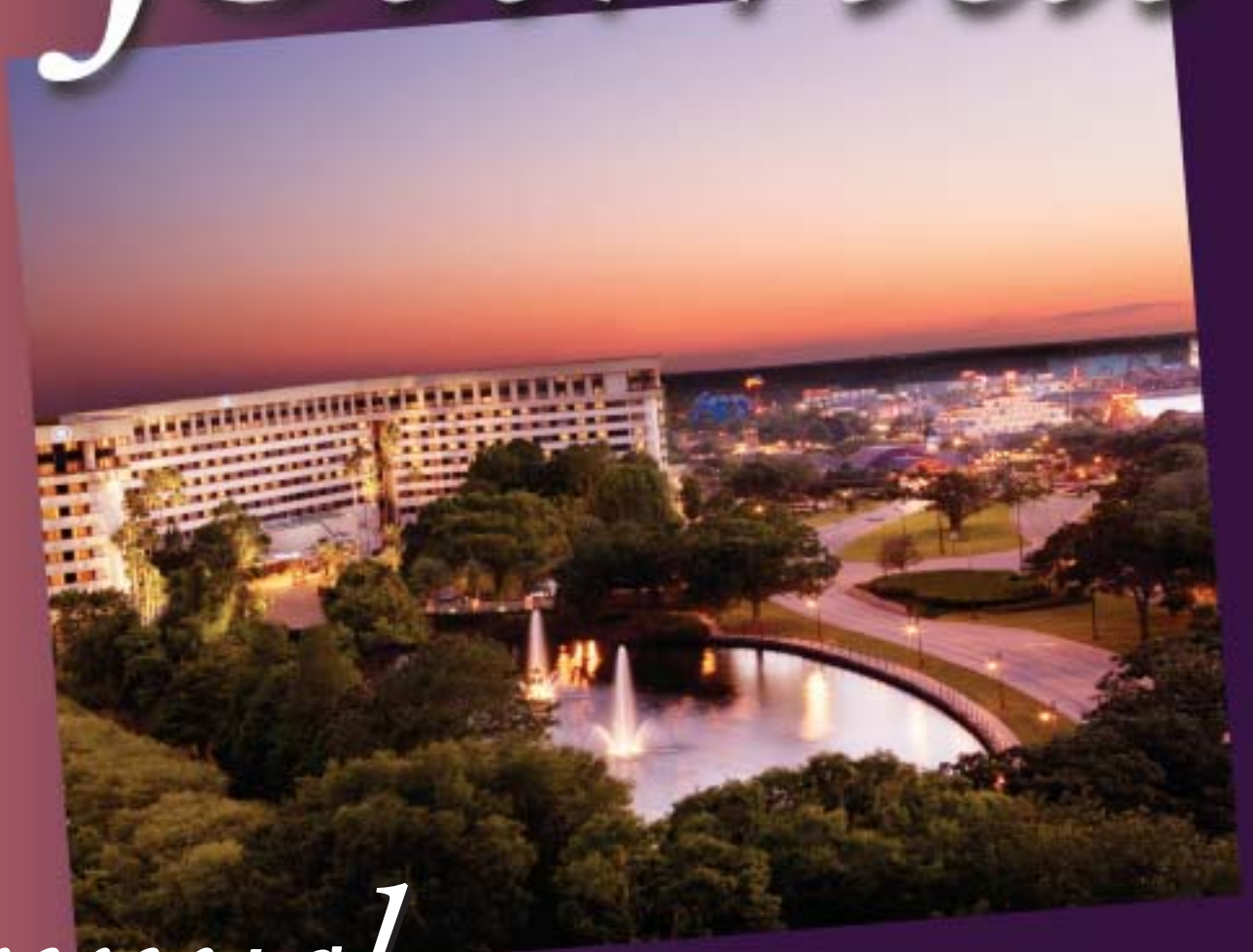


A M T A F L O R I D A

# Journal



## Annual Meeting

January 16th 2011 • 1:30 pm

*Details Inside*



Special Annual Meeting Issue 2010 #56 • \$4.00



**Mission:**

“To serve AMTA members while advancing the art, science and practice of massage therapy.”

**Managing Editor**

Karen Roth

**Publisher**

AMTA Florida Chapter

AMTA Florida Journal is published quarterly by the Florida Chapter of the American Massage Therapy Association, a non-profit professional massage therapy association. This journal welcomes contributions from the readers. Contributions must be submitted on disk. Include the author's name, address, phone number, and photo.

Mail contributions to:

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**AMTA National Office**

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1-954-348-0780 – www.amtaflorida.org

The Florida Chapter reserves the right to edit all materials where appropriate for space and clarification; accept or reject materials and assumes no responsibility for errors, omissions, corrections, or modifications in publications. The opinions contained in this publication do not necessarily reflect those of the staff or of this publication and/or the AMTA Florida Chapter.

**Per Issue Advertising Rates**

Contact: Karen Roth  
karen@amtaflorida.org

**Postmaster**

If your address has changed, please notify the organizations below. Prompt notification will ensure your continued receipt of AMTA and State Board mailings. Mail changes to the following organizations:

**AMTA Membership Director**

500 Davis St., #900, Evanston, IL 60201  
1-866-268-2352

**Board of Massage Therapy**

4052 Bald Cypress Way BIN #C06  
Tallahassee, FL 32399-3256

**Winter Advertisement Deadline**

November 10, 2010

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## Florida Chapter Board Members

**President**

George Schwind  
1700 S. Surf Rd.  
Hollywood, FL 33019  
954-494-9653  
george@amtaflorida.org

**3rd Vice President**

Nancy Keeney Smith  
3819 NW 68th Place  
Gainesville, Florida 32653  
352-316-0401  
nancy@amtaflorida.org

**1st Vice President**

Karen Roth  
778 Northlake Blvd.  
Tarpon Springs, FL 34689  
727-243-0632  
karen@amtaflorida.org

**Secretary**

Kathy Reid  
903 Strawberry Lane  
Brandon, FL 33511  
813-334-1270  
kathy@amtaflorida.org

**2nd Vice President**

Vilma Pico  
281 N. W. 56 Ct.  
Miami, FL 33126  
305-467-6263  
vilma@amtaflorida.org

**Treasurer**

Vacant

---

## Florida Chapter Committee Chairs

**Law & Legislation**

George Schwind  
george@amtaflorida.org

**Awards**

Kathy Reid  
kathy@amtaflorida.org

**Education**

Vacant

**Membership**

Vilma Pico  
vilma@amtaflorida.org

**Public Relations**

Karen Roth  
karen@amtaflorida.org

**Bylaws, Standing Rules and Governance**

George Schwind  
george@amtaflorida.org

**Website**

Nancy Keeney Smith  
nancy@amtaflorida.org

**Unit Liaison**

Vilma Pico  
vilma@amtaflorida.org

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## 2010 AMTA-Florida Chapter Delegates

Laurel Freeman, laurelfreeman@mac.com  
Bruce Baltz, Bruce@dtsm.net  
Nina Ramos, jiova18@yahoo.com  
Jeffery Wood, WoodJ@citrus.k12.fl.us  
Davis Kasprzyk, amtadavid@verizon.net

**Alternate Delegates**

Lee Ann Earle   Bob Davis   Raul Izquierdo   Joe Ferguson   Sara Garcia

If you are not an AMTA member and have received this Journal please accept it with the compliments of the AMTA FL Board and Membership as a “Welcome to the Profession in Florida.” We hope you will join AMTA and get involved.

T A B L E O F

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*Notice of*  
**Annual Meeting**  
January 16th 2011 • 1:30 pm

**Hilton Buena Vista Walt Disney Resort**  
1751 Hilton plaza Blvd.  
Lake Buena Vista Florida 32830  
407-827-3809

# Members

AMTA National has established some election guidelines and put forth some formats for operating Chapter Annual Meetings. The Annual Meeting this year will be run using those guidelines and formats. You probably will not notice any big changes because the Florida Chapter in the past generally operated the Annual Meeting in the logical manner set out by the guidelines and formats.



The major voting change this year relates to the election of Delegates and the establishment of term limits for delegates. The details of those changes appears in an article in this Journal.

The central theme and focus of the Board this year has been to improve management operations to provide greater value to the membership. The Board thanks the Membership for their confidence in the Board and loyalty to the AMTA Florida Chapter.

As this Board gets ready to prepare the Budget for fiscal year 2011-2012, creating value for the members for their loyalty to the Chapter will be a first priority.

Encouraging members to Volunteer for Board, Committee and Unit positions to promote their Visions for the "Chapter of the Future" is another priority,

Promoting affordable top notch education for the membership so that AMTA Florida members will give first class service to their clients and be the Vital force behind their being the first choice as therapists will be a priority..

Continuing our successful programs, developing new programs while containing costs without depleting the Vigor of your Chapter is our goal.

The Board offers their best Holiday wishes to our members and their families and looks forward to seeing everyone at the Annual Business Meeting of the AMTA Florida Chapter, Sunday, January 16, 2011, at the Hilton located in Buena Walt Disney Resort, 1751 Hilton Plaza Blvd. Lake Buena Vista 32830 (407) 827-3809. Vote your Vision.

Sincerely,

*For the Board*

A handwritten signature in black ink that reads "George". The signature is written in a cursive, flowing style.



# AMTA Florida Chapter Annual Meeting Minutes February 7, 2010

## Meeting was called to order at 1:55p.m.

- Candy Morris introduced the keynote speaker Liz Lucas.
- Board members present: Candy Morris, George Schwind, Karen Roth, Eileen Newsome and Kathy Reid.
- The AMTA Florida Chapter presented Lynda Solien Wolf with an award.
- President Candy Morris called for any new business at which time Pat Donahue asked to have the member dues reduced to \$10.00 added to the agenda and approval of the officers for the Gainesville Unit were added as well.
- 02-07-10;#1 A motion was made by Bob Davis to approve the business meeting agenda. Second by Lynda Solien Wolf. Motion passed.
- 02-07-10;#2 A motion was made by Pat Donahue to approve the minutes from the 2009 annual meeting. Second by Estrellita Izquierdo. Motion passed.
- Eileen Newsome, Treasurer, presented the 2010-11 budget.
- 02-07-10;#3 A motion was made by Lynda Solien Wolf to approve the 2010-11 Florida Chapter Budget. Second by Cheryl Back Steinke. Motion passed.
- George Schwind, Immediate Past President, briefly explained the standing rules and that they are in compliance with National and satisfy the needs of the chapter.
- 02-07-10;#4 A motion was made by Cheryl Back Steinke to approve the Standing Rules. Second by Bob Davis. Motion passed.

## New Business

Gainesville unit was introduced and approved. Emily Antonen made the motion to accept the Gainesville unit and was seconded by Bob Davis. Motion passed.

02-07-10;#5 A motion was made by Pat Donahue to reduce the chapter dues to \$10. Rational - due to the state of the economy. Second by Estrellita Izquierdo. Motion failed.

## Elections

Cheryl Back Steinke presented the nominating committees slate of officers running for the board and called for nominations from the floor. Hearing no nominations from the floor, the nominations and results are as follows:

<b>George Schwind</b> - <i>President</i>	Accepts
<b>Robert Davis</b> - <i>2nd VP</i>	Accepts
<b>Vilma Pico</b> - <i>3rd VP</i>	Accepts
<b>Eileen Newsome</b> - <i>Treasurer</i>	Accepts
<b>Kathy Reid</b> - <i>Secretary</i>	Accepts

02-07-10;#6 A motion was made by Joe Ferguson to have the secretary cast one ballot. Second by Pat Donahue. Motion passed.

Laurel Freeman introduced the new Florida Chapter Board and performed the swearing in of the officers.

## Awards

Florida Chapter Humanitarian Award was presented to Nina Ramos and the Presidents Award was presented to Karen Godfrey and Tracy Samples.

## Raffle

Karen Roth did the raffle drawing and the winners are:

Diane Garrison - Nike Bag  
Jason Krick - Jewelry  
Raul Izquierdo - Sheets  
Vilma Pico - Sheets  
Renie Scioville - Table Warmer  
Cheryl Back Steinke - Table Warmer  
Karen Godfrey - Sheets  
Nancy Keeny Smith - Table

02-07-10;#7 A motion was made by Estrellita Izquierdo to adjourn. Second by Judi Brethouwer-Smith. Motion passed.

Meeting adjourned at 3:30pm.

# Time to Vote

## Offices Open for Election

### Two Year Terms

1st Vice President

3rd Vice President

Treasurer

Delegates - 3

Alternate Delegates - 5

### One Year Term

Delegates - 2

### To Qualify

Article XIV Section 5, Paragraphs A,B,C, "Chapter Officers" of the AMTA Bylaws and the current AMTA Florida Chapter Standing Rules establish the following as minimum qualifications for holding office:

### Section 5. Chapter Officers

#### A. Titles and Method of Selection

1. Elected officers shall include a President, First Vice President, Second Vice President, Third Vice President, Secretary, and Treasurer.
2. Chapters may establish various appointed officers according to their needs.

#### B. Eligibility for Candidacy

1. A candidate for elected office shall be a Professional member in good standing and sign the Chapter Volunteer Code of Conduct.
2. A candidate for appointed office shall be a member of the Association in good standing.
3. The Chapter General Assembly may amend to add other qualifications for individual Chapter officers as provided in Section 12, paragraph B of this Article.
4. Shall not have been removed from office/position within the last fiscal year.

#### C. Term of Office

1. The Chapter President shall be elected every even year for a term of two (2) years or until a successor is elected, not to exceed two (2) consecutive elective terms.
2. The First and Third Vice Presidents shall be elected

every odd year for a term of two (2) years or until successors are elected.

3. The Second Vice President shall be elected every even year for a term of two (2) years or until a successor is elected.

*Proviso:* Effective January 1, 2009, the Secretary shall be elected for a term of one (1) year or until a successor is elected. Commencing in 2010, the Secretary shall be elected every even year for a term of two (2) years or until a successor is elected.

4. The Secretary shall be elected every even year for a term of two (2) years or until a successor is elected.

*Proviso:* Effective January 1, 2010, the Treasurer shall be elected for a term of one (1) year or until a successor is elected. Commencing in 2011, the Treasurer shall be elected every odd year for a term of two (2) years or until a successor is elected.

5. The Treasurer shall be elected every odd year for a term of two (2) years or until a successor is elected.
6. All appointed positions shall be for a term of one (1) year or until successors are appointed and reviewed annually.

### AMTA Florida Chapter Standing Rules

Paragraph 4-5 The qualifications to hold an appointed office and stand for election as a Chapter Officer are:

- a. Holding a current and valid massage therapist license issued by the State of Florida, and being an AMTA Professional Member in good standing for at least one year in the AMTA-Florida Chapter, and signing an acknowledgment indicating a willingness to serve in the elected or appointed position.
- b. A candidate for the office of Chapter President or 1st Vice President shall have previously served in a Chapter elected position for at least one Chapter fiscal year or served in an appointed Board position for at least one complete Chapter fiscal year within the preceding three Chapter fiscal years or have been appointed to an AMTA-FL Chapter Committee by the Board for at least one complete Chapter fiscal year within the preceding three Chapter fiscal years.
- c. Attendance at an AMTA Nationally sponsored Chapter Officer Training Program may be substituted

- for one year of Chapter service as a Board appointee.
- d. All appointed officers shall assume the position within 10 days after their appointment.

The AMTA Bylaws were recently changed as to the term of office for the Position of Delegate they now provide: *(Please see page 12 for Delegate Position Job Description.)*

The AMTA Florida Chapter Standing rules in Paragraph 4.6 provide that:

- Paragraph 4.6 Chapter Delegates and Alternates are elected at the Chapter Annual Meeting.
- a. The number of Delegates and Alternates elected at any Chapter Annual Meeting shall be controlled by AMTA National Bylaws.
  - b. Delegate candidate names are placed on the ballot in the order received first by the Nominating Chair, then by floor nominations.
  - c. Delegates must attend the National Convention, House of Delegates for the Term elected.

The Job Descriptions and basic duties for elected Positions on the AMTA Florida Chapter Board of Directors are defined as follows by *(Please see page 10 for Board of Directors Positions Job Descriptions.)* and the Florida Chapter Standing Rules, Section V:

### **Section V. Board of Directors**

Paragraph 5.1 The Chapter Board of Directors (BOD) is the governing body of the AMTA-FL Chapter.

Paragraph 5.2 The Chapter BOD shall consist of the following members: President, 1st Vice President, 2nd Vice President, 3rd Vice President, Secretary, Treasurer, and Immediate Past President.

Paragraph 5.3 Each AMTA-FL Director shall have a voice and a vote at all AMTA-FLChapter Board meetings. Directors may only abstain from voting at an AMTA-FL Chapter Board meeting provided their abstention meets the criteria for abstention stated in the current edition of Robert's Rules of Order.

Paragraph 5.4 The AMTA-FLBOD shall meet in face-to-face meetings at least 4 times per year. The BOD may

also meet by telephone conference as necessary to conduct Chapter business.

Paragraph 5.5 The AMTA-FLBOD telephone meetings shall be open to the membership and the date and time of the meeting announced on the Chapter website. The President and Board shall determine the date and time for all meetings. There is no limit as to the number of telephone meetings that may be held in any fiscal year.

Paragraph 5.6 The AMTA-FLBoard shall meet annually to develop a strategic plan and a proposed Chapter budget for the next fiscal year.

The information in the above mentioned Job Descriptions and Duties of the AMTA-FLChapter Board is significant because if you are unable to dedicate and commit the time and energy to being a Board Member you block the progress of the Chapter and will feel personally challenged by your inability to timely perform.

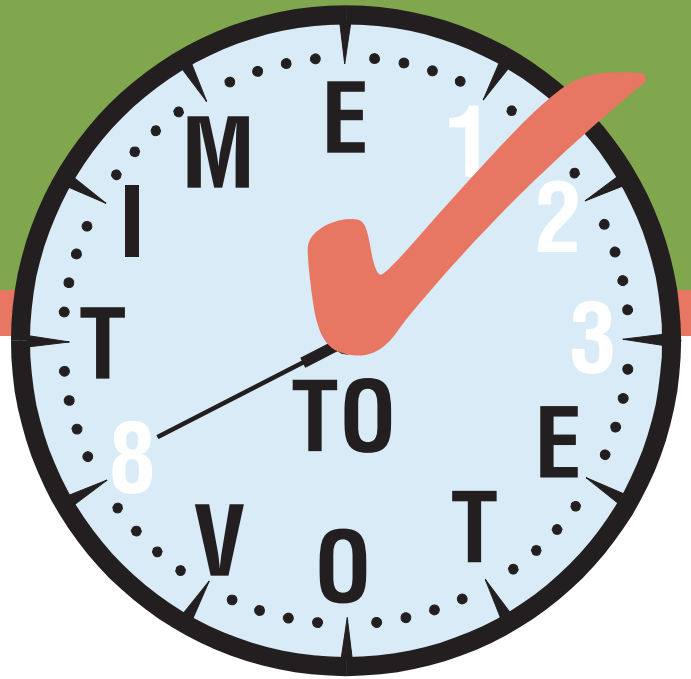
The above is stated not to scare you away from running for a position on the Board but to give "Fair Notice" that there are some strict time deadlines as well as flexible deadlines. You should know that unforeseen opportunities and unplanned challenges can interrupt your otherwise peaceful life. Further you should consider out of town travel as part of your duties and that the stated numbers of meetings in Section V is minimal and more may be needed.

Please do not feel discouraged if you wish to serve — there are also many Committees and special events that will require your time and talent. Please volunteer for those Committees and events if you cannot put in the time to be a Florida Chapter Board Member.

Please note on your application that if you are not elected, or wish not to be elected to a Board position that you would be willing to serve as a Committee Member or for a Special Event.

### **The Election Process**

The Board appointed Cheryl Back Stienke, Chair of the AMTA-FLChapter Commission on Candidacy. Her address for mailing your application and Code of



Conduct form is: Cheryl Back Stienke, PO Box 3552, Seminole, FL 33775-3552

As the Chair of the Commission on Candidacy, all correspondence related to this election and your application and signed Code of Conduct should be mailed to Cheryl at the P.O. Box address above. This year there will be no nominations from the floor so it is necessary for you to make certain that the Commission on Candidacy receives your application for the position of your choice (hint: Don't Volunteer for a position for which you don't have the qualifications) and a signed Code of Conduct five (5) business days before the Annual Meeting. Therefore, since the Annual meeting is Sunday, January 16, 2011 and Saturday, January 15, 2011 is not a business day, Cheryl needs to have your application and a signed Code of Conduct before Monday, January 10, 2011. No Exceptions are permitted.

The duties of the Commission on Candidacy are detailed in the AMTA Bylaws — Article XIV, Section 8 Elections. The pertinent paragraphs related to this election are:

Article XIV Section 8 Paragraphs B 2 and 3 which read;

2. The duties of the Commission on Candidacy shall include the following:
  - a. Consider the qualifications of all candidates who have submitted an application and signed Code of Conduct, 5 business days prior to the chapter's annual meeting;
  - b. Ensure that candidates meet eligibility requirements for the office sought.
  - c. Present the Commission on Candidacy report at the Chapter Annual Meeting, including the final slate of all eligible candidates for available positions.
3. Any member's name may be on the ballot (whether present at the election or not) providing she/he meets the following requirements:
  - a. File a valid candidate application 5 days prior to the chapter's annual meeting.
  - b. Meet the eligibility requirements of the office.
  - c. Notify the Chapter President, other Chapter Board Member, or the Commission on Candidacy of absenteeism prior to the meeting.

### Voting

Voting by Professional Members of the AMTA Florida Chapter will be done in person at the annual meeting on January 16, 2011. The person receiving the majority of the votes cast will be declared the winner. If there are more than two (2) for an open position and there is no clear majority there will be a run off election of the top two (2) vote getters.

Voting will be by secret ballot and a three person counting committee will be appointed at the meeting.

### Swearing In

The successful Board Members and Delegates will be sworn in after the votes are counted at the annual meeting January 16, 2011.

# AMTA-FL Chapter Position Descriptions

## First/Second/Third Vice President

Position Title: Chapter Vice President  
(1st, 2nd or 3rd)

**Purpose:** The Chapter Vice President will assist the Chapter President in achieving Chapter goals and effecting policies and/or decisions made by the Chapter Board of Directors.

**Eligibility:** In addition to being a Professional member in good standing and signing the Chapter Volunteer Code of Conduct, she/he must meet one or more of the following requirements:

- Completed one term year as a Chapter Board member within the last three years.
- Completed one term year as a Chapter committee chair or member, within the last two years.
- Completed one term year as a National Standing Committee Chair or National Board member within the last two years.

**Authority:** The authority of the Chapter Vice President is conferred by the Chapter membership through election, and as specified in the National AMTA Bylaws, Policy and Chapter Standing Rules, (if existent).

**Accountability:** The Chapter Vice President is accountable to the Membership by virtue of election and the Chapter Board, the Membership, and the AMTA National Board through reporting activities. The Chapter Vice President agrees to uphold and abide by National AMTA Bylaws, Policy, Job Description, Chapter Volunteer Code of Conduct, Chapter Standing Rules (if existent), and Financial Policies & Procedures.

**Term of Office:** The First and Third Vice Presidents shall be elected every odd year for a term of two (2) years or until successors are elected. The Second Vice President shall be elected every even year for a term of two (2) years or until a successor is elected.

## Relationship:

The Chapter Vice President works most closely with Chapter members and other appointees, Chapter staff or consultants, and National AMTA staff. The Chapter Vice President also communicates with Chapter members, other Chapter Vice Presidents, the Chapter Relations Committee, Chapter Relations Department, and/or other National volunteers, as appropriate.

## Responsibilities

1. Is a voting member of the Chapter Board of Directors and is familiar with Robert's Rules of Order.
2. In the temporary absence or incapacity of the Chapter President, the 1st, 2nd or 3rd Vice President, in that order, serves in the place of the President.
3. In the event the office of the President becomes vacant, may succeed to the office of President according to AMTA Bylaws and Policy.
4. Accepts responsibilities for Chapter/Association assignments as delegated by the Chapter President.
5. May have signature registered with the bank servicing the Chapter and with any other financial institution serving as depository of funds.
6. May temporarily assume the responsibilities of vacant volunteer positions while working with the President, the Chapter Relations Committee and staff to fill the vacancy.
7. Shall not be the Chair of more than two (2) committees, sub-committees, special committees or workgroups.
8. Attends Chapter Board, Chapter membership, and any Chapter committee meetings for which the Vice President has responsibility, and, whenever possible, regional and national meetings of the Association.
9. Identifies, cultivates and recruits future Chapter leaders.
10. Makes recommendations to the Chapter President for committee appointments.
11. Directs and refers members to appropriate volunteer and staff contacts as needed.
12. Is available to receive direct feedback from members for input to the Chapter Board, and to communicate to inquiring members, appropriate information regarding actions of the Chapter Board.

13. Maintains communication with Chapter membership through regular reports via Chapter newsletter, and reports at Chapter membership and Chapter Board meetings.
14. Fulfills the fiduciary, due diligence, and other responsibilities of Chapter board members as described in National Bylaws and Policy, Chapter Volunteer Code of Conduct and Chapter Standing Rules and Policies.
15. Maintains orderly records of activities and timelines relevant to her/his position during the term and supplies the incoming Vice President with those records to ensure a smooth transition.

**Time Commitment:** The time commitment averages approximately 5 - 8 hours per week, depending on Chapter activities. The time commitment may be higher before and/or during certain Chapter events or actions.

**Vacancy and Succession:** A vacancy in the Vice President's position will be filled according to AMTA Bylaws, Policy, and Chapter Standing Rules (if existent).

**Removal from Office:**

An officer may be removed from office for failure to:

1. Fulfill her/his duties and responsibilities (dereliction of duties).
2. Abide by the National AMTA Bylaws, Policy, Job Description, Chapter Volunteer Code of Conduct, Chapter Standing Rules, Financial Policies and Procedures.
3. Keep AMTA membership dues current.

Removal shall occur upon recommendation from a Chapter Board member with a two-thirds vote of the entire Chapter Board.

The Chapter Vice President, as a Chapter volunteer, is also subject to the Chapter Volunteer Conflict Resolution Process.

## Treasurer

### Position Title: Chapter Treasurer

**Purpose:** The Chapter Treasurer ensures the integrity of the fiscal affairs of the Chapter.

**Eligibility:** In addition to being a Professional member in good standing, and signing the Chapter Volunteer Code of Conduct, she/he must meet one or more of the following requirements:

- Completed one term year as a Chapter Board member within the last three years.
- Completed one term year as a Chapter committee chair or member, within the last two years.
- Completed one term year as a National Standing Committee Chair or National Board member within the last two years.
- Completed one year of AMTA membership and have experience in bookkeeping, accounting or finance.

**Authority:** The Chapter Treasurer is given authority by the Chapter membership through election and as specified in the National AMTA Bylaws, Policy and Chapter Standing Rules.

**Accountability:** The Chapter Treasurer is accountable to the membership by virtue of election and to the Chapter Board and the membership through reporting activities. The Chapter Treasurer agrees to uphold and abide by National AMTA Bylaws, Policy, Job Description, Chapter Volunteer Code of Conduct, Chapter Standing Rules, and Financial Policies & Procedures.

**Term of Office:** Treasurer is elected every odd year for a term of two (2) years or until a successor is elected.

**Relationships:** The Chapter Treasurer works most closely with Chapter Board members and appointees, and National AMTA staff. The Chapter Treasurer also communicates with Chapter members, the Chapter Relations Committee, Chapter Relations and Finance staff, and/or other National volunteers, as appropriate.

### Responsibilities:

1. Serves as a voting member of the Chapter Board of Directors.
2. Has basic knowledge of Quick Books or similar accounting program.
3. Attends all Chapter meetings and Chapter Board meetings, as scheduled.
4. Is a signatory on all Chapter accounts per AMTA Policy.
5. Acts in the place of the President in the absence or incapacity of the President, Vice Presidents and Secretary.
6. Accepts responsibilities delegated by the President.
7. May temporarily assume the responsibilities of vacant positions while working with the President, the Chapter Relations Committee and staff to fill the vacancy.
8. Shall not be the Chair of more than two (2) committees, sub-committees, special committees or workgroups.
9. In cooperation with the President, conducts the regular day-to-day financial business affairs of the Chapter.
10. Adopts and uses the Chapter Internal Controls detailed in AMTA Policy.
11. Completes and submits reports in compliance with AMTA Policy.
12. Manages and oversees the Chapter Budget.
  - In collaboration with Chapter Board members and/or Chapter Finance Committee, prepares the annual Chapter budget, for presentation to the Chapter Board and the Chapter membership for approval.
  - Ensures that Chapter records are maintained according to the Chapter record retention guidelines, and submits required reports to the National Office.
  - Ensures that expenses are budgeted and allowable.
  - Provides information to the Chapter Board regarding budgetary restrictions and alerts the Chapter Board when projects, programs, or units are in danger of going over budget.
  - Brings all unapproved and/or un budgeted requests for funds and payment to the Chapter Board.
  - Proposes cost cutting measures and budget adjustments.
  - Reports line item financial status of the Chapter, actual vs. budgets, to the Chapter Board quarterly and to the Chapter members annually.
13. Manages Chapter finances and keeps accurate records of all income and expenses in QuickBooks.
14. Keeps the Chapter Board current regarding status of investments, when applicable.
15. Reimburses members, appointees, or other volunteers, in accordance with Chapter standing rules or Chapter policy, for budgeted or approved expenditures made on behalf of the Chapter.
16. Reviews Chapter expenditures and financial status on a regular basis to ensure overall fiscal responsibility.
17. Updates Chapter Financial Policies and Procedures annually for Chapter Board of Directors approval, when applicable.
18. Maintains orderly financial records and an outline of the procedures used and furnishes the incoming Treasurer with those records.
19. Communicates with Chapter membership, through regular reports, the financial status of the Chapter, including income and expenses to date and account balances.
20. Identifies, recruits, cultivates, and mentors future Chapter leaders.
21. Makes recommendations to the President for committee appointments.
22. Directs and refers members to volunteer and staff contacts as appropriate.
23. Receives direct feedback from members and answers their questions about actions of the Chapter Board.
24. Ensures Chapter financial operations are consistent with AMTA National Bylaws and Policy, and Chapter Standing Rules.
25. Fulfills fiduciary, due diligence, and other responsibilities as described in AMTA Bylaws and Policy.

**Time Commitment:** The time commitment is approximately 5 hours per week. Time commitment may be considerably greater for short durations during preparation of budget, annual reports. etc.

**Vacancy and Succession:** A vacancy in the Treasurer's position will be filled according to AMTA Bylaws, Policy, and Chapter Standing Rules.

### **Removal from Office:**

An officer may be removed from office for failure to:

1. Fulfill her/his duties and responsibilities (dereliction of duties).
2. Abide by the National AMTA Bylaws, Policy, Job Description, Code of Ethics, Chapter Volunteer Code of Conduct, Chapter Standing Rules, Financial Policies and Procedures.
3. Keep AMTA membership dues current.

Removal shall occur upon recommendation from a Chapter Board member with a two-thirds vote of the entire Chapter Board.

The Treasurer, as a Chapter volunteer, is also subject to the Chapter Volunteer Conflict Resolution Process.

## **Delegate**

Position Title: Delegate to the House of Delegates (HOD)

### **Article IX Section #3**

#### **House of Delegates :**

Delegates and alternates shall be elected each year at the Chapter Annual Meeting unless chapter elections are held by some other means codified in Chapter Standing Rules.

- a. The delegate shall serve a term of office of two years, beginning at the same time as chapter officers' terms. Chapters with more than one delegate shall stagger the election of delegates. Chapters with an odd number of delegates will elect the "greater" half of their Delegates in odd numbered years.
- b. The delegate shall serve no more than three consecutive elected terms.
- c. In the case of resignation or any other reason a Delegate is unable to complete their entire term, an Alternate, according to the order of votes received in that same Chapter election, shall assume the Delegate position for the remainder of the unexpired term.
  - i) If no Alternate remains from the same election, an Alternate from the other term election may fill the vacancy.
- d. A candidate for Delegate shall not have been removed from any Chapter or National office/position within the last twelve month

*Bylaw Change effective 1-1-11*

# AMTA Chapter Volunteer Code of Conduct

**Allegiance and Diligence:** While volunteering for my AMTA Chapter, I will conduct myself in a professional manner in all activities related to AMTA.

**Duty of Leadership:** I will promote, support, and follow the AMTA Mission and strategic plan, as they pertain to my Chapter.

- make myself aware of AMTA policies pertaining to Chapter financial reporting obligations.
- become familiar with the bylaws, policies, Chapter standing rules, and other documents pertaining to the operations of the AMTA.
- devote the time necessary to stay current and to participate in Chapter board meetings and conference calls.

**Duty of Obedience:** I will ensure that my actions are within the scope of authority as it has been delegated to the Chapters. This requires:

- Good faith, responsibility and diligence.
- Notifying the National Chapter Relations Department, if I become aware of any activity that is outside the scope of authority that has been delegated to the chapter.

**Duty of Loyalty:** I will act in the interest of the entire membership and not allow my personal interests to prevail over the interests of AMTA or my Chapter.

**Duty of Care:** I will be diligent and prudent in managing the AMTA's affairs at the Chapter level.

**Conflict of Interest:** I will:

- Act in the best interests of the AMTA Chapter in which I serve.
- Be honest and **fully** disclose actual or perceived conflicts of interest that I have regarding any matters that come before the Chapter Board.
- Follow the AMTA's Conflict of Interest policy.

To avoid conflict of interest with respect to my fiduciary responsibility, I will:

- Not use my position(s) to obtain employment for myself, family members, and/or close associates.
- Recuse myself from dialogue, deliberation, and vote, when the Chapter Board business deals with a conflict of interest that directly affects me.

I will not exercise individual authority over National AMTA or my Chapter except as explicitly set forth in the bylaws, policy, and or approved Standing Rules, including during interactions with the public, media, or other entities. I recognize the limitations set forth in policy and/or bylaws and will not speak on behalf of or for the Chapter Board except to repeat explicitly stated Chapter Board decisions.

**Confidentiality:** I will respect confidential information acquired in the course of my service as a Chapter volunteer except when authorized by the AMTA National or Chapter President, or when legally required to disclose such information.

- I will treat as AMTA's intellectual property, all work that is generated as part of any AMTA sponsored project including, but not limited to, National or Chapter Board and committee work and deliberation.
- I will only publicly comment on matters of fact that have been approved to be released.
- I will not use confidential information for my personal and/or professional advantage.

**General Application of the Code:** I understand the National Board of Directors will regularly review the scope and implementation of the code of conduct to ensure that the code remains appropriate for AMTA Chapter volunteers.

**Authority:** I understand that any violation of this code of conduct may result in my removal from my volunteer position.

**Return of AMTA Property:** When requested, I will return National or Chapter AMTA property (information, tools or equipment) within 10 business days.

## Statement of Commitment to the Code of Conduct

As a volunteer for the American Massage Therapy Association (AMTA), I have read and I understand the above stated code of conduct. I agree to abide by the AMTA Chapter Volunteer's Code of Conduct, Code of Ethics, and Standards of Practice.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Email Address \_\_\_\_\_ Chapter \_\_\_\_\_ Position Title \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_



# Calling All Volunteers!

## AMTA-FL Chapter Volunteer Information Form

### Personal Data

Name \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_

Tel (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

### I am interested in applying for the following position:

- 1st Vice President
- 3rd Vice President
- Treasurer

### Qualifications

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### Return To:

American Massage Therapy Association-Florida Chapter  
Cheryl Back Steinke  
P.O.Box 3552  
Seminole, Florida 33775-3552  
727-581-BACK(2225)



**AMTA Florida**  
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Tarpon Springs, FL 34689

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(1-877-425-8852)