

**Position Title:**                      **Community Outreach Team (COT) Chair**

**Purpose**

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

The COT Chair leads and facilitates the coordination of all Community Outreach Massage Team events, including emergency events as directed by the Chapter Board and in accordance with National AMTA Policy.

**Eligibility**

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

**Authority**

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

**Accountability**

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

**Term of Office**

The Chapter COT 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 COT Chair must work closely with the Chapter Board members and appointees, and National AMTA staff where appropriate. The COT 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 COT schedule 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 COT training, maintaining supply boxes, statistics, and publicity.
20. Schedules training for new members when needed.
21. Identifies and trains coordinators for each event.
22. Reviews the COT roster at events with the Membership Chair at the beginning of every event.
23. Coordinates and schedules NMTAW (National Massage Therapy Awareness Week) events.
24. Coordinates and schedules MTAD (Massage Therapy Awareness Day at the Capitol) with the Government Relations Chair and the Lobbyist.
25. Coordinate Emergency event trainings.
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 COT 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.
35. Works independently or with Board Member 2 to set up registration in

EVENT for team members to attend events.

**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 COT Chair.

**Removal from Office**

Removal shall occur in accordance with AMTA bylaws and policy.