

**Position Title:        Membership Chair**

**Purpose**

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

The Membership Chair supports membership, meeting, and social efforts as directed by the Chapter Board and in accordance with National AMTA Policy. The Membership Chair is the official keeper of the membership records. This information is confidential.

**Eligibility**

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

**Authority**

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

**Accountability**

The Chapter Membership Chair is accountable to the Chapter Board of Directors and the membership through reporting activities.

**Term of Office**

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

The Membership Chair also manages the Ambassador Committee.

**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. Schedules Meet and Greet with the Ambassador Committee throughout the year.
18. Manages the Ambassador Committee, including its chairperson.
19. Tracks membership numbers monthly.
20. Tracks attendance at Membership Meetings.
21. Reports volunteers for meeting setup/cleanup to the Secretary.
22. Reviews team members for Sports Massage Team and Community Service Massage Team to membership list annually and as needed.
23. Communicates roster email list to Board Member 2 for the web design company on a monthly basis.
24. Report to the Board Member 1 on activities one week prior to Board and Membership meetings.
25. Author eblasts as needed..
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 Membership Chair.

### **Removal from Office**

Removal shall occur in accordance with AMTA bylaws and policy.