**Position Title: Community Service Massage Team (CSMT) Chair**

**Purpose**

**AMTA Chapter Committees are established to conduct ongoing work for the chapter.**

The CSMT Chair leads and facilitates the coordination of all Community Service Massage Team events, including Emergency Division (ED) and Outreach Division (OD), as directed by the Chapter Board and in accordance with National AMTA Policy.

**Eligibility**

* *Must be a Professional Member in good standing.*
* *M*ust sign the appropriate AMTA Volunteer Code of Conduct.

**Authority**

The Chapter CSMT Chair is given authority through appointment by the Chapter President and approval by the Chapter Board.

**Accountability**

The Chapter CSMT Chair is accountable to the Chapter Board and the membership through reporting activities.

**Term of Office**

The Chapter CSMT Chair term is one year. Chapter Board reviews all committee chair positions on an annual basis after Chapter Board elections are complete. The Chapter President may choose to reappoint the incumbent or appoint a replacement with board approval through a board vote.

**Relationship**

The Chapter CSMT Chair must work closely with the Chapter Board members and appointees, and National AMTA staff where appropriate. The Chapter Awards Chair also communicates with chapter members as appropriate.

**Responsibilities**

1. Support activities within the chapter at the direction of the Chapter Board
2. Understands and complies with National AMTA Bylaws and Policy
3. Attends chapter meetings and Chapter Board meetings, as needed/directed by the chapter president.
4. Accepts responsibilities delegated by the chapter president.
5. Completes and submits reports to the Chapter Board as requested.
6. Develop budget for committee and submit to Chapter Board for approval and inclusion in chapter budget
7. Respond to Association communications on a regular and timely basis via phone, e- mail, or other appropriate means as it pertains to their volunteer position.
8. Identifies committee members and requests approval from chapter president
9. Prepares and presents items to the Chapter Board
10. Ensures committee activities are completed
11. Ensures deadlines are met
12. Ensures that activities are completed within budget
13. Assigns work to committee members
14. Collaborate with other Chapter Committee Chairs as appropriate.
15. Is available to receive direct feedback from members for input.
16. Maintains orderly records of activities and timelines relevant to her/his position during their term and supplies the chapter with those records to ensure a smooth transition.
17. Is responsible for overseeing the contract process with event sites, per AMTA National Policy.
18. Creates the CSMT schedule (including Outreach and known ED events) for the year, including confirming dates and times for ongoing team events.
19. Determines the operating standards of the team, including qualification of members through CSMT training, maintaining supply boxes, statistics, and publicity. Ensures Emergency Division members meet Red Cross standards and coordinators meet FEMA standards.
20. Schedules training for new members when needed.
21. Identifies and trains coordinators for each event.
22. Reviews the CSMT roster with the Membership Chair at the beginning of every calendar year.
23. Coordinates and schedules NMTAW (National Massage Therapy Awareness Week) events.
24. Coordinates and schedules LAD (Legislative Awareness Day) with the Government Relations Chair and the Lobbyist.
25. Coordinate Emergency Division trainings and drills with the Red Cross and other area First Responders.
26. Works with the Secretary post-event to track and survey volunteerism.
27. Communicates schedules and details to the Board Member 2 so that appropriate messaging can go on the web site, eblasts, and Facebook posts.
28. Attend all Chapter membership meetings.
29. Attend all CSMT team events, as possible.
30. Report to the Chapter President on activities one week prior to Board and Membership meetings.
31. Author newsletter articles as needed.
32. Identify, cultivate, and recruit future Chapter leaders.
33. 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.
34. Must perform duties as described in National Policy manual and the Chapter Orientation and Procedures and Chapter Policy Manuals.

**Time Commitment**

The time commitment is approximately 8-10 hours a month. Time commitment may be considerably greater for short durations depending on chapter activities / events.

**Vacancy**

In the event of a vacancy, the Chapter President shall appoint, and the Chapter Board shall approve a new CSMT Chair.

**Removal from Office**

Removal shall occur in accordance with AMTA bylaws and policy.