



amta
american **massage therapy** association®

**VIRGINIA CHAPTER POLICY
DELEGATE JOB DESCRIPTION AND REIMBURSEMENT FOR ATTENDING
AMTA NATIONAL CONVENTION**

Delegate Reimbursement

1. Delegate will be reimbursed for Convention **early registration fee**. Reimbursement may be granted prior to the Convention date.
2. Delegate will be reimbursed for round trip air coach fare to the convention city. Travel by auto, train, etc., will be reimbursed up to the average airline coach fare. Auto mileage will be calculated at the IRS mileage rate for auto travel.
3. Delegate will be reimbursed up to ½ of the official AMTA convention hotel room rate as published by AMTA in the convention brochure. Delegate may stay at another hotel and still be reimbursed up to ½ of AMTA room rate. Hotel cost will be reimbursed for four (4) nights.
4. Meals will be reimbursed at \$40 per day up to four days-\$140 maximum.
5. Reimbursement will be capped at 1/4 of line item amount for delegate expense in current fiscal year budget, given that there are four Virginia Delegates.
6. Reimbursement forms and receipts are due within ninety (90) days of the event. If obligations outlined in line 7 below have not been met, one half of reimbursement will be withheld until they have been fulfilled.
7. Delegate reimbursement for duties are contingent on performance of the following:
 - a. Delegate will attend House of Delegates (HOD) orientation meeting
 - b. Delegate will attend HOD general meeting
 - c. Delegate will attend first local area meeting after the convention to report on convention activities
 - d. Delegate will write an article for the first issue of Virginia In Touch (VIT) newsletter published after the convention. The article may be submitted to the VIT editor as soon as it is written.
 - e. Delegate will attend the annual Virginia Chapter Leadership Training Retreat in the years of their service.
 - f. Delegate will attend the Chapter Leadership Training presented at the National Convention.
 - g. Delegate will participate in a Virginia Chapter committee during their tenure.
 - h. Delegate will sign the AMTA National Code of Conduct for Chapter Volunteers.
 - i. Fulfillment of the Delegate Job Description as set forth on the AMTA National Web site and described below.
8. If Delegate doesn't complete above stated duties, (s)he forfeits the right to serve as a Virginia Delegate the following year.

9. The Chapter President will appoint a head of Delegation to communicate and organize the activities of the Virginia Delegates.

II. Delegate Job Description

1. Eligibility for Candidacy:

- a. Must be a professional member in good standing.
- b. Must sign the AMTA Chapter Volunteer Code of Conduct
- c. Agrees to uphold and abide by National AMTA Articles of Incorporation, Bylaws, Policy, Code of Conduct, Rules of Engagement and Job Description.
- d. Shall not be an AMTA National Board member.

2. Terms of Office:

- a. Term of office is two years after election to delegate position for three of the delegates elected, and one year for one of the delegates elected. The length of office is determined by the numbers of votes for each applicant. The applicant receiving the greatest numbers of votes will be elected to two years and so on.
- b. Term shall not exceed three consecutive elected terms.
- c. Any delegate who has served in 2008, 2009, **and** 2010 cannot run in 2011.

3. Purpose:

- a. Delegate represents her/his Chapter members in the HOD and related activities, informs the Chapter of timelines, and facilitates the Chapter's influence in the HOD.

4. Relationship:

- a. Delegates will work with their Chapter members and fellow Chapter Delegates, as well as Delegates from other Chapters and the House of Delegates Operations Committee (HODOC), to follow timelines and carry out their assignments and charges applicable to their HOD function.

5. Responsibilities:

- a. The Delegates, in communication at the Chapter Annual Meeting and through other means available, initiates member involvement in discussion of matters that may or will come before the HOD.
- b. Maintains a working knowledge of materials provided prior to the HOD.
- c. Prepares and reviews all necessary materials prior to meetings.
- D. Attends and participates in the HOD orientation and meeting and casts informed vote.
- e. Reports the actions of the HOD to the Chapter membership.

6. Time Commitment:

- a. The time commitment averages about 2-4 hours per month.
- b. Delegate attends the Chapter Annual Meeting, the Delegate Orientation Meeting and the HOD Meeting at the National Convention. Time commitment will be considerably higher during the National Convention.

7. Resources related to carrying out the duties of this office:

- a. HODOC provides materials and training.
- b. Chapters may provide reimbursement according to Chapter Policy.

8. Vacancy and Succession:

- a. In the event of a vacancy, the alternate with the next highest number of votes in previous election will assume the Delegate position.

9. Removal from Office:

- a. Delegate may be removed from office for failure to:
 1. Fulfill her/his duties and responsibilities
 2. Abide by the AMTA Articles of Incorporation, Bylaws, Policy, Code of Conduct, Rules of Engagement or Job Description.
 3. Keep AMTA dues current.

Removal shall occur in accordance with the AMTA Chapter Conflict Resolution Process.