



## Arizona Art Therapy Association Board Member Responsibilities for 2019 Open 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

### 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

### General Board Members:

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