



AATA Elected Official Position Descriptions

Duties of the President

The President shall:

1. call and preside at meetings of the Board of Directors and at the Annual Meeting;
2. appoint such individuals or committees as are deemed necessary to carry on the work of the Association, subject to the approval of the Board of Directors;
3. be an ex-officio member of all committees except the Nominating Committee, Honors Committee and Ethics Committee;
4. appoint a Special Committee of three (3) Professional members present at the Annual Meeting to approve the minutes of said meeting and report within sixty (60) days of the meeting to the President;
5. work closely with the National Office and Executive Director of the Association;
6. in the event that an issue of policy or procedure (for which there is no written guidance) is presented, the President shall assume authority over the issue until the Bylaws, Policy and Procedure Committee develops an appropriate policy or procedure to be approved by the Board of Directors;
7. be the Association representative and shall serve as the officer to the National Coalition of Arts Therapies Associations (NCCATA), attend the NCCATA meetings, and perform such other duties as are pertinent to the office;
8. delegate duties of the President-Elect in the event of a vacancy in the office until the next scheduled balloting;
9. appoint a Teller's Committee;
10. be bonded for a sum sufficient to protect the Association;
11. write a report for each Newsletter;
12. Within five (5) days of assuming office at the end of the Fall Board meeting, with Board of Directors approval, appoint a Finance Committee.

Duties of the President-Elect

The President-Elect shall:

1. succeed the President in office;
2. perform the duties of the President and exercise the power of the President in the President's absence or inability to serve;
3. assist the President as requested;
4. study the Presidential duties and responsibilities;
5. serve as liaison to the Ad Hoc Committees in the absence of such committee chairs;
6. oversee and coordinate the work of the Special and Ad Hoc Committees;
7. serve as liaison officer to NCCATA in the absence of the President, or if financially feasible, in addition to the President;
8. serve on and oversee the functioning of the Strategic Planning Committee and serve on the Bylaws and Policy and Procedure Committee;
9. perform other duties as designated by the President;
10. oversee the functioning of the Conference Committees:



- a. advises on the overall program;
- b. advises on the selection of speaker(s);
- c. monitors budget;
- d. recommends ideas for programs;
- e. reports on conference progress in Board report;
- f. advises on publicity and advertising;
- g. arbitrates disputes connected to program;
- h. coordinates all efforts with the Executive Director;
- i. with Conference Chair, selects theme and presents it to the Board prior to the conference for approval.

Duties of the Secretary

The Secretary shall:

1. handle official correspondence as requested by the President and the Board of Directors; and be responsible for maintaining the Association's official records;
2. work with the national office staff to keep up-to-date files of the following records: all officially adopted policy papers, together with amendments to and revisions of these; and all documents of legal significance to the organization. At the discretion of the Secretary, records which are five (5) years old and no longer in active use may be deposited in the archives. A list of all records so deposited in the archives will be maintained in the book from which the records have been removed;
3. be responsible for the minutes of the annual meeting and for coordinating the efforts of the committee to approve the minutes;
4. be responsible for the minutes of the Board of Directors' meetings and approval of the minutes; Board motions are to be distributed to all Board members in thirty (30) days or less.
5. The Secretary will send to the Board of Directors a draft of the motions from the Board meetings and conference calls; and to the Executive Committee a draft of the motions from the Executive Committee meetings and conference calls.
6. Recipients of these motions will make corrections and return them to the Secretary within two (2) weeks from date of receipt.
7. The Secretary will provide a copy of the minutes at the next Board meeting for the Board's approval.
8. record minutes and motions from Executive Committee conference calls Page 2 resulting in a vote and distribute such record to the Executive Committee for their approval. Recommended revisions will be submitted to the Secretary who will submit the conference call motions and minutes (with revisions) to the Board of Directors for their ratification at the next Board meeting;
9. be responsible, in conjunction with the National Office, for the distribution and return of ballots from the general membership;
10. be responsible, in conjunction with the National Office, for coordinating Board of Directors electronic ballots;
11. record and distribute results of Executive Committee or Board ballots to the Executive Committee or Board members. Motions, ballots, and subsequent action taken between Board meetings will be submitted for ratification to the Board of Directors at the next Board meeting.
12. chair the Bylaws and Policy & Procedures Committee;



- a. as Chair of the Bylaws and Policy & Procedures Committee, the Secretary shall be responsible, in conjunction with the National Office, for making changes approved during the Board of Directors' meeting and distributing them to Board members;
13. assume other responsibilities as assigned by the President;
14. following the meeting, telephone conference or ballot where the motion carried, submit identified motions to be made available in the members only section of the Association website.

Duties of the Treasurer

The Treasurer shall oversee the financial management of the Association based on the policies and directives of the Board of Directors in conjunction with the Executive Director.

The Treasurer shall:

1. be bonded for a sum sufficient to protect the Association from loss.
2. receive an itemized account from the National Office of all financial transactions made on behalf of the Association by the National Office.
3. develop and recommend, in cooperation with the Finance Committee and the National Office, an annual budget which shall be approved by a majority of the members of the Board.
4. work in conjunction with the Finance Committee and the National Office relative to fiscal concerns.
5. serve as consultant to committee chairs in projecting annual committee expenses, as advisor to the Board of Directors in setting the Association's financial goals, and as Chair of the Finance Committee.
6. review all payables lists generated by the office of the CFO with a determination that the checks be approved, returned for additional documentation, or disapproved within 72 hours of receipt
7. immediately consult with the Executive Committee when expenditures or reimbursements are questioned. The Treasurer shall act in accordance with the direction of the Executive Committee on such matters.
8. serve on the Executive Committee and bring all unbudgeted or budget increase items to the Committee for approval.
9. review the monthly Financial Reports from the National Office to determine if revisions in the budget are necessary.
10. receive the report of the annual audit and assist the president and the National Office in selecting the auditor. Copies of the annual audit are sent to the Board of Directors by the National Office and a summary of the audit is printed in the Fall Newsletter prior to the annual conference.

Duties of the Speaker of the Assembly of Chapters (AoC)

The Speaker of the AoC shall:

1. assume duties of the Directors of the Board
2. facilitate regular communications among chapter delegates and chapter board representatives.
3. act as a liaison to the AATA BOD for Chapters
4. facilitate communications between and among chapter leaders to share information and ideas.
5. provide a forum for chapters to discuss legislative activities and advocacy opportunities.



Duties of the Board of Directors

A Director of the Board shall:

1. be responsible for the management of the affairs of the Association and shall use its best efforts to carry out the purposes of the American Art Therapy Association.
2. attend all Board and Annual Meetings of the organization. A written request to be excused shall be sent as soon as possible to the President for approval. The President shall respond in writing.
3. vote in all electronic ballots.
4. review and vote on approval of the Board Meeting minutes.
5. receive from the Secretary, for their approval, minutes and motions from any telephone call that results in a vote. Recommended revisions will be submitted to the Secretary, who will submit the conference call motion (s) and minutes (with revisions) to the Board of Directors for their approval at the next Board Meeting.
6. authorize all projects undertaken by the official committees of the organization.
7. submit semi-annual reports by the deadline established by the President.
8. have the authority to hire a management firm or/an Executive Director to staff the National Office and conduct an annual Performance Review.
9. honestly, fairly, and promptly evaluate and review the Executive Director and /or management firm each year upon receipt of the annual Performance Review evaluations from the designated evaluators, according to prearranged contractual terms. The Board of Directors is empowered to continue or terminate the employment in accordance with the current management contract.
10. maintain current Professional membership status or Honorary Life Membership.
11. approve the strategic plan of the organization.
12. conduct an annual evaluation of committee chairs, projects, and structure. The report shall be part of each Board member's Fall Board Report and placed in the AATA Fall Board Meeting Book for both outgoing and incoming Board Members to review. This report shall evaluate and make recommendations regarding the committee chair, the projects of the committee, and the committee structure. In the report, recommendations for the next chair will be provided.
13. submit names to the President of individuals competent to fulfill the duties and responsibilities of each chairmanship.
14. assist committee chairs in the development and maintenance of committee manuals for those committees to which they have been assigned as liaison.
15. function as an Appeals Committee whenever decisions by the EPAB are appealed.
16. function as an Appeals Committee whenever decisions by the Ethics Committee are appealed.