**Position Title: Sports Massage Team (SMT) Chair**

**Purpose**

The SMT Chair is the coordinator of all Sports Team activities.

**Eligibility**

The candidate must be a Professional member in good standing and sign the Chapter

Volunteer Code of Conduct.

**Authority**

The authority of the Chapter Sports Massage Team Chair is conferred by the Chapter Board of Directors.

**Accountability**

The Chapter SMT Chair is accountable to the Chapter Board and Chapter Members.

The Chapter SMT Chair agrees to uphold and abide by Chapter Volunteer Code of Conduct.

**Term of Office**

The Chapter SMT Chair shall be appointed every year.

**Relationship**

The Chapter SMT Chair reports to the Chapter President.

The Chapter SMT Chair works most closely with the Membership Director and the Volunteer Management Chair. The Chapter SMT Chair also communicates with other Board members as appropriate.

**Responsibilities**

1. Is a non-voting position.
2. Is responsible for overseeing the contract process with event sites, per AMTA National Policy.
3. Creates the SMT schedule for the year, including confirming dates and times for ongoing team events.
4. Seeks out additional events that give team members experience with national, international, professional, and amateur athletes. Events can only be added to the schedule with Chapter Board of Directors approval.
5. Determines the operating standards of the team, including qualification of members, maintaining sports team boxes, statistics, and publicity.
6. Schedules training for new members when needed.
7. Identifies award winners.
8. Identifies and trains coordinators for each event.
9. Reviews the SMT roster with the Membership Chair at the beginning of every calendar year.
10. Communicates schedules and details to the Board Member 2 so that appropriate messaging can go on the web site, eblasts, and Facebook posts.
11. Works with the Volunteer Management Chair post-event to track and survey volunteerism.
12. Attend all Chapter membership meetings.
13. Attend all sports team events, as possible.
14. Report to the Chapter President on activities one week prior to Board and Membership meetings.
15. Author newsletter articles once a quarter.
16. Identify, cultivate, and recruit future Chapter leaders.
17. Fulfills responsibilities as described in the Chapter Volunteer Code of Conduct.
18. Maintains orderly records of activities and timelines relevant to her/his position during their term and supplies the incoming Secretary with those records to ensure a smooth transition.
19. Must perform duties as described in the Chapter Orientation and Procedures and Policy Manuals.

**Time Commitment**

The time commitment is usually 1-2 hours a month, but up to 12 hours per month during the season, depending on the schedule.

**Removal from Office**

A Chair may be removed from appointment for failure to:

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

2. Abide by Chapter Volunteer Code of Conduct.

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 National Office must be contacted prior to Chapter Board voting on removal of a volunteer.