

10. Coordinates chapter sponsored headshots at a chapter meeting, once every 3 years.
11. Report to the Board Member 1 on activities one week prior to Board and Membership meetings.
12. Author newsletter articles once a quarter.
13. Identify, cultivate, and recruit future Chapter leaders.
14. Fulfills responsibilities as described in the Chapter Volunteer Code of Conduct.
15. Maintains orderly records of activities and timelines relevant to her/his position during their term and supplies the incoming Secretary with those records to ensure a smooth transition.
16. Must perform duties as described in the Orientation and Procedures Manual.

Time Commitment

The time commitment is approximately 2 – 5 hours per month, depending on Chapter activities.

Removal from Office

A Chair may be removed from appointment for failure to:

1. Fulfill her/his duties and responsibilities (dereliction of duties).
2. Abide by Chapter Volunteer Code of Conduct.
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 National Office must be contacted prior to Chapter Board voting on removal of a volunteer.