

# AMTA

## Core Ideology - What the organization stands for

Mission: To serve AMTA members while advancing the art, science and practice of massage therapy.

### Core Values:

We are a diverse and nurturing community working with integrity, honesty and dignity.

We are a not for profit member-driven organization of ethical professionals.

We embrace excellence in education, service, and leadership.

We endorse professional standards and support fair regulation of massage therapy.

We believe that massage benefits all.

## Code of Ethics

*This Code of Ethics is a summary statement of the standards by which massage therapists agree to conduct their practices and is a declaration of the general principles of acceptable, ethical, professional behavior.*

Massage therapists shall:

Demonstrate commitment to provide the highest quality massage therapy/bodywork to those who seek their professional service.

Acknowledge the inherent worth and individuality of each person by not discriminating or behaving in any prejudicial manner with clients and/or colleagues.

Demonstrate professional excellence through regular self-assessment of strengths, limitations, and effectiveness by continued education and training.

Acknowledge the confidential nature of the professional relationship with clients and respect each client's right to privacy.

Conduct all business and professional activities within their scope of practice, the law of the land, and project a professional image.

Refrain from engaging in any sexual conduct or sexual activities involving their clients.

Accept responsibility to do no harm to the physical, mental and emotional well-being of self, clients, and associates.

More information can be found at [www.amtamassage.org](http://www.amtamassage.org)

# AMTA-AZ

## Chapter Officers

### Eligibility Requirements

- Professional member in good standing
- Sign the Chapter Volunteer Code of Conduct
- Completed one term as a Chapter committee chair  
Or
- Completed one term year as a National Standing Committee Chair or National Board member

### Authority

The authority of the Chapter officers is conferred by the Chapter membership through election, and as specified in the National AMTA Bylaws, Policy, and Chapter Standing Rules.

### Accountability

The Chapter officers are accountable to the Membership by virtue of election and to the Chapter Board, the Chapter membership and the AMTA National Board through reporting activities. The Chapter officers agree to uphold and abide by National AMTA Bylaws, Policy, Job Description, Chapter Volunteer Code of Conduct, Chapter Standing Rules, and Financial Policies & Procedures.

### Terms of Office

The Chapter President shall be elected every even year for a term of two (2) years or until a successor is elected, not to exceed two (2) consecutive elective terms.

The Immediate Past President's term of office is concurrent with the term of the succeeding President.

The First and Third Vice Presidents shall be elected every odd year for a term of two (2) years or until successors are elected.

The Second Vice President shall be elected every even year for a term of two (2) years or until a successor is elected.

Treasurer is elected every odd year for a term of two (2) years or until a successor is elected.

The Chapter Secretary shall be elected every even year for a term of two (2) years or until a successor is elected

### Vacancy and Succession

A vacancy in an officer's position will be filled according to AMTA Bylaws, Policy, and Chapter Standing Rules.

### Removal from Office

An officer may be removed from office for failure to:

- Fulfill her/his duties and responsibilities (dereliction of duties).
- Abide by the National AMTA Bylaws, Policy, Job Description, Chapter Volunteer Code of Conduct, Chapter Standing Rules, and Financial Policies and Procedures.
- Keep AMTA membership dues current.

Removal shall occur upon recommendation from a Chapter Board member with a two-thirds vote of the entire Chapter Board.

All Chapter officers, as Chapter volunteers, are also subject to the Chapter Volunteer Conflict Resolution Process

## Chapter President

The Chapter President sets the direction and pace of the Chapter's activities based on the vision that has been determined by the Chapter membership and the Chapter Board of Directors. The Chapter President serves as a leader, planner, mentor, mediator, and facilitator.

### Additional eligibility requirement

The Chapter President must have completed one year as a Chapter Board member within the last three years.

### Responsibilities

1. Is a voting member of the Chapter Board of Directors only to break a tie.
2. Prepares the agenda for Chapter membership and Board meetings, and provides the agenda and all supporting documentation to Board members and appropriate appointees at least one week prior to the Board meeting.
3. Attends and presides over, or delegates authority, maintains order, and expediently conducts business at all Chapter meetings and Board meetings; and is familiar with Robert's Rules of Order.
4. Delegates authority to the 1<sup>st</sup> VP (or next officer in succession) when incommunicado for more than one week.
5. Shall not be the Chair of any committee, sub-committee, special committee, or workgroup.
6. Serves as ex-officio (non-voting) member of all Chapter committees.
7. May temporarily assume/delegate the responsibilities of vacant volunteer positions while working with the Chapter Board, Chapter Relations Committee and staff to fill the vacancy.
8. Attends (or delegates attendance) to regional and national meetings of the Association, at the Chapter Board's direction, as per policy, and/or as budgeted.
9. Identifies, recruits, cultivates, and mentors future Chapter leaders.
10. Appoints standing committee, subcommittee, special committee, and workgroup chairs (except the nominations committee), with the approval of the Chapter Board.
11. Approves appointments of committee members made by committee chairs.
12. Supervises the affairs of the Chapter.
13. Prepares and submits appropriate information for Chapter newsletter.
14. Reviews documents and records produced by the Chapter, including:
  - a) Minutes from Chapter Board of Directors meetings.
  - b) All contracts.
  - c) Legislative activities.
  - d) Financial Reports.
  - e) Committee Reports.
  - f) Newsletter or other communications such as e-mail announcements etc
15. Oversees Chapter's budgeting and financial activities.
16. Receives direct feedback from members and answers their questions about actions of the Chapter Board.
17. Directs and refers members to volunteer and staff contacts as appropriate.
18. Reports to the membership at the Chapter meetings
19. Ensures Chapter operations are consistent with the AMTA Strategic Plan.
20. Fulfills the fiduciary, due diligence, and other responsibilities of Chapter Board members as described in National Bylaws and Policy.
21. Maintains orderly records of issues and actions taken during her/his term and supplies the incoming President with those records.
22. Facilitates the efficient, positive, and productive activities of the Chapter through consultation with other Chapter officers, National volunteers, and /or National staff.
23. Once a Chapter president has served two consecutive terms, in the event that no eligible candidate steps forward to run for the office of Chapter President, the current Chapter President remains in office until a successor is elected during a "special election" at the next scheduled business meeting and elections.
24. Is a signatory on all Chapter accounts per AMTA Policy.

## Time Commitment

The time commitment is approximately 10-20 hours per week, depending on chapter activities. The time commitment may be higher before and/or during certain national or Chapter events or activities.

## Chapter Vice President (1st, 2nd or 3rd)

The Chapter Vice Presidents assist the Chapter President in achieving Chapter goals and effecting policies and/or decisions made by the Chapter Board of Directors.

### Additional eligibility requirement

Completed two years of AMTA membership

### Responsibilities

1. A voting member of the Chapter Board of Directors and is familiar with Robert's Rules of Order.
2. In the temporary absence or incapacity of the Chapter President, the 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> Vice President, in that order, serves in the place of the President.
3. In the event the office of the President becomes vacant, may succeed to the office of President according to AMTA Bylaws and Policy.
4. Accepts responsibilities for Chapter/Association assignments as delegated by the Chapter President.
5. May have signature registered with the bank servicing the Chapter and with any other financial institution serving as depository of funds.
6. May temporarily assume the responsibilities of vacant volunteer positions while working with the President, the Chapter Relations Committee and staff to fill the vacancy.
7. Shall not be the Chair of more than two (2) committees, sub-committees, special committees or workgroups.
8. Attends Chapter Board, Chapter membership, and any Chapter committee meetings for which the Vice President has responsibility, and, whenever possible, regional and national meetings of the Association.
9. Identifies, cultivates and recruits future Chapter leaders.
10. Makes recommendations to the Chapter President for committee appointments.
11. Directs and refers members to appropriate volunteer and staff contacts as needed.
12. Is available to receive direct feedback from members for input to the Chapter Board, and to communicate to inquiring members, appropriate information regarding actions of the Chapter Board.
13. Maintains communication with Chapter membership through regular reports via Chapter newsletter, and reports at Chapter membership and Chapter Board meetings.
14. Fulfills the fiduciary, due diligence, and other responsibilities of Chapter board members as described in National Bylaws and Policy, Chapter Volunteer Code of Conduct and Chapter Standing Rules and Policies.
15. Maintains orderly records of activities and timelines relevant to her/his position during the term and supplies the incoming Vice President with those records to ensure a smooth transition.

## Time Commitment

The time commitment averages approximately 5 - 8 hours per week, depending on Chapter activities. The time commitment may be higher before and/or during certain Chapter events or actions.

## Chapter Immediate Past President

The primary role of the Immediate past President (IPP) is to serve as "senior statesperson" within the Chapter. She/he may assist the President/Board as requested with duties and matters pertaining to the Chapter, and will be available for assistance and counsel on AMTA Chapter business. She/he will make her/his knowledge and skill gained in the AMTA Chapter's highest office available to the Association.

The IPP succeeds to the office by virtue of completion of the term of Chapter President.

## Responsibilities

Within the limitations of the Chapter Standing Rules and policies established by the Chapter Board of Directors, the Immediate Past President is responsible for and has commensurate authority to carry out the following:

1. Supports and provides continuity to the President's work of fulfilling the envisioned future, strategic plan, and policies established by the Chapter Board of Directors.
2. Represents the President or serves as spokesperson for the AMTA Chapter as requested by the President.
3. Identifies, cultivates and recruits future Chapter leaders.
4. Makes recommendations to the Chapter President for committee appointments.
5. Mentors and is available to provide advice to elected and appointed volunteers.
6. May serve as a Board member, if Chapter Standing Rules so state.
7. May serve as a Board supervisor for volunteer/committee activities as assigned, if a member of the Chapter Board.
8. Stays informed about the membership via mechanisms such as reading board materials and chapter newsletters, monitoring chapter websites, reviewing member survey results, and through personal contacts at national and local meetings.
9. Performs additional duties as delegated and authorized by the President.
10. Passes on records of activities and timelines relevant to her/his position during their term as President and supplies the incoming President with those records to ensure a smooth transition.
11. Directs and refers members to appropriate volunteer and staff contacts as needed.

## Time Commitment

The time commitment is approximately 2–4 hours per week, depending on chapter activities.

## Vacancy and Succession

In the event of a vacancy, this office shall remain vacant until the current Chapter President succeeds into this position.

## Chapter Treasurer

The Chapter Treasurer ensures the integrity of the fiscal affairs of the Chapter.

## Additional Eligibility Requirements

- Completed one year as a Chapter Board member within the last three years.
- Has experience in bookkeeping, accounting or finance.

## Responsibilities

1. Serves as a voting member of the Chapter Board of Directors.
2. Has basic knowledge of QuickBooks or similar accounting program.
3. Attends all Chapter meetings and Chapter Board meetings, as scheduled.
4. Is a signatory on all Chapter accounts per AMTA Policy.
5. Acts in the place of the President in the absence or incapacity of the President, Vice Presidents and Secretary.
6. Accepts responsibilities delegated by the President.
7. May temporarily assume the responsibilities of vacant positions while working with the President, the Chapter Relations Committee and staff to fill the vacancy.
8. Shall not be the Chair of more than two (2) committees, sub-committees, special committees or workgroups.
9. In cooperation with the President, conducts the regular day-to-day financial business affairs of the Chapter.
10. Adopts and uses the Chapter Internal Controls detailed in AMTA Policy.
11. Completes and submits reports in compliance with AMTA Policy.
12. Manages and oversees the Chapter Budget.
13. In collaboration with Chapter Board members and/or Chapter Finance Committee, prepares the annual Chapter budget, for presentation to the Chapter Board and the Chapter membership for approval.
14. Ensures that Chapter records are maintained according to the Chapter record retention guidelines, and submits required reports to the National Office.

15. Ensures that expenses are budgeted and allowable.
16. Provides information to the Chapter Board regarding budgetary restrictions and alerts the Chapter Board when projects, programs, or units are in danger of going over budget.
17. Brings all unapproved and/or unbudgeted requests for funds and payment to the Chapter Board.
18. Proposes cost cutting measures and budget adjustments.
19. Reports line item financial status of the Chapter, actual vs. budgets, to the Chapter Board quarterly and to the Chapter members annually.
20. Manages Chapter finances and keeps accurate records of all income and expenses in QuickBooks.
21. Keeps the Chapter Board current regarding status of investments.
22. Reimburses members, appointees, or other volunteers, in accordance with Chapter standing rules or Chapter policy, for budgeted or approved expenditures made on behalf of the Chapter.
23. Reviews Chapter expenditures and financial status on a regular basis to ensure overall fiscal responsibility.
24. Updates Chapter Financial Policies and Procedures annually for Chapter Board of Directors approval, when applicable.
25. Maintains orderly financial records and an outline of the procedures used and furnishes the incoming Treasurer with those records.
26. Communicates with Chapter membership, through regular reports, the financial status of the Chapter, including income and expenses to date and account balances.
27. Identifies, recruits, cultivates, and mentors future Chapter leaders.
28. Makes recommendations to the President for committee appointments.
29. Directs and refers members to volunteer and staff contacts as appropriate.
30. Receives direct feedback from members and answers their questions about actions of the Chapter Board.
31. Ensures Chapter financial operations are consistent with AMTA National Bylaws and Policy, and Chapter Standing Rules.
32. Fulfills fiduciary, due diligence, and other responsibilities as described in AMTA Bylaws and Policy.

### Time Commitment

The time commitment is approximately 10 hours per week. Time commitment may be considerably greater for short durations during preparation of budget, annual reports, etc.

## Chapter Secretary

The Chapter Secretary is the official keeper of the Chapter records and is responsible for maintaining and updating Chapter records during her/his term of office.

### Additional eligibility requirement

Completed one year of AMTA membership

### Responsibilities

1. Is a voting member of the Chapter Board of Directors and is familiar with Robert's Rules of Order.
2. Acts in the place of the Chapter President in the absence or incapacity of the Chapter President, 1st Vice President, 2nd Vice President and 3rd Vice President.
3. Distributes announcements of Chapter Board meetings and Chapter membership meetings in accordance with National AMTA Bylaws, Policy and Chapter Standing Rules.
4. Attends Chapter Board and membership meetings and ensures that attendance, votes and the proceedings of the meetings are recorded, maintained and retained according to the National and Chapter record retention guidelines.
5. Submits required reports to the National Office.
6. Distributes minutes of Chapter Board meetings to Board members and provides minutes of membership meetings to members upon request.
7. Accepts responsibilities for Chapter/Association assignments as delegated by the Chapter President.
8. In cooperation with the Chapter President and the Chapter Treasurer conducts the regular day-to-day business affairs of the Chapter.

9. May temporarily assume the responsibilities of vacant volunteer positions while working with the President, the Chapter Relations Committee and staff to fill the vacancy.
10. Shall not be the Chair of more than two (2) committees, sub-committees, special committees or workgroups.
11. Identifies, cultivates and recruits future Chapter leaders.
12. Makes recommendations to the President for committee appointments.
13. Directs and refers members to appropriate volunteer and National AMTA staff contacts as needed.
14. Available to receive direct feedback from members for input to the Chapter Board and to communicate to inquiring members, appropriate information regarding actions of the Chapter Board.
15. Fulfills the fiduciary, due diligence and other responsibilities of chapter board members as described in AMTA Bylaws, Policy, Chapter Volunteer Code of Conduct and Chapter Standing Rules.
16. Maintains orderly records of activities and timelines relevant to her/his position during the term and supplies the incoming Secretary with those records to ensure a smooth transition.

### Time Commitment

The time commitment is approximately 2 – 4 hours per week, depending on Chapter activities.

## Chapter Committees

Chapter standing committees, subcommittees, and special committees are determined by the Chapter Board of Directors.

A member of any membership classification is eligible to serve as a committee member.

Standing committee and subcommittee chairs are appointed by the President with approval from the Chapter Board of Directors for a term of one (1) year, and reviewed annually, or until successors are appointed.

Standing committee and subcommittee members are appointed by their respective chair with approval from the President for a term of one (1) year, and reviewed annually, or until successors are appointed.

Special committee members and chairs are appointed by the President and approved by the Chapter Board of Directors and serve until their specified task is completed or until they are discharged.

Any Chapter committee chair shall work with the corresponding National committee chair. In the event that the work of a National and Chapter committee coincides, the guidelines of the National committee are followed.

### Awards Committee

Purpose: To identify individuals and organizations qualified for certificates, awards, and/or acknowledgement and to plan a process to publicly recognize individuals and organizations at meetings or other events. The Awards Committee maintains the AMTA-AZ volunteer recognition program, and sends pertinent information on Chapter award winners to AMTA National. The Awards Committee also provides door prizes at meetings.

### Chapter and Public Relations Committee

Purpose: To bring visibility to the AMTA Arizona Chapter by being in contact with outside organizations, and to increase public awareness of massage therapy and the profession. This may involve activities such as writing articles, giving presentations and publicizing the Chapter's activities to other health care organizations.

### Education Committee

Purpose: To provide opportunities for members to improve their professional skills through low cost, high quality, educational workshops. The Committee also maintains the Arizona Chapter's NCBTMB Approved Provider status.

The Education Committee has the unique responsibility of signing contracts with workshop presenters; this contract is then given to the Treasurer.

### Government Relations Committee

Purpose: To be a resource for members to understand legislative processes, and to provide members with information regarding regulation for massage therapists.

### Leadership Development Committee

Purpose: To enhance the professional development of members, promote volunteerism within the Chapter, and provide training for volunteers.

### Membership Committee

Purpose: To enhance the growth of membership through a program that recruits potential members and responds to applicants. The Committee ensures that new members are informed about membership benefits and general membership meetings. The Committee supports professionalism by promoting volunteerism.

### House of Delegates (HOD)

Subcommittee to the leadership development committee

Job Description, Qualifications, and Election Process per National Policy and Bylaws

Duties of HOD in the Chapter

1. Attendance at all membership meetings per year during term of office.
2. The HOD delegates who are not running for BOD office or HOD position will be members of the nominating committee.
3. Present HOD position statements and recommendations at the August general membership meeting.
4. Other duties may be assigned at the discretion of the BOD.
5. Submit a written report regarding HOD events, along with the reimbursement form, to the BOD liaison within 7 days of the convention.

Reimbursement

1. \$35.00/day per diem for 3 days will be issued prior to the convention upon presentation of a reimbursement form.
2. Once all duties are met, reimbursement for airfare, ground transportation, ½ hotel for 2 nights, and will be issued upon receipt of the delegate's written report and completed reimbursement form.



## Budget Processes

The Arizona Chapter budget year is March through February.

### Income

The Chapter receives a check from National each month that reflects our Chapter contributions and dues. Income is also received from workshop fees, raffles, advertising, and other sources such as sales during the convention (hospitality table, massage room, etc.).

### Expenditures

These are broken down by committee. Other categories for expenditures include national meetings (Chapter President's travel); Executive (BOD duties, meetings, travel); discretionary expenses; and meeting rooms for workshops (this does not come out of the Education Committee's budget)

### Committee Budgets

Committees calculate their budget based on their activities, and give it to the Treasurer by January 15 each year. This gives the Treasurer a month to calculate the Chapter budget which then needs to be sent to AMTA National.

### Reimbursement Forms

Request for Payment forms: on pages 10 and 12

Request for Payment Policy: on pages 11 and 13



**AMERICAN MASSAGE THERAPY ASSOCIATION  
ARIZONA CHAPTER  
REQUEST FOR PAYMENT: COMMITTEE MEMBERS**

Name of Committee \_\_\_\_\_

Pay To \_\_\_\_\_

Address (check will be mailed here) \_\_\_\_\_

**Procedure: This form needs to be approved by the Chair of the Committee, then the Board Liaison who will send the form to the Treasurer who will write a check.**

**Travel:**

State purpose of Travel: \_\_\_\_\_

Transportation/Mileage \_\_\_\_\_

Hotel \_\_\_\_\_

**To be reimbursed ONLY when a FACE-TO-FACE meeting has been held in the reserved meeting space.**

**Supplies:**

State the project the supplies were purchased for: \_\_\_\_\_

Printing \_\_\_\_\_

Stationary \_\_\_\_\_

Postage \_\_\_\_\_

Other \_\_\_\_\_

**Phone:**

State the nature of the phone call \_\_\_\_\_

Phone Cost \_\_\_\_\_

**TOTAL AMOUNT to be reimbursed: \$ \_\_\_\_\_**

All **original receipts** must be attached. Reimbursement requests must be made within **60** days from when the expense was incurred. Make copies of this form and receipts for your records.

Approved by the Committee Chair \_\_\_\_\_ Date \_\_\_\_\_

Approved by Board Liaison \_\_\_\_\_ Date \_\_\_\_\_

Reimbursement Check Date \_\_\_\_\_ Check Number \_\_\_\_\_

## **POLICY REGARDING REIMBURSEMENTS FOR COMMITTEE MEMBERS**

Volunteer must be an officially Approved/Appointed Committee Member prior to the time of requested reimbursement.

All reimbursement requests will be subtracted from the Committee's budget.

Reimbursements may be requested for expenses incurred for doing committee work.

**Overnight accommodations:** Overnight accommodations will be reimbursed if the committee member or Chairperson attended a face-to-face meeting which was so far away that the person could not drive to and from the meeting, and attend the meeting within a 9 hour day. Or, the person had to fly to another city/state to attend an approved meeting.

Overnight accommodations will be utilized efficiently. Committee members will share rooms. Those people who do not want to share a room will pay for half of the hotel fee.

Reimbursement for overnight accommodations is not allowed for attending general membership meetings or AMTA sponsored workshops. Members are expected to pay for transportation and accommodations to attend a general membership meeting or AMTA sponsored workshop. \*Unless committee meets face-to-face on the same day as the membership meeting in the reserved meeting space. Under these circumstances, hotel accommodations will be reimbursed as per the above stated policy.

**Postage, conference calls, long distance calls,** and other such expenses are reimbursable as long as the Committee Chairperson approves the expenses and allocated funds for these expenses are in the budget.

**Transportation:** One can request reimbursement for either gas or mileage but not both. Members are expected to use the cheapest transportation available. Mileage is reimbursed as per approved IRS amount.

Revised: November 2014



**AMERICAN MASSAGE THERAPY ASSOCIATION  
ARIZONA CHAPTER  
REQUEST FOR PAYMENT: DELEGATES**

Pay To \_\_\_\_\_

Address (check will be mailed here) \_\_\_\_\_  
\_\_\_\_\_

**Procedure: This form needs to be approved by the Board Liaison who will send the form to the Treasurer who will write a check.**

**\*\*Once all duties are met, reimbursement for airfare, ground transportation, and 1/2 hotel for 2 nights will be issued upon receipt of the delegate's written report and completed reimbursement form.\*\***

**Travel:**

State purpose of travel: \_\_\_\_\_

Airfare: \_\_\_\_\_

Transportation/Mileage \_\_\_\_\_

Hotel \_\_\_\_\_

**TOTAL AMOUNT to be Reimbursed: \$** \_\_\_\_\_

All **original receipts** must be attached. Reimbursement requests must be made within **60** days from when the expense was incurred. Make copies of this form and receipts for your records.

Approved by Board Liaison \_\_\_\_\_ Date \_\_\_\_\_

Reimbursement Check Date \_\_\_\_\_ Check Number \_\_\_\_\_

## POLICY REGARDING REIMBURSEMENTS FOR DELEGATES

Volunteer must be an officially elected House of Delegate Member prior to the time of requested reimbursement.

All reimbursement requests will be subtracted from the convention budget.

Reimbursements may be requested for expenses incurred for doing Delegate work **after** all Duties of HOD in the Chapter are met:

Duties of HOD in the Chapter

1. Attendance at the three membership meetings per year during term of office.
2. The HOD delegates who are not running for BOD office or HOD position will be members of the nominating committee.
3. Present HOD position statements and recommendations at the August general membership meeting.
4. Other duties may be assigned at the discretion of the BOD.
5. Submit a written report regarding HOD events, along with the reimbursement form, to the BOD liaison within 7 days of the convention.

**Per Diem:** A per diem of \$35.00 per day for a total of three (3) days will be issued **prior** to the convention upon presentation of a reimbursement form to the Liaison who will then forward to the Treasurer. Per Diem is to cover the cost of meals, tips, and other incidentals while traveling for the Chapter.

### **Reimbursement:**

**Once all duties are met, reimbursement for airfare, ground transportation, and ½ hotel for 2 nights will be issued upon receipt of the delegate's written report and completed reimbursement form.**

**Airfare:** Reimbursement for airfare to and from National Convention is issued after all HOD duties are met.

**Transportation:** One can request reimbursement for either gas or mileage but not both for conventions that are within driving distance. Members are expected to use the cheapest transportation available. Mileage is reimbursed as per approved IRS amount.

**Hotel:** Overnight accommodations will be reimbursed for ½ hotel for two (2) nights. Delegates will share hotel room. If a delegate does not share a room the delegate will be responsible for the cost of the other half of the hotel room.

November 2014

# Meetings

## Membership Meetings

There may be three membership meetings a year; one is designated as an annual meeting that has certain criteria that need to be met. These criteria include:

- chapter elections
- election of delegates
- if there are changes to the Standing Rules

The Winter meeting is in Tucson; the Spring meeting is in Phoenix; the Summer meeting is in Northern Arizona.

Continuing Education workshops are presented at each meeting.

## Committee Meetings

Each committee is required to have at least one face-to-face meeting a year.

Committees may conduct other meetings via conference calls. Committees use Chorus Call.

Minutes need to be kept for each meeting. This allows for continuity of information for volunteers new to the committee and keeps a history of the committee's work.

Committee chairs must keep their BOD liaison aware of their committee's activities so that the liaison can give updates at BOD meetings. Committee chairs must submit minutes of committee meetings to their BOD liaison who submits them to the President.

## Board of Directors (BOD) Meetings

The BOD conducts conference calls approximately every 6 weeks during the year. The BOD also meets face-to-face at each membership meeting.

## Agenda Items

Committee chairs give agenda items to their BOD liaison, who then presents them to the BOD. The BOD then decides whether the items should go on the agenda for discussion at the next meeting.

The agenda items need to be given to the BOD liaison at least 2 weeks before a BOD meeting, whether it's a conference call or face-to-face meeting.

# Volunteer Application Process

The Committee Chair notifies the LD Chair of open positions using the Volunteer Form. The LD Chair places the request in the Chapter newsletter and website. The completed form is returned to the LD Chair and then passed on to the committee for consideration. The Committee Chair or appointed committee member interviews the applicant. The Chair, in conjunction with their committee members, shall make the decision to accept or deny. The Committee Chair lets the Chair of the Leadership Development (LD) Committee know if the applicant is accepted or denied. If the applicant is accepted, the Chair of the LD Committee informs the President. The President then sends a welcome letter to the volunteer.

Revised 2013