



Arizona Art Therapy Association Board Member Responsibilities for All Positions

All Members Responsibilities:

- Attend meetings, by phone or in person, communicate when unavailable
- Use the AzATA social media (Facebook, Instagram) to share art therapy news and updates/facilitate discussions, as able
- Become familiar with AATA Chapter Handbook, AzATA by-laws and website, AATA Glasscubes resources • Read chapter updates from AATA and report any information to other board members that needs to be addressed/could be helpful
- Network and represent AzATA in the professional community
- Participate in AzATA-sponsored events and workshops

President (President-Elect must be prepared to assume these roles):

- Leads board meetings, following Robert's Rules of Order
- Prepares Agenda
- Requests Agenda items
- Supports Board members in the completion of all AzATA business
- Manages website content, supports digital communication efforts
- Work with Treasurer re: non-profit status, and legal/IRS documentation, co-signer on AzATA acct

President Elect/Vice President:

- Be familiar with all presidential duties to take over in case of emergency/president absence
- Support Board members in completion of AzATA business/maintenance of association email account

Treasurer

- Handle All Monetary AzATA Business- cutting checks, maintaining budget items
- Report AzATA balances at each meeting, funds received from AATA, total funds spent monthly • Statutory Agent re: Non-profit status, maintenance of corporate documentation, financials, sending annual reports etc.
- Communicate with AATA and IRS re: financial business including taxes- as needed.
- Provides financial information reports each month, based on current checking balance and expenses

Membership Coordinator

- Maintain up-to-date and organized mailing list, membership list
- Manage Constant Contact mailings
- Send welcome email to new members upon their addition to our membership list
- Notify Student Liaison when a new student member has joined for outreach
- Report on posts, membership numbers and Facebook "like" numbers at meetings
- Support and coordinate monthly contact with membership

Secretary

- Records minutes for all AzATA board meetings, amend as needed
- Manage azarttherapy@gmail, respond to inquiries, share with members

- Organize Azata digital documents
- Manage AzATA documents (agenda, meeting minutes, & workshop documents) on shared Google drive

Student Liaison

- Maintain relationships with AzATA board and students in AZ to further support AzATA and students in their education etc.
- Contacts new student members
- Networks with Students and Educational teams to encourage student membership
- Write/Maintain a welcome letter/email for students
- Send a letter to local university Chair persons for introductions and offers of support for students

General Board Members:

- Support Board members in completion of AzATA business
- Create and Mail (quarterly) AzATA Newsletter