Position Descriptions for AATA Elected Officials

Purpose of the Board
- Determine the Strategic Plan to support the mission of the association
- Manage funds to support the Strategic Plan
- Provide oversight and support of the Executive Director in management of the organization

Governance and Legal Obligations of the Board

Board Qualifications
The following qualifications will be taken into consideration when selecting candidates to run for positions on the AATA Board of directors:
- Professional Membership in good standing for no less than one year (one year as a New Professional qualifies)
- At least three years of professional experience in the field of art therapy
- Service to art therapy organizations at the local, state, national and/or international level

Duties of the Board as a whole
Members of the Board must be informed, prepared and engaged. All Board members will be expected to:
- maintain current Professional membership status or Honorary Life Membership
- act as ambassadors of the mission and the board
- act as liaisons and sit on Board committees as assigned
- actively engage in an e-mail based discussion with access to phone and e-mail at home or work
- actively engage in virtual meetings on a monthly basis or as set by president
- understand and review the monthly association Financial Reports
- assist the organization’s fundraising efforts

The Board of Directors holds the authority to approve all Association policies, and as such is responsible for developing and modifying procedures to guide the operations, structures and systems of the Association.

Board members will approach their task with a style that emphasizes support for the mission and vision of the association, as well as support and encouragement of diversity in viewpoints.

Board members are expected to think strategically at all times. The ED and staff work in partnership with the board to develop a strategic plan designed to fulfill the Association mission and vision. Thus, Board members will emphasize strategic leadership, clear distinction of Board and staff roles, and proactive engagement with the membership of the Association. In accordance with legal and fiduciary responsibilities of all boards and in this spirit, the Board will:
• act in the best interest of the organization in all debate and decision making
• exercise informed and reasonable judgement
• be prepared and informed
• think and participate independently in the board room and act with one voice as ambassadors of the organization after decisions are made
• maintain confidentiality internal business and discussions
• disclose conflicts of interest and recuse themselves as necessary

In addition to the general duties of all Board members, specific duties are as follows

**Duties of the President**
The Board President:
• Is the sole spokesperson of the organization unless this role is delegated.
• Calls and presides at all meetings of the board of directors and at the Annual Meeting of the Membership
• In consultation and cooperation with the Executive Director and the board (as appropriate), develops the agenda for the board meetings, ensuring that the discussion will focus on governance issues.
• Ensures that the Board behaves consistently with its own rules and those legitimately imposed upon it from outside the organization.
• Is an ex-officio member of all committees except the Nominating Committee, Honors Committee and Ethics Committee;
• Appoints such individuals, committees, and committee chairs as are deemed necessary to carry on the work of the Association, subject to the approval of the Board of Directors
• 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 an appropriate policy or procedure is approved by the Board of Directors;
• Performs such other duties as are pertinent to the office

**Duties of the President-Elect**
The President-Elect shall:
• succeed the president in office;
• perform the duties of the president and exercise the power of the president in the president's absence or inability to serve;
• study the presidential duties and responsibilities, and assist the president as requested
• Act as ambassador, liaison, or as substitute if president requests or is unavailable for internal or external meetings.
• serve on and oversee the functioning of the strategic planning committee and serve on the bylaws and policy and procedure committee;
• serves as a member of the conference committee, with specific duties associated with oversight and communication with the full board of directors:
• perform other duties as pertinent to the office or as designated by the president;
Duties of the Secretary
The Secretary shall:

• ensure that staff record and publish all approved motions and policies correctly. The Executive director designee shall maintain the policies file and provide updated copies to the Board whenever the policies change, or upon request.
• be responsible for the minutes of the Annual Meeting of the Membership and for coordinating the efforts of the committee to approve the minutes;
• be responsible for the minutes of the Board of Directors’ meetings and approval of the minutes; Board minutes are to be distributed to all Board members in seven (7) days or less.
• record minutes and motions from Executive Committee conference calls 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;
• be responsible, in conjunction with the National Office, for coordinating Board of Directors in person and electronic ballots, including those from meetings of the Executive Committee;
• to be submitted for ratification to the Board of Directors at the next Board meeting.
• Chair the Bylaws and Policy & Procedures Committee;
• perform other duties as pertinent to the office or as designated by the President;

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:

• 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.
• review the monthly financial reports from the national office to determine if revisions in the budget are necessary.
• participate in the expenditure approvals process.
• immediately consult with the executive committee around unusual events, expenses or income changes that dramatically impact direction of budget. the treasurer shall act in accordance with the direction of the executive committee on such matters.
• communicate the financial status of the association to the board of directors monthly, and to the membership of the association at the annual meeting of the membership or as requested by the president.
• assist the president and the national office in selecting the auditor
• receive the report of the annual audit and communicate the results of that audit to the to the board of directors and the association membership.
• perform other duties as pertinent to the office or as designated by the President

Duties of the Speaker of the Assembly of Chapters (AoC)
The Speaker of the AoC shall:

• assume duties of the Directors of the board
• facilitate regular communications among chapter delegates and chapter board representatives.
• act as a liaison to the AATA board for chapters
facilitate communications between and among chapter leaders to share information and ideas.

- provide a forum for chapters to discuss legislative activities and advocacy opportunities.

Duties of the Board of Directors
In addition to the general duties of the Board of directors, Members of the Board shall:

- approve the strategic plan of the organization.
- use their best efforts to carry out the purposes and mission of the American Art Therapy Association.
- attend all Board and Annual Meetings of the organization
- review and vote on approval of the Board Meeting minutes from electronic or in person meetings.
- cast a vote (in favor, oppose, or abstain) in all electronic ballots or in person votes for which they are present, including
- authorize all projects undertaken by the official committees of the organization that impact financials or are not within the approved strategic plan or standard committee assignments
- submit regular reports by the deadline established by the President.
- have the authority to hire a management firm or/an Executive Director to staff the National Office and shall conduct an honest and fair annual Performance Review.
- have the authority to continue or terminate the employment of the Executive Director in accordance with the current management contract.
- conduct an annual evaluation of committee chairs, projects, and structure. This report shall evaluate and make recommendations regarding the committee chair, the projects of the committee, and the committee structure.

Duties of the members of the Nominating Sub-Committee
The workload for the Nominating Sub-Committee is structured around the nomination timeline and the bulk of the committee work will occur in the spring and summer.

- attend all meetings (conference call, in-person, or virtual)
- review all relevant nominations material prior to the meetings.
- prepare the final slate of candidates from the nominee applications.
- the final slate is sent to the AATA operations staff, who are responsible for announcing the slate and running the election
- accept and complete special assignments as requested.
- maintain confidentiality internal business and discussions
- disclose conflicts of interest and recuse themselves as necessary
- respond promptly to correspondence and information requests from the Chair and other group members.
- participate in outreach activities, including in-person networking and targeted conference pop-up sessions, social media, other online platforms such as the AATA online forum, Affiliate Chapter and Virtual Member meetings, and communications with committee chairs to solicit nominations from the membership.