (2) years or until successors are elected.

The Second Vice President shall be elected every even year for a term of two (2) years or until a successor is elected.

Relationship

The Chapter Vice President works most closely with Chapter Board members and appointees, Chapter staff or consultants, and National AMTA staff. The Chapter Vice President also communicates with Chapter members, other Chapter Vice Presidents, the Chapter Relations Committee, Chapter Relations Department, and/or other National volunteers, as appropriate.

Responsibilities

1. Is a voting member of the Chapter Board of Directors and is familiar with Robert's Rules of Order.

2. In the temporary absence or incapacity of the Chapter President, the 1st, 2nd or 3rd Vice President, in that order, serves in the place of the President.
3. In the event the office of the President becomes vacant, may succeed to the office of President according to AMTA Bylaws and Policy.
4. Accepts responsibilities for Chapter/Association assignments as delegated by the Chapter President.
5. May have signature registered with the bank servicing the Chapter and with any other financial institution serving as depository of funds.
6. May temporarily assume the responsibilities of vacant volunteer positions while working with the President, the Chapter Relations Committee and staff to fill the vacancy.
7. Shall not be the Chair of more than two (2) committees, sub-committees, special committees or workgroups.
8. Attends Chapter Board, Chapter membership, and any Chapter committee meetings for which the Vice President has responsibility, and, whenever possible, regional and national meetings of the Association.
9. Identifies, cultivates and recruits future Chapter leaders.
10. Makes recommendations to the Chapter President for committee appointments.
11. Directs and refers members to appropriate volunteer and staff contacts as needed.
12. Is available to receive direct feedback from members for input to the Chapter Board, and to communicate to inquiring members, appropriate information regarding actions of the Chapter Board.
13. Maintains communication with Chapter membership through regular reports via Chapter newsletter, and reports at Chapter membership and Chapter Board meetings.
14. Fulfills the fiduciary, due diligence, and other responsibilities of Chapter board members as described in National Bylaws and Policy, Chapter Volunteer Code of Conduct and Chapter Standing Rules and Policies.
15. Maintains orderly records of activities and timelines relevant to her/his position during the term and supplies the incoming Vice President with those records to ensure a smooth transition.

Time Commitment

The time commitment averages approximately 5 - 8 hours per week, depending on Chapter activities. The time commitment may be higher before and/or during certain Chapter events or actions.

Vacancy and Succession

A vacancy in the Vice President's position will be filled according to AMTA Bylaws, Policy, and Chapter Standing Rules.

Removal from Office

An officer may be removed from office for failure to:

AMTA-WI Chapter Policy Manual

1. Fulfill her/his duties and responsibilities (dereliction of duties).
2. Abide by the National AMTA Bylaws, Policy, Job Description, Chapter Volunteer Code of Conduct, Chapter Standing Rules, Policies, Financial Policies and Procedures.
3. Keep AMTA membership dues current.

Removal shall occur upon recommendation from a Chapter Board member with a two-thirds vote of the entire Chapter Board.

The Chapter Vice President, as a Chapter volunteer, is also subject to the Chapter Volunteer Conflict Resolution Process.

Position Title: Chapter Secretary

Purpose

The Chapter Secretary is the official keeper of the Chapter records and is responsible for maintaining and updating Chapter records during her/his term of office.

Eligibility

In addition to being a Professional member in good standing and signing the Chapter Volunteer Code of Conduct, she/he must meet the following requirement:

- Completed one year of AMTA membership.

Authority

The authority of the Chapter Secretary is conferred by the Chapter membership through election, as specified in the National AMTA Bylaws, Policy and Chapter Standing Rules (if existent).

Accountability

The Chapter Secretary is accountable to the Membership by virtue of election and, to the Chapter Board, the Membership and the AMTA National Board through reporting activities. The Chapter Secretary agrees to uphold and abide by National AMTA Bylaws, Policy, Job Description, Chapter Volunteer Code of Conduct, and Chapter Standing Rules (if existent), and Financial Policies & Procedures.

Term of Office

Commencing in 2010, the Secretary shall be elected every even year for a term of two (2) years or until a successor is elected.

Relationship

The Chapter Secretary works most closely with Chapter Board members and appointees, Chapter staff or consultants, and National AMTA staff. The Chapter Secretary also communicates with Chapter members, other Chapter Secretaries, the Chapter Relations Committee, Chapter Relations Department, and/or other National volunteers, as appropriate.

Responsibilities

1. Is a voting member of the Chapter Board of Directors and is familiar with Robert's Rules of Order.
2. Acts in the place of the Chapter President in the absence or incapacity of the Chapter President, 1st Vice President, 2nd Vice President and 3rd Vice President.

3. Distributes announcements of Chapter Board meetings and Chapter membership meetings in accordance with National AMTA Bylaws, Policy and Chapter Standing Rules (if applicable).
4. Attends Chapter Board and membership meetings and ensures that attendance, votes and the proceedings of the meetings are recorded, maintained and retained according to the National and Chapter record retention guidelines.
5. Submits required reports to the National Office.
6. Distributes minutes of Chapter Board meetings to Board members and Chapter meetings to the Chapter membership as soon as possible following the meeting, but no later than three weeks following the meeting unless otherwise stipulated in the Chapter Standing Rules

Duties of Secretary per Chapter Policy

- It is the duty of the Chapter Secretary to compile a written record of the proceedings of Board Meetings and Chapter Meetings.
- The Chapter Secretary may use an electronic recording device to aid in the accurate recording of the minutes. These recordings are for the sole purpose of assisting the secretary or board designee in the record keeping process.
- All audiotapes shall be destroyed or erased following the approval of the written minutes of the meeting for which they pertain.
- All approved Board Meeting minutes shall be published in the issue of the Chapter Newsletter published most closely to their approval.
- These minutes may be edited for publication, to reflect motions passed and other important information.
- All chapter meeting minutes shall be published, in full, in the Chapter Newsletter published immediately prior to the next scheduled Chapter Meeting
- (August 18, 1999 Board Meeting)

Accepts responsibilities for Chapter/Association assignments as delegated by the Chapter President.

7. Forwards Chapter rosters to the National Chapter Relations staff Administrator, in accordance with Policy. The National Chapter Relations staff Administrator per Policy must receive updates.
8. In cooperation with the Chapter President and the Chapter Treasurer conducts the regular day-to-day business affairs of the Chapter.
9. May temporarily assume the responsibilities of vacant volunteer positions while working with the President, the Chapter Relations Committee and staff to fill the vacancy.
10. Shall not be the Chair of more than two (2) committees, sub-committees, special committees or workgroups.

11. Identifies, cultivates and recruits future Chapter leaders.
12. Makes recommendations to the President for committee appointments.
13. Directs and refers members to appropriate volunteer and National AMTA staff contacts as needed.
14. Is available to receive direct feedback from members for input to the Chapter Board and to communicate to inquiring members, appropriate information regarding actions of the Chapter Board.
15. Fulfills the fiduciary, due diligence and other responsibilities of chapter board members as described in AMTA Bylaws, Policy, Chapter Volunteer Code of Conduct and Chapter Standing Rules (if existent).
16. Maintains orderly records of activities and timelines relevant to her/his position during the term and supplies the incoming Secretary with those records to ensure a smooth transition.

Time Commitment

The time commitment is approximately 2 – 4 hours per week, depending on Chapter activities.

Vacancy and Succession

A vacancy in the Chapter Secretary's position will be filled according to AMTA Bylaws, Policy and Chapter Standing Rules (if existent).

Removal from Office

An officer may be removed from office for failure to:

1. Fulfill her/his duties and responsibilities (dereliction of duties).
2. Abide by the National AMTA Bylaws, Policy, Job Description, Chapter Volunteer Code of Conduct, Chapter Standing Rules, Policies, Financial Policies and Procedures.
3. Keep AMTA membership dues current.

Removal shall occur upon recommendation from a Chapter Board member with a two-thirds vote of the entire Chapter Board.

The Chapter Secretary, as a Chapter volunteer, is also subject to the Chapter Volunteer Conflict Resolution Process.

Position Title: Chapter Treasurer

Purpose

The Chapter Treasurer ensures the integrity of the fiscal affairs of the Chapter.

Eligibility

In addition to being a Professional member in good standing, and signing the Chapter Volunteer Code of Conduct, she/he must meet one or more of the following requirements:

1. Completed one year of AMTA membership and have experience in bookkeeping, accounting or finance.

Authority

The Chapter Treasurer is given authority by the Chapter membership through election and as specified in the National AMTA Bylaws, Policy and Chapter Standing Rules.

Accountability

The Chapter Treasurer is accountable to the membership by virtue of election and to the Chapter Board and the membership through reporting activities.

The Chapter Treasurer agrees to uphold and abide by National AMTA Bylaws, Policy, Job Description, Chapter Volunteer Code of Conduct, and Chapter Standing Rules (if applicable), and Financial Policies & Procedures.

Term of Office

Effective January 1, 2010, the Treasurer shall be elected every odd year for a term of two (2) years or until a successor is elected.

Relationships

The Chapter Treasurer works most closely with Chapter Board members and appointees, and National AMTA staff. The Chapter Treasurer also communicates with Chapter members, the Chapter Relations Committee, Chapter Relation's and Finance staff, and/or other National volunteers, as appropriate.

Responsibilities

1. Serves as a voting member of the Chapter Board of Directors.
2. Has basic knowledge of QuickBooks or similar accounting program.
3. Attends all Chapter meetings and Chapter Board meetings, as scheduled.
4. Is a signatory on all Chapter accounts per AMTA Policy.

AMTA-WI Chapter Policy Manual

5. Acts in the place of the President in the absence or incapacity of the President, Vice Presidents and Secretary.
6. Accepts responsibilities delegated by the President.
7. May temporarily assume the responsibilities of vacant positions while working with the President, the Chapter Relations Committee and staff to fill the vacancy.
8. Shall not be the Chair of more than two (2) committees, sub-committees, special committees or workgroups.
9. In cooperation with the President, conducts the regular day-to-day financial business affairs of the Chapter.
10. Adopts and uses the Chapter Internal Controls detailed in AMTA Policy.
11. Completes and submits reports in compliance with AMTA Policy.
12. Manages and oversees the Chapter Budget.
13. In collaboration with Chapter Board members and/or Chapter Finance Committee, prepares the annual Chapter budget, for presentation to the Chapter Board and the Chapter membership for approval.
14. Ensures that Chapter records are maintained according to the Chapter record retention guidelines, and submits required reports to the National Office.
15. Ensures that expenses are budgeted and allowable.
16. Provides information to the Chapter Board regarding budgetary restrictions and alerts the Chapter Board when projects, programs, or units are in danger of going over budget.
17. Brings all unapproved and/or unbudgeted requests for funds and payment to the Chapter Board.
18. Proposes cost cutting measures and budget adjustments.
19. Reports line item financial status of the Chapter, actual vs. budgets, to the Chapter Board quarterly and to the Chapter members annually.
20. Manages Chapter finances and keeps accurate records of all income and expenses in QuickBooks.
21. Keeps the Chapter Board current regarding status of investments, when applicable.
22. Reimburses members, appointees, or other volunteers, in accordance with Chapter standing rules or Chapter policy, for budgeted or approved expenditures made on behalf of the Chapter.
23. Reviews Chapter expenditures and financial status on a regular basis to ensure overall fiscal responsibility.
24. Updates Chapter Financial Policies and Procedures annually for Chapter Board of Directors approval, when applicable.
25. Maintains orderly financial records and an outline of the procedures used and furnishes the incoming Treasurer with those records.
26. Communicates with Chapter membership, through regular reports, the financial status of the Chapter, including income and expenses to date and account balances.
27. Identifies, recruits, cultivates, and mentors future Chapter leaders.
28. Makes recommendations to the President for committee appointments.
29. Directs and refers members to volunteer and staff contacts as appropriate.

30. Receives direct feedback from members and answers their questions about actions of the Chapter Board.
31. Ensures Chapter financial operations are consistent with AMTA National Bylaws and Policy, and Chapter Standing Rules.
32. Fulfills fiduciary, due diligence, and other responsibilities as described in AMTA Bylaws and Policy.

Time Commitment

The time commitment is approximately 5 hours per week. Time commitment may be considerably greater for short durations during preparation of budget, annual reports. etc.

Vacancy and Succession

A vacancy in the Treasurer's position will be filled according to AMTA Bylaws, Policy, and Chapter Standing Rules.

Removal from Office

An officer may be removed from office for failure to:

Fulfill her/his duties and responsibilities (dereliction of duties).

Abide by the National AMTA Bylaws, Policy, Job Description, Code of Ethics, Chapter Volunteer Code of Conduct, Chapter Standing Rules, Policies, Financial Policies and Procedures.

Keep AMTA membership dues current.

Removal shall occur upon recommendation from a Chapter Board member with a two-thirds vote of the entire Chapter Board.

The Treasurer, as a Chapter volunteer, is also subject to the Chapter Volunteer Conflict Resolution Process.

Position Title: Immediate Past President

Purpose

The primary role of the Chapter Immediate Past President is to serve as a “senior statesperson” within the Chapter. She/he may assist the President/Board as requested with duties and matters pertaining to the chapter, and will be available for assistance and counsel on AMTA Chapter business. She/he shall make his or her knowledge and skills gained in the AMTA Chapter’s highest office available to the association.

Eligibility

A Professional Member in good standing and signing the Chapter Volunteer Code of Conduct and Chapter Rules of Engagement, she/he succeeds to the office by virtue of completion of the term of Chapter President.

Authority

The authority of the Chapter Immediate Past President is conferred by the Chapter membership through election, and as specified in the National AMTA Bylaws, Policy and Chapter Standing Rules.

Accountability

The Chapter Immediate Past President is accountable to the Membership by virtue of election and the Chapter Board, the Membership, and the AMTA National Board through reporting activities. The Chapter Immediate Past President agrees to uphold and abide by National AMTA Bylaws, Policy, Job Description, Chapter Volunteer Code of Conduct, Chapter Standing Rules, Chapter Rules of Engagement and Financial Policies & Procedures.

Term of Office

The term of office of Immediate Past President is concurrent with the term(s) of the succeeding Chapter President.

Vacancy and Succession In the event of a vacancy, this office shall remain vacant until current Chapter President succeeds into this position.

Relationship

The Chapter Immediate Past President works most closely with Chapter President, Board members and appointees, Chapter staff or consultants, and National AMTA staff. The Chapter Vice President also communicates with Chapter members, other Chapter Vice Presidents, the Chapter Relations Committee, Chapter Relations Department, and/or other National volunteers, as appropriate.

Responsibilities

Within the limitations of Chapter Standing Rules and Policies established by the Board of Directors, the Immediate Past President is responsible for and has commensurate authority to carry out the following:

1. Is a voting member of the Chapter Board of Directors and is familiar with Robert's Rules of Order.
2. Accepts responsibilities for Chapter/Association assignments as delegated by the Chapter President.
3. Shall not be the Chair of more than two (2) committees, sub-committees, special committees or workgroups.
4. Attends Chapter Board, Chapter membership, and any Chapter committee meetings for which the Immediate past President has responsibility,
5. Identifies, cultivates and recruits future Chapter leaders.
6. Makes recommendations to the Chapter President for committee appointments.
7. Directs and refers members to appropriate volunteer and staff contacts as needed.
8. Is available to receive direct feedback from members for input to the Chapter Board, and to communicate to inquiring members, appropriate information regarding actions of the Chapter Board.
9. Maintains communication with Chapter membership through regular reports via Chapter newsletter, and reports at Chapter membership and Chapter Board meetings.
10. Fulfills the fiduciary, due diligence, and other responsibilities of Chapter board members as described in National Bylaws and Policy, Chapter Volunteer Code of Conduct and Chapter Standing Rules and Policies.
11. Support and provide continuity to the President's work by fulfilling the envisioned future, strategic plan, and policies established by the Chapter board of directors.
12. Represents the President or serves as spokesperson for the AMTA Chapter as requested by the President.
13. Mentors and is available to provide advice to elected and appointed volunteers.
14. Passes on records of activities and and timelines relevant to his/her position during his/her term of president and supplies the incoming President with those records to ensure a smooth transition.

Time Commitment

Approximately 2-4 hours per week , depending on Chapter activities.

Removal from Office

An officer may be removed from office for failure to:

1. Fulfill her/his duties and responsibilities (dereliction of duties).
2. Abide by the National AMTA Bylaws, Policy, Job Description, Chapter Volunteer Code of Conduct, Chapter Standing Rules, Policies, Financial Policies and Procedures.

AMTA-WI Chapter Policy Manual

3. Keep AMTA membership dues current.

Removal shall occur upon recommendation from a Chapter Board member with a two-thirds vote of the entire Chapter Board.

The Chapter Immediate Past-President, as a Chapter volunteer, is also subject to the Chapter Volunteer Conflict Resolution Process.

Position Title: Members at Large (2)

Purpose

The primary role of Member at Large is to become familiar with the operations of the Chapter Board of Directors. The Members at Large will assist the Chapter President in achieving Chapter goals and effecting policies and/or decisions made by the Chapter Board of Directors.

Eligibility

A Professional Member in good standing and signing the Chapter Volunteer Code of Conduct and Chapter Rules of Engagement.

Authority

The authority of the Member at Large is conferred by the Chapter membership through election, and as specified in the National AMTA Bylaws, Policy and Chapter Standing Rules.

Accountability

The Member at Large is accountable to the Membership by virtue of election and the Chapter Board, the Membership, and the AMTA National Board through reporting activities. The Member at Large agrees to uphold and abide by National AMTA Bylaws, Policy, Job Description, Chapter Volunteer Code of Conduct, Chapter Standing Rules, Chapter Rules of Engagement and Financial Policies & Procedures.

Term of Office

The term of office of the Member at Large is one year.

Vacancy and Succession

In the event of a vacancy, this office shall remain vacant until the next scheduled election.

Relationship

The Member at Large works most closely with Chapter President, Board members and appointees. The Member at Large also communicates with Chapter members and Chapter Vice Presidents.

Responsibilities

Within the limitations of Chapter Standing Rules and Policies established by the Board of Directors, the Member at Large is responsible for and has commensurate authority to carry out the following:

AMTA-WI Chapter Policy Manual

1. Is a voting member of the Chapter Board of Directors and is familiar with Robert's Rules of Order.
2. Accepts responsibilities for Chapter/Association assignments as delegated by the Chapter President.
3. Shall be a working member of at least one Chapter Committee.
4. Attends Chapter Board, Chapter membership, and any Chapter committee meetings for which they have responsibility,
5. Identifies, cultivates and recruits future Chapter leaders.
6. Makes recommendations to the Chapter President for committee appointments.
7. Directs and refers members to appropriate volunteer and staff contacts as needed.
8. Is available to receive direct feedback from members for input to the Chapter Board, and to communicate to inquiring members, appropriate information regarding actions of the Chapter Board.
9. Maintains communication with Chapter membership through regular reports via Chapter newsletter, and reports at Chapter membership and Chapter Board meetings.
10. Fulfills the fiduciary, due diligence, and other responsibilities of Chapter board members as described in National Bylaws and Policy, Chapter Volunteer Code of Conduct and Chapter Standing Rules and Policies.
11. Support and provide continuity to the President's work by fulfilling the envisioned future, strategic plan, and policies established by the Chapter board of directors.
12. Represents the President or serves as spokesperson for the AMTA Chapter as requested by the President.
13. Mentors and is available to provide advice to elected and appointed volunteers.
14. Passes on records of activities and timelines relevant to his/her position during his/her term of president and supplies the incoming President with those records to ensure a smooth transition.

Time Commitment

Approximately 2-4 hours per week, depending on Chapter activities.

Removal from Office

An officer may be removed from office for failure to:

1. Fulfill her/his duties and responsibilities (dereliction of duties).
2. Abide by the National AMTA Bylaws, Policy, Job Description, Chapter Volunteer Code of Conduct, Chapter Standing Rules, Policies, Financial Policies and Procedures.
3. Keep AMTA membership dues current.

Removal shall occur upon recommendation from a Chapter Board member with a two-thirds vote of the entire Chapter Board.

The Member at Large, as a Chapter volunteer, is also subject to the Chapter Volunteer Conflict Resolution Process.

Awards Committee Chair Job Description

The Awards Chair is responsible for preparing, selecting, and presenting awards to designated individuals as outlined in the National Awards Presentation Manual and as directed by the Chapter President and Board of Directors.

Specific Responsibilities:

- Accept responsibilities and duties as assigned by Chapter President and/or Board of Directors.
- Foster and promote a spirit of appreciation toward individuals or groups of people the AMTA wishes to acknowledge.
- Identify these individuals/groups by canvassing the membership and Board members.
- Propose type of award and its presentation to the Chapter President and the Chapter BOD for approval if required.
- Research types of awards (plaque, gift, etc.) and propose types to President and Chapter BOD as required.
- Arrange plan for presentation (time, date, place, presenter, etc.) through the Agenda process.
- Maintain on-going communication with the President and Chapter BOD and submit written reports as requested.
- Responsible for awards and engraving if needed prior to date of presentation.
- Responsible for filing AMTA-WI Chapter Meritorious award in a timely manner (dates issued by National).
- Prepare the annual budget proposal for the Chapter Awards Program.

General Responsibilities

- Attend a minimum of two Board of Director Meetings per year; either in person or via teleconference.
- Provide a written report to be published in *Connecting Hands* a minimum of 2 issues per year.
- Submit proposed budget to Treasurer before November BOD meeting. Seek and obtain approval of expenses to be covered by budgeted Chapter funds.
- Seek and obtain approval from the Board of Directors for all activities to be done under the name of the AMTA-WI Chapter.
- Failure to follow these responsibilities will lead to termination of the Chair Position or non-reimbursement of expenses incurred.

Suggested Awards:

- Wisconsin Chapter Meritorious Award
- Certificate of Appreciation
- Acknowledgement in the newsletter of 5, 10, 15, 20 years with the AMTA
- Retiring Officer/Board Member Award
- President's Award
- Humanitarian Award
- Outstanding Volunteer Member Award

AMTA-WI Chapter Policy Manual

Eligibility: Must be a professional member in good standing; sign the AMTA National Volunteer Code of Conduct, and the AMTA-WI Chapter Rules of Engagement.

Term of Service Appointed positions will be for a term of one (1) year or until successors are appointed.

Vacancy & Succession: A vacancy may be filled by appointment by the Chapter President with the approval of the Chapter Board at any board, chapter, or special meeting.

Removal from Office: The Awards Chair shall automatically be disqualified to serve if dues for the current year are not paid; the individual holds an office, directorship or chair ship concurrently in another massage organization where there may be a conflict of interest with AMTA, for failure to perform required duties or upon suspension or dissolution of the position.

Authority: This position has no authority to act on behalf of the AMTA Chapter or to commit to expenditure of funds without prior approval through the budgeting process.

Accountability: The Awards Chair is accountable to the Chapter Board by virtue of appointment and reports to the Chapter President, designated supervising Vice President, and/or Chapter Board.

Position Title: Chair of the Commission on Candidacy

Purpose

The Chair of the Commission on Candidacy works with a committee to determine the eligibility of candidates for Chapter Officer positions

Eligibility

- Must be a professional member in good standing.
- Must sign the appropriate AMTA Volunteer Code of Conduct.
- Agrees to uphold and abide by National AMTA Articles of Incorporation, Bylaws, Policy, Code of Conduct, Rules of Engagement, and Job Description.
- Is familiar with AMTA culture, policy, and Bylaws.

Authority

The authority of the Commission on Candidacy is conferred by the general membership through election, and as specified in National AMTA Bylaws and Policy.

The Commission on Candidacy selects its chair from commissioners serving.

Accountability

The Chair of the Commission regularly reports to the Board supervisor, and is accountable to the Membership Board by virtue of election and performance.

Term of Office

The term of office shall be one fiscal year.

Responsibilities

1. Establishes Candidate Application credentialing process.
2. Contacts incumbents to discover if they intend to seek re-election.
3. Publishes the skill sets, expertise, and experience needed on the board as related to members leaving the board using job descriptions and other relevant information.
4. Makes available appropriate education tools for potential candidates.
5. As part of the Commission on Candidacy, receives and reviews applications for candidates to chapter office and ensures that at least one qualified candidate is on the ballot for each open office.
6. In the event that an open office does not have at least one eligible candidate by the date set in policy, works with the members of the Commission on Candidacy to then actively recruit for that office only.
7. Reviews potential candidate applications and verifies eligibility. Notifies applicants in writing of eligibility and validity of candidacy.
8. Ensures that names of valid applicants are published on the AMTA – WI Chapter website within 5 business days of the Commission on Candidacy notifying staff.
9. Submits (with the Commission) a written report to the Commissioner of Elections by the deadline set forth in policy.

AMTA-WI Chapter Policy Manual

10. Supports and provides continuity to the work of fulfilling AMTA's core ideology, envisioned future, strategic plan, board-determined focus, and policy.
11. Responds to Association communications on a regular and timely basis via phone, e-mail, or other appropriate means.
12. As requested and authorized by the President, travels to and/or attends Board meetings, Board conference calls, orientation, or events.
13. Prepares and reviews all necessary materials prior to meetings.
14. Maintains strict confidentiality.

Time Commitment

The time commitment averages approximately 4-6 hours per month.

Use of Organizational Resources

- Expenses related to carrying out the duties of their committee are reimbursable per AMTA Financial Policy.

Vacancy and Succession

In the event of a vacancy, the Commission on Candidacy shall select a new chair.

Removal from Office

A Representative may be removed from office for failure to:

1. Fulfill her/his duties and responsibilities (dereliction of duties)
2. Abide by the AMTA Articles of Incorporation, Bylaws, Policy, Code of Conduct, Rules of Engagement, or Job Description.
3. Keep AMTA membership in good standing.

Removal shall occur in accordance with AMTA Policy.

Display Committee Chair Description

The Display Committee Chair plans, designs, and ensures the upkeep of Chapter display pieces and facilitates their use at Chapter events.

Specific Responsibilities:

- Store and maintain display pieces
- Transport to and set up display pieces at Chapter Educational Conferences prior to start of event, “tear down” after end of event.
- Facilitate loan of display pieces to members for use at both their personal and Chapter sponsored events. When used for personal events, collect \$75 security deposit in form of check payable to AMTA-WI Chapter. Inspect display pieces upon return, and return un-cashed full security deposit when displays returned in same condition as checked out.
- If items are returned in damaged condition, member shall forfeit security deposit and Display Committee Chair shall forward security deposit check to the treasurer for deposit. If damage can be repaired for less than amount of security deposit, chair will request that the treasurer refund the excess amount to the member.
- Request updates to Chapter Volunteer Display information prior to chapter education conferences and share with website and newsletter committees.
- Present suggestions and estimated costs to chapter board for new displays

Desired Qualifications of Display Committee Chair:

- Appropriate climate controlled storage space available
- Vehicle suitable for transporting displays as needed
- Willingness to be available for display set up prior to start of conference registration and generally be “last man out” at end of events so displays may be viewable for duration of event.

General Responsibilities

- Attend a minimum of two Board of Director Meetings per year; either in person or via teleconference.
- Submit proposed budget to Treasurer before November BOD meeting. Seek and obtain approval of expenses to be covered by budgeted Chapter funds.
- Seek and obtain approval from the Board of Directors for all activities to be done under the name of the AMTA-WI Chapter.
- Failure to follow these responsibilities will lead to termination of the Chair Position or non-reimbursement of expenses incurred.

Eligibility: Must be a professional member in good standing; sign the AMTA National Volunteer Code of Conduct, and the AMTA-WI Chapter Rules of Engagement.

Term of Service: Appointed positions will be for a term of one (1) year or until successors are appointed.

Vacancy & Succession: A vacancy may be filled by appointment by the Chapter President with the approval of the Chapter Board at any Board, Chapter, or special meeting.

Removal from Service: The Display Committee Chair shall automatically be disqualified to serve if dues for the current year are not paid; the individual holds an office, directorship or chair position concurrently in another massage organization where there may be a conflict of interest with AMTA or for failure to perform required duties.

Authority: This position functions as prescribed by the Chapter Board and has no general authority to act on behalf of AMTA or the Chapter or to commit AMTA funds beyond amount allocated in Chapter budget.

Accountability: The Display Committee Chair is accountable to the Chapter Board by virtue of appointment and reports to the Chapter President, designated supervising Vice President, or Chapter BOD.

Education Committee Chair Job Description

The Education Committee is responsible for organizing and implementing AMTA-WI Chapter sponsored educational events.

- **Specific Responsibilities:**
- Selection of presenters
 - Present ideas to the Board of Directors for input and approval. The Board is more than willing to work with the Education Committee Chairperson in the selection process through brainstorming sessions etc.
 - All presenters should be current NCB Approved Providers.
 - Weekends with two or more presenter options are often very well received.
 - Plan in advance, seminar sites fill fast with weddings and such, plan at least 12 months in advance of the event, get the location first, then the presenter.
- Negotiation of contracts with presenters
 - Create a contract that clearly spells out the responsibilities of the AMTA-WI Chapter and the presenter. A template is attached and available electronically.
 - Present proposed contracts to the Finance Committee Chair and President for approval by Board of Directors prior to signing
 - The AMTA-WI Chapter policy is to provide education at or below cost to its members. Explain this policy to the presenter to achieve a payment that works for both the presenter and the Chapter.
 - Travel expenses are reimbursed to the presenter and assistants, this can be included in the amount paid to the presenter or negotiated separately. Presenters are responsible for making their own travel arrangements.
 - Lodging for the presenter and assistants is arranged by the Education Chair or committee member and paid by the Chapter
 - A per diem amount is allowed for the presenters' and assistants' meals
 - Presenters will provide certificates of completion as required by the NCB for all attendees
 - Include a cancellation policy that protects the Chapter and the presenter
- Select and arrange contracts with conference sites
 - Conference sites should be selected around the state on a rotating basis to include members in all areas
 - Conference sites should be selected based on room size and food and lodging
 - The number of expected attendees determines room-size. Hands-on workshops require a space large enough to provide about 75 - 80 sq. ft. per two attendees, plus a demonstration area. Lecture type seminars require less space. Better to have a room too large than too small. Large ballrooms are generally most suitable for hands-on workshops.
 - A block of sleeping rooms should be reserved based upon expected enrollment. This block should also cover the presenters' needs. Presenter rooms should be reserved at the time of the booking. Remember to reserve a small number of rooms for the night before the event as well.
 - A room needs to be reserved for the Board of Directors Meetings and meal arrangements.
 - A room may need to be reserved for various other breakouts that will occur during the weekend, check with the BOD.

AMTA-WI Chapter Policy Manual

- Meals need to be scheduled for the weekend. The Chapter generally provides a nice dinner or lunch prior to the Chapter Meeting. Snacks may also be provided during the weekend based on the budget.
- Arrange for AV needs for both the education portion and the meeting portions of the weekend
- Determine pricing for AMTA Chapter members, non-members and other AMTA members
 - Pricing should be based on total expected costs minus approximately \$8,000 per event. Divide the number by expected attendance to achieve cost to members. Board of Directors and some committee chairs attend at no charge.
 - Non-member price is based on national pricing for this presenter, other state chapter members may be offered a price in between the two.
- Create Registration form for newsletter and website
 - Registration form should include hotel information
 - Presenter information including bio
 - Schedule of events including Chapter meeting
 - Pricing and registration form
 - Cancellation policy
 - Be in PDF format to insert in newsletter and be posted on website
 - Be three to four pages in length
- Process registrations
 - Answer members' questions by phone or email
 - Enter registration information into database
 - Process credit card transactions
 - Send confirmation letters to attendees
 - Refund money for cancellations via treasurer
 - Deposit funds into designated bank account on regular basis
 - Mail deposit slip to Treasurer
- Serve as host/hostess at each event handling onsite registration
 - Have someone attend to registrations and handing out information
 - Serve as onsite liaison to the hotel staff to handle requests for temperature changes, refill water stations etc
- With Treasurer make sure all bills for the event are paid
- Receive summary of evaluations from presenter with comments
- Send thank you letter to presenters
- Plan next seminar
- Prepare the annual budget proposal for the Chapter educational events
- **General Responsibilities**
 - Attend a minimum of two Board of Director Meetings per year; either in person or via teleconference.
 - Provide a written report to be published in *Connecting Hands* a minimum of 2 issues per year.
 - Submit proposed budget to Treasurer before November BOD meeting. Seek and obtain approval of expenses to be covered by budgeted Chapter funds.
 - Seek and obtain approval from the Board of Directors for all activities to be done under the name of the AMTA-WI Chapter.
 - Failure to follow these responsibilities will lead to termination of the Chair Position or non-reimbursement of expenses incurred.

AMTA-WI Chapter Policy Manual

- **Eligibility:** Must be a professional member in good standing; sign the AMTA National Volunteer Code of Conduct, and the AMTA-WI Chapter Rules of Engagement.
- **Term of Service:** Appointed positions will be for a term of one (1) year or until successors are appointed.
- **Vacancy & Succession:** A vacancy may be filled by appointment by the Chapter President with the approval of the Chapter Board at any Board, Chapter, or special meeting.
- **Removal from Service:** The Education Chair shall automatically be disqualified to serve if dues for the current year are not paid; the individual holds an office, directorship or chair-ship concurrently in another massage organization where there may be a conflict of interest with AMTA or for failure to perform required duties.
- **Authority:** This position functions as prescribed by the Chapter Board and has no general authority to act on behalf of AMTA or the Chapter or to commit AMTA funds.
- **Accountability:** The Education Chair is accountable to the Chapter Board by virtue of appointment and reports to the Chapter President, designated supervising Vice President, or Chapter BOD.

Government Relations Committee Chair Job Description

The Government Relations Committee is responsible for monitoring legislation that might influence the scope and practice of massage therapy in the State of Wisconsin. When directed by the Chapter Board, the Committee leads any and all efforts to affect legislation.

Responsibilities of the Chair:

- Act as the liaison to the Chapter Board of Directors and Chapter members regarding all legislative issues in the state related to massage therapy.
- Maintains close contact with legislative consultants and lobbyists contracted by the Board and informs the Board of all relevant information.
- Informs the membership via the Chapter newsletter and meetings of legislative activities.
- Represents the Chapter in state regulatory initiatives and/or government regulation issues, when directed by the Chapter Board.
- Maintains database of all legislative action volunteers and coordinates efforts to affect a positive outcome of legislative initiatives.
- Assumes the responsibility for any Government Relations Assistance Program grant applications, as directed by the Board of Directors.
- Researches and compiles historical information regarding massage therapy and legislation in the state.
- Stays fully informed of massage therapy related legislative activity in other states.
- Coordinates legislative awareness activities and provides appropriate background and training for Chapter volunteers involved in the effort.
- Serves as liaison to state or area coalitions of massage therapy/bodywork groups.
- Ensures that all coalition members are fully informed during active legislative periods.
- Stays current with all Government Relations Committee materials, forms and policies of AMTA National.
- Finally, the Government Relations Chair treats relationships and communications associated with this position with care and professionalism, recognizing that they are sensitive in nature; often involving strict time frames and can ultimately affect the entire profession in the State of Wisconsin.

General Responsibilities

- Attend a minimum of two Board of Director Meetings per year; either in person or via teleconference.
- Provide a written report to be published in *Connecting Hands* a minimum of 2 issues per year.
- Submit proposed budget to Treasurer before November BOD meeting. Seek and obtain approval of expenses to be covered by budgeted Chapter funds.
- Seek and obtain approval from the Board of Directors for all activities to be done under the name of the AMTA-WI Chapter.
- Failure to follow these responsibilities will lead to termination of the Chair Position or non-reimbursement of expenses incurred.

AMTA-WI Chapter Policy Manual

Benefits: Profound satisfaction for assuming a heavy responsibility!

Eligibility: Must be a professional member in good standing; sign the AMTA National Volunteer Code of Conduct, and the AMTA-WI Chapter Rules of Engagement.

Term of Service: This is an appointed position for a term of one (1) year or until a successor is appointed.

Authority: This position functions as prescribed by the Chapter Board and has no general authority to commit AMTA funds.

Accountability: The Government Relations Chair is accountable to the Chapter Board by virtue of appointment and reports to the Chapter President, designated supervising Vice President, or Chapter BOD.

Vacancy & Succession: A vacancy may be filled by appointment by the Chapter President with the approval of the Chapter Board at any Board, Chapter, or special meeting.

Removal from Service: The Government Relations Chair shall automatically be disqualified to serve if dues for the current year are not paid; the individual holds an office, directorship or chair ship concurrently in another massage organization where there may be a conflict of interest with AMTA or for failure to perform required duties.

Membership Committee Chair Job Description

The Membership Chair will oversee all membership outreach and retention programs as well as the creation of new initiatives in recruitment and renewal as directed by the Chapter President and/or Chapter Board of Directors.

Specific Responsibilities:

- Serve as the primary contact person for the state of Wisconsin for non-members interested in information about the WI Chapter.
- Continue to research and revise a welcome package and send welcome package to new members each month.
- Keep the AMTA-WI membership and Chapter BOD updated on membership changes.
- Provide current membership list only to the Chapter President and Chapter BOD to ensure the confidentiality of such lists.
- Submit new member and reinstated member info to Newsletter editor each quarter, along with membership article. Contact National for information on 5, 10, 15, 20 year members, to be published in the newsletter and forward this information to the Awards Chair to be presented at all Chapter meetings.
- Provide AMTA membership information to schools that have requested contact and organize a network of volunteer members to be student recruitment designees (SRCs) for membership outreach to students in these schools.
- Maintain on-going communication with the Chapter President, designated supervising Vice President, and Chapter BOD and submit written updates as requested.

General Responsibilities

- Attend a minimum of two Board of Director Meetings per year; either in person or via teleconference.
- Provide a written report to be published in *Connecting Hands* a minimum of 2 issues per year.
- Submit proposed budget to Treasurer before November BOD meeting. Seek and obtain approval of expenses to be covered by budgeted Chapter funds.
- Seek and obtain approval from the Board of Directors for all activities to be done under the name of the AMTA-WI Chapter.
- Failure to follow these responsibilities will lead to termination of the Chair Position or non-reimbursement of expenses incurred.

Eligibility: Must be a professional member in good standing; sign the AMTA National Volunteer Code of Conduct, and the AMTA-WI Chapter Rules of Engagement.

Term of Service: Appointed positions will be for a term of one (1) year or until successors are appointed.

Vacancy & Succession: A vacancy may be filled by appointment by the Chapter President with the approval of the Chapter Board at any Board, Chapter, or special meeting.

AMTA-WI Chapter Policy Manual

Removal from Service: The Membership Chair shall automatically be disqualified to serve if dues for the current year are not paid; the individual holds an office, directorship or chair-ship concurrently in another massage organization where there may be a conflict of interest with AMTA or for failure to perform required duties.

Authority: This position functions as prescribed by the Chapter Board and has no general authority to act on behalf of AMTA or the Chapter or to commit AMTA funds.

Accountability: The Membership Chair is accountable to the Chapter Board by virtue of appointment and reports to the Chapter President, designated supervising Vice President, or Chapter BOD.

Newsletter Editor Job Description

The Chapter Newsletter Editor plans, designs, and ensures the delivery and quality of regular Chapter Newsletters.

Specific Responsibilities:

- 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.
- Identify topics and issues to be covered in the publication.
- Solicit articles from Chapter Officers, committee chairs, members, and outside contributors, as appropriate.
- Edit articles for compliance with AMTA mission, goals, strategic plan and Chapter objectives.
- Submit draft of newsletter to Editing Board two weeks prior to publication.
- Check newsletter after edits making sure to check for dropped text or incorrect labeling of article location. (Items often shift during editing)
- Supervise the work of office staff, outside suppliers and/or Chapter volunteers in the layout, production and distribution of the publication.
- Contact printer and mail service three weeks in advance of release date to order paper and set up expected finish date.
- Solicit advertising, within AMTA advertising guidelines, to help offset publication costs.
- Stay current with changes in postal rates and procedures to ensure the cost-effective distribution of the publication.
- Send invoices to advertisers. Collect and deposit receipts send deposit slips to Treasurer in a timely fashion.
- Submit PDF of newsletter to Web Master for posting on AMTA-WI Chapter website.

General Responsibilities

- Attend a minimum of two Board of Director Meetings per year; either in person or via teleconference.
- Provide a written report to be published in *Connecting Hands* a minimum of 2 issues per year.
- Submit proposed budget to Treasurer before November BOD meeting. Seek and obtain approval of expenses to be covered by budgeted Chapter funds.
- Seek and obtain approval from the Board of Directors for all activities to be done under the name of the AMTA-WI Chapter.
- Failure to follow these responsibilities will lead to termination of the Chair Position or non-reimbursement of expenses incurred.

AMTA-WI Chapter Policy Manual

Current Newsletter Publication:

- Newsletters are delivered to the membership three time per year by dates approved by the Chapter Board of Directors, April, August and December

Desired Qualities/Qualifications of Newsletter Editor:

- Previous writing and/or editorial experience with good English and grammar skills.
- Detail oriented and able to plan and meet deadlines.
- Familiarity with desktop publishing software, Adobe Acrobat Reader and Writer.
- Reliable high-speed internet access is a must.

Eligibility: Must be a professional member in good standing; sign the AMTA National Volunteer Code of Conduct, and the AMTA-WI Chapter Rules of Engagement.

Term of Service: Appointed positions will be for a term of one (1) year or until successors are appointed.

Vacancy & Succession: A vacancy may be filled by appointment by the Chapter President with the approval of the Chapter Board at any Board, Chapter, or special meeting.

Removal from Service: The Membership Chair shall automatically be disqualified to serve if dues for the current year are not paid; the individual holds an office, directorship or chair-ship concurrently in another massage organization where there may be a conflict of interest with AMTA or for failure to perform required duties.

Authority: This position functions as prescribed by the Chapter Board and has no general authority to act on behalf of AMTA or the Chapter or to commit AMTA funds.

Accountability: The Newsletter Committee Chair is accountable to the Chapter Board by virtue of appointment and reports to the Chapter President, designated supervising Vice President, or Chapter BOD.

Outreach Team Chair

The Outreach Team Chair is responsible for selecting events, preparing for these events and representing massage therapists at fundraising events, public expos and community events.

Specific Responsibilities:

- To select a team that will devote time to local and regional events
- To form a committee that will choose community events that offer a variety of interaction opportunities with the general public
- To promote massage, the profession of massage therapy, and the AMTA.

General Responsibilities

- Attend a minimum of two Board of Director Meetings per year; either in person or via teleconference.
- Provide a written report to be published in *Connecting Hands* a minimum of 2 issues per year.
- Submit proposed budget to Treasurer before November BOD meeting. Seek and obtain approval of expenses to be covered by budgeted Chapter funds.
- Seek and obtain approval from the Board of Directors for all activities to be done under the name of the AMTA-WI Chapter.
- Failure to follow these responsibilities will lead to termination of the Chair Position or non-reimbursement of expenses incurred.

Eligibility: Must be a professional member in good standing; sign the AMTA National Volunteer Code of Conduct, and the AMTA-WI Chapter Rules of Engagement.

Term of Service: Appointed positions will be for a term of one (1) year or until successors are appointed.

Vacancy & Succession: A vacancy may be filled by appointment by the Chapter President with the approval of the Chapter Board at any Board, Chapter, or special meeting.

Removal from Office: The Outreach Committee Team Chair shall automatically be disqualified to serve if dues for the current year are not paid; the individual holds an office, directorship or chair ship concurrently in another massage organization where there may be a conflict of interest with AMTA, for failure to perform required duties or upon suspension or dissolution of the position.

Authority: This position has no authority to act on behalf of the AMTA Chapter or to commit to expenditure of funds without prior approval through the budgeting process.

Accountability: The Outreach Committee Team Chair is accountable to the Chapter Board by virtue of appointment and reports to the Chapter President, designated supervising Vice President, and/or Chapter Board.

Scholarship Chair Job Description

The scholarship committee is responsible for soliciting and judging entries for the bi-annual essay contest.

Responsibilities:

- Set deadline for article submission.
- Make announcement at both Chapter Meetings to encourage response.
- Write announcement for *Connecting Hands* announcing scholarship (may appear in more than one issue) that includes the following information:
 - topic of essay
 - essay length
 - where to submit and in what format
 - basis for judging essays
 - who is eligible (all AMTA-WI Chapter members are eligible)
 - all essays may be posted on the website, the winning essay will appear in the *Connecting Hands*
- Form a committee to judge the essays
- As a committee create criteria for judging essays that is fair and unbiased
- Distribute essays by email or photo copy to all committee members
- Set deadline for voting by committee members
- Conduct voting either via email, phone conference call or face to face meeting to select winner of scholarship. Voting must occur prior to deadline for the newsletter issue preceding the conference to ensure time to get essay and announcement in that issue.
- Attend the Chapter Meeting to announce scholarship recipient and to encourage others to enter for the following year.

General Responsibilities

- Attend a minimum of two Board of Director Meetings per year; either in person or via teleconference.
- Provide a written report to be published in *Connecting Hands* a minimum of 2 issues per year.
- Submit proposed budget to Treasurer before November BOD meeting. Seek and obtain approval of expenses to be covered by budgeted Chapter funds.
- Seek and obtain approval from the Board of Directors for all activities to be done under the name of the AMTA-WI Chapter.
- Failure to follow these responsibilities will lead to termination of the Chair Position or non-reimbursement of expenses incurred.
-

Eligibility: Must be a professional member in good standing; sign the AMTA National Volunteer Code of Conduct, and the AMTA-WI Chapter Rules of Engagement.

Vacancy & Succession: A vacancy may be filled by appointment by the Chapter President with the approval of the Chapter Board at any Board, Chapter, or special meeting.

AMTA-WI Chapter Policy Manual

Removal from Service: The Scholarship Chair shall automatically be disqualified to serve if dues for the current year are not paid; the individual holds an office, directorship or chairship concurrently in another massage organization where there may be a conflict of interest with AMTA or for failure to perform required duties.

Authority: This position functions as prescribed by the Chapter Board and has no general authority to act on behalf of AMTA or the Chapter or to commit AMTA funds.

Accountability: The Scholarship Chair is accountable to the Chapter Board by virtue of appointment and reports to the Chapter President, designated supervising Vice President, or Chapter BOD.

Term of Service: Appointed positions will be for a term of one (1) year or until successors are appointed.

Vacancy & Succession: A vacancy may be filled by appointment by the Chapter President with the approval of the Chapter Board at any Board, Chapter, or special meeting.

Removal from Service: The Scholarship Committee Chair shall automatically be disqualified to serve if dues for the current year are not paid; the individual holds an office, directorship or chairship concurrently in another massage organization where there may be a conflict of interest with AMTA or for failure to perform required duties.

Social Media Committee Chair Description

The Social Media Committee Chair shall administer, monitor & maintain the social media platforms

Desired Qualifications of Display Committee Chair:

- Willingness to seek out and post interesting and accurate information, as well as learn about your chapter members' interests and needs and respond to them in a timely and accurate manner
- Ability to delegate and oversee tasks assigned to committee members

Specific Responsibilities:

- Post new information/discussion questions, etc. at least once a week if not more often.
 - Note: Re: Photos and videos: (Source: Utilizing Facebook for Your AMTA Chapter FAQ, As of June 2011)
 - ❖ Written permission is not required to post photos or videos that are taken at a public event such as a chapter education or community service event. It is considered public domain and consent is implied.
 - ❖ However if someone directly states to any chapter volunteer, orally or in writing, that that he/she does not want the chapter to post photos or videos of him/her, do not post them. (Rule of Thumb: Out of respect for the members and others that may visit your social media platforms, do not post photos or videos of others that you would not want posted of yourself)
- Delegate and oversee tasks assigned to committee members and interns if utilized
- Present suggestions and estimated costs to chapter board for new displays
- Social Media should be checked at least once a day, no less than once every two days. (Note* Facebook administrators and Yahooogroup moderators can opt to receive emails when someone has posted on your chapter's page, so this eliminates having to check multiple times each day.
 - Delete any postings that do not conform to AMTA-WI Social Media Policies.
 - Approve new members and moderate pending posts to the Yahooogroup
- Direct authors of deleted postings that contained personal advertising to contact the Newsletter Chair.
- Respond to member inquiries within 48-72 hours
- Maintain secure passwords for social media platforms access

AMTA-WI Chapter Policy Manual

General Responsibilities

- Attend a minimum of two Board of Director Meetings per year; either in person or via teleconference.
- Provide a written report to be published in *Connecting Hands* a minimum of 2 issues per year.
- Submit proposed budget to Treasurer before November BOD meeting. Seek and obtain approval of expenses to be covered by budgeted Chapter funds.
- Seek and obtain approval from the Board of Directors for all activities to be done under the name of the AMTA-WI Chapter.
- Failure to follow these responsibilities will lead to termination of the Chair Position or non-reimbursement of expenses incurred.

Eligibility: Must be a professional member in good standing; sign the AMTA National Volunteer Code of Conduct, the AMTA-WI Chapter Rules of Engagement and the AMTA-WI Chapter Social Media Participation Agreement

Term of Service: Appointed positions will be for a term of one (1) year or until successors are appointed.

Time Commitment: The time commitment is approximately 1-5 hours per week, depending on Chapter activities. The time commitment may be higher before and/or during certain National or Chapter events or activities.

Vacancy & Succession: A vacancy may be filled by appointment by the Chapter President with the approval of the Chapter Board at any Board, Chapter, or special meeting.

Removal from Service: The Social Media Committee Chair shall automatically be disqualified to serve if dues for the current year are not paid; the individual holds an office, directorship or chair-ship concurrently in another massage organization where there may be a conflict of interest with AMTA or for failure to perform required duties.

Authority: This position functions as prescribed by the Chapter Board and has no general authority to act on behalf of AMTA or the Chapter or to commit AMTA funds beyond amount allocated in Chapter budget.

Accountability: The Social Media Committee Chair is accountable to the Chapter Board by virtue of appointment and reports to the Chapter President, designated supervising Vice President, or Chapter BOD.

Sports Massage Team Chair

The Sports Massage Team Chair is responsible for selecting events, preparing for these events and representing massage therapists at sporting events.

Specific Responsibilities:

- To organize trainings in pre and post sports massage skills and competencies
- To select a team that will devote time to local and regional events
- To form a committee that will choose sports events that offer a variety of sports massage experiences
- To promote sports massage, the profession of massage therapy, and the AMTA.

General Responsibilities

- Attend a minimum of two Board of Director Meetings per year; either in person or via teleconference.
- Provide a written report to be published in *Connecting Hands* a minimum of 2 issues per year.
- Submit proposed budget to Treasurer before November BOD meeting. Seek and obtain approval of expenses to be covered by budgeted Chapter funds.
- Seek and obtain approval from the Board of Directors for all activities to be done under the name of the AMTA-WI Chapter.
- Failure to follow these responsibilities will lead to termination of the Chair Position or non-reimbursement of expenses incurred.

Eligibility: Must be a professional member in good standing; sign the AMTA National Volunteer Code of Conduct, and the AMTA-WI Chapter Rules of Engagement.

Term of Service: Appointed positions will be for a term of one (1) year or until successors are appointed.

Vacancy & Succession: A vacancy may be filled by appointment by the Chapter President with the approval of the Chapter Board at any board, chapter, or special meeting.

Removal from Office: The Sports Massage Team Chair shall automatically be disqualified to serve if dues for the current year are not paid; the individual holds an office, directorship or chair ship concurrently in another massage organization where there may be a conflict of interest with AMTA, for failure to perform required duties or upon suspension or dissolution of the position.

Authority: This position has no authority to act on behalf of the AMTA Chapter or to commit to expenditure of funds without prior approval through the budgeting process.

Accountability: The Sports Massage Team Chair is accountable to the Chapter Board by virtue of appointment and reports to the Chapter President, designated supervising Vice President, and/or Chapter Board.

Website Committee Chair Job Description

The Chapter Website Committee Chair plans, designs, and ensures the upkeep and quality of Chapter Website.

Specific Responsibilities:

- Develop and submit to the Chapter Board, a publication schedule (including important dates and due dates for copy submissions) and budget for the coming year.
- Identify topics and issues to be covered in the publication.
- Solicit articles from Chapter Officers, committee chairs, members, and outside contributors, as appropriate.
- Edit articles for compliance with AMTA mission, goals, strategic plan and Chapter objectives.
- Submit draft of website to Editing Board two weeks prior to publication.
- Check website after edits, making sure to check for dropped text or incorrect labeling of article location. (Items often shift during editing)
- Supervise the work of office staff, outside suppliers and/or Chapter volunteers in the layout, production and distribution of the publication.
- Contact BOD two weeks in advance of release date to receive approval of anticipated updates.
- Solicit advertising, within AMTA advertising guidelines, to help offset publication costs.

General Responsibilities

- Attend a minimum of two Board of Director Meetings per year, either in person or via teleconference.
- Provide a written report to be published in *Connecting Hands* a minimum of 2 issues per year.
- Submit proposed budget to Treasurer before November BOD meeting. Seek and obtain approval of expenses to be covered by budgeted Chapter funds.
- Seek and obtain approval from the Board of Directors for all activities to be done under the name of the AMTA-WI Chapter.
- Failure to follow these responsibilities will lead to termination of the Chair Position or non-reimbursement of expenses incurred.

Website Publication:

- Website should be updated and email alert sent to the membership after newsletter is published and for other news releases not to exceed 1 posting every 30 days.

Desired Qualities/Qualifications of Website Committee Chair:

- Previous writing and/or editorial experience with good English and grammar skills.
- Detail oriented and able to plan and meet deadlines.
- Familiarity with Spin Web's Freedom editing software, desktop publishing software, Adobe Acrobat Reader and Writer.
- Reliable high-speed internet access is a must.

AMTA-WI Chapter Policy Manual

Eligibility: Must be a professional member in good standing; sign the AMTA National Volunteer Code of Conduct, and the AMTA-WI Chapter Rules of Engagement.

Term of Service: Appointed positions will be for a term of one (1) year or until successors are appointed.

Vacancy & Succession: A vacancy may be filled by appointment by the Chapter President with the approval of the Chapter Board at any Board, Chapter, or special meeting.

Removal from Service: The Website Committee Chair shall automatically be disqualified to serve if dues for the current year are not paid; the individual holds an office, directorship or chair ship concurrently in another massage organization where there may be a conflict of interest with AMTA or for failure to perform required duties.

Authority: This position functions as prescribed by the Chapter Board and has no general authority to act on behalf of AMTA or the Chapter or to commit AMTA funds.

Accountability: The Website Committee Chair is accountable to the Chapter Board by virtue of appointment and reports to the Chapter President, designated supervising Vice President, or Chapter BOD.

INDEX OF MOTIONS REGARDING POLICY

Standing Rules

Motion: Add two Members at Large to the Board, as worded in the Standing Rules document changes presented to the membership. Approved by voice vote. (August 21, 2011 Chapter Meeting)

MOTION: Standing Rule Change: 2) Section 3 (a) 1 A Candidate for the office of Chapter President shall 1) have held an elected office or appointed chair position on the AMTA-WI Chapter Board of Directors within the preceding four years and 2) hold active professional membership classification for one year prior to candidacy. (February 26, 2006, Chapter Meeting)

MOTION: That the following become part of the Chapter Standing Rules. Chapter vote required.

Section 2—CHAPTER NAME 1) The name of the Chapter shall be the American Massage Therapy Association-Wisconsin Chapter. The name may be abbreviated to AMTA-WI Chapter. 2) The AMTA-WI Chapter shall have the motto “Promoting Wellness Through Massage.”

Section 5-CHAPTER OFFICERS B. Qualifications for elected office shall be as follows: 1) A candidate for the office of Chapter President or First Vice President shall have held an elected position, within the AMTA Wisconsin Chapter within the preceding three (3) years. G. Duties 1) Chapter officers are required to attend a minimum of four (4) Board meetings annually which include “conference call” Board meetings and a minimum of 2 Chapter meetings, except for good cause shown. 2) At both Chapter meetings each officer will present a written report(s) given orally of a summary of committee activities. 3) Each officer is required to contribute 2 written submissions annually for publication in the Chapter’s newsletter. 4) Each Vice-President is required to chair or co-chair a committee. H) Benefits: All Chapter Officers’ registration fees for educational functions hosted by AMTA-WI will be waived if the requirements are not met by officers while in term. Non-compliance of required duties, as defined by Sections G 1, 2, 3 & 4 would result in benefits being revoked. (August 27, 1999 Chapter Meeting)

MOTION: The following become part of the Chapter Standing Rules: Elected officers of the AMTA-WI Chapter Board of Directors shall include: the President, 1st Vice-President, 2nd Vice-President, 3rd Vice-President, Secretary and Treasurer. The

Immediate Past President assumes office when a new President is elected for a period of two (2) years or until there is a successor. (February 20, 1999 Chapter Meeting)

MOTION: The Standing Rule Section 9 regarding the Chapter Fee read as follows: The AMTA-WI Chapter Fee shall be \$20 per year per member to be used for Law and Legislation efforts within the state. This fee must be renewed and approved by the membership every two (2) years. (September 18, 1998)

Board of Directors Duties

Motion: The mileage rate that has been set forth by AMTA National. (April 14, 2010)

MOTION: That the lodging for AMTA-WI Board members be paid when an overnight stay is necessary for meetings. (February 25, 2006, Board of Directors)

Motion: It is the duty of the Chapter Secretary to compile a written record of the proceedings of Board meetings and Chapter meetings. The Chapter Secretary may use an electronic recording device to aid in the accurate recording of the minutes. These recordings are for the sole purpose of assisting the secretary or board designee in the record keeping process. All audio tapes shall be destroyed or erased following the approval of the written minutes of the meeting for which they pertain. All approved Board meeting minutes shall be published in the issue of the Chapter newsletter published most closely to their approval. These minutes may be edited for publication, to reflect motions passed and other important information. All Chapter meeting minutes shall be published, in full, in the Chapter newsletter published immediately prior to the next scheduled Chapter meeting. (August 24, 2000, Board of Directors)

Finances

MOTION: Reimbursed attendance to the National Convention be limited to six Board Members annually to include Committee Chairs and the Chapter President, Treasurer or designee.

Motion: Chapter Officers be limited to two education registration fees to be waived per year unless their duties with the education committee in coordinating an event warrants an additional waiver.(10/9/11 BOD).

Motion: Meritorious Award recipient to cover two nights stay and travel to National Convention. (10/9/11 BOD).

AMTA-WI Chapter Policy Manual

Motion: The Chapter will purchase a laptop with supporting software and accessories for use of the Chapter Treasurer. (10/9/11 BOD)

Motion: AMTAWI Chapter shall waive fees for Massage Emergency Response Team (MERT) Responder Training and MERT Leadership Training. (10/23/10 BOD meeting)

Motion: The AMTA -WI chapter shall waive education fees, travel expenses, conference associated expenses, meals and lodging for the Education Committee members at Chapter sponsored educational conferences. (4/11/2011 BOD meeting)

Motion: That Chapter volunteers receive reimbursement for lodging, meals and travel associated with required Chapter related activities and/or trainings. Chapter volunteers will follow established reimbursement procedures. (4/11/2011 BOD meeting)

Motion: AMTA-WI Chapter Delegates and Chapter Officers whose expenses are reimbursed for attendance at the National Convention may receive advance payment for convention registration, travel and lodging provided an estimated billing for these expenses is presented to the chapter treasurer. Should the party not attend the convention re-payment to the chapter in full is due within 30 days of cancellation. (4/11/2011 BOD meeting)

Motion: The AMTA-WI Chapter adopts the mileage rate that has been set forth by AMTA National. Motion passed (April 14, 2010 Board Meeting)

MOTION: The amount of Chapter funds directed to education from member dues be \$16,000 per year. (December 9, 2007, BOD)

MOTION: The AMTA-WI will begin using AMTA National Bookkeeping Services Option 2 on March 1, 2008. (December 9, 2007, BOD)

MOTION: The AMTA-WI BOD, agree to conform to and abide by the new AMTA-National Financial Policies effective March 1, 2005. (February 26, 2005, BOD)

MOTION: The AMTA-WI Chapter financial accounts will be balanced annually by an individual other than the Treasurer. (May 2, 2003, BOD)

MOTION: All reimbursable expenses shall be submitted within ninety (90) day in a Board of Director's approved format (June 7, 2002, BOD)

All checks or funds received from members shall be deposited into the AMTA-WI checking account within four weeks of receipt. (February 23, 2002, BOD)

AMTA-WI Chapter Policy Manual

MOTION: Direct the Board to pursue investments from money in the checking and keep a smaller balance in the checking. (February 20, 1999, Chapter Meeting)

MOTION: That mileage and expenses for Board members be paid if submitted and approved by the Board as a whole. (May 23, 1998, BOD)

MOTION: That the Board will investigate moving our investment to a more socially responsible investment. (February 20, 1999 Chapter Meeting)

MOTION: That the AMTA-WI Chapter donate \$1 per member to the AMTA Massage Therapy Research Foundation (September 19, 1998 Chapter Meeting)

Policies Regarding Meetings

MOTION: All Committee and officer reports that are to be presented to the Chapter assembly are to be submitted to the president 10 days prior to the Board meeting preceding the Chapter meeting. (September 18, 1998, Chapter Meeting)

MOTION: Have 6 meetings annually for Board members with a set time and date. (April 18, 1997, BOD)

Regarding the Newsletter and Stationery

Motion: The number of newsletters be reduced from 4 issues per year to 3. (9/11/10 BOD)

Motion: The AMTA-WI Chapter shall adopt an official chapter logo, consisting of the AMTA-National logo set inside of the State of Wisconsin, with the state being filled with a shaded green and outlined in the same color as the National logo outline. (10/23/10 BOD)

MOTION: All Chapter Officers serve as a member of the editorial team for the *Connecting Hands* newsletter. Editorial duties include thorough checking of the accuracy and grammatical correctness of each issue of the newsletter in a timely fashion, response by email by indicated deadline. (July 26, 2009, BOD)

MOTION: Continue to use the services of Rooney Printing, Chippewa Falls and L&M Mailing Service, Eau Claire for the newsletter and chapter bulk mailings. Marty Ferris seconded. All approved. (September 8, 2007, BOD)

MOTION: The AMTA-WI Chapter Board will be informed of all newsletter advertisers and Chapter event vendors prior to publishing or said event. (April 2, 2006, BOD)

MOTION: Change the newsletter policy to include personal ads under the classifieds of \$8 for 20 words or less. Professional networking ad of 20 words or less will be free to all AMTA members and chapters. (April 2, 2006, BOD)

MOTION: Raise advertising rates in the *Connecting Hands* to \$175 for a full page, \$90 for a half page, \$50 for a quarter page, \$30 for an eighth page and Classifieds at \$8.00. (November 28, 2005, BOD)

MOTION: The *Connecting Hands* newsletter will have a non-member subscription rate of \$12 per year. Amend to: “*Connecting Hands* non-member subscription rate of \$10 per year.” (February 23, 2002, BOD)

Regarding Education Conferences

MOTION: That AMTA-WI Chapter institute a policy to provide an educational discount of \$50 above the Wisconsin Member discount price to AMTA members in adjoining states.

MOTION: That the AMTA-WI Chapter approach neighboring chapters with a proposal to swap advertising space on each others websites for Chapter Sponsored Educational events.

Motion: Increase Chapter sponsored education events from 2 to 4 a year. (August 19, 2011 BOD)

MOTION: Kay Peterson moved that we offer the American Heart Association classes for our membership on both Saturday and Sunday at the February 2009 Education Conference in Waukesha. Ellen Wittwer seconded. All approved. (November 9, 2008, Board of Directors Meeting)

Motion: That the AMTA-WI Chapter offer credit card payments for educational conferences. (February 25, 2006)

MOTION: The Chapter will provide conferences at or below cost for AMTA-WI members. (April 18, 1999, Board of Director Meeting)

MOTION: Until a policy is set, all out of state AMTA members will pay the same as non-members, when attending educational seminars. (September 18, 1998, Meeting)

Regarding House of Delegates Nominees

Motion: In an effort to foster volunteerism and to identify future Chapter leaders, AMTA-WI Chapter Officers shall refrain from running for the position of delegate to the National Convention House of Delegates. Chapter Officers may seek

AMTA-WI Chapter Policy Manual

these positions only when there is insufficient participation by the assembled general membership. (5/22/2011 BOD)

NEW POLICY: Whereas delegates/alternates are elected by the Professional Members to attend the Annual National Convention as representatives of the AMTA-WI Chapter they shall serve in that capacity, attending the convention following the year in which they were elected.

The AMTA-WI Chapter shall cover Delegate expenses incurred by said attendance (**maximum** amount to be determined by the Chapter Board of Directors and approved by the membership at the Chapter Annual Meeting) provided the Delegate fulfills the duties described in the Chapter Policy Manual regarding Delegates.

Reimbursement shall occur after completion of all duties has been satisfied and proper documentation in the form of original receipts has been submitted to the Chapter Treasurer, with the exception of the registration fee, which will be paid prior to the convention.

Exceptions may be granted on a case-by-case basis after discussion and approval by a majority vote of the Board of Directors.

Alternate duties will be assumed at the time of acceptance of the position of Delegate to fulfill the remainder of the term.

Motion: That delegates receive reimbursement of airfare and registration prior to the convention. (September 20, 2003)

Motion: That the AMTA-WI Chapter approve the following submission to the National House of Delegates Committee: The House of Delegates recommend to the National Board of Directors that a study be done to determine the feasibility of allowing members a one-time adjustment to their continuing education reporting period. (February 21, 2003, Chapter Meeting)

Policies Regarding Government Relations

Motion: The AMTA-WI Chapter pending approval by AMTA-National, contract with Dewitt, Ross & Stevens, SC of Madison, Wisconsin to cover legislative rulemaking and services to cover Jan.1, 2011 to Dec.31, 2012 at a rate of \$1000 per month.

MOTION: The AMTA-WI Chapter enter into lobbying contract Quarels & Brady for passage of massage licensing in the 2009-2010 legislation session. The cost of the contract is \$42,000 to begin May 1, 2008. (December 9, 2009, Board of Directors Meeting)

AMTA-WI Chapter Policy Manual

MOTION: AMTA-WI Chapter extend the legislative watch contract at \$500 per month from January 1, 2008 to April 30, 2008, after which the lobbying contract will cover legislative watch services. (December 9, 2009, Board of Directors Meeting)

MOTION: Approve the proposed changes made to the rough draft for inclusion into the first official draft of the massage therapy licensing bill. Shane Granzow seconded. All approved. (August 22, 2008, Board of Directors Meeting)

MOTION: Funding from the L&L account be directed toward AMTA-WI Board members to take the Massage Therapy & Body worker Licensing Exam for legislative exam research purposes. (April 20, 2008, BOD)

Committee Chairs

MOTION: Committee chairs and delegates receive the meal, preceding Chapter meetings, at no charge. (April 2, 2006 Board of Directors meeting)

MOTION: That the Education Chair or designee have a standard room paid for the duration of all education seminars sponsored by the AMTA-WI Chapter where that person's attendance is required. (July 11, 2004)

MOTION: For committee chairs whose attendance is mandatory at AMTA-WI educational conferences, tuition be waived for that conference. (November 24, 2002 Board of Directors Meeting)

MOTION: The Responsibilities of WI Committee Chairs become policy of AMTA-WI Chapter effective immediately. (January 23, 2000, Board of Directors Meeting)

Regarding Scholarship

Motion: The AMTA-WI Chapter increase the number of scholarships to two. One offered at the Fall Educational Conference in September and one at the February Educational Conference. (August 23, 2010 Board)

Motion: Add a second prize of a one night stay at the AMTA-WI Educational Conference hotel associated with the essay contest (August 23, 2010 Board)

MOTION: A scholarship be implemented to honor the memory of Renate Egeness. The scholarship will be awarded annually to one member who is selected by a committee for writing a short essay that best expresses the importance of continuing education in ones life and career. (Approved November 2003 Board of Directors)

OUTDATED MOTIONS

MOTION: The AMTA-WI move forward with the pursuit of licensure for the massage therapy profession, for the legislative session in 2009-2010. AnnMarie Kolb seconded. Kirsten Severeid amended that we follow the Law & Legislation Assistance Program application. No second. 4 approve, 1 no (Kirsten Severeid) to Marty's motion. (August 19, 2007, Board of Directors Meeting)

MOTION: Marty Ferris proposed that we hire Virchow Krause & Co.LLP on a per hour basis of \$95 an hour for Quickbook support, as needed. Kay Peterson seconded. All approved. (August 19, 2007, BOD)

MOTION: The AMTA-WI Chapter adopt the new student membership promotional discount program via email promotion to wave the chapter fee of \$20 through Feb. 28, 2009. (November 9, 2008 BOD)

MOTION: Kay Peterson moved to send Rooney Printing a check for \$1,936.31 to cover the undercharge for the April and July, 2007 Connecting Hands Newsletter Issues. AnnMarie Kolb seconded. All approved. (January 2008, BOD)

MOTION: Shane Granzow moved that we transfer our investment funds from US bank to Edward Jones Investments; this would be our 7 and 10 day CDs, Raymond James Money Market Account, and \$27,000 excess in the checking account. Ellen Wittwer seconded. All Approved. (August 22, 2008, BOD)

MOTION The AMTA-WI Chapter checking account with a balance of \$27,426.15, currently held at US Bank be closed. A new account will be opened at JP Morgan & Chase and the funds transferred there. Ellen Wittwer seconded. All approved. (November 9, 2008, BOD)

AMTA-WI Chapter Policy Manual

MOTION: Shane Granzow moved that we increase the AMTA-WI mileage rate to .585% effective November 10, 2008. Kay Peterson seconded. All approved. (November 9, 2008, BOD)

MOTION: Ellen Wittwer moved that Effective Immediately, AMTA-WI Board of Directors temporarily authorizes the AMTA-National to provide the accounting and bookkeeping for the AMTA-WI Chapter until Shane Granzow fully recovers from his illness. Sara Smiley-Robbins seconds. All approved. (February 2, 2009, BOD)

MOTION: To eliminate the policy of allowing all past presidents to attend AMTA-WI seminars for free, except for the immediate past president, who is serving on the Board. (April 18, 1999, Board of Director Meeting)

MOTION: That the derelict chapter computer system be disposed of. (May 11, 2001, Board of Directors Meeting)

MOTION: That the Board seek a storage unit for chapter archives and display unit. (May 11, 2001, Board of Directors meeting)

MOTION: Approve the lease termination agreement as presented. The vote was unanimous to approve. (January 17, 1999, Board of Directors Meeting)

MOTION: The disbursement of office items will be distributed as recommended today. The vote was unanimous to approve. (January 17, 1999, Board of Directors Meeting)

MOTION: The items listed for Sandy Tamel would be given to her as an expression of appreciation for the efforts she has made to the chapter. The vote was unanimous to approve. (January 17, 1998, Board of Directors Meeting)

MOTION: We will drop the 800 number from the state office. (September 18, 1998)

MOTION: AMTA-WI will adopt the Stand Alone voice mail system and keep one line into the state office. (September 18, 1998)

MOTION: The current state office number of 414-540-0700 will be published in all Ameritech Yellow Pages in the state. (September 18, 1998)

MOTION: AMTA-WI will adopt Stand Alone Voice Mail. (September 18, 1998)