

Chair Position Responsibilities

“The Chair shall serve a three (3) year. The Chair shall be the Chief Officer of the Interest Network (IN) and the IN Leadership Team and shall perform such duties as are customary for the presiding officers, making all required appointments with the approval of the IN Leadership Team and AAMFT. The Chair also shall service as a member ex official with right to vote on all committees except the Elections Committee.”

General Responsibilities and Roles:

The Chair has primary responsibility for the overall functioning of the IN and insuring adherence to AAMFT mission and bylaws. The also includes leading the IN in developing, updating and implementing its strategic plan. These include oversight and responsibilities in 1) maintaining the web site, 2) publication of the quarterly newsletter, 3) producing the annual state conference, 4) General Administrative Duties, 5) implementing legislative policy, and 6) Relations with other professional associations and the national AAMFT office.

Position requirements:

The position of Chair requires that

- 1.) you reside in the state of Oregon,
- 2.) have five (5) years AAMFT membership OR licensed by the state of Oregon to practice as a Licensed Marriage & Family Therapist.

Daily Operations Functions:

Fiscal Management:

- The Chair is responsible for leading the board in discussion and policy decisions regarding fiscal management of the IN.
- The Chair is responsible for adherence to fiscal policy approved by AAMFT. This includes all procedures outlined in the fiscal policy section.
- The Chair, along with the Treasurer, is responsible for development and submission of new fiscal policies and updates to AAMFT for review and approval.
- The Chair is responsible for reporting any and all fiscal irregularities to the IN Leadership Team and AAMFT.

Conference Duties

- The Chair is responsible for leading the IN Leadership Team in provision of its annual conference.
- This includes working with the Chair-Elect to insure all necessary tasks for the conference are accomplished in a timely manner.

Administrative Duties

Administrative Assistant

- The Chair is responsible for supervision of the administrative assistant.

- The Chair is responsible for the annual evaluation of the administrative assistant.
- The Chair is responsible for instituting any disciplinary action necessary and reporting such action to the IN Leadership Team and AAMFT. Disciplinary actions must be consulted with AAMFT beforehand.
- The Chair is responsible for developing and submitting to the IN Leadership Team and AAMFT any changes in the job description of the administrative assistant.

Telephone/Email

- The Chair, or Designee, is responsible for insuring that to all inquiries from membership are responded to in a timely manner or makes arrangements to insure a timely response.
- A timely response means within 5 working days.

Web Site

- The Chair is responsible for general oversight of the web site.
- The Chair, or Designee, is responsible for review of all material placed on the web site.
- The Chair will have editing access to the web site but may designate another person responsible for daily managing of the web site.

Legislative Duties

- The Chair is responsible for The Chair will work in collaboration with Family TEAM liaison providing leadership in developing and implementing policy regarding legislative issues.
- The Chair is responsible for working closely with the Legislative Lead/Family TEAM Liaison.
- The Chair is responsible for appointing the Legislative Lead with Board approval.

Relations with Associations and National AAMFT

- The Chair is responsible for maintaining relations with national and insuring compliance with AAMFT's reporting requirements.
- The Chair is responsible for attending AAMFT annual leadership training each year.
- The Chair is responsible for maintaining relations with all appropriate professional associations, educational institutions, governmental bodies and other related organizations.