

WRAMTA BOARD and ASSEMBLY DELEGATE GENERAL RESPONSIBILITIES

- Note: these apply to all positions included in this manual. Maintain current membership in the American Music Therapy Association (AMTA) and reside in the territory of the Western Region. In order to serve, membership dues are to be paid to AMTA by February 28th of the membership year.
- Adhere to the WRAMTA Code of Conduct (see next page)
- Be prepared to conduct business in an efficient, open, honest, and respectful manner at each meeting.
- Ensure adequate resources.
- Ensure legal and ethical integrity and maintain accountability.
- Ensure effective organizational planning including strategic, financial, and programmatic.
- Enhance the Chapter's public standing
- Notify the President immediately when unable to attend any meeting and submit a written report to the President at least 30 days before the meeting.
- Know that the fiscal year is from July 1-June 30th; the membership calendar year is from January 1-December 31.
- Upon retiring from office, deliver all record books, paper, and other property relevant to the retiring position to successor within two (2) weeks.
- Back up electronic files in two places (online and on a hard drive) at least once per month.

GENERAL RESPONSIBILITIES FOR EXECUTIVE BOARD MEMBERS

- Be prepared to commence office immediately following regional conference after election and continue for the 2-year term.
- Be available to meet three times per year: the annual regional meeting in the spring, mid-year EB meeting, and at the national conference.
- Transact the general business of the Chapter including responsibility for the management and control of the Chapter's funds, and appointing assistants to any officer of the Chapter.
- No member of the EB shall benefit financially from their involvement in this association, but can expect reimbursement for budgeted expenses incurred when related to the conduct of the Chapter's business.
- No member of the EB shall participate in any political campaign on behalf of any candidate for public office.

P r e s i d e n t

Job Description: The members elect the President to serve a two-year term. The President-elect assumes office as President at the conclusion of the Regional Conference that follows the regular election of the Region's officers and Assembly Delegates.

1. Serve as the presiding officer at all meetings in accordance with Robert's Rules of Order.
2. Maintains electronic list of all current members of the Chapter as received from AMTA quarterly.
3. Call and preside at all meetings of the Executive Board, and Executive Committee meetings of the Chapter.
4. Ensure that all Executive Board members, Assembly Delegates and presidential appointees (committee representatives, etc.) have read and signed the WRAMTA Code of Conduct and keep signed copies on file for four years.
5. Draft an agenda for all meetings of the Executive Board and the General Membership after soliciting input from Executive Board members and AMTA Committee representatives as appropriate to the orderly and efficient conduct of business.
6. Serve as a WRAMTA Delegate to the AMTA Assembly coinciding with the Assembly term. Note: this means that the first year of the term of office, the President-Elect serves as Assembly Elect, then two years as Assembly Delegate.
7. Appoint a Media Relations Coordinator, Government Relations Representative, Continuing Education Director, Parliamentarian, and WRAMTA Representatives to AMTA Standing Committees.
8. Approve disbursement of funds, other than those of the President, for which approval is obtained from Past-President.
9. Remain abreast of the activities of Executive Board members, committee representatives and any regional happenings while maintaining open communication.
10. Submit a written report at Executive Board meetings three (3) times yearly and for publication.
11. Represent the Chapter in all official correspondence, as necessary.
12. Serve as an ex-officio member of all Committees without the right to vote.
13. Sits on the Executive Committee that has the power to respond to the emergency business or crucial issues of the Chapter, when necessary and reporting such issues to the Executive Board.

President's Duties and Responsibilities - TIMELINE

DONE	TIME FRAME	TASK
	Annual Meeting EB/Regional Conference	As President-elect at the final meeting of the previous Executive Board, submit nominees for appointments of Media Relations Coordinator, Government Relations Representative, Continuing Education Director and Parliamentarian and AMTA Committee Representatives for approval.
		At the Transition Meeting of incoming Executive Board, announce, set, or determine dates for Mid-Year meeting.
	Week After Regional Conf	Notify AMTA and CBMT with new Executive Board contact information
		Send a welcome letter to incoming WRAMTAS Officers with SAAB Representative's contact information and copy SAAB Representative.
	15-Apr	Submit written report for posting on WRAMTA.org
	15-Apr	Consult with Past President to prepare and submit Regional President's report including names of Executive Board members and Assembly Delegates to national office for AMTA Board of Director's Mid-year meeting. REQUIRED: Times New Roman 10pt font. AMTA will advise of specific submission instructions.
	30-Apr	Select location for Mid-year Meeting and advise EB to arrange air travel. (May have been determined at Transitional Board Meeting at conclusion of Regional Conference)
		Arrange, organize, plan logistics, and prepare Mid-Year Meeting Budget.
	TBD	Prepare an agenda and prompt board members to submit officer reports by [DATE] prior to mid-year meeting.
	One week prior to Mid-Year mtg	Disseminate all officer reports to each member of the Executive Board.
	Mid-Year Meeting	Appoint a Nominating Committee of 3-5 people: President-Elect as chair.
	Mid-Year Meeting	(1st year) Obtain current EB signatures on "Code of Conduct" and "Conflict of Interest" documents. Must be kept on file for four years.
	30-Jun	Complete AMTA's "Additional Information and Questions" form for 990 filing regulations / Send to AMTA Executive Director
	30-Jun	Send 990 Inclusion Request to AMTA
	30-Jun	Contact Executive Board members to obtain average weekly hours performing duties / needed for AMTA's 990

	1-Aug	Work with Treasurer to prepare and submit documents for AMTA Group IRS Return: Form 990; (2) Budget from preceeding Fiscal Year with Expenses and Income duly noted
	1-Sep	Send a letter to Academic Program Directors within the region to encourage student membership, formation of student organizations, and conference attendance.
	1-Sep	File a Registration Statement with Arizona Secretary of State and any other states in which the chapter will be soliciting contributions including: (1) Most recent Form 990 Group Information Return; (2) Completed Charitable Organization Registration Form; and (3) Charitable Organization Financial Statement downloaded from www.sosaz.com/business_services/charities.html
	1-Sep	Notify AMTA National Office of any changes in corporate status, including change of Statutory Agent.
	1-Sep	Confirm Assembly Delegates' attendance at National Conference and call Alternate Delegates in order of call to service to fill vacancies.
	1-Sep	Confirm Committee Representatives' attendance at National Conference and appoints proxies as needed.
	1-Oct	Submit Regional President's Report for AMTA Assembly of Delegates Book.
	1-Oct	File the Arizona Corporation Annual Report (See Policies & Procedures Manual)
	25-Oct	Deadline to File the Arizona Corporation Annual Report.
	1-Nov	Prepare agendas for national conference Executive Board and General Business meetings.
	15-Nov	Notify and Register with the State of California if fundraising was conducted within California in the past fiscal year. (See Policies & Procedures Manual.)
	AMTA National Conference	Attend Regional President's meeting, typically at 7:00 PM on Wednesday prior to the start of conference
		Preside at Regional Executive Board and WRAMTA General Business
		Open nominations for Region's Annual Awards and Professional Development Grants; determine dates for web posting and due dates for submissions; select awards committee members
		Attend Assembly of Delegate meetings. Ensure full regional representation.
	15-Dec	Submit President's and Assembly Report for posting on WRAMTA website.

	1-Feb	Remind all elected and appointed officers, assembly delegates and alternates, and committee representatives to renew their AMTA Professional Membership before February 28th.
	1-Feb Second Year	Send letter to all Committee Representatives thanking them for their service to the region and reminding them that their term of appointment ends with your presidency.
	30 days before Regional Conf	Send award applications and rating packets to award committees (Internship Scholarship CMTE, Professional Awards CMTE)
		Send grant applications to Executive Board members for review.
		Identify Betty Isern Howery Award Committee members and send nominations for review.
	Two weeks prior to Regional Con	Receive award nominees list from the Awards Committee and determine how and when you will notify the recipients.
		Notify intern scholarship applicants of results and copy Treasurer. Make certificates for presentation at Regional Conference.
		Order plaques for Regional Award recipients.
		Make certificates for Advocacy and Presidential Awardees; purchase frames
	Prior to Regional Conference	Prepare agendas for Executive Board and General Business meetings at Regional Conference
		Prepare presentations and or speeches (State of the Association) to occur at/around regional conference.
		Send e-mail to Executive Board, AMTA standing committee representatives, and Assembly Delegates to remind them of what is expected at regional conference.
	Regional Conference	Preside at all meetings, and represent the Region as required for any Public Relations activities. At end of second year, become Past-President.
	Post-Conference	Notify Professional Development Grant applicants of results; include instructions to winners for requesting funds and copy Treasurer.

President Elect

Job Description: The members elect the President-Elect for a two-year term. The President-elect is a voting member of the Executive Board and assumes office as President immediately after the Regional Conference that follows the regular election of the Region's officers and Assembly Delegates.

1. Serve as a WRAMTA Delegate to the AMTA Assembly coinciding with the Assembly term. Note: this means that the first year of your term as President-Elect, you will serve as Assembly Elect, then two years as Assembly Delegate.
2. Assist the President as needed
3. Observe & monitor Chapter's activities
4. Become familiar with the Chapter's governing documents, including but not limited to the Articles of Incorporation, Bylaws, Policies and Procedures.
5. Perform all duties of the President in case of resignation, disability, or absence of the President, and when so acting shall have all the powers of, and be subject to all the restrictions on the President.
6. Submit a written report at Executive Board meetings three (3) times yearly and for publication.
7. Chair a nominating committee during the second year of office.
- 8 . Conduct the election of the Chapter's officers and representatives to the AMTA Assembly of Delegates including organizing and creating the electronic ballot; working with Media Relations Coordinator and Membership Committee Representative to upload members into ballot website and email notifications to vote; receive completed electronic ballots, verifying results, notifying all candidates of the results and informing new officers of their responsibilities in accordance with WRAMTA Policies and Procedures.
9. Assume the office of President, at the conclusion of the term as President-elect and at the same time as the other officers commence their term.
10. The President-Elect, as the incoming President, may make initial appointments and receive approval from the Executive Board, prior to assuming office, but no earlier than a regular Executive Committee meeting at the Regional Conference during an election year.
11. Sits on the Executive Committee that has the power to respond to the emergency business or crucial issues of the Chapter, when necessary and reporting such issues to the Executive Board.

Past-President

Job Description: The President assumes office of Past President at the conclusion of the Regional Conference that follows the regular election of the Chapter's officers and Assembly Delegates.

- Shall act as a consultant to the Executive Board.
- Shall attend Executive Board meetings.
- Shall maintain all updates/revisions/edits to Policy & Procedures Manual and Job Descriptions of elected and appointed Executive Board members.
- Shall serve as region archivist, collecting conference programs, take photos/videos. Forward materials to national archives in Colorado as needed.
- Shall serve as the Chair of the Historical Committee.
- Sits on the Executive Committee that has the power to respond to the emergency business or crucial issues of the Chapter, when necessary and reporting such issues to the Executive Board.

Duties & Responsibilities Timeline:

Date/Time	Action
Annual Meeting/ Regional Conference	Attend Transitional meeting of the previous Executive Board and receive all relevant documents and files for the office.
Last week in April	Consult with president to prepare and submit Regional President's report including names of officers and Assembly Delegates to national office for AMTA Board of Director's Mid-year meeting. Use Times New Roman 10pt font.
April	Notify President and Treasurer of midyear travel plans and prepare a report for the mid-year meeting.
June	Attend mid-year meeting. Take photos and keep historical records.
August 15	Submit a report for posting on the website.
AMTA Conference	Attend Regional Executive Board and General Business meetings. Take photos and keep historical records.
Annual Meeting/ Regional Conference	Attend Executive Board and General Business meetings. Take photos and keep historical records.
Annual Meeting/ Regional Conference	Transfer materials to in-coming Past-President at Transitional Board meeting.

VICE PRESIDENT

Job Description: The members elect the Vice President to serve a two-year term. The Vice President-elect assumes office at the conclusion of the Regional Conference that follows the regular election of the Region's officers and Assembly Delegates.

- ♪ Serves as a voting member of the Executive Board.
- ♪ Shall perform all duties of the President in case of the inability of both the President and the President-Elect, and when so acting shall have all the powers of, and be subject to all the restrictions on, the President.
- ♪ Serves as conference chairperson, overseeing the program planning for the Annual Chapter Conference during their first year as Vice President.
- ♪ Mentors the Vice-President-Elect and assists them as needed.
- ♪ Submit a written report at Executive Board meetings three (3) times yearly that is also to be published.
- ♪ Sits on the Executive Committee that has the power to respond to the emergency business or crucial issues of the Chapter, when necessary and reporting such issues to the Executive Board.

Duties and Responsibilities Timeline:

Yearlong See WRAMTA Conference Timeline

VICE PRESIDENT-ELECT

Job Description: The members elect the Vice President-elect to serve for four years: a two-year term as Vice President-elect and a two-year term as Vice President. The Vice President-elect assumes office at the conclusion of the Regional Conference that follows the regular election of the Region's officers and Assembly Delegates.

- ♪ Serves as a voting member of the Executive Board.
- ♪ Assists the Vice-President as requested.
- ♪ Serves as conference chairperson, overseeing the program planning for the Annual Chapter Conference during their second year as Vice President-Elect .
- ♪ Study the duties of the Vice-President in anticipation of assuming the responsibilities of the Vice Presidency.
- ♪ Performs all duties of the Vice President in the case of resignation, inability, or absence of the Vice President, and when so acting shall have all of the powers of, and be subject to all the restrictions of the Vice President.
- ♪ Submit a written report at Executive Board meetings three (3) times yearly to be published in the Sounding Board.

Duties and Responsibilities Timeline:

Yearlong

See WRAMTA Conference Timeline

Secretary

Job Description: Elected by the membership to a two-year term and may serve no more than two terms consecutively. The Secretary assumes office at the conclusion of the Regional Conference that follows the regular election of the Region’s officers and Assembly Delegates.

1. Keeps and records minutes of each meeting of the Executive Board and General Business meetings.
2. E-mail copies of the draft minutes to EB members for review within 30 days of meeting.
3. Submits corrected minutes to Media Relations Coordinator for website publication immediately following said meetings.
4. Writes reports to be presented at Executive Board meetings and published three (3) times yearly. Note: the minutes may stand as the secretary’s report.
5. Keeps files of each set of published minutes for a minimum of 2 years.
6. Provides digital backup copies of minutes to submit to the archives.
7. Keeps a list of all current officers, committee members, and delegates.
8. Contacts CBMT in September or October to request mailing addresses of all new MT-BCs in the region.-Mails out the Welcome to the Profession Letter, including AMTA Benefits of Membership Flyer and discount code to be used toward the next WRAMTA conference.
9. Coordinates with the President to create and distribute agendas one week prior to upcoming meetings.
10. Collects information from the meeting and distributes to absent officers immediately following the meeting.
11. Provides hard copies of minutes at each General Business meeting (approx. 20).
12. Keeps assorted greeting cards on hand for use at meetings (thank you, congratulations, sympathy, etc.).
13. Sits on the Executive Committee that has the power to respond to the emergency business or crucial issues of the Chapter, when necessary and reporting such issues to the Executive Board.

Duties and Responsibilities Timelines

Note: this applies to both years in office with the exception of the first two items.

Date/Time	Action
Annual meeting/ Regional Conference following election	Attend transitional meeting of the previous Executive Board and receive all relevant documents and files for the office.

April	Notify President and Treasurer of travel plans and prepare a report for the mid-year meeting.
April – May	Transition from previous Secretary – aiding in insuring that minutes are disseminated to the Executive Board prior to Mid-year meeting.
June	Attend Mid-Year Meeting: take minutes
July	E-mail (fax or mail) a copy of the minutes to all board members for revision
August	E-mail (fax or mail) the revised minutes to the Media Relations Coordinator by the due date for publication
August	File minutes in Secretary's binder
September	Contact CBMT for the address labels for all new MT-BC's in the region.
October	Mail out the Welcome to the Profession Letter, including AMTA Membership Benefits flyer and WRAMTA conference discount code. Request that the Media Relations Coordinator send out previous business meeting minutes to membership for approval before national conference business meeting
November	Attend WRAMTA Business & Executive Board Meetings at AMTA National Conference: take minutes
December	E-mail (fax or mail) a copy of the minutes to all board members for revision
January	E-mail (fax or mail) the revised minutes to the Media Relations Coordinator by the due date for publication.
January	File minutes in Secretary's binder
March-April	Attend General Business & Executive Board Meetings at WRAMTA Regional Conference; take minutes
April	E-mail (fax or mail) a copy of the minutes to all board members for revision
April	E-mail (fax or mail) the revised minutes to the Media Relations Coordinator by the due date for publication.
April	File minutes in Secretary's binder
End of term	Transition to incoming Secretary

Treasurer

Job Description: Elected by the membership to a two year term and may serve no more than two consecutive terms. The newly elected Treasurer assumes office at the conclusion of the Regional Conference that follows the regular election of the Region’s officers and Assembly Delegates.

1. To pay all bills authorized by the Executive Board.
2. To keep an itemized account of all receipts and disbursements.
3. To present a financial report on request for the Annual Meeting.
4. To consult with WRAMTA Executive Board members regarding budgetary needs for forthcoming fiscal year.
5. To coordinate and consolidate conference budgets with the Vice-President.
6. Chairs the Budget Committee, submitting a proposed budget for the upcoming fiscal year for approval by the EB at the Mid-year Meeting.
7. To provide current financial statements for Executive Board meetings three (3) times yearly.
8. To provide a quarterly budget report to chapter members through reports on the website tri-annually.
9. To adhere to the WRAMTA Tax Timeline (See Policy & Procedure manual).
10. To reconcile WRAMTA bank accounts, monthly.
11. To make recommendations to the WRAMTA Executive Board for the management of the Chapter’s funds including but not limited to banking, investments, and fund management.
12. To make recommendations to the Executive Board for timely audits of the Chapter’s books.
13. Must have knowledge of or be willing to learn standard accounting practices and Quickbooks accounting software.
14. To maintain and record changes and reasons for changes to budgeted amounts in Budget Notes, make the Budget Notes available for all Executive Board and General business meetings, and archive Budget Notes for each fiscal year.
15. Sits on the Executive Committee that has the power to respond to the emergency business or crucial issues of the Chapter, when necessary and reporting such issues to the Executive Board.

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Duties and Responsibilities Timeline:

Date/Time	Action
Annual Meeting/ Regional Conference following election	Attend Transitional meeting of the previous Executive Board and receive all relevant documents and files for the office.
April	Work with Past Treasurer to notify President and Treasurer of travel plans and prepare a report for the mid-year meeting.
April – May	<p>Work with Past Treasurer on following tasks during training period.</p> <p>Prepare mid-year reports</p> <p>3rd and 4th Quarter Financial Reports from the current fiscal year.</p> <p>Discuss budget needs with members of the EB.</p> <p><u>Submit Draft budget with Notes to the President for Board Book.</u></p> <p>Insure that all Requests for Reimbursement for expenses related to Regional Conference have been received and paid.</p>

June	Attend mid-year meeting. Close the books for the fiscal year.
July 31	Provide the President with copies of the previous year's Budget and Income/Expense report for the AMTA Form 990 Informational Return.
August 15	Submit a report for the website _____
AMTA Conference	Attend Regional EB and General Business meetings. _____ Present updated Income/Expense Report w/budget comparisons Give report of current year cash balance and have extra copies of quarterly reports and budgets for WRAMTA members at the business meeting.
December 15	Submit a report for the website _____
December 31	Due date for all reimbursement requests related to National Conference: Write and mail checks as approved by the President.
Annual Meeting/ Regional Conference	Attend EB and General Business meetings. Present budget update.
April	Arrange travel and prepare a report for the mid-year meeting.
April 15	Submit a report for the Sounding Board.
April – May	Prepare mid-year reports 3rd and 4th Quarter Financial Reports from the current fiscal year. Discuss budget needs with members of the EB. Submit Draft budget with Notes to the President for Board Book. Insure that all Requests for Reimbursement for expenses related to Regional Conference have been received and paid.
June	Attend mid-year meeting. Close the books for the fiscal year.
July 31	Provide the President with copies of the previous year's Budget and Income/Expense report for the AMTA Form 990 Informational Return.
August 15	Submit a report for the Sounding Board.
AMTA Conference	Attend Regional EB and General Business meetings. Present 1st and 2nd Quarterly reports as available Present updated Income/Expense Report w/budget comparisons Give report of current year cash balance and have extra copies of quarterly reports and budgets for WRAMTA members at the business meeting.
December 15	Submit a report for the Sounding Board.
December 31	Due date for all reimbursement requests related to National Conference: Write and mail checks as approved by the President.
Annual Meeting/ Regional Conference	Attend EB and General Business meetings. Present budget update. Arrange transfer of bank accounts to incoming Treasurer and President. Transfer materials to in-coming Treasurer at Transitional Board meeting.
April 15	Submit a report for the Sounding Board as outgoing Treasurer.
April - May	Work with NEW Treasurer on following tasks during training period. Prepare mid-year reports

Discuss budget needs with members of the EB.
Submit Draft budget with Notes to the President for Board Book.
Insure that all Requests for Reimbursement for expenses related to
Regional Conference have been received and paid.

WRAMTA Representatives to the AMTA Assembly of Delegates

1. Delegates and Alternate Delegates are elected to a three-year term. They shall attend all meetings of the AMTA Assembly of Delegates.
2. The first year in office shall be as Delegate-Elect and attend the AMTA Assembly of Delegates- Elect meeting at which time four delegates are elected by the Assembly to serve on the AMTA Executive Board, one of which will also serve as the Speaker of the Assembly.
3. The following 2 years, the Delegates will serve as voting members of the Assembly (which meet at the AMTA National Conference in the fall)
4. Alternate Delegates shall be called in order of Call to Service. In the event of absences leading to an insufficient number of duly elected Delegates to serve at a meeting of the AMTA Assembly of Delegates, the President of the Chapter shall appoint a sufficient number of individuals from the Chapter's eligible voting members, who are in attendance at the National Meeting, and in accordance with the following line of succession: Delegates and Alternate Delegates (elect and past), Chapter officers (present and past), Chapter representatives to AMTA Committees, and the general Chapter membership.
5. Delegates and Alternate Delegates to the National Assembly may serve in the capacity without a limit to consecutive terms
6. The Delegates shall keep current on national and regional issues and canvas the Regional members for their views on pertinent issues and inform them at the Regional Conference of actions taken.
7. If unable to attend National or Regional meetings, notify the President so an Alternate Delegate can substitute and shall inform the Alternate Delegate of any necessary information.