

Washington Association for Marriage and Family Therapy

Board Position Job Descriptions

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At-Large Board Member

Requirements: Be a Voting Member of WAMFT in good standing.

Term: Three years, beginning in January after the election by WAMFT voting members; or by appointment of President.

<u>Attendance Responsibilities:</u>	<u>Dates</u>
● Board of Directors meetings	<i>Monthly (4 hour meetings)</i>
● Annual Pre-Conference & Conference	<i>September (2 days)</i>
● Holiday Party/Membership Appreciation	<i>December</i>
● Day on the Hill	<i>February, March, or April (all day event)</i>
● Mentor Day	<i>April or May (all day event)</i>
● Annual Member Meeting	<i>August</i>
● Local Networking Events (as needed)	<i>Variable</i>

Board Meeting Responsibilities:

- Participate in full Board of Directors meetings as a voting member, representing the interests of members within their community and membership as a whole.
- Display accountability toward visioning for the association, including participating in strategic planning, budget planning, activity assessment, etc.

Committee Responsibilities:

- Select an area of interest to participate in a specific association committee and/or activity (legislative action, events, membership activities, etc.). At-Large Members are strongly encouraged to serve as committee chairs if possible.
- At least one applicant who has experience or interest in advocacy or legislative work for the profession is encouraged to apply in order to fill the Legislative chair committee position.
- At-Large members may also help coordinate networking, educational, or professional development opportunities for members in their community.

Additional Responsibilities:

- If needed, attend Executive Committee meetings to discuss member interests.
- As needed, submit articles or reports for eNews and AAMFT Annual Report and Plan.
- As needed, submit activity-funding needs to the Treasurer for the upcoming year.
- As needed, post in social media WAMFT accounts.
- Attending annual Day on the Hill in Olympia, WA or virtually.

- As needed, volunteer at WAMFT events not already required (networking events, town hall meetings).
- As needed, disseminate information to contacts about WAMFT events.
- As needed, meet with potential members in your circle of influence to answer questions about WAMFT.
- Represent WAMFT to the community.

Pre-Clinical Board Member

Requirements: Be Pre-Clinical Fellow of WAMFT

Term: Two years, beginning in January after the election by WAMFT Pre-Clinical and Associate Members; or by appointment of President.

<u>Attendance Responsibilities:</u>	<u>Dates</u>
● Board of Directors meetings	<i>Monthly (4 hour meetings)</i>
● Mentor Day	<i>April or May (all day)</i>
● Annual Member Meeting	<i>August</i>
● Annual Conference	<i>September (2 days)</i>
● Holiday Party	<i>December</i>

Board Meeting Responsibilities:

- Participate in full Board of Directors meetings as a voting member, representing interests of Pre-Clinical and Associate Members and membership as a whole
- Display accountability toward visioning for the association, including participating in strategic planning, budget planning, activity assessment, etc.
- Participate in the Mentor Day coordinating committee event during the first year of office, and co-chair the committee during the second year in office.

Committee Responsibilities:

- Select an area of interest to participate in a specific association committee and/or activity (legislative action, events, membership activities, etc.).
- Chair the Preclinical Committee.
- Organize monthly Pre-Clinical and Associate Member MFT Study Groups via Zoom or in person.
- Organize and run monthly Pre-Clinical/Associate Committee Meetings and communicate information to committee members as needed.
- At-Large members may also help coordinate networking, educational, or professional development opportunities for members in their community.

Additional Responsibilities:

- If needed, attend Executive Committee meetings to discuss member interests.
- As needed, post in social media WAMFT accounts.
- As needed, submit articles or reports for eNews and AAMFT Annual Report and Plan.
- As needed, submit activity-funding needs to the Treasurer for the upcoming year.

Student Board Member

Requirements: Be a Student Member of WAMFT. Preferably, continuing as a student during at least the first year in office.

Term: Two years, beginning in January after the election by WAMFT Student Members; or by appointment of President.

Attendance Responsibilities:

	<u>Dates</u>
● Board of Directors meetings	<i>Monthly (4 hour meetings)</i>
● Mentor Day	<i>April or May (all day event)</i>
● Annual Member Meeting	<i>August</i>
● Annual Pre-Conference & Conference	<i>September (2 days)</i>
● Holiday Party & Awards Reception	<i>December</i>

Board Meeting Responsibilities:

- Participate in full Board of Directors meetings as a voting member, representing the interests of Student Members in the designated region of Washington State (eastern or western) and membership as a whole.
- Display accountability toward visioning for the association, including participating in strategic planning, budget planning, activity assessment, etc.

Committee Responsibilities:

- Co-chair the Student Committee with the other student board member representative.
- Select an area of interest to participate in a specific association committee and/or activity (legislative action, events, membership activities, etc.).
- Participate in the Mentor Day coordinating committee event during the first year of office, and co-chair the committee during the second year in office.

Additional Responsibilities:

- Meet with Student Members as needed, and articulate student views and priorities to the Board as appropriate.
- As needed, post in social media WAMFT accounts.
- As needed, submit articles or reports for the eNews and AAMFT Annual Report and Plan.
- As needed, submit activity-funding needs to the Treasurer for the upcoming year.

Secretary

Term: Three years, beginning in January after the election by WAMFT membership.

<u>Responsibilities:</u>	<u>Timeline:</u>
<ul style="list-style-type: none"> ● Participate in Board of Directors meetings as a voting member. 	<p><i>Monthly</i> <i>(4-hr meetings)</i></p>
<ul style="list-style-type: none"> ● Participate in Executive Committee meetings. 	<i>Monthly</i>
<ul style="list-style-type: none"> ● Take Minutes of all Executive Committee and Board of Directors meetings and work with the President/Executive Director to distribute to Executive Committee. 	<i>Monthly</i>
<ul style="list-style-type: none"> ● Call special meetings of the Board of Directors if requested by at least three Board members. 	<i>As needed</i>
<ul style="list-style-type: none"> ● Receive and record requests by WAMFT members to participate in Board of Directors meetings. 	<i>As needed</i>
<ul style="list-style-type: none"> ● Participate in association activities, including Annual Conference, networking and educational events, lobbying efforts, fundraising activities, annual member meetings, town halls, etc. 	<i>As needed</i>
<ul style="list-style-type: none"> ● Serve as Board Liaison for the Student and Associate Board members. Duties include: <ol style="list-style-type: none"> 1. Serve as a connection between the Board members and the EC. 2. Encourage and facilitate collaboration between the Board members. 3. Contact Board members in advance of the upcoming EC meeting to check on activities, upcoming schedules, and needs from the EC, the Board, or the membership. 4. Report at each EC meeting, or – if appropriate – invite Board members to attend for discussion. 	<p><i>As needed</i></p> <p><i>Continuous</i></p> <p><i>Prior to EC</i></p> <p><i>EC Mtgs</i></p>
<ul style="list-style-type: none"> ● Work with the President and Executive Committee to resolve any board member or staff conduct issues. 	<i>As needed</i>
<ul style="list-style-type: none"> ● Participate in association task forces or subcommittees. 	<i>As needed</i>
<ul style="list-style-type: none"> ● If needed, submit activity funding needs to the Treasurer for the upcoming year. 	<i>As needed</i>
<ul style="list-style-type: none"> ● In absence of Executive Director and/or Administrative assistant or Program Manager, responsible for managing communication (e.g. emails, phone calls) for organization. 	<i>As needed</i>
<ul style="list-style-type: none"> ● Coordinate and facilitate delivery of communications 	<i>As needed</i>

(e.g. emails, eNews, etc) to membership

- Keep WAMFT calendar up-to-date with WAMFT events and ensure all and only current board members have access to calendar via the email they use for WAMFT

As needed

Treasurer

Term: Three years, beginning in January after election by WAMFT membership; followed by a one-year term as Past Treasurer.

<u>Attendance Responsibilities:</u>	<u>Dates</u>
● Board of Directors meetings	<i>Monthly (4 hour meetings)</i>
● Executive Committee meetings	<i>Monthly</i>
● Annual Pre-Conference & Conference	<i>September (2 days)</i>
● Holiday Party	<i>December</i>
● Annual Business Meeting	<i>August</i>
● Town Hall Meetings	<i>Variable</i>
● Fundraising Events	<i>Variable</i>

Board Meeting Responsibilities:

- Participate in full Board of Directors meetings as a voting member, representing the interests of members within their community and membership as a whole.
- Display accountability toward visioning for the association, including participating in strategic planning, budget planning, activity assessment, etc.

Additional Responsibilities:

- Serve on the Executive Committee and as Chair of the Finance/Fundraising Committee.
- Maintain itemized financial records in accounting software.
- Provide payment to contractors / vendors and reimbursement to WAMFT board members and staff for qualifying expenses.
- Review with the WAMFT President the organization's employee(s) timesheets, run payroll, and review state and federal employee taxes in payroll software.
- Prepare quarterly actual to budget reports to review with the Board of Directors.
- Complete IRS Form 1099 / W-9, file B&O Taxes, and review federal tax return and audit information prepared by the WAMFT accountant.
- Work with the Finance Committee and Executive Director (as applicable) to prepare the annual budget, along with budgets for new events / programs, and present them to the WAMFT Board for approval.
- Oversee and review budgets for each committee, event, or programming as relevant.
- Oversee fundraising and procurement activities.

- Review annually with the WAMFT President the organization's directors and operators (D&O) and general liability (slip and fall) insurance policies.
- Regularly change passwords of open accounts, close those no longer utilized, update contact / recovery information, and maintain up-to-date records in WAMFT's password management software.
- Work with the President and Executive Committee to resolve any board member or staff conduct issues.
- Participate in association task forces or subcommittees as needed.

President-Elect

Requirements: Be a Clinical Fellow of WAMFT.

Term: Two years, beginning in January after the election by WAMFT membership; automatically succeed President for a two-year term; followed by a one-year term as Past President. This is a 5-year commitment in total.

<u>Attendance Responsibilities:</u>	<u>Dates</u>
● Board of Directors meetings	<i>Monthly (4-hour meetings)</i>
● Executive Committee meetings	<i>Monthly</i>
● Day on the Hill	<i>January (all-day event)</i>
● Mentor Day	<i>April or May (all-day event)</i>
● Annual Member Meeting	<i>August</i>
● Town Hall Meetings	<i>Variable</i>
● Annual Pre-Conference & Conference	<i>September (Two Days)</i>
● Holiday Party & Awards Reception	<i>December</i>

Board Meeting Responsibilities:

- Participate in full Board of Directors meetings as a voting member, representing interests of members within their community and membership as a whole.
- Display accountability toward visioning for the association, including participating in strategic planning, budget planning, activity assessment, etc.
- Serve as the presiding officer during the absence of the President.

Committee & Other Responsibilities:

- Serve as Chair of the Pre-Conference & Conference Planning Committee and participates in the coordination of the annual awards presentations. This requires the following responsibilities:
 - Prepare the pre-conference and conference theme.
 - Prepare and launching the Call for Proposals
 - Secure keynote speakers or other special speaking guests
 - Coordinate the approvals for CEs and any training tracks that will be implemented.
 - Market and send communications to membership and the public about the event.
 - Work with the treasurer to budget the event appropriately.
 - Work with the treasurer and the committee to secure sponsorships and partnerships.

- o Secure in-person space and/or online platform to host the event
- o Delegate tasks to committee members and other volunteers as needed.
- Serve as a member of the Executive Committee and participate in EC meetings as needed.
- Serve as a Board representative for committee and task force chairs and coordinators. Duties include:
 1. Serve as a connection between the Coordinators and the Executive Committee and the Executive Director as needed.
 2. Encourage and facilitate collaboration between the coordinators.
 3. Contact Coordinators periodically to check on activities, upcoming schedules, and needs from the EC, the Board as a whole, or the membership.
 4. Provide “executive” support as needed. This could include anything from attending a meeting to explain association activities or attending a meeting with outside organizations.
- Participate in association activities, including Annual Conference, networking and educational events, lobbying efforts, fundraising activities, etc.
- Participate in association task forces or subcommittees.
- Work with the President and Executive Committee to resolve any board member or staff conduct issues.
- Maintains monthly correspondence with MFT program directors.
- If needed, submit activity funding needs to the Treasurer for the upcoming year.

Important note: once your two year term as President-elect is complete, you take the lead on securing major sponsorships and partnerships for WAMFT events like the conference and fundraising as the WAMFT President.

President

Term: Two years, beginning in January after a two-year term as President-Elect (by election by WAMFT membership); followed by a one-year term as Past President.

<u>Attendance Responsibilities:</u>	<u>Dates</u>
● Board of Directors meetings	<i>Monthly (4-hour meetings)</i>
● Executive Committee meetings	<i>Monthly</i>
● Day on the Hill	<i>January (all-day event)</i>
● Mentor Day	<i>April or May (all-day event)</i>
● Annual Member Meeting	<i>August</i>
● Town Hall Meetings	<i>Variable</i>
● Annual Pre-Conference & Conference	<i>September (Two Days)</i>
● Holiday Party & Awards Reception	<i>December</i>

<u>Responsibilities:</u>	<u>Timeline:</u>
● Chair Executive Committee and Board of Directors meetings as a voting member. This includes setting the agenda, conducting the meeting, and recognizing guests.	<i>Monthly</i>
● Chair special meetings of the Board of Directors as called by the Secretary.	<i>As needed</i>
● Make appointments to open Board positions.	<i>As needed</i>
● Oversee publication of WAMFT eNews.	
● Serve as member ex-officio with right to vote of all committees except Elections Committee.	<i>As needed</i>
● Serve as supervisor for WAMFT staff positions, including Executive Director, program manager, and Lobbyist. This includes leading searches for open positions, negotiating contracts, and conducting reviews.	<i>Continuous</i>
● Serve as representative for the association, or appoint appropriate member representative.	<i>Continuous</i>
● Appoint committee Chairs and Coordinators as needed.	<i>As needed</i>
● Appoint task forces or special committees as needed.	<i>As needed</i>
● Welcome new volunteers and work with Executive Director on Board member orientation.	<i>As needed</i>
● Serve as event MC and spokesperson for the association at the Annual Conference.	<i>Once/year</i>

- Serve as Board Liaison for the At-Large Board Members.
Duties include:
 1. Serve as a connection between the At-Large members and the Executive Committee (EC) and the Executive Director. *As needed*
 2. Contact At-Large members – in advance of the upcoming EC meeting – to check on needs from the EC, the Board as a whole, or the membership. *Monthly*
 3. Report at each EC meeting, or – if appropriate – invite At-Large members to attend for discussion. *Monthly*
 4. Provide “executive” support as needed. This could include attending a Committee meeting to explain association activities, testifying to an authoritative body, or attending a meeting with outside organizations. *As needed*
- Submit report for AAMFT Annual Report and Annual Plan. *Oct.-Nov.*
- Participate in association activities, including Annual Conference, networking and educational events, lobbying efforts, fundraising activities, etc. *As needed*
- Work with the Executive Committee to resolve any board member or staff conduct issues. *As needed*
- Participate in association task forces or subcommittees. *As needed*
- If needed, submit activity funding needs to the Treasurer for the upcoming year. *October*
- Secure sponsorships for major WAMFT events and programming (e.g., Conference). *As needed*

Past President

Term: One year following term as President.

Responsibilities:

Timeline:

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| ● Participate in Executive Committee and Board of Directors meetings as a voting member. | <i>Monthly</i> |
| ● Serves in an advisory capacity to the President. | <i>As needed</i> |
| ● Represents the association as needed under the direction of the President and the Executive Committee. | <i>As needed</i> |
| ● Participate in association activities, including Annual Conference, networking and educational events, lobbying efforts, fundraising activities, etc. | <i>As needed</i> |
| ● Participate in association task forces or subcommittees. | <i>As needed</i> |
| ● If needed, submit activity funding needs to the Treasurer for the upcoming year. | <i>As needed</i> |