

Position Title: Chapter Conference Chair

Purpose

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

The Chapter Conference Chair leads and facilitates the conference committee to support meeting planning, education, meeting, and social efforts 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 Conference Chair is given authority through appointment by the Chapter President and approval by the Chapter Board.

Accountability

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

Term of Office

The Chapter Conference 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 board vote.

Relationships

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

The Conference Chair is also a liaison between the chapter and the conference site coordinator.

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. May recruit volunteers to help with duties of the committee.
19. Places completed contracts on the chapter Google drive.
20. Being on site for the entirety of the conference weekend, and attending the walk through with the hotel prior to conference start.
21. Manages hotel bills for rooms, food and banquet, working with the Chapter Financial Administrator and President and Conference Financial Coordinator.
22. Create meeting agendas for conference committee meetings and facilitate those meetings.
23. Report volunteers at conference to Secretary within 2 weeks post conference.
24. Report to the President on activities one week prior to Board and Membership meetings.
25. Author newsletter articles as requested.
26. Identify, cultivate, and recruit future Chapter leaders.
27. 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.
28. Must perform duties as described in the Chapter Orientation and Procedures and Policy Manuals.

Time Commitment

The time commitment is approximately 2 – 5 hours per 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 Conference Chair.

Removal from Office

Removal shall occur in accordance with AMTA bylaws and policy.