



## **AMTA-CA CHAPTER NORTHERN REPRESENTATIVE**

### **PURPOSE**

1. The Chapter Northern Representative will assist the Chapter President in working to achieve Chapter goals and effecting the policies and/or decisions made by the Chapter Board of Directors.
2. The Chapter Northern Representative is the primary liaison between the Chapter Board of Directors and the Units and Chapter members in the Northern section of the Chapter.

### **AUTHORITY & ACCOUNTABILITY**

1. The Chapter Northern Representative is given authority by the Chapter membership through election and as specified in the National AMTA Bylaws and Chapter Standing Rules.
2. The Chapter Northern Representative is accountable to the membership by virtue of election and to the Chapter Board and the membership through reporting activities.

### **REQUIREMENTS OF OFFICE**

1. Must attend all Chapter Board of Directors meetings as scheduled, including Officers Retreat and Chapter Convention.
2. Must attend AMTA-CA Chapter Business meeting to be held once a year during the Chapter Convention.
3. Agrees to uphold and abide by National AMTA Bylaws and Code of Ethics, AMTA-CA Chapter Standing Rules, Financial Policies & Procedures, and Human Resources Guidelines.

### **ELIGIBILITY**

1. Must be a Professional Member in good standing.
2. Must reside in the Northern section of the State of California.
3. Must presently be working in massage therapy.
4. Must be in attendance at Chapter Convention to be elected.

### **TERM OF OFFICE**

1. Term shall be for two years or until successors are elected with elections held every odd-numbered year.
2. Only members in the Northern section of the Chapter can vote to elect the Northern Representative.

### **VACANCY & SUCCESSION**

1. Position may be appointed by the Chapter President and ratified by the Chapter Board of Directors if no one is elected or if a vacancy occurs.



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2. If appointed, term of appointment expires at the time of the next regularly scheduled election.

### **FUNCTIONS & RESPONSIBILITIES**

#### **1. CHAPTER**

- a. Voting member of the Chapter Board of Directors.
- b. Recruit and mentor future Chapter leaders.
- c. Submit articles to the Chapter newsletter as required.
- d. Provide a list of new Unit officers to the Chapter Office Administrator by May 31 of each year. List should include the name, title, address, telephone number and e-mail address (where applicable) of each officer in every Unit in their area.
- e. Provide written report of Unit Activities at Chapter Board meetings.
- f. Assume assignments as directed by the Chapter President and/or Chapter Board of Directors.

#### **2. UNITS**

- a. Attend Unit meetings where possible.
- b. Recruit and mentor future Unit leaders.
- c. Participate in planning and program for annual Officers Retreat for Units.
- d. Communicate with Unit officers regularly to offer assistance and advisement if Units encounter difficulties.
- e. Issue a report to the Units at least quarterly explaining and communicating important, pertinent information from the Chapter Board of Directors and regarding Chapter Board activity.
- f. Work in conjunction with 1<sup>st</sup> Vice President and Southern Representative to prepare and facilitate the program for the Unit Officer and First Timer Breakfast to be held at Chapter Convention.
- g. Notify Unit Officers of important deadlines for submittal of information, i.e. deadline dates for the following:
  1. Submittal of articles and Unit Calendar of Events for the Chapter newsletter (quarterly).
  2. Unit Officer Election Deadline (May 31).
  3. Submittal of new Unit officer lists (May 31).
  4. RSVP for attendance at Officer's Retreat (set yearly)
  5. Scholarship Applications (November 30)
  6. Unit Service Award Winners and Delegate Nominees (February 1)

#### **3. NATIONAL**

- a. Attend National Convention (optional).