



**Continue the Society's forward momentum!
Apply for Critical Board Positions for 2016-2017.**

**You are invited to discuss the responsibilities and rewards of board membership. We look forward to seeing what you bring to the table!
Contact Denise Williams at president@nysmassage.org**

- (1) Current position has been filled via vote or appointment
- (2) Current position is open for the right applicant
- (3) Board position – an additional team member may be needed to share event marketing responsibilities

President ⁽¹⁾

- Presides at Board meetings and General Meetings of the Society.
- Supervises the affairs of the Society subject to the approval of the Board of Directors.
- The President shall be co-signer of all membership certificates and cards.

Vice President ⁽¹⁾

- In the absence of the President, all the duties pertaining to the office shall be transferred to the Vice-President.
- The Vice-President shall supervise the affairs of the following committees: Nominations, Special Events, and Program and Education.

Membership Secretary ⁽¹⁾

- Keeps an up-to-date file of the membership.
- Work on recruitment efforts as well as retention. Notify members who are in arrears

Membership Secretary Assistant ⁽²⁾ (Shared responsibilities with Membership Secretary)

- Keeps an up-to-date file of the membership.
- Work on recruitment efforts as well as retention. Notify members who are in arrears

Recording Secretary ⁽²⁾

- Write & distribute monthly meeting minutes to board
- Summarize board meeting's action steps and distribute meeting minutes to board

Treasurer ⁽²⁾

- Bookkeeping and number crunching. Must be proficient with Quick Books.
- Must learn how to interface with the Society's database online
- Transfer the Society's income into appropriate checking account
- Pay Society related expenses such as printing, postage, bills to vendors or Board officer incurred expense
- The Treasurer shall propose an annual budget to the Board of Directors for approval. You will advise and report the Society's financials on a quarterly basis

Medical Massage Director ⁽²⁾

- Select medical massage presenters for workshops (4-6 workshops per year)
- Signs off on CE letter / certificate of completion
- Keep NY State mandated CE records updated for all CE eligible events

Event Coordination Team ⁽³⁾ (Shared responsibilities with 1 team leader and 2 team members)

- Promote / oversee / coordinate Society event tasks (ie VistaPrint postcards, presenter needs, presenter contract fees & hotel arrangements)
- Online marketing (Constant Contact email, LinkedIn, Facebook etc)
- Board member Event logistics (reserve space, arrange supplies or equipment as needed per event)

Bulletin Editor / Newsletter Editor ⁽²⁾

- Gathers the material for publishing the Newsletter in a timely manner (quarterly)
- Responsible for advertising, editing (an outside person assembles and mails the newsletter)
- Experience with Constant Contact preferred or willingness to learn

Website Administrator ⁽¹⁾

- Responsible for keeping site updated (Event announcements, member announcements etc. for day-to-day operation)
- Handles assignment of Society Telephone system/voicemail
- Troubleshoot issues with website (backup & restore data, correct links)

The Ideal board member applicant will:

- ✓ Be solution-focused and possess a “Can Do!” attitude
- ✓ Have a take-charge (yet cordial) personality combined with plenty of self-initiative
- ✓ Possess excellent organizational and time management skills
- ✓ Have basic computer skills (ie. Email, Word, Excel, Facebook, LinkedIn able to learn quickly).

Adapted from NYSSMMT Bylaws June 1997

Feel free to contact me at: president@nysmassage.org then we can arrange a mutually convenient time to speak. I look forward to speaking with you.