***2017*** 

***Volunteer Policy Manual***

***&***

***Position Descriptions***

***For***

***Board Of Directors***

***&***

***Committee Chairs***

**Table of Contents**

**=========================**

**Page #**

**Policy Manual**

**Wisconsin Standing Rules 2**

**Rules of Engagement** **3**

**Elected Position Descriptions**  Board of Director (BOD) **4**

Chapter President **4**

Board Member **5**

Secretary **5**

Financial Administrator **6**

Delegate **6**

**Committee Chairs** Responsibilities/Benefits for All Committee Chairs **8**

Advertising **10**

Chapter Meetings Planning Coordinator **10**

Community Service Massage Team (CSMT) **11**

Display **11**

Education **12**

Government Relations **12**

Membership **13**

Newsletter **13**

Online Elections Coordinator **14**

Scholarship **14**

School Liaison **15**

Social Media **15**

Sponsorship Contributions and Exhibitors Coordinator **16**

Sports Massage Team (Not Active) **17**

Website **18**

 **STANDING RULES OF THE**

**AMERICAN MASSAGE THERAPY ASSOCIATION**

**WISCONSIN CHAPTER**

**JANUARY 2017 REVISION**

**Section 1. Chapter Name**

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

**Section 2. Chapter Officers**

1. Duties
2. 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.
3. At both Chapter Meetings each officer will present a written report(s) given orally of a summary of committee activities.
4. Each officer is required to contribute two (2) written submissions annually for publication in the Chapter’s newsletter.
5. Benefits
6. Chapter Officers’ registration fees for up to two (2) educational functions, hosted by the Wisconsin Chapter will be waived annually. Non- compliance of required duties, as defined by Section 2A, would result in benefits being revoked.
7. Expenses incurred with duties required of position will be compensated as follows:
8. Original receipts and proper forms to be sent to Chapter Accounting within 90 days. (chapteraccounting@amtamassage.org)
9. Forms can be downloaded from Chapter website, [amtawi.org](https://www.amtawi.org/).
10. National will forward all pertinent information to Financial Administrator.
11. National reimburses Volunteer for acceptable expenses

 3. Expenses that are reimbursable include:

1. Travel to and from meeting with mandatory attendance (including any needed taxi to and from the airport, bus, or train station).
2. Hotel when travel and meeting time exceed 8 hours.
3. Meals during the time of the meeting.

 4. Examples of expenses that are not reimbursable include, but are not limited to:

1. Alcohol
2. Personal souvenirs
3. Clothing purchases
4. Personal hygiene supplies
5. Donations or contributions to AMTA
6. Donations or contributions to organizations outside the AMTA
7. Taxi rides to restaurants or attractions (This includes National Convention.)

**Rules of Engagement for AMTA-WI Chapter Volunteers**

**Reimbursements**

* 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 2A, would result in benefits being revoked.
* 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)
* 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 Board of Directors.
* AMTA-WI Chapter 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 will follow the Dress Code as set by National: *(AMTA National Approval Lisa A. Stegink, General Counsel & Colleen Leeders Senior Program Manager, Volunteer Development and Chapter Programs: February 6, 2017, 10:12am)*
	+ When participating in hands­ on training classes, clothing appropriate to the course may be worn. Layers are encouraged for your comfort (they may keep the temps cool to stimulate awareness). Check the weather. Also be aware you may need to walk a few blocks from your hotel to the Convention Center. You may need an umbrella or windbreaker.

**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 Descriptions**

**BOARD OF DIRECTORS (BOD) (ND)**

We follow the National position description for Board of Directors. Please see the HUB for the descriptions.

**BOARD WI-CHAPTER SPECIFIC**

**DUTIES**

* All Chapter Officers shall serve as a member of the editorial team for the *Connecting Hands* newsletter and the website: amtawi.org. Editorial dutiesinclude 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 Board Member is required to Chair or Co-Chair one (1) committee.
* Required to abide by the Rules of Engagement.

**BENEFITS**

* When drive time and meetings exceed 8 hours the option of an overnight stay may be deemed necessary. (6/22/14 Board Meeting)
* Chapter Officers’ registration fees for up to two (2) educational functions, hosted by the Wisconsin Chapter will be waived annually
* 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, (December 3, 2012) in the event that a volunteer choose not to roomshare, the volunteer will be responsible for half of the room cost.
* 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 Delegates and Chapter Officers whose expenses are reimbursed for attendance at the National Convention may receive prepayment for convention registration, travel, and lodging provided an estimated billing, W-9, and other required forms for these expenses are presented to the Chapter Financial Administrator. If expenses are deemed not reimbursable a 1099 tax form will be issued.
	+ Should the party not attend the National Convention repayment to the Chapter in full is due within 30 days of cancellation.(4/11/11 Board Meeting).
	+ After convention receipts are submitted, prepayment requested amount will be subtracted from reimbursement request.
	+ If reimbursement request is less than amount prepaid, the difference will need to be repaid within 30 days.

**CHAPTER PRESIDENT (ND)**

We follow the National position description for Board of Directors. Please see the [HUB](http://hub.amtamassage.org/p/do/sd/sid%3D1047) for the descriptions.

***PRESIDENT WI-CHAPTER SPECIFIC***

Creates a new version of [Yearly AMTA WI Chapter Tracking Spreadsheets](https://docs.google.com/spreadsheets/d/1Nh_aJnt065hc8ELlNhwYSeFIbn5PfLYbmvt71hBKbAQ/edit#gid=1181843606). Maintains and keeps them updated throughout the year.

* Board and Chair Contact Information,
* Meeting Attendance,
* Committee Report Submission & Meeting Edits
* Receive and acknowledge receipt of all National Convention articles from attendees that are requesting reimbursement. Coordinate with Newsletter Chair for publishing.

**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.

**BOARD MEMBER (ND)**

We follow the National position description for Board of Directors. Please see the [HUB](http://hub.amtamassage.org/p/do/sd/sid%3D1049) for the descriptions.

***BOARD MEMBER WI-CHAPTER SPECIFIC***

* Abide by the National AMTA Bylaws, Policy, Job Description, Chapter Volunteer Code of Conduct, Chapter Standing Rules, Policies, Financial Policies, and Procedures.
* Budget Meeting is mandatory for all Board of Directors and Committee Chairs to attend.

**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.

**SECRETARY (ND)**

We follow the National position description for Board of Directors. Please see the [HUB](http://hub.amtamassage.org/p/do/sd/sid%3D1050) for the descriptions.

***SECRETARY WI-CHAPTER SPECIFIC***

* Acts in the place of the AMTA-WI Chapter President in the absence or incapacity of the AMTA-WI Chapter President and/or a Board Member.
* Forward approved AMTA-WI Chapter meeting minutes to AMTA-WI Website Chair as soon as possible following the meeting, but no later than three weeks following the meeting unless otherwise stipulated in the Chapter Standing Rules.
* Makes recommendations to the AMTA-WI Chapter President for committee appointments.
* Directs and refers members to appropriate volunteer and National AMTA staff contacts as needed.
* Is available to receive direct feedback from members for input to the AMTA-WI Chapter Board and to communicate to inquiring members, appropriate information regarding actions of the AMTA-WI Chapter Board.
* Fulfills the fiduciary, due diligence and other responsibilities of AMTA-WI Chapter Board Members as described in National AMTA Bylaws, Policy, Chapter Volunteer Code of Conduct, and AMTA-WI Chapter Standing Rules (if existent).
* Maintains orderly records of activities and timelines relevant to her/his position during the term and supplies the incoming AMTA-WI Secretary with those records to ensure a smooth transition.
* Submits AMTA-WI Chapter meeting minutes within seven to ten days to National AMTA staff.
* It is the duty of the AMTA-WI Chapter Secretary to compile a written record of the proceedings of AMTA-WI Board and Chapter Meetings. (August 18, 1999 Board Meeting)
* These meeting minutes may be edited for publication, to reflect motions passed and other important information.
* All AMTA-WI Chapter meeting minutes shall be published, in full, in the AMTA-WI Chapter Newsletter published immediately prior to the next scheduled AMTA-WI Chapter Meeting.

 **Delegated Responsibilities**

* AMTA-WI Membership Chair distributes announcements of AMTA-WI Chapter Board Meetings and AMTA-WI Chapter Membership Meetings in accordance with National AMTA Bylaws, Policy and AMTA-WI Chapter Standing Rules (if applicable).

**Time Commitment**

The time commitment is approximately 10 hours per week, depending on AMTA-WI Chapter activities.

**FINANCIAL ADMINISTRATOR (ND)**

We follow the National position description for Board of Directors. Please see the [HUB](http://hub.amtamassage.org/p/do/sd/sid%3D1048) for the descriptions.

**FINANCIAL ADMINISTRATOR WI-CHAPTER SPECIFIC**

* Supply Board and Chair persons with budget status.
* Forward all investment statements to National.

**TIME COMMITMENT**

The time commitment averages approximately 5 - 15 hours per week, depending on Chapter activities. The time commitment may be higher before and/or during certain Chapter events or actions.

**DELEGATE TO THE ASSEMBLY OF DELEGATES (AOD)**

We follow the National position description for Board of Directors. Please see the [HUB](http://hub.amtamassage.org/p/do/sd/sid%3D1214) for the descriptions.

***DELEGATE TEAM WI-CHAPTER SPECIFIC***

* Delegates and Alternate Delegates shall respond to ALL communications from Delegate Team, Assembly Of Directors (AOD), National Board or staff, chapter volunteers, and/or chapter members within 3 business days.
* Read and understand bylaws and policies, Code of Conduct Delegate Responsibilities, and abide by National AMTA Articles of Incorporation.
* Log on to the AMTA National Web Site (www.amtamassage.org) and enter the AMTA Volunteer HUB to read, participate, and refer to the Delegate Forum, AOD Tool Kit, Robert's Rules of Order, and all Position Statements and/or Recommendations.

**Delegate**

* Each Delegate shall be an active member of at least one Chapter Committee during term.
* Mandatory attendance at the Fall Chapter Meeting.
	+ At the Fall Chapter Meeting, it is the responsibility of the Delegate Team to read, explain, and acquire a consensus vote from the Membership regarding all Position Statements and/or Recommendations from the AMTA National Office.
	+ Delegates receive a meal preceding Chapter meetings at no charge.
	+ If a Delegate lives further than 50 miles from either WI-Chapter Conference, their hotel room will be comped for the night preceding the meeting.
* 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 WI-Chapter in a professional manner.
* Mandatory attendance at National Convention AOD Meeting & Chapter Leadership Training (except any conflicts with official scheduled AOD activities and/or the AOD orientation, when provided).
	+ Delegates are required to be ALERT and MINDFULLY PRESENT during AOD meetings.
	+ When attending Chapter Leadership Training, you may be escorted to the AOD Meeting to ensure you get to the AOD Meeting on time.
	+ Delegates are to arrive and be checked in at the AOD Meeting prior to the announced start time of the meeting prior to roll call at all official AOD events. Showing up late (even one minute) to the AOD meeting forfeits the Delegates right to attend the AOD meeting which said Delegate **WILL NOT BE ALLOWED ON THE DELEGATE FLOOR AND PARTICIPATE IN THE AOD MEETING. THE ONLY ACCESS TO AOD MEETING WILL BE NON PARTICIPATORY FROM THE GALLERY.**
* Produce a written report on what you learned while attending AOD and the National Conference as a whole (contact the Chapter President if you have questions). The report must be typewritten and delivered by mail or electronically via email to the Newsletter Chair/Editor and copy the Chapter President no later 21 days after the National Convention. If the Delegate does not submit his/her report, he/she forfeits the right to be a Delegate the following year and **will not** receive full reimbursement for expenses incurred at the National Convention. The Chapter President and Newsletter Chair will confirm receipt by reply email.
* Delegates may be reimbursed for National Convention registration, travel, lodging, and food related to AOD within National Convention as well as mileage and lodging for Chapter Meeting immediately preceding National Convention up to but not to exceed their equal share of the budgeted amount as voted on by the Board of Directors.
* A Delegate that cannot fulfill his/her duties due to resignation, disqualification, disablement, or death prior to the end of his/her term of office, a decision to any reimbursement (if any) will be decided upon by the Board of Directors. The Chapter President will appoint an Alternate Delegate in accordance with the elected order.
* We will follow National dress code: *(AMTA National Approval Lisa A. Stegink, General Counsel & Colleen Leeders Senior Program Manager, Volunteer Development and Chapter Programs: February 6, 2017, 10:12am)*
	+ When participating in hands­ on training classes, clothing appropriate to the course may be worn. Layers are encouraged for your comfort (they may keep the temps cool to stimulate awareness). Check the weather. Also be aware you may need to walk a few blocks from your hotel to the Convention Center. You may need an umbrella or windbreaker.
* If you are selected to attend National Convention as a Delegate of the WI-Chapter, and are facing financial hardship with pre-registration, hotel accommodations, and travel arrangements, contact the Financial Administrator and/or the President for alternative payment methods.
* AMTA-WI Chapter Delegates whose expenses are reimbursed for attendance at the National Convention may receive advance reimbursement for registration, travel, and lodging provided an RFP and original receipts for these expenses is presented to Chapter Accounting. Should the party not attend the National Convention repayment to the Chapter in full is due within 30 days of cancellation. *(4/11/11 BOD update)*
* The Delegate may receive reimbursement for National Convention registration, lodging, and travel prior to the National Convention. An original receipt must be securely attached to a filled out RFP and emailed or USPS mailed to Chapter Accounting for reimbursement. A copy of your CE Card must be submitted with RFP to demonstrate attendance at full or partial National Convention. An RFP must be filled out in full and all original receipts (including tips not to exceed 20%...approx 4x receipt tax...food only) must be neatly and securely attached and sent to the Financial Administrator for reimbursement. Delegates should make copies for His/Her records.
	+ NOTE: ONLY FOOD AND SOFT DRINKS ARE REIMBURSABLE. ALCOHOLIC BEVERAGES ARE NOT AN ELIGIBLE FOR REIMBURSEMENT. PLEASE ASK YOUR SERVER FOR A SEPARATE RECEIPT INCLUDING FOOD ONLY.
* A Delegate that does not meet the RFP submission he/she 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 National Convention.
* If a Delegate is unable to attend the entire National Convention (according to your registration information/form), he/she will receive a prorated amount according to the total percentage of the National Convention attended. If a Delegate fails to attend the National Convention, he/she agrees to repay to the WI-Chapter any/all monies paid to the Delegate and/or monies advanced by the WI-Chapter on His/Her behalf within 30 days. Failure to comply will be handled on an individual basis by the WI-Chapter BOD.
* The Delegates will assign a person to keep track of the pins from year to year. They will also keep track of the approximate count and let the Board of Directors know when it’s time to order. This will be budgeted for at the Annual Budget Meeting in November. Current company Marathon Marketing-contact person Carl Granetzke the mmteam1@yahoo.com

**Alternate Delegate**

* One Alternate Delegate will be elected each year and serve a one year term, unless called to step up to replace a current delegate. Then, the Alternate will fulfill the term of the delegate replaced.

**TIME COMMITMENT**

* The time commitment averages about 2-4 hours per month for most of the year.
* Time commitment will be 5-10 hours per week during the lead up to National Convention, Annual Convention, and AOD meeting.

**Committee Chairs**

**Responsibilities of All 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 of Director.
* 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.
* Respond to committee related communication, either from National, the Chapter Board, other committees, or businesses and/or organizations outside the AMTA, within 3 business days
* Prepare and deliver all required reports to the ChapterBoard.
* Operate within the Bylaws, Policies, Programs, Strategic Plan of AMTA, and the Chapter Standing Rules.
* Treat proprietary and other confidential information in a responsible manner.
* I will follow the Dress Code as set by National: *(AMTA National Approval Lisa A. Stegink, General Counsel & Colleen Leeders Senior Program Manager, Volunteer Development and Chapter Programs: February 6, 2017, 10:12am)*
	+ When participating in hands­ on training classes, clothing appropriate to the course may be worn. Layers are encouraged for your comfort (they may keep the temps cool to stimulate awareness). Check the weather. Also be aware you may need to walk a few blocks from your hotel to the Convention Center. You may need an umbrella or windbreaker.
* 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 Meetings per year, either in person or via GOTO Meeting.
* 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 two issues per year.
* Submit proposed budget to Financial Administrator before designated Board of Directors Budget Meeting.
* Seek and obtain approval of expenses to be covered by budgeted Chapter funds.
* Seek and obtain approval from the Board for all activities to be done under the name of the WI Chapter.
* Failure to follow these responsibilities will lead to termination of the Chair Position or non-reimbursement of expenses incurred.

**Benefits of All 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)*
* Committee chairs and designees have a standard room paid for the duration of all education seminars sponsored by the WI Chapter, where that person’s attendance is required.

 *(7/11/2004 BOD Meeting)*

* For Committee Chairs whose attendance is mandatory at WI-Chapter Educational Conferences, tuition be waived for that conference.
* The 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 volunteers annually; to include the Chapter President (or designee), Board of Directors, and Committee Chairs.

 *(2/12/12 BOD Meeting)*

* Reimbursement to CVOP is limited to 2 volunteers annually. National will reimburse travel and lodging for one volunteer and WI-Chapter for the other.
	+ Volunteers have the option of a single room whenever traveling on AMTA business. However, (December 3, 2012) in the event that a volunteer choose not to room-share, the volunteer will be responsible for half of the room cost.
	+ 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). CVOP attendees are encouraged to room-share with attendees from other states, as well.
	+ A $50 visa card is included with registration to cover meal expenses.

**ELIGIBILITY**

* Must be a Professional Member in good standing.
* Review, understand, and sign the AMTA National Volunteer Code of Conduct
* Review, understand, and sign the AMTA-WI Chapter Rules of Engagement
* Review, understand, and sign the Social Media Agreement
* Able to develop positive relationships
* Use excellent communication and critical thinking skills to appropriately represent the AMTA-WI Chapter

**TERM OF OFFICE**

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

**VACANCY AND 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 volunteer 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, 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 Advertising Chair is accountable to the Chapter Board by virtue of appointment and reports to the Chapter President, designated supervising Board Member, and/or Chapter Board.

**Committee Chair Position Descriptions**

**ADVERTISING**

**PURPOSE**

Communicating with prospective business opportunities and bridging stronger relationships with those already established companies.

**SPECIFIC RESPONSIBILITIES**

* Find new advertising relationships with companies and individuals.
* Maintain positive relationships with current Advertisers.
* Educate Advertisers about partnership benefits with AMTA-WI Chapter.
* Keep Website, Social Media, and Newsletter Chairs updated about activities as needed.
* Have Advertising supplies in constant good order and easy access.
* Keep all contact information for Advertisers in a clear and up-to-date manner.
* Create a pamphlet or business card with your current contact information to hand out to Advertisers.
* Will be sure to follow the restrictions and guidelines listed in the AMTA Policy Manual.

Excerpt from AMTA Policy Manual

1. Sales criteria for website advertising
2. AMTA will offer Advertisers a variety of advertising options on the website.
3. Section Advertisers will be given first selection of currently available sections.
4. Banner ads will always link to an advertisers website.
5. Website pages available to Advertisers are determined by appropriate staff.

**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.

**CHAPTER MEETING PLANNING COORDINATOR**

**PURPOSE**

Establishing meeting times and dates for the Chapter Membership and assisting with coordinating In-person Board of Directors Meetings by working with the Education Chair.

**SPECIFIC RESPONSIBILITIES**

Coordinating with the Education Chair is key, be sure to discuss and arrange:

* The most convenient time for the Chapter and Board of Directors Meetings.
* Check in and assist the President with meeting related issues.
* Be sure the appropriate size rooms are reserved for Chapter and Board of Directors Meetings and meal arrangements are made.
* Reserve any rooms for other breakouts that will occur during the weekend, check with the Board of Director.
* Scheduled meals for the Board of Directors Meetings and Chapter Membership Meetings.
* Arrange for AV needs for both the Board and Chapter Meetings. Determine if the equipment will be rented from the venue or the Chapter’s equipment will be used.
* Prepare the annual budget proposal for the Chapter Board and Membership Meetings.

**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.

**COMMUNITY SERVICE MASSAGE THERAPY (CSMT) (ND)**

**PURPOSE**

To connect therapists to the community and the community to therapists through volunteerism. Working with special populations to educate the public on the benefits and limitations of massage therapy.

**SPECIFIC RESPONSIBILITIES**

* Create a pamphlet or business card with your current contact information to hand out to event organizers and emergency responder chiefs.
* Keep Newsletter, Website, and Social Media Chairs updated about activities.
* No therapists may be paid or compensated for any massage work with this committee.

**OUTREACH DIVISION**

* Find new outreach relationships with organizers for charity events.
* Maintain relationships with current AMTA sponsored events.
* Educate event organizers about partnership benefits with AMTA-WI Chapter.
* Reach out to members to increase involvement with events and issues.
* Have CSMT supplies in constant good order and easy access.
* Keep all contact information for event organizers in a clear and up-to-date manner.

**EMERGENCY RESPONSE DIVISION (CSMT-ER)**

* Coordinate at least two (2) trainings for the new Members per year
* Keep team member information confidential and up to date
* Maintain an updated list of all required forms from each team member
* Actively seek new Team Members and Team Leaders
* Make new and maintain current relationships with the emergency responder teams in WI including but not limited to: Volunteer Organizational Action in Disasters, Red Cross, Fire and Police forces.
* Be Available to respond to all from an emergency organization and start the deployment process.

**TIME COMMITMENT**

The time commitment is approximately 1-15 hours per week depending on Chapter activities. The time commitment may be higher before and/or during certain National or Chapter events or activities.

**DISPLAY**

**PURPOSE**

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 uncashed 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 Financial Administrator for deposit. If damage can be repaired for less than amount of security deposit, chair will request that the Financial Administrator 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**

* 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.

**TIME COMMITMENT**

The time commitment is approximately 1-10 hours per week depending on Chapter activities. The time commitment may be higher before and/or during certain National or Chapter events or activities.

**EDUCATION**

**PURPOSE**

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

**SPECIFIC RESPONSIBILITIES**

* Find qualified presenters and seek their approval from the Chapter Board
* Negotiate contracts with presenters
* Select and arrange contracts with conference sites and National
* Determine pricing for AMTA Chapter members, non-members, and other AMTA members
* Create Registration form for newsletter and website
* Create cancellation policy
* Process registrations and coordinate payments with Financial Administrator
* Serve as host at each event and manage onsite registrations
* Prepare the annual budget proposal for the Chapter educational events

**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.

**GOVERNMENT RELATIONS**

**PURPOSE**

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.

**SPECIFIC RESPONSIBILITIES**

* 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, website, social media, eblasts and/or other Chapter communication platforms 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 effect 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.

**TIME COMMITMENT**

The time commitment is approximately 1-10 hours per week depending on Chapter activities. The time commitment may be higher before and/or during certain National or Chapter events or activities.

**MEMBERSHIP**

**PURPOSE**

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 (BOD).

**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 to be presented at all Chapter meetings.
* Create “Years of Membership” recognition certificates for members reaching 5, 10, 15, 20, etc...Recognizing them at the Chapter Membership Meetings if they will be attending. If they cannot attend, mail them.
* Will keep the Chapter Members informed about the Innovation Award Program.
* Will reach out to the Membership and keep them informed about the Meritorious and Humanitarian Awards. And assist them in the nomination process and submit the necessary paperwork by the deadlines.
* Maintain ongoing communication with the Chapter President or Chapter Board and submit written updates as requested.

 **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.

**NEWSLETTER**

**PURPOSE**

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)
* Newsletters (*Connecting Hands*) are to be delivered to the membership three times per year; April, August, and December.
* 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 Members 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.
* Notify Chapter Accounting and/or Financial Administrator of advertisers that need invoices issued. Coordinate with Financial Administrator about payments.
* Submit PDF of newsletter to Webmaster for posting on AMTA-WI Chapter website.
* Receive and acknowledge receipt of all National Convention articles from attendees that are requesting reimbursement. Coordinate with Chapter President for publishing.

**DESIRED QUALITIES/QUALIFICATIONS OF NEWSLETTER EDITOR**

* Previous writing and/or editorial experience with knowledge of proper 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.

 **EDITORIAL COMMITTEE**

* Board of Directors

**TIME COMMITMENT**

The time commitment is approximately 1-10 hours per week depending on Chapter activities. The time commitment may be higher before and/or during certain National or Chapter events or activities.

**ONLINE ELECTION COORDINATOR(ND)**

We use the National position description for this position. Please see the [HUB](http://hub.amtamassage.org/p/do/sd/sid%3D1082) for the most recent copy.

**PURPOSE**

Online election coordinator works with the online election vendor, chapter board and candidates to oversee the candidacy and online election process in accordance with the procedural documents pertaining to online ballot elections.

**TIME COMMITMENT**

The time commitment is approximately 90 days and averages 3-5 hours per week during the time preparing for and completing the online election process.

**SCHOLARSHIP**

**PURPOSE**

The Scholarship Committee is responsible for soliciting and judging entries for the bi-annual contests.

Through other creative avenues besides the essay, but also to honor Renate Egeness for Continuing Education and growth of the massage therapy field. (January 27, 2013)

**SPECIFIC RESPONSIBILITIES**

* Set deadline for contest submission.
* Make announcement at both Chapter Meetings to encourage response.
* Write announcement for “Connecting Hands Newsletter” announcing scholarship that includes the following information: (may appear in more than one issue) Topic of contest and Contest length, if applicable
* Where to submit and in what format
* Guidelines for judging the contests
* Who is eligible (all AMTA-WI Chapter members are eligible)
* All contests may be posted on the website, social media, and eBlast. The winning contest may be published in the “Connecting Hands Newsletter”
* 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 photocopy 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 announce the new contest and how to enter for the following year. Encourage participants.
* Board members cannot enter drawings or contests held within the chapter.

**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.

**SCHOOL LIAISON**

**PURPOSE**

To network with the Massage Schools in Wisconsin on AMTA-WI Chapter behalf to keep schools and students connected with ATMA, with the objectives of promoting membership and events, and to advance the profession of Massage Therapy in Wisconsin.

**SPECIFIC RESPONSIBILITIES**

* Represent AMTA-WI Chapter’s core ideology, significance, and envisioned future to Massage Schools and future massage therapists.
* Foster a relationship with schools and educators.
* Coordinates School visits to promote AMTA-WI Chapter to massage students.
* Works with AMTA staff liaison to identify and mentor potential successor(s).
* 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.

**ENVISIONED ADDITIONAL RESPONSIBILITIES**

* Create an annual “Student and Recent Graduate Day” to promote and celebrate our Wisconsin massage students and new professionals**.**
* Creates a network of Massage Educators to provide professional support, share resources, and promote the current best practices in massage education.
* Outreach to recent graduates to provide information about the resources AMTA-WI Chapter has to offer.

**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.

**SOCIAL MEDIA**

**PURPOSE**

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

**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 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 promoted posts.
* Social Media: **\***Facebook, Twitter, Youtube, Pinterest, LinkedIn, and Instagram should be checked at least once a day, no less than once every two days.
	+ Note: **\*** Facebook administrators and **\*\***Yahoo Group 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.
	+ Note: **\*\*** Yahoo Group Description...This site is open only to professional, associate, and student members of the AMTA WI-Chapter. Professional massage therapists and bodyworkers who are members of the Wisconsin Chapter of the American Massage Therapy Association who wish to exchange ideas, techniques, employment information, continuing education, and other relevant issues of interest for the professional bodyworker.
* No advertising in this group: Advertising to members is available in our Chapter Newsletter and Website.
* Delete any postings that do not conform to AMTA-WI Social Media Policies.
* Approve new members and moderate pending posts to the Yahoo group.
* Direct authors of deleted postings that contained personal advertising to contact the Newsletter Chair.
* Respond to member inquiries via social media platforms within 48-72 hours.
* Maintain secure passwords for social media platforms access.

**DESIRED QUALIFICATIONS**

* 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.

**TIME COMMITMENT**

The time commitment is approximately 1-10 hours per week, depending onChapter activities. The time commitment may be higher before and/or during certain National or Chapter events or activities.

**SPONSORSHIP CHAIR**

**CORPORATE SPONSORS COORDINATOR**

**PURPOSE**

**SPECIFIC RESPONSIBILITIES**

**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.

**CONTRIBUTIONS & EXHIBITORS COORDINATOR**

**PURPOSE**

Connecting Massage Therapists to the many universal supporting companies. The companies that are willing to give contributions will get their products into the spotlight. Bringing products in for demonstrations is a sound way of marketing, the therapists want to see the new cutting edge developments. We support giving them a chance to decide if this product is right for them and how can it be integrated into their practice. The concept being, working together both markets need each other to thrive and prosper.

**SPECIFIC RESPONSIBILITIES**

* Educate companies about partnership benefits with AMTA-WI Chapter.
* Maintain relationships with current contributing companies and exhibitors.

**Contributors**

* Find and build new relationships with contributing companies.
* Keep Website, Social Media, and Newsletter Chairs updated about activities as needed. Also, have them recognized all the contributing companies.
* Keep all contact information for contributing companies and exhibitors in a clear and up-to-date manner.
* Organize contributions and assemble enough “Swag Bags” for all event attendees.
* Responsible for making transportation arrangements of all contributions to event.
* Make sure the contributing companies are recognized at the event.
* Draw names for the door prizes at the Chapter Membership Meeting.
* Write thank you cards to all contributors.
* Keep an updated [Master Contributors (Companies) List](https://docs.google.com/spreadsheets/d/1U7tU96hRweOGcFP-RzSwH1c_NFUM43-5QjWiVwZJ1H0/edit#gid=0)
* Keep an updated [Letter to Sponsors/Advertisers/Contributors Letter](https://docs.google.com/document/d/1wtEcCc5IRolGk7Aw8QWUYmy838tLTsDSDm6Nz2sfTLw/edit)

**Exhibitors**

* Work with Education Chair to see how many Exhibitors may be invited to the event and proceed with invitations and securing.
* Make sure to send the revised Exhibitor Contracts to the Legal Department at the National office for approval. When approved, send to Exhibitor. Have them review, sign, and send payment with return copy.
* If approved, add to Approved Exhibitors List.
* Greet the Exhibitors at the event so they can set up. Be available to them for the duration of the event for assistance.
* Keep Nationally [APPROVED EXHIBITORS](http://drive.google.com/open?id=1msuWCrhj7D3W38BUYRwAK3uSRJSbs_VrIX1cPar5C3k) list current.
* Keep [AMTA EXHIBITOR LETTER](https://docs.google.com/document/d/1_vEwvEVkQ7b6YjePROODNLz38aX9yF8xESGUUPK3hqs/edit#heading=h.gjdgxs) current
* Connect with National to keep [Chapter\_Baseline\_Exhibitor\_Sponsor\_Contract.docx](https://docs.google.com/document/d/1D4pekCTErehhe6dWZxr0FTDiHQ3k7WW_fSgVIqurdkE/edit) updated
* Write thank you cards to all Exhibitors.

**ACCEPTING CONTRIBUTIONS**

***Here is what is allowed:***

* “Swag Bags” that are given away at no charge to every attendee. These “Swag Bags” do not need to contain exactly the same items, but they should be similar to each other.
* One item given away at no charge to each attendee. Each attendee must receive the same exact item.
* Raffles and giveaways conducted by Exhibitors, as long as at least one representative from the exhibitor company is there to conduct the activity.

***Here is what is not allowed:***

* Distributing tickets and pulling numbers and/or names “Out of a Hat”.
* Door prize with winning tickets under chairs etc.
* Tables or displays with various items that can be won with a winning ticket or as part of a game.
* Anything resembling a game of chance.
* An auction or silent auction, or anything resembling an auction or silent auction.

***Date: Mar 30, 2017 2:36 PM***

***Laura Sabransky/Senior Program Manager, Volunteer Development & Chapter Programs***

***Mark Tyle/General Counsel; Chris Voltarel/CRC Chair***

**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.

**SPORTS MASSAGE TEAM**

**PURPOSE**

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.

**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.

**WEBSITE**

**PURPOSE**

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).
* 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 Chapter Board two weeks in advance of release date to receive approval of anticipated updates.
* Solicit advertising, within AMTA Advertising Guidelines, to help offset publication costs.

**CHAPTER DELIVERABLE: NEWS AND INFORMATION**

* "National Office Volunteer Development and Chapter Program Department shall be included on mailings of all chapter communications, electronic, or otherwise.”
* You can copy us at ChapterRelations@amtamassage.org

**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 QUALIFICATIONS**

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

**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.

**INDEX OF MOTIONS**

[**AMTA-WI Index of Motions**](https://docs.google.com/document/d/1F57rB7HjccSQLMrBX-6icLkhiqbbII9TRB8vJJSDk5M/edit)