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

Purpose

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

The SMT Chair leads and facilitates the SMT committee to support outreach efforts as directed by the Chapter Board and in accordance with AMTA National Policy.

Eligibility

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

Authority

The authority of the Chapter Sports Massage Team Chair is given authority through appointment by the chapter president and approval by the Chapter Board.

Accountability

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

Term of Office

The Chapter SMT 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 SMT Chair must work closely with Chapter Board members and appointees, and National AMTA staff where appropriate. The Chapter SMT 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 SMT schedule for the year, including confirming dates and times for ongoing team events.
19. 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.
20. Determines the operating standards of the team, including qualification of members, maintaining sports team boxes, statistics, and publicity.
21. Schedules training for new members when needed.
22. Identifies award winners.
23. Identifies and trains coordinators for each event.
24. Reviews the SMT roster with the Membership Chair at the beginning of every calendar year.
25. Communicates schedules and details to the Board Member 2 so that appropriate messaging can go on the web site, eblasts, and Facebook posts.
26. Ensures that registration for AMTA Members for all events is set up in CVENT.
27. Works with Board Member 2 to set up registration in CVENT for all team members for each event.
28. Works with the Secretary post-event to track and survey volunteerism.
29. Attend all sports team events, as possible.
30. Report to the Chapter President on activities one week prior to Board and Membership meetings.
31. Author eblast 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 the National Policy Manual and the Chapter Orientation, Chapter Procedures, and Chapter 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. 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.