

Role of VATA Membership Director

2-year position, 7-10 hour commitment per month

- Maintain up-to-date contacts to include new, renewed, and expired membership based on rosters from AATA
- Notify members of their membership status
- Facilitate annual elections and on-boarding needs for new positions
- Support in organizing the annual membership drive
- Attend monthly board meetings

Formal Description (per ByLaws)

1. Maintain roster of current paid members and send notifications when membership fees are due.
2. Maintain a roster of non-renewed members to increase communication and knowledge about why members did not renew.
3. Maintain a roster of voting members (professionals and new professionals) to be used for yearly elections.
4. Maintain contact with student members after graduation (i.e. confirm post-graduate email addresses) to encourage them to maintain their membership in order to become professional voting members of the chapter.
5. Communicate with new members by email upon receipt of membership payment to AATA to welcome new members
6. Upon receipt of a monthly membership report from AATA (received on or around the 1st of each month), update the Gmail contact list of current members as well as regional contact lists.
7. Support the Executive Board by confirming memberships for all art therapists seeking to participate in members-only VATA events.
8. Chair of Membership/Elections Committee.
9. With the Membership Committee, coordinate yearly membership drive and participate in recruiting new members to grow the chapter.