

**Position Title: Director, National Board of Directors**

### **Eligibility for Candidate Application**

A candidate for the position of Director must:

1. Hold Professional membership classification for at least three (3) consecutive years immediately prior to the date candidate applications are due in the National Office and sign the Board Code of Conduct agreement.
2. Satisfy one or more of the following requirements:
  - a. Has served as an AMTA chapter elected volunteer within the last three years.
  - b. Has served as an elected or appointed AMTA national volunteer within the last three years.
  - c. Has served as an AMTA national operational committee volunteer within the last three years.
3. Not have received a letter of reprimand or been removed from office/position.
4. All Directors shall maintain Professional membership classification throughout their terms of office.

### **Ineligible**

- If currently serving as President-Elect, President, Immediate Past President, a member of the Slate Selection Commission, or Commissioner of Elections.

### **Authority**

The authority of a Director is granted by the membership through election and as specified in the Bylaws.

### **Accountability**

- A Director regularly reports to the President and the Board of Directors, and is accountable to the membership for her/his responsibilities and performance by virtue of election.
- Upon election to the AMTA National Board, shall resign any elected or appointed committee or staff position in AMTA and/or any other massage-related association or professional groups effective no later than the day prior to taking office. This does not apply to volunteer positions that are required in the position description of the newly elected position, to the Bylaws Standing Committee Chair and ownership of, or employment in, massage schools and programs.

### **Term of Office**

Two fiscal years (March 1 through Feb 28/9) or until a successor is elected.

### **Term Limits**

Five (5) consecutive terms.

### **Purpose**

A Director functions as a representative of the entire membership, acts on their behalf and represents the best interests of the organization.

### **Relationship**

A Director works most closely with the President, Directors, Committee Chairs, and Executive Director. Other responsibilities require the Director to interact with the elected and appointed national and chapter volunteers, and to guide assigned volunteer chairs. A Director may also be called upon to interact with the membership, media, and other outside organizations as delegated by the President.

## **Responsibilities**

1. Supports and provides continuity to the President's work of fulfilling the core ideology, envisioned future, strategic plan, board-determined focus, and policies established by the Board of Directors.
2. Must be capable of frequently traveling to meetings and conventions including but not limited to National Leadership Orientation, all meetings of the National Board of Directors, Board retreat and work sessions, and the AMTA Annual Convention, in order to conduct the business of the association.
3. Must attend volunteer related events during the AMTA National Convention at a minimum to include: Chapter Presidents Council, Assembly of Delegates meeting, 1<sup>st</sup> Timers luncheon, Annual Business Meeting, Awards Ceremony and Keynote address, and report back to the Board via report form provided, unless otherwise required, and approved by the President, to be in another meeting that is in conflict with one of these events.
4. May serve as a member of the Finance Committee or the Audit Commission.
5. Responds to Board communications on a regular and timely basis via phone, e-mail, or other appropriate means.
6. Keeps 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.
7. Prepares and reviews all necessary materials prior to meetings.
8. Performs additional duties as delegated or authorized by the President.
9. When appropriate, may serve as Conflict Resolution Facilitator-coaching and counseling committee/workgroup chairs/members.
10. Becomes familiar with the work of all committees through reviewing committee documentation and participating in quarterly updates.
11. As requested by the President attends regional and/or chapter meetings.
12. As requested/authorized by the President, travels to and/or attends additional meetings or events pertaining to the business of the AMTA or profession.
13. Is prepared to fill a vacancy in the office of President, via election by the Board, if the offices of President-Elect, President, and/or Immediate Past President are vacant.

## **Time Commitment**

- The time commitment is a minimum of 10 hours per week.
- No unexcused absences are allowed for any face-to-face meetings (Board retreat, work sessions and meetings, and National Leadership Orientation) and no more than one unexcused absence for regularly scheduled Board conference calls.

## **Use of Organizational Resources**

- Expenses related to carrying out the duties of this office are reimbursable.
- A stipend is disbursed in accordance with AMTA Finance policy.
- May use the Assistant to the Executive Director to produce correspondence related to carrying out the duties of this office.
- Training for the Director position includes, but is not limited to, National Leadership Orientation and e-learning courses.

## **Vacancy**

In the event of a vacancy a Director position may be filled by action of the National Board of Directors. Such Director shall remain in office until the next regularly scheduled election.

**Removal from Office**

Any nationally elected Director may be removed by a vote of the membership whenever, in its judgment, the best interests of AMTA would be served thereby. Any Officer or appointed volunteer may be removed by a two-thirds vote of the entire National Board of Directors whenever, in its judgment, the best interests of AMTA would be served thereby. Any vacancy by reason of removal shall be filled as set forth in AMTA Bylaws and Policy.