

AMERICAN DANCE THERAPY ASSOCIATION
Board of Directors Elected Position Descriptions

Nominating Committee (term of office: 1 year): One (1). The Nominating Committee follows written guidelines established as proper procedures to solicit nominations for open Board positions from the ADTA professional membership. The Committee works intensively over the course of 8 - 10 weeks in early spring. Once nominations are received the Committee's work is to assure that nominated individuals are eligible and willing to run for office, so that the ballot may be mailed by May of that year. No meeting attendance is required. The term of office rotates by region so that one position always has a two year term. *Current committee members are not eligible for re-election.*

Nominating Committee (term of office: 2 year): One (1). The Nominating Committee follows written guidelines established as proper procedures to solicit nominations for open Board positions from the ADTA professional membership. The Committee works intensively over the course of 8 - 10 weeks in early spring. Once nominations are received the Committee's work is to assure that nominated individuals are eligible and willing to run for office, so that the ballot may be mailed by May of that year. No meeting attendance is required. The term of office rotates by region so that one position always has a two year term. *Current committee members are not eligible for re-election.*

Member-at-Large – by Region (term of office: 2 years) Members-At-Large have a crucial role in the vitality of the ADTA. The MAL is the key to member relations, serving as a bridge between the membership and the Board of Directors. Maintaining the two-way flow of information between members and the Board is core to the organizational well-being of ADTA. As a voting member of the Board of Directors, he or she is involved in the teamwork of running the ADTA. This includes participating in major and minor decision-making, taking on additional tasks for specific initiatives, contributing his or her business expertise, creativity, common sense, teamwork and other talents and skills to the work of the Board of Directors. The MAL is responsible for assisting in the formation and dissolution of ADTA chapters and maintaining an up-to-date archival file of official chapter documents. *Attendance at 2 Board meetings per year (spring, and fall prior to the conference) is required. Travel expenses are reimbursed for spring and a per diem is paid for each meeting day.*

Chairperson, Standards & Ethics Committee (term of office: 2 years). The Chairperson is responsible for developing and maintaining standards of professional conduct, and any other work that falls within the scope of this committee, including definitions, private practice issues, grievances, and documents. The Standards and Ethics Chairperson is a vital resource on professional practice ethics, and addresses all queries on ethical issues that are brought to his or her attention. As a voting member of the Board of Directors, the Chairperson is involved in the teamwork of running the ADTA. This includes participating in major and minor decision-making, taking on additional tasks for specific initiatives, contributing his or her business expertise, creativity, common sense, teamwork and other talents and skills to the work of the Board of Directors. *Attendance at 2 Board meetings per year (spring, and fall prior to the conference) is required. Travel expenses are reimbursed for spring and a per diem is paid for each meeting day.*

Chairperson, Government Affairs Committee (term of office: 2 years). The Chairperson and his or her committee are responsible for acting as a resource regarding legislation and regulations affecting dance/movement therapy, third party payments, coordinating efforts of

regional groups around legislation and state requirement matters. The GAC Chairperson works in liaison with the President or designate on matters of legislative advocacy to insure that ADTA standards and policies relative to these matters are adhered to at all times. As a voting member of the Board of Directors, the Chairperson is involved in the teamwork of running the ADTA. This includes participating in major and minor decision-making, taking on additional tasks for specific initiatives, contributing his or her business expertise, creativity, common sense, teamwork and other talents and skills to the work of the Board of Directors. *Attendance at 2 Board meetings per year (spring, and fall prior to the conference) is required. Travel expenses are reimbursed for spring and a per diem is paid for each meeting day.*

Secretary (term of office: 2 years) A voting member of the Board of Directors and the Executive Committee, the Secretary is involved in the teamwork of running the ADTA. This includes participating in major and minor decision-making, taking on additional tasks for specific initiatives related to membership, contributing his or her business expertise, creativity, common sense, teamwork and other talents and skills to the work of the Board of Directors. He or she is responsible for oversight of membership categories and membership committees such as the student and international membership committees. *Attendance at 2 Board meetings per year is required (spring, and fall prior to the conference). Travel expenses are reimbursed for spring and a per diem is paid for each meeting day.*

Treasurer (term of office: 2 years) A voting member of the Board of Directors and the Executive Committee, the Treasurer is involved in the teamwork of running the ADTA. This includes participating in major and minor decision-making, taking on additional tasks for specific initiatives, contributing his or her business expertise, creativity, common sense, teamwork and other talents and skills to the work of the Board of Directors. The Treasurer works closely with the Operations Director and the Board to monitor the budget and finances of ADTA. *Attendance at 2 Board meetings per year (spring, and fall prior to the conference) is required. Travel expenses are reimbursed for spring and a per diem is paid for each meeting day.*

Chairperson, Education, Research and Practice Committee (term of office: 2 years). The Chairperson works with his or her committee concerning the dissemination of information on dance/movement therapy education, programs, publications and research. He or she may convene special meetings of dance/movement therapy educators at the annual conference, and brings issues related to education, research, and practice to the Board. As a voting member of the Board of Directors, the Chairperson is involved in the teamwork of running the ADTA. This includes participating in major and minor decision-making, taking on additional tasks for specific initiatives, contributing their business expertise, creativity, common sense, teamwork and other talents and skills to the work of the Board of Directors. *Attendance at 2 Board meetings per year (spring, and fall prior to the conference) is required. Travel expenses are reimbursed for spring and a per diem is paid for each meeting day.*

Chairperson, Public Relations Committee (term of office: 2 years). The Public Relations Committee Chairperson functions to inform and promote the science and art of dance/movement therapy to the general public and the health/medical community. Promotions include but are not limited to the following: (1) Press Releases, (2) Advertisements, (3) Brochures, (4) Displays, (5) Videos, (6) Electronic Communications, (including website and listserv), (7) Speeches and presentations. The Chairperson will work with the members of the public relations committee to plan public relations goals, objectives, and action plans that are of

benefit to increasing the public awareness of the ADTA and the growth of the profession of dance/movement therapy.

As a voting member of the Board of Directors, the PR chairperson is involved in the teamwork of running the ADTA. This includes participating in major and minor decision-making, taking on additional tasks for specific initiatives, contributing their business expertise, creativity, common sense, teamwork and other talents and skills to the work of the Board of Directors. *Attendance at 2 Board meetings per year (spring, and fall prior to the conference) is required. Travel expenses are reimbursed for spring and a per diem is paid for each meeting day.*

President (term of office: one 3 year term - to begin 2017). The President coordinates all business of the Association and is responsible for supervising the work of the Board of Directors and the ADTA National Office staff. He or she presides at all meetings of the Board and at all annual meetings and is responsible for the agendas of all official meetings. The President presents a summary of the Association's activities for the past year at the annual meeting. The President may appoint, with the approval of the Board, Chairpersons of special committees except where otherwise indicated by the By-Laws and shall be Ex-Officio member of all committees. She or he has the general supervision of the Association generally vested in the office of President and serves as Liaison to other professional organizations or appoints a delegate. She or he is responsible to the Board of Directors and to the Membership. Attendance at 2 Board meetings per year (spring, and fall prior to the conference) is required. Travel expenses are reimbursed for spring and a per diem is paid for each meeting day.

President Elect (term of office: one 3 year term - to begin 2017). The President Elect serves as parliamentarian and maintains parliamentary procedures as outlined in Robert's Rules of Order. If the By-Laws need change, this officer, with the assistance of a committee shall propose such changes for approval by the Board and ratification by the Membership. The President Elect is the Chairperson of the Annual Conference Committee, and may have other duties as assigned by the President or the Board. As a voting member of the Board of Directors, the President Elect is integrally involved in the teamwork of running the ADTA. This includes participating in major and minor decision-making, taking on additional tasks for specific initiatives, contributing their business expertise, creativity, common sense, teamwork and other talents and skills to the work of the Board of Directors. The individual elected as the President-Elect will automatically continue to a single 3-year term as President. Attendance at 2 Board meetings per year (spring, and fall prior to the conference) is required. Travel expenses are reimbursed for spring and a per diem is paid for each meeting day.

Candidate Guidelines.

- ✓ Candidates for ADTA Board of Directors must be Professional members of ADTA for at least three years during which time they must have served on a national committee or as an officer or committee member of a local chapter for at least one year.
- ✓ No member of the Board of Directors may serve more than two consecutive terms in any one position. No Professional member can serve as chairperson of more than one standing committee.
- ✓ The Chairpersons of the Standards and Ethics and Education, Research and Practice Committees must be a BC-DMT.