

UNIT SECRETARY

Serve as a member of the Unit board and make recommendations to the board that will benefit the membership at the local level.

Support the Unit President and the Unit Vice-President in providing leadership, direction, and communications to support the activities of the Unit.

Accept agreed upon responsibilities delegated by the Unit President and perform them to the best of your abilities.

Attend Unit meetings as an elected officer chosen to represent the membership. Assist in planning and coordination of Unit activities.

Record proceedings of the Unit meetings, membership votes concerning issues, board decisions for activities and recommendations for future goals.

Maintain official permanent records (minutes) of Unit membership/board proceedings. To include maintaining record of any banking signature cards serving as depository of Unit funds.

Become knowledgeable of AMTA Chapter Bylaws and Policy as it pertains to function of a Unit.

Direct and refer members to appropriate AMTA volunteers at the Chapter or National level for assistance with getting their needs met.

Maintain prompt communications with other Unit board members, Chapter board members or committee members as the need arises.

Fulfill the fiduciary, due diligence and other responsibilities of a board member in the professional association of the AMTA.

Act as an ambassador for the massage profession by cultivating other future leaders.

Leave your mark on the Unit and make it a great association to be connected with.