

## **Call for Candidacy 2018**

As a member of AMTA-KY Chapter, are you interested in running for office or would you like to nominate another member for office?

The AMTA-KY Chapter now conducts online elections. In March, 2018 we will conduct the online election for President (two- year), Board Member (two-year), Financial Administrator (one-year), Secretary (two-year), Delegate (two-year), and Alternate Delegates (one-year)

All candidates must be professional members in good standing and must sign the Chapter Volunteer Code of Conduct. In addition, officers should have computer access since much of the chapter business is conducted by long distance and email. Elected Officers must attend Board of Directors and Chapter meetings as requested.

The newly elected officers will be installed at the AMTA-KY annual business meeting to be held on Saturday, March 10, 2018 in Lexington, Kentucky.

**The DEADLINE for [submit resumes](#) for candidacy are due no later than February 1, 2018**

### **Position Title: Chapter President (two-year term)**

#### **Purpose**

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, Chapter Board, and other Chapter Officers. The Chapter President serves as a leader, planner, mentor, mediator, and facilitator.

#### **Eligibility**

In addition to being a Professional member in good standing and signing the Chapter Volunteer Code of Conduct, she/he must meet one or more of the following requirements:

- Completed one term year as a Chapter Board member within the last three years.
- Completed one term year as a Chapter committee chair or member within the last two years.
- Completed one term year as a National Board member, National Standing Committee Chair, or National Standing Committee member within the last two years.

#### **Authority**

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

## **Accountability**

The Chapter President is accountable to the Chapter Board, Chapter members and AMTA National Board of Directors by virtue of election.

The Chapter President agrees to uphold and abide by the Chapter Volunteer Code of Conduct.

## **Term of Office**

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

## **Relationship**

The Chapter President works most closely with Chapter Board members and appointees, and National AMTA staff. The Chapter President also communicates with Chapter members, other Chapter Presidents, the Chapter Relations Committee, and/or other National volunteers, as appropriate.

## **Responsibilities**

1. Is a voting member of the Chapter Board and is familiar with Robert's Rules of Order.
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.
4. Delegates authority to any Chapter Board member when scheduled to be unavailable 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 National staff to fill the vacancy.
8. Attends (or delegates attendance) 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 communications.

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, social media, etc.
15. Oversees Chapter's budgeting and financial activities.
16. Is available to receive direct feedback from members and answer 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 the Chapter Volunteer Code of Conduct.
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.

#### **Time Commitment**

The time commitment is approximately 5 - 15 hours per week, depending on Chapter activities. The time commitment may be higher before and/or during certain National or chapter events or activities.

#### **Vacancy**

A vacancy in the President's position will be filled according to AMTA Bylaws and Policy.

## **Removal from Office**

An officer may be removed from office for failure to:

1. Fulfill her/his duties and responsibilities (dereliction of duties).
2. Abide by the Chapter Volunteer Code of Conduct.
3. 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. The

## **Position Title: Chapter Board Member (two-Year term)**

### **Purpose**

Chapter Board Member will assist the Chapter President in achieving Chapter goals and implementing decisions made by the Chapter Board.

### **Eligibility**

In addition to being a Professional member in good standing and signing the Chapter Volunteer Code of Conduct, she/he must meet the following requirement:

- Completed one year of AMTA membership.

### **Authority**

The authority of a Chapter Board Member is conferred by the Chapter membership through election, and as specified in National AMTA Bylaws and Policy.

### **Accountability**

Chapter Board Member is accountable to the Chapter Board, Chapter members and AMTA National Board of Directors by virtue of election.

Chapter Board Member agrees to uphold and abide by the Chapter Volunteer Code of Conduct.

### **Term of Office**

One Chapter Board Member shall be elected every odd year for a term of two years or until a successor is elected. One Chapter Board member shall be elected every even year for a term of two years or until a successor is elected.

### **Relationship**

Chapter Board Member work most closely with Chapter Board members and appointees, and National AMTA staff. Chapter Board Member also communicates with Chapter members, the Chapter Relations Committee, and/or other National volunteers, as appropriate.

## **Responsibilities**

1. Is a voting member of the Chapter Board and is familiar with Robert's Rules of Order.
2. Accepts responsibilities for Chapter/Association assignments as delegated by the Chapter President.
3. May temporarily assume the responsibilities of vacant volunteer positions while working with the President, the Chapter Relations Committee and staff to fill the vacancy.
4. Shall not be the Chair of more than two (2) committees, sub-committees, special committees or workgroups.
5. Attends Chapter Board, Chapter membership, and any Chapter committee meetings for which the Chapter Board Member has responsibility.
6. Identifies, cultivates and recruits future Chapter leaders.
7. Makes recommendations to the Chapter President for committee appointments.
8. Directs and refers members to appropriate volunteer and staff contacts as applicable.
9. Is available to receive direct feedback from members for input to the Chapter Board, and to communicate appropriate information regarding actions of the Chapter Board.
10. Maintains communication with Chapter membership through regular reports, and reports at Chapter membership and Chapter Board meetings.
11. Fulfills the fiduciary, due diligence, and other responsibilities of Chapter Board members as described in Chapter Volunteer Code of Conduct.
12. Maintains orderly records of activities and timelines relevant to her/his position during their term and supplies the incoming Chapter Board Member 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.

## **Vacancy**

A vacancy in the Chapter Board Member position will be filled according to AMTA Bylaws and Policy.

## **Removal from Office**

An officer may be removed from office for failure to:

1. Fulfill her/his duties and responsibilities (dereliction of duties).
2. Abide by Chapter Volunteer Code of Conduct.
3. 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. The National Office must be contacted prior to Chapter Board voting on removal of a volunteer.

## **Position Title: Chapter Secretary (two-year term)**

### **Purpose**

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

In addition to being a Professional member in good standing and signing the Chapter Volunteer Code of Conduct, she/he must meet the following requirement:

- Completed one year of AMTA membership.

### **Authority**

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

### **Accountability**

The Chapter Secretary is accountable to the Chapter Board, Chapter Members and AMTA National Board of Directors by virtue of election.

The Chapter Secretary agrees to uphold and abide by Chapter Volunteer Code of Conduct.

### **Term of Office**

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

### **Relationship**

The Chapter Secretary works most closely with Chapter Board members and appointees and National AMTA staff. The Chapter Secretary also communicates with Chapter members, other Chapter Secretaries, the Chapter Relations Committee, and/or other National volunteers, as appropriate.

### **Responsibilities**

1. Is a voting member of the Chapter Board and is familiar with Robert's Rules of Order.
2. Distributes announcements of Chapter Board meetings and Chapter membership meetings.
3. 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 record retention guidelines.
4. Submits required reports and volunteer rosters to the National Office.

5. Distributes minutes of Chapter Board meetings to Board members. Provides access to minutes from Chapter meetings to the Chapter membership upon request.
6. Accepts responsibilities for Chapter/Association assignments as delegated by the Chapter President.
7. May temporarily assume the responsibilities of vacant volunteer 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. Identifies, cultivates and recruits future Chapter leaders.

## **Position Title: Financial Administrator (one-year, serving 2<sup>nd</sup> year of a 2-year term)**

### **Purpose**

The Chapter Financial Administrator supports the financial operations of the Chapter.

### **Eligibility**

In addition to being a Professional member in good standing, and signing the Chapter Volunteer Code of Conduct, she/he must meet one or more of the following requirements:

- Completed one term year as a Chapter Board member within the last three years.
- Completed one term year as a Chapter committee chair or member, within the last two years.
- Completed one term year as a National Board member, National Standing Committee Chair or National Standing Committee member within the last two years.

### **Authority**

The authority of the Chapter Financial Administrator is conferred by the Chapter membership through election and as specified in National AMTA Bylaws and Policy.

### **Accountability**

The Chapter Financial Administrator is accountable to the Chapter Board, Chapter members and AMTA National Board by virtue of election.

The Chapter Financial Administrator agrees to uphold and abide by the Chapter Volunteer Code of Conduct.

### **Term of Office**

The Chapter Financial Administrator is elected every odd year for a term of two (2) years or until a successor is elected.

## **Relationships**

The Chapter Financial Administrator works most closely with Chapter Board members and appointees, and National AMTA staff. The Chapter Financial Administrator also communicates with Chapter members, the Chapter Relations Committee, and Finance staff, and/or other National volunteers, as appropriate.

## **Responsibilities**

1. Is a voting member of the Chapter Board.
2. Attends Chapter Board, Chapter membership, and any Chapter committee meetings for which the Chapter Financial Administrator has responsibility (i.e. Chapter budget meeting).
3. Accepts responsibilities for Chapter/Association assignments as delegated by the Chapter President.
4. May temporarily assume the responsibilities of vacant positions while working with the President, the Chapter Relations Committee and staff to fill the vacancy.
5. Shall not be the Chair of more than two (2) committees, sub-committees, special committees or workgroups.
6. In cooperation with the President, conducts the regular day-to-day financial business
7. Adopts, uses, and complies with the Chapter Internal Controls detailed in AMTA Policy.
8. Manages and oversees the Chapter Budget
  - a. 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.
  - b. Submits approved budget to national office finance department by deadline in accordance with AMTA Policy.
  - c. Ensures that Chapter records are maintained according to the record retention guidelines, and submits required reports to the National Office.
  - d. Ensures that expenses are budgeted and allowable.
  - e. 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.
  - f. Brings all unapproved and/or unbudgeted requests for funds and payment to the Chapter Board.
  - g. Proposes cost cutting measures and budget adjustments.
  - h. Reports line item financial status of the Chapter, actual vs. budgets, to the Chapter Board quarterly and to the Chapter members annually.
9. Keeps the Chapter Board current regarding status of investments, when applicable.



10. Approves reimbursement to members, appointees, or other volunteers, for budgeted or approved expenditures made on behalf of the Chapter. a. Submits required documentation to the national office to support each payment in order to allow proper recording in the chapter financial records.
11. Signs and submits certification letter to national office finance department by deadline in accordance with AMTA Policy.
12. Submits checks and cash received as payments for chapter events and other income to the national office finance department within 5 business days of receipt.
13. Reviews Chapter expenditures and financial status on a regular basis to ensure overall fiscal responsibility.
14. Reconciles total credit card statement monthly, ensuring all receipts are received and in order.
15. Annually updates Chapter Board on changes to National financial policies.
16. Communicates with Chapter membership, through regular reports, the financial status of the Chapter, including income and expenses to date and account balances.
17. Identifies, recruits, cultivates, and mentors future Chapter leaders.
18. Makes recommendations to the Chapter President for committee appointments.
19. Directs and refers members to appropriate volunteer and staff contacts as appropriate.
20. Is available to receive direct feedback from members for input to the Chapter Board and to communicate appropriate information regarding actions of the Chapter Board.
21. Ensures Chapter financial operations are consistent with AMTA National Bylaws and Policy.
22. Fulfills fiduciary, due diligence, and other responsibilities of Chapter Board members as described in the Chapter Volunteer Code of Conduct.
23. Maintains orderly records of activities and timelines relevant to his/her position during their term and supplies the incoming Chapter Financial Administrator with those records to ensure a smooth transition.

### **Time Commitment**

The time commitment is approximately 5 hours per week. Time commitment may be considerably greater for short durations during preparation of budget, annual reports, etc.

### **Vacancy**

A vacancy in the Financial Administrator position will be filled according to AMTA Bylaws and Policy.

### **Removal from Office**

An officer may be removed from office for failure to:

1. Fulfill her/his duties and responsibilities (dereliction of duties).
2. Abide by the Chapter Volunteer Code of Conduct.

3. 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. The National Office must be contacted prior to Chapter Board voting on removal of a volunteer.

## **Position Title: Delegate to the House of Delegates (HOD) – two-year term**

### **Eligibility**

- Must be a professional member in good standing of the Chapter to which they are
- assigned
- Must sign the AMTA Chapter Volunteer Code of Conduct.
- Agrees to uphold and abide by National AMTA Articles of Incorporation, Bylaws, Policy,
- Code of Conduct, Rules of Engagement, and Position Description.
- Shall not be an AMTA National Board member.

### **Authority**

Delegate is given authority by National Bylaws and Policies and through election by the Chapter membership.

### **Accountability**

Delegate is accountable to the members of the Chapter by virtue of election, and to the Chapter Board by virtue of funding, where applicable.

### **Term of Office**

The delegate shall serve a term of office of two years, beginning at the same time as chapter officers' terms. The delegate shall serve no more than three consecutive elected terms

### **Purpose**

Delegate represents her/his Chapter members in the HOD and related activities, informs the Chapter of timelines, and facilitates the Chapter's influence in the HOD.

### **Relationship**

Delegate works with her/his Chapter members and fellow Chapter Delegates, as well as Delegates from other Chapters and the House of Delegates Operations Committee

(HODOC), to follow timelines and carry out the assignments and charges applicable to the HOD function.

### **Responsibilities**

1. Delegate, in communication at all Chapter Meetings and through other means available, initiates member involvement in discussion of matters that may or will come before the HOD.
2. Delegate responds to Chapter Board and member communications on a regular and timely basis via phone, e-mail, or other appropriate means.
3. Delegate provides written reports to the Chapter Board as directed by the Chapter Board.
4. Delegate attends all Chapter membership meetings, and reports to the members and Chapter Board at those meetings.
5. Delegate maintains a working knowledge of materials provided for the HOD meeting.
6. Delegate prepares and reviews all necessary materials prior to meetings.
7. Delegate attends and participates in the HOD meeting and casts informed votes.
8. Delegate reports the actions of the HOD to the Chapter membership.
9. Chapters may assign additional Chapter responsibilities to delegates.

### **Time Commitment**

The time commitment averages about 2-4 hours per month.

Delegate attends the Chapter Annual Meeting, Chapter membership meetings, Chapter Board meetings (as requested by the Chapter Board), Chapter Leadership Training, (as requested by the Chapter Board), and the HOD Meeting at the National Convention. Time commitment will be considerably higher during the annual convention.

### **Use of Organizational Resources**

Resources related to carrying out the duties of this office:

1. HODOC provides materials and training.
2. Chapters may provide reimbursement according to Chapter Policy.

### **Vacancy and Succession**

In the event of a vacancy, the alternate with the next highest number of votes in the previous election will assume the Delegate position.

### **Removal from Office**

Delegate may be removed from office for failure to:

1. Fulfill her/his duties and responsibilities (dereliction of duties).
2. Abide by the AMTA Articles of Incorporation, Bylaws, Policy, Code of Conduct, Rules of Engagement, or Position Description.
3. Keep AMTA membership dues current.

Removal shall occur in accordance with the AMTA Chapter Conflict Resolution Process.

## **Position Title: Alternate to the House of Delegates (HOD)**

### **Eligibility**

- Must be a professional member in good standing.
- Must sign the AMTA Delegate to the HOD Code of Conduct.
- Agrees to uphold and abide by National AMTA Articles of Incorporation, Bylaws, Policy, Code of Conduct, Rules of Engagement, and Position Description.
- Shall not be an AMTA National Board member.

### **Authority**

Alternate is given authority by National Bylaws and Policies through election by the Chapter membership.

### **Accountability**

Alternate is accountable to the members of the Chapter by virtue of election.

### **Term of Office**

Term of Office is one calendar year after election to alternate position.

### **Purpose**

Alternate stays informed and ready to assume Delegate position (thereafter represents her/his Chapter members in the HOD and related activities, informs the Chapter of timelines, and

facilitates the Chapter's influence in the HOD).

### **Relationship**

Alternate will work with their Chapter members and Chapter Delegates to follow timelines and be prepared to carry out the assignments and charges applicable to their potential HOD function.

### **Responsibilities**

1. Alternates shall be responsible for supporting the purposes and performing responsibilities of the House of Delegates as described in Bylaws, Policy, and Delegate Position Description should they succeed to the position of Delegate.
2. Maintains a working knowledge of materials provided prior to the HOD.
3. Prepares and reviews all necessary materials prior to meetings.
4. Attends the HOD preliminary and business meetings per Chapter policy.

### **Time Commitment**

- The time commitment averages about 2-4 hours per month.
- Alternate attends the Chapter Annual Meeting, the Delegate Orientation Meeting and the HOD
- Meeting at the National Convention per Chapter policy. Time commitment may be considerably
- higher during the annual convention.
- Use of Organizational Resources

Resources related to carrying out the duties of this office:

- HODOC provides materials and training.
- Chapters may provide reimbursement according to Chapter Policy.

### **Vacancy and Succession**

In the event of a vacancy in the Alternate position, the Alternate with the next highest number of votes in the previous election will assume the open Alternate position.

### **Removal from Office**

An Alternate may be removed from office for failure to:

1. Fulfill her/his duties and responsibilities (dereliction of duties).
2. Abide by the AMTA Articles of Incorporation, Bylaws, Policy, Code of Conduct, Rules of Engagement, or Position Description.

3. Keep AMTA membership dues current.

Removal shall occur in accordance with the AMTA Chapter Conflict Resolution Process.

**The DEADLINE for submit resumes for candidacy are due no later than February 1, 2018**

**To submit your resume for candidacy or if there is someone you would like to nominate, please contact:**

**Linda Baird, Nominations Chair @ P.O Box 213, Pineville, KY 40977, 606-302-0153 or email Linda directly @ [NCChair@amtaky.org](mailto:NCChair@amtaky.org)**