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