



Position Descriptions for AATA Elected Officials

Purpose of the Board

- Determine the Strategic Plan to support the mission of the association
- Manage funds to support the Strategic Plan
- Provide oversight and support of the Executive Director in the management of the organization

Governance and Legal Obligations of the Board

Duty of care

Directors must act in good faith and in the best interests of the organization, exercising the same care and diligence that an ordinarily prudent person would use in similar circumstances.

Duty of loyalty:

To avoid conflicts of interest, both real and perceived, directors must prioritize the interests of the organization above their own personal interests.

Duty of obedience

Directors must ensure the organization operates within the bounds of its stated mission, adheres to its governing documents (articles of incorporation, bylaws, policies), and complies with all applicable laws and regulations.

Board Qualifications

The following qualifications will be taken into consideration when selecting candidates to run for positions on the AATA Board of Directors:

- A Professional level AATA Membership that is in good standing for no less than one year
- At least three years of professional experience in the field of art therapy
- Service to art therapy organizations at the local, state, national and/or international level

Duties of the Board as a Whole

Members of the Board must be informed, prepared, and engaged. All Board members will be expected to:

- Maintain the current appropriate AATA membership
- Be an informed, positive ambassador and fundraiser for the organization that can provide accurate information.
- Be familiar with AATA's stated mission, vision and values, as well as current published activities and programs.
- Sit on Board committees and task forces as assigned
- Actively engage in Board discussions and meetings, whether formal meetings or digital conversations, and provide timely responses to emails, phone calls, the MyAATA Board of Directors community, etc.
- Attend all meetings as scheduled by the President
- Review all reports and materials on a timely basis, such as monthly financial, operational reports or strategic support documents

The Board of Directors holds the authority to approve all Association policies, and as such is responsible for developing and modifying procedures to guide the operations, structures, and systems of the Association.

Board members will approach their task with a style that emphasizes support for the mission and vision of the association, as well as support and encouragement of diversity in viewpoints.

Board members are expected to think strategically at all times. The Executive Director and staff work in partnership with the Board to develop a strategic plan designed to fulfill the Association mission and vision. Thus, Board members will emphasize strategic leadership, clear distinction of Board and staff roles, and proactive engagement with the membership of the Association. In accordance with legal and fiduciary responsibilities of all Boards and in this spirit, the Board will:

- Act in the best interest of the organization in all debate and decision making
- Exercise informed and reasonable judgement
- Be prepared and informed
- Think and participate independently in the boardroom and act with one voice as ambassadors of the organization after decisions are made
- Maintain confidentiality of internal business and discussions
- Disclose conflicts of interest and recuse themselves as necessary

In addition to the general duties of all Board members, specific duties are as follows:

Duties of the President

The Board President:

- Is the sole spokesperson of the organization unless this role is delegated
- Calls and presides at all meetings of the Board of Directors and the Annual Meeting of the Membership
- In consultation and cooperation with the Executive Director and the Board (as appropriate), develops the agenda for the board meetings, ensuring that the discussion will focus on governance issues
- Ensures that the Board behaves consistently with its own rules and those legitimately imposed upon it from outside the organization
- Is an ex-officio member of all committees except the Nominating Committee, Honors Committee, and Ethics Committee
- Appoints such individuals, committees, and committee chairs as are deemed necessary to carry on the work of the Association, subject to the approval of the Board of Directors
- In the event that an issue of policy or procedure (for which there is no written guidance) is presented, the President shall assume authority over the issue until an appropriate policy or procedure is approved by the Board of Directors
- Performs such other duties as are pertinent to the office

Duties of the President-Elect

The President-Elect shall:

- Succeed the president in office
- Perform the duties of the President and exercise the power of the President in the President's absence or inability to serve;
- Study the presidential duties and responsibilities, and assist the president as requested
- Act as ambassador, liaison, or substitute if the President requests or is unavailable for

- internal or external meetings
- Serve as a member of the Conference Committee, with specific duties associated with oversight and communication with the full Board of Directors
- Perform other duties as pertinent to the office or as designated by the President

Duties of the Secretary

The Secretary shall:

- Ensure that staff record and publish all approved motions and policies correctly; the Executive Director designee shall maintain the policies file and provide updated copies to the Board whenever the policies change, or upon request
- Be responsible for the minutes of the Annual Meeting of the Membership
- Be responsible for the minutes of the Board of Directors' meetings, and approval of the minutes; Board minutes are to be distributed to all Board members within seven (7) days or less
- Record minutes and motions from Executive Committee conference calls resulting in a vote, and distribute such record to the Executive Committee for their approval; recommended revisions will be submitted to the Secretary, who will submit the conference call motions and minutes (with revisions) to the Board of Directors for their ratification at the next Board meeting
- Be responsible, in conjunction with the National Office, for coordinating Board of Directors in-person and electronic ballots, including those from meetings of the Executive Committee to be submitted for ratification to the Board of Directors at the next Board meeting
- Collaborate with the Executive Director to ensure the Bylaws, and Policies and Procedures remain current, and are reviewed in a timely manner
- Perform other duties as pertinent to the office or as designated by the President
- Monitor timelines and compliance for Board tasks and responsibilities, including, but not limited to, Executive Director and Board assessments and evaluations, strategic planning cycles, and Bylaws, Policy and Procedures review processes

Duties of the Treasurer

The Treasurer shall oversee the financial management of the Association based on the policies and directives of the Board of Directors in conjunction with the Executive Director.

The Treasurer shall:

- Develop and recommend, in cooperation with the Finance Committee and the National Office, an annual budget which shall be approved by a majority of the members of the Board
- Review the monthly financial reports from the National Office to determine if revisions in the budget are necessary
- Participate in the expenditure approvals process
- Immediately consult with the Executive Committee around unusual events, expenses, or income changes that dramatically impact the direction of the budget; the Treasurer shall act in accordance with the direction of the Executive Committee on such matters
- Communicate the financial status of the association to the Board of Directors monthly, and to the membership of the Association at the annual meeting of the membership or as requested by the president
- Support the audit process and report the results to the Board as well as the membership via the Annual Meeting of the Membership.

- Perform other duties as pertinent to the office or as designated by the President

Duties of the Board of Directors

In addition to the general duties of the Board of Directors, members of the Board shall:

- Approve the strategic plan of the organization
- Use their best efforts to carry out the purposes and mission of the American Art Therapy Association
- Attend all Board and Annual Meetings of the organization
- Review and vote on approval of the Board Meeting Minutes from electronic or in-person meetings
- Cast a vote (in favor, oppose, or abstain) in all electronic ballots or in-person votes for which they are present
- Authorize all projects undertaken by the official committees of the organization that impact financials or are not within the approved strategic plan or standard committee assignments
- Submit reports as requested
- Have the authority to hire a management firm or an Executive Director to staff the National Office, and shall conduct an honest and fair annual Performance Review
- Have the authority to continue or terminate the employment of the Executive Director in accordance with the current management contract
- Conduct an annual evaluation of committee chairs, projects, and structure; this report shall evaluate and make recommendations regarding the committee chair, the projects of the committee, and the committee structure
- In concert with the National Office, assist committee chairs in the development and maintenance of committee manuals for those committees to which they have been assigned as liaison

Duties of the Members of the Nominations Committee

The workload for the Nominations Committee is structured around the nomination timeline, and the bulk of the committee work will occur in the spring and summer. Members of the Nominations Committee shall:

- Attend all meetings (conference call, in-person, or virtual)
 - Review all relevant nomination material prior to the meetings
 - Prepare the final slate of candidates from the nominee applications
 - Send the final slate to the AATA operations staff, who are responsible for announcing the slate and running the election
 - Accept and complete special assignments as requested
 - Maintain confidentiality of internal business and discussions
 - Disclose conflicts of interest and recuse themselves as necessary
 - Respond promptly to correspondence and information requests from the Chair and other group members
- Participate in outreach activities, including in-person networking and targeted conference pop-up sessions, social media, other online platforms such as the AATA online forum, Chapter and Virtual Member meetings, and communications with committee chairs to solicit nominations from the membership