

Making the Decision to Run for Delegate



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Thank you for your interest in running for a delegate position. This document will help you understand the time and work necessary to fulfill this important position. It will assist you in making a well informed decision.

The position of delegate is deceptively challenging. While experience volunteering with AMTA is not a requirement, familiarity with the organization is a key to being effective. Knowledge of how both AMTA and your chapter function are best gained through participation prior to becoming a delegate.

Are you eligible?

- Must be a professional member in good standing for at least 1 year
- Must be assigned to the chapter you are elected to serve
- Must have a functional understanding of technology (e.g. email, online discussion boards, mobile applications)
- Must sign the AMTA Chapter Volunteer Code of Conduct and AOD Code of Conduct.
- Shall not be an AMTA National Board member, National Standing Committee Chair, National Commission Chair, or the Moderator of the Assembly of Delegates.

Reasons to run as a delegate

Why run for delegate? Some reasons, but not all, are listed below.

- The position of delegate is important and rewarding. As a delegate you will represent your chapter and will help to shape the future our profession
- You have the opportunity to learn leadership skills.
- You can express your and your chapter's voice, opinions, concerns, and questions about the items to be discussed on the floor of the AOD thru the Delegate Forum.
- You can meet your peers from across the nation.
- It gives you valuable experience in working at the national level of the AMTA.

Information to consider before making your decision

Time Commitment

The time commitment averages about 2-6 hours per month. The time commitment will increase during the lead up to the AOD meeting (estimated 3 months prior) which is generally held during the National Convention but can also be held virtually. Check with your chapter leadership to see if this estimate will increase based on what your chapter requires you to do as a delegate.

Term Length

Each delegate is elected for a two-year term. The delegate term does not end when the AOD meeting and convention ends, as there is work to be done both before and after the AOD meeting. It ends when the two year term has ended. A Delegate may serve no more than three consecutive terms.

Questions to consider

Applicants for the position of delegate are encouraged to consider the following questions when choosing to become a candidate for the position.

- What is impacting massage therapy in my state/District of Columbia? This includes, but is not limited to:
 - a) Education requirements
 - b) Regulation
 - c) Continuing education
 - d) Cultural issues
 - e) Socio-economics
 - f) Diversity
 - g) Employment practices
- What is the context of health and wellness in my state?
- What do I know about how AMTA and my chapter functions?
- What does my chapter require from its delegates?
- Am I willing and able to invest the time needed to fulfill my duties as a delegate? This year-round position takes more time than the 2-3 months before convention.
- Am I able to access a computer and am I competent in using a computer for communication: i.e., Email, AMTA website access?
- Am I committed to reading and responding to all emails pertaining to the AOD?
- Am I willing to learn how to navigate an online platform (the Delegate Forum) for AOD discussions?
- Am I comfortable soliciting feedback from my chapter members and engaging in conversation?

- Am I willing to attend the AOD meeting at National Convention? (please be sure to check in as to what expenses will be covered by your chapter)

Additional Information to Consider

Delegate's Purpose

A delegate represents the massage therapy profession in the AOD and related activities, particularly as relates to the profession in their state. A delegate keeps their chapter leadership and members apprised of the timelines, activities and outcomes of the AOD.

Delegate's Responsibility

1. Responds to applicable chapter communications on a regular and timely basis via phone, email, or other appropriate means.
2. Provides written reports to the chapter board as requested.
3. Participates in the Delegate Forum (on the volunteer HUB), AOD agenda items, discussion items, and AOD duties. *(Note: The Delegate Forum is only accessible to elected delegates and members of the AODAC. If you are elected you will be sent a link to the Delegate Forum.)*
4. Attends chapter meetings as requested by the chapter board to address pertinent AOD agenda items.
5. Discusses AOD updates with the chapter president periodically/as requested.
6. Maintains a working knowledge of materials provided for the AOD meeting.
7. Prepares and reviews all necessary material prior to all AOD meetings.
8. Attends and participates in the AOD meeting at the National Convention.
9. Annually reports the actions of the AOD to the chapter membership.
10. If applicable, serves as liaison if your chapter submits (and is approved for) any Proposed Idea for a Position Statement or Discussion Topics that are put forward for AOD discussion.
11. Provides input to the AOD discussions through the lens of the massage therapy profession in your specific state/District of Columbia. Input may be provided at the annual AOD meeting and via the Delegate Forum (in the volunteer Hub) during your term of service.
12. Checks with chapter leaders to discuss what the chapter reimburses for (as a delegate and other chapter specific responsibilities).

If you have any questions about what you have read or about something not covered, feel free to contact a member of the AODAC through our staff liaison Colleen Leeders via the Chapter Relations Department at chapterrelations@amtamassage.org, or speak with one of your chapter's officers.

We hope that you have the information to recognize what it takes to be a delegate. We sincerely hope that you will decide to be a part of this awesome group of peers.

- If you decide to run, your first step is to sign [*The Volunteer Codes of Conduct.*](#)

If you decide to run for delegate and are elected, Congratulations! Please note that there is another document on-line, [The Delegate Tool Kit](#). It will give you information to prepare you to be an effective delegate.

Thank you for considering running for delegate. Best of luck in the elections!

Helpful Acronyms

The following are acronyms that you may run across as you explore information about being a delegate, as you run for the position, and as a delegate.

AMTA = American Massage Therapy Association

AOD = Assembly of Delegates

AODAC = Assembly of Delegates Advisory Committee

BOD/NBOD = Board of Directors/National Board of Directors

CPC = Chapter Presidents Council

CSMT = Community Service Massage Team

CVOP = Chapter Volunteer Orientation Program

DT = Discussion Topics

GR = Government Relations

HOD = House of Delegates

HUB = the online center for AMTA communication and resources

MTF = Massage Therapy Foundation

NCBTMB = National Certification Board for Therapeutic Massage and Bodywork

PIPS = Proposed Ideas for Position Statements

Helpful Definitions

Assembly of Delegates (AOD)

The Assembly of Delegates is a group of AMTA members elected by their chapter members to provide input on Proposed Ideas for Position Statements (PIPS) and/or Discussion Topics (DT). An annual AOD meeting is held to convene the state chapters' Delegates to deliberate on and possibly move forward in the approval process the current year's DTs and PIPs.

Assembly of Delegates Advisory Committee (AODAC)

This committee is composed of members appointed by the committee chair and approved by the National President. The committee chair also serves as the AOD Moderator and is appointed by the National President.

The committee oversees the function of the AOD, creates and updates documents related to the AOD, creates resources for delegates, reviews the PIPS and DT forms submitted between the end of one AOD and before the deadline for the next year's AOD. Determines the agenda for the AOD meeting held at the national convention, creates a report of the AOD meeting that is presented to the National Board and posts it on the Delegate Forum.

AODAC organizes and runs the AOD meeting either at the national convention or virtually. The chair of the AODAC acts as Moderator of the AOD at the meeting and during the year on the Delegate Forum.

Board of Directors/National Board of Directors

This can refer to your chapter's Board of Directors (BOD) or the National Board of Directors (NBOD). This is a group of people that oversees the function of the chapter or in the case of the National BOD; they oversee and manage all of AMTA. It is these bodies that are held accountable for the chapter/organization's policies and actions.

Chapter Volunteer Orientation Program (CVOP)

This is one of the primary AMTA volunteer training programs. It is held during the year and often at the national convention. A chapter's BOD selects volunteer(s) to attend.

Delegate

A delegate is a Professional AMTA member in good standing, who is elected by his/her chapter to represent the chapter on the Delegate Forum and at the AOD meeting.

This is a two-year position that starts when a delegate is elected and continues after the meeting until their term ends. A delegate may serve three (3) consecutive terms. Each chapter is permitted a maximum of two delegates. If a chapter has two delegates they are elected in alternate years.

Delegate Forum

(See The HUB/Delegate Forum below)

Discussion Topics (DT)

A Discussion Topic is a statement that the AOD discusses on both the delegate forum and at the AOD meeting. The purpose of a Discussion Topic is to bring a broad discussion idea forward and to gather input, not to offer solutions to problems. These topics are about issues concerning the profession, your chapter, or your members.

Any member, Delegate, Chapter BOD, NBOD, Standing committees, NCBTMB, and the MTF may submit a DT by filling out the Discussion Topic Proposal Form at any time during the year. To be considered for a particular year's AOD meeting, they must be completed by the deadlines set forth for that year. The timeline, forms and resources may be found on the [Delegate Resources](#) page on the AMTA National website.

Government Relations (GR)

This is in reference to both the Government Relations program coordinated through the national office as well as any Government Relations programs at the chapter level.

House of Delegates (HOD)

The House of Delegates was the predecessor to the Assembly of Delegates. It was a group of delegates elected by their chapter members to debate and vote on various Position Statements of AMTA and Recommendations to the National Board. The last HOD meeting was held in 2017.

The HUB/Delegate Forum

The HUB is an online center for AMTA communication and resources. It is available to all active, elected board members, delegates, and appointed committee chairs. The HUB is divided into communities with forums, and folders for resources such as guides and tool kits. Past event notes can be also be accessed. One of the forums on the HUB is called the Delegate Forum. Delegate discussions happen on the HUB's Delegate Forum throughout the year and are particularly robust 2-3 months before the AOD meeting.

Delegate Forum

The Delegate Forum is the primary means of communication between delegates throughout the year. This is where PIPS and DT are posted throughout the year for discussion prior to the AOD meeting. Discussion is particularly robust 2-3 months prior to the AOD meeting. The Delegate Forum is where information regarding the AOD meeting is posted by the moderator and/or staff liaison. This is also where requests for information and input on any number of topics related to delegates will be posted. It is imperative that delegates sign into the Delegate Forum and monitor it on a regular and timely basis throughout the Delegate's term. Information may be posted throughout the year, not just in the months prior to the AOD meeting.

Individuals able to post to the Delegate Forum are Delegates, National Staff Liaison to the AOD, and Moderator of the AOD. Members of the AODAC may monitor discussions on this forum but may not comment.

Massage Therapy Foundation (MTF)

The research foundation of the massage profession. The Massage Therapy Foundation is a 501(c)3 providing support to the massage therapy profession.

Proposed Ideas for Position Statements (PIPS)

A Position Statement is a declaration of where AMTA stands on a specific topic. For example, the first Position Statement is: *Massage Therapy Can Reduce Stress*. To become a Position Statement it must be supported by research.

Authors of the PIPS are required to show that their idea is backed by at least some research. However, because many of our members are not confident in evaluating or vetting research, instead of focusing on the research delegates are asked to educate themselves on the subject matter, talk with other delegates on the Delegate Forum, and discuss the PIPS with their chapter

If the AOD votes to approve the idea at the AOD meeting, it is sent to the National BOD who may assign it to a group to compile the proposed, final citations of research determining if enough research support the statement. If so the actual Position Statement will be written. The NBOD holds the liability for any statement made by the AMTA thus they have final say regarding the acceptance of a Position Statement.

A Proposed Idea for a Position Statement can be submitted by a professional AMTA member or group of professional members, a Chapter's Board of Directors, or the National Board of Directors. The proposed idea should be significantly different from any previously approved AMTA Position Statements. For more information on submitting a PIPS, please visit the [Delegate Resources](#) page on the AMTA National website. You may also review current AMTA Position Statements [here](#).