

**POLICY MANUAL
AMERICAN MASSAGE THERAPY ASSOCIATION
NEVADA CHAPTER**

Section 1. Chapter Board

A. Candidates

1. Candidates for office to the Chapter Board shall electronically submit an application form to the Online Election Coordinator during the designated open Call for Candidates window prior to the Chapter Annual Meeting. Following approval by the Online Election Coordinator, candidates' names will be placed on the ballot for online voting by the membership prior to the Chapter Annual Meeting where election results will be announced.

B. Duties

1. Chapter Board members are required to maintain an Attendance Record of no less than 70% of scheduled, monthly Board Meetings, which include "conference call" board meetings and/or live meetings, and the annual Chapter Meeting, except for good cause shown.
2. The Chapter Board shall make appropriate reports and recommendations to the Chapter membership at the Chapter Annual Meeting.
3. Each Board member is required to contribute one written submission annually for publication in the Chapter's newsletter.
4. Chapter Board members are to submit agenda items, written annual and/or meeting reports when applicable on behalf of their respective committees to the Chapter Secretary and President two weeks prior to announced Chapter and Chapter Board meetings.
5. Chapter Board members are to submit Budget Proposals to the Financial Administrator for the next fiscal year no later than 60 days prior to the beginning of the next fiscal year.
6. Each Board Member is required to Chair or Co-Chair one committee.
7. Chapter Secretary shall distribute minutes of Chapter Board meetings to Board members no later than two weeks following the Chapter Board Meetings. Distribution of minutes via e-mail is appropriate.
8. Chapter Secretary shall distribute a report of any Chapter meeting to the Chapter membership via the next Chapter newsletter following the meeting.
9. Within ten (10) days of election or appointment, outgoing chapter volunteers shall instruct board member/committee of documents to new board members and/or committee chairs.

C. Chapter Board Meetings

1. Regular Chapter meetings shall be held monthly, except the month during which the annual Chapter Annual Meeting is held.

D. Benefits

1. Chapter Board Member's registration fee for educational events held in conjunction with the annual Chapter Annual Meeting hosted by the Nevada Chapter will be waived if the duties are met by the Board Members while in term. Non-compliance of required duties, as defined by Section 1.B. would result in benefits being revoked.
2. All travel expenses will be reimbursed to the President and Delegates attending the AMTA National Convention as long as they have met the duties identified in Section 1.B. Travel expenses include airfare, hotel, meals, transportation to hotel via most inexpensive mode (i.e., airport transportation services are usually less expensive than a taxi).

Section 2. Committee Chairs

A. Standing Committee Chairs

1. The following are the existing committee chairs. The committee chairs are not limited to the following:
 - a. Communications Committee Chair
 - b. Community Engagement Committee Chair
 - c. Education Committee Chair
 - d. Government Relations Committee Chair
 - e. Student Outreach Committee Chair
 - f. Finance Committee Chair
 - g. Standing Rules Committee Chair
2. Committee Chairs are directly responsible to a Board Member for supervision and to communicate information.
3. Committee Chairs are to submit a written annual report to the Chapter Secretary and President 30 days prior to the annual meetings. Committee Chairs are to submit a report or provide an update on committee activity prior to announced Chapter and Chapter Board meetings.
Committee Chairs are to submit Budget Proposals to the Financial Administrator for the next fiscal year no later than 60 days prior to the beginning of the next fiscal year. The Board will review its policy concerning the naming of the Committees and the general responsibility of the Standing Committee Chairs annually

B. Standing Committee Chair Charges

1. Communication Committee Chair shall oversee the operations of the website, internal chapter volunteer communication, social media platforms that the chapter utilizes, newsletter production, and email, phone, or letter communication with the chapter members.

- a. Chapter newsletter publication is established by the board and publishes electronically a minimum of three (3) issues per year including special editions.
 - b. The Chapter President may review/approve, prior to publishing.
 - c. The Chapter Board must approve all advertising policy for the newsletter and website, and marketing tools.
 - d. The Chapter does not allow advertising, paid or donation-based, in the newsletter, website, social media accounts or at live events. Any other promotion or advertising will conform with AMTA Bylaws and Policy.
 - e. Communications sent to members will use the most current member roster obtained from National AMTA.
2. Community Engagement Committee Chair shall oversee any member outreach activities that involve community service and/or volunteer chapter-hosted massage therapy services and National Massage Therapy Awareness Week activities.
 3. Education Committee Chair shall oversee the Education Committee, which shall offer not less than two live educational opportunities per year including, the AMTA-NV Annual Conference.
 4. Finance Committee Chair shall oversee financial planning for chapter resources by utilizing member/volunteer input into processes that help make more efficient use of chapter financial resources.
 5. Government Relations Committee Chair shall oversee the gathering and dissemination of jurisdictional information regarding regulation of massage therapists in Nevada.
 6. Student Outreach Committee Chair shall oversee chapter relationships with schools in Nevada. Outreach is conducted by emailing information and chapter activities and engaging on campus(es) with administration, faculty, and/or students to encourage participation in chapter and association-based efforts in Nevada.
 7. Standing Rules Committee Chair shall oversee the review and proposed drafting of the current Chapter standing Rules at the request of the Chapter Board. The Committee will convene and provide a final document for approval, in compliance with AMTA National Bylaws; Article XV Chapters, Section 11 Bylaws and Standing Rules.
 8. The Board will review its policy concerning the Standing Committee Chair Charges annually.

Section 3. Delegates

- A. Candidates for Nevada Delegate shall electronically submit an application form to the Online Election Coordinator during the designated open Call For Candidates window prior to the Chapter Annual Meeting. Following approval by the Online Election Coordinator, candidates' names will be placed on the ballot for online voting by the membership prior to the Chapter Annual Meeting where election results will be announced. AMTA-NV Chapter shall hold online elections in accordance with AMTA Bylaws and Policy.
- B. Delegates are required to attend Assembly of Delegates and encouraged to attend Chapter Leadership Training for the term elected. Delegates must have an Attendance Record of no less than 70% of scheduled, monthly Board Meetings, except for good cause shown.

- C. Each Delegate shall submit a written report within 60 days of the Assembly of Delegates. If a written report is not received by the Chapter President within 60 days of the closing of the Assembly of Delegates Business Meeting, the Delegates' expenses will not be reimbursed.
- D. Each Delegate shall submit a written report within 60 days of the Assembly of Delegates. If a written report is not received by the Chapter President within 60 days, the Delegate's expenses will not be reimbursed. All travel expenses via the most inexpensive mode, including: airfare, hotel, meals, transportation to hotel (eg. Airport transportation services are usually less expensive than a taxi) will be reimbursed to the Delegates attending the Assembly of Delegates on site at the AMTA National Convention as long as they have met the duties identified in Section 3.C. The chapter will prepay airfare and hotel expenses for the Delegates. The Chapter will approve Reimbursement of the balance of approved travel expenses upon submission of the Delegate's written report.
- E. The Chapter Board will review its policy concerning travel expenses annually.