Position: Regional Representative (Southern Rep and Northern Rep)

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PURPOSE 1. The Chapter Regional 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 Regional Representative is the primary liaison between the Chapter Board of Directors and the local Units Regions and Chapter members in the Southern or Northern sections of the Chapter respectively.

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 Regional Representatives are accountable to the membership by virtue of appointment to the Chapter Board as a Chair and the membership through reporting activities.

REQUIREMENTS OF OFFICE 1. Must attend all Chapter Board of Directors meetings as scheduled, including Regional events and Chapter Convention. 2. Must attend AMTA-CA Chapter Business meeting to be held once a year during the Chapter Conference. 3. Agrees to uphold and abide by National AMTA Bylaws and Code of Ethics, AMTACA 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 regional section of the State of California to whom he/she will represent. 3. Must presently be working in massage therapy. 4. Must be in attendance at Chapter Convention to be appointed.

TERM OF OFFICE Position of Regional Rep is an Appointed Position. Appointment is from the Chapter President and ratified by the Chapter Board of Directors. Term shall be for two years or until successors are appointed

VACANCY & SUCCESSION 1. Position is appointed by the Chapter President and ratified by the Chapter Board of Directors if a vacancy occurs.

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

FUNCTIONS & RESPONSIBILITIES

1. CHAPTER a. Non-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 written report of Regional Unit Activities at Chapter Board meetings. Assume assignments as directed by the Chapter President and/or Chapter Board of Directors.

2. REGIONAL UNITS a. Attend Regional Unit meetings and Community Outreach Events where possible. b. Recruit and mentor future leaders. c. Participate in planning and program for annual California Conference. d. Communicate with Regional Unit volunteers regularly to offer assistance and advisement should the volunteers 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 1st 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).