



Great Lakes Region of the American Music Therapy Association JOB DESCRIPTIONS

OFFICERS

(According to the GLR Bylaws Article V)

- The officers in the GLR shall be elective and appointive.
- Officers must hold **Professional Membership** in the GLR and a **professional music therapy credential**.
- The **elective** officers of the GLR shall be President, President-Elect, Vice President, Vice President-Elect, Recording Secretary, and Treasurer. Elective officers have the right to vote at Executive Committee meetings.
- No elective officer with the exception of the Secretary and Treasurer shall hold the same office for more than one consecutive term.
- The appointed officers of the GLR shall be the Historian, Outreach Coordinator, Social Media Coordinator, Student Coordinator, DEI Regional Committee Representative, and Website Coordinator. Appointed officers have the right to vote at Executive Committee and General Business meetings.
- The following members of the executive committee will be listed on the GLR bank account: President, Treasurer, Vice President, and Vice President-elect.
- A Student Representative, elected by the student members of the GLR, will serve as an officer with the right to vote.
- Elective officers, upon retiring from office, will arrange to confer with their successors during the Annual Conference of the GLR to clarify procedure and responsibilities and will deliver to their successors, within two weeks, all record books, papers, and other property belonging to the GLR.
- Outgoing appointive officers will send all similar materials to their successors within two weeks of being notified of their successor's appointment.

President's Duties:

- Preside at Annual Conferences of the GLR. This includes giving an official Welcome at the Opening Session and serving as the Master of Ceremonies for the Awards Luncheon.
- Work in conjunction with the GLR Conference Co-Chairs to plan the agenda for the Awards Luncheon; identify the menu for the GLR Executive Committee breakfast and lunch during the EC meeting; and identify a time for the AMTA President to address the Membership.
- Preside at meetings of the GLR Executive Committee.
- Preside at Strategic Planning meetings of the GLR Executive Committee.
- Appoint, with the approval of the GLR Executive Committee, all appointive officers and all standing and special committee chairs.
- Serve as an ex-officio member without the right to vote of all committees, except for the nominating committee.
- Conduct GLR Executive Committee and General Business meetings as needed in a virtual or in person setting.
- Create and publish content for ongoing community updates to occur at a minimum of 2 times per month on social media and through email.
- Email Assembly of Delegates members, Assembly-Elect members, Executive Committee members, and Standing Committee Chairs prior to scheduled regional or national meetings to remind them of expectations regarding meeting attendance, identifying for them the dates and times of the meetings. Ask all of those emailed to identify if they will/will not be in attendance at the necessary meetings. If Standing Committee Chairs are unable to attend, encourage them to send someone in their place.
- Appoint and work with the Assembly of Delegates Liaison to ensure notice of and attendance at Assembly of Delegate meetings.

- Submit a report from the GLR for inclusion in the AMTA Annual Board Book, as well as for the AMTA Mid-Year Meeting Book. This should include: summarized reports from each elected officer, highlights from other officers, highlights of any accomplishments or special events conducted since the last submitted Board Book report, select state news, and select news from standing committees. It should also include a list of names and emails for all Elected Officers, State Representatives, Appointed Officers, Standing Committee Chairs, members of the Assembly of Delegates, and Alternates to the Assembly of Delegates.
- Collaborate and consult with other elected officers to complete necessary documentation to submit 990 information to the GLR accountant.
- Provide the latest version of the Bylaws, list of Officers, and list of Assembly of Delegates members to AMTA on an annual basis.
- Participate in calls, discussions, emails, and meetings of the Regional Presidents throughout the year.
- For each Executive Committee or GLR General Business meeting, complete a President's Report.
- Attend all Annual AMTA and Annual GLR Conferences while serving in this position.
- Present President's Report at GLR Executive Committee and General Business meetings at each Annual AMTA Conference and each Annual GLR Conference.
- Maintain frequent communication with the Executive Committee, Standing Committee Chairs, GLR Members, AMTA, Regional Presidents' Representative to AMTA, Regional Presidents, etc.
- Present a gift to the outgoing President some time during the last GLR Conference of their term.
- Prepare and present annual report to the EC and regional community at the first meeting of the calendar year.
- Maintain and respond to all GLR Calendar and Zoom requests within a week of receiving the request.
- Maintain regional Satisfaction Survey and share accordingly to ensure it is used at all GLR events.
- Maintain Mailchimp contact list by updating it each time a membership is received and checking the regional communication list, one time each month.
- Organize regional acknowledgements for AMTA Internship Programs and University Affiliated Internship Programs and AMTA Academic Programs, celebrating: 5, 10, 25, 50, and 75 year anniversaries.

President-Elect's Duties:

- Assist the President as requested.
- Study the duties of the President in order to be prepared at the suitable time to take over the responsibilities of the President's office.
- Assume all duties of the President in case of the resignation, disability, or absence of the President.
- Review the by-laws annually and bring recommendations for amendments to the Executive Committee.
- Present Awards at the GLR Annual Conference.
- Receive, review, and present Special Projects (Research and MUSE Fund) proposals to the Executive Committee for a vote.
- Serve as a liaison with the Special Projects project directors and assist them in completing and reporting the results.
- Communicate with the GLR Conference Co-Chairs and notify them of any presentation proposals related to receipt of the Special Projects Award and the necessity to present at the GLR Conference.
- Request nominations for the GLR Scholarly Activity, Service, and Lifetime Achievement Awards.
- Chair the Awards Committee, consisting of the State Representatives, having them vote on the nominees for each award.
- Notify winners of the three awards, telling them they may bring one guest with them to the Awards Luncheon free of charge. All other guests will have to pay their own way.
- Communicate with the GLR Conference Co-Chairs to keep them apprised of the number of guests who will be coming with each award winner and any special dietary needs
- Have the GLR Conference Co-Chairs reserve tables at the front for the award winners, their guests, special guests, and the GLR Executive Committee.
- Have plaques made prior to the GLR Annual Conference.
- Present Awards at the GLR Annual Conference.

- Update and maintain a list of all individuals having received the GLR Scholarly Activity, Service, and Lifetime Achievement Awards.
- Complete a President-Elect's Report and upload it to Google Drive prior to each Annual AMTA Conference and each Annual GLR Conference.
- Attend all Annual AMTA and Annual GLR Conferences while serving in this position.
- Present President-Elect's Report at GLR Executive Committee and General Business meetings at each Annual AMTA Conference and each Annual GLR Conference
- Participate in Strategic Planning.
- Assume other duties as assigned by the President and the Executive Committee.
- Maintain frequent connection with the President.
- Respond to any communications from the President, Executive Committee, GLR members, AMTA, etc.
- Serve 2 years as the President Elect, the following 2 years as President, and the final 2 years as Past President .

Vice President's Duties:

- Oversee program planning for the GLR Annual Conference.
- Confer with the GLR Conference Co-Chairs and local planning committee on all details of management for the conference.
- Supervise the finances of the GLR Conference by completing, revising, updating, and maintaining the budget for the conference in collaboration with the Vice President Elect.
- Travel to locations for upcoming conferences to meet with hotels/conference sites that submitted a Request for Proposal to determine the best location for the conference.
- Review and sign the contract with the site chosen for the conference after seeking feedback from the GLR President, President Elect, and/or Past President.
- Review the conference planning expectations and policies with the Conference Co-Chairs and local planning committee members.
- Answer any questions the GLR Conference Co-Chairs may have and serve as the conference planning expert/mentor.
- Review the Timelines & Target Dates document with the Conference Co-Chairs to ensure planning deadlines are met.
- Succeed to the Presidency in case of the disability or resignation of the President and President-Elect.
- Complete a Vice President's Report and upload it to the designated folder prior to each Annual GLR Conference and as required by Executive Committee Members throughout the year..
- Attend all Annual AMTA and Annual GLR Conferences while serving in this position.
- Present Vice President's Report at GLR Executive Committee and General Business meetings at each Annual GLR Conference and any other business meetings throughout the year as appropriate.
- Assume other duties as assigned by the President and the Executive Committee.
- Maintain frequent connection with the President.
- Respond to any communications from the President, Executive Committee, GLR members, AMTA, etc.
- Collaborate and consult as needed with other elected officers to complete necessary documentation to submit 990 information.

Vice President Elect's Duties:

- Assist the President as requested.
- Study the duties of the Vice President in anticipation of assuming the responsibilities of the Vice Presidency.
- Assume all duties of the Vice President in case of the resignation, disability, or absence of the Vice President.
- Assume other duties as assigned by the President and the Executive Committee.
- Serve 2 years as Vice President Elect and the following 2 years as Vice President.
- Travel with the Vice President to possible conference sites in order to learn about, and prepare for, signing future contracts.

- Sign the contract for the conference that will be held once the Vice President Elect becomes the Vice President.
- Assist the Vice President in reviewing, maintaining, and revising any conference planning policies.
- Collaborate with the Vice President to complete a Vice President-Elect's Report and upload it to the designated folder prior to each Annual GLR Conference and as required by Executive Committee Members throughout the year.
- Attend all Annual AMTA and Annual GLR Conferences while serving in this position.
- Present Vice Presidents' Report at GLR Executive Committee and General Business meetings at each Annual GLR Conference and any other business meetings throughout the year as appropriate.
- Maintain frequent connection with the President.
- Respond to any communications from the President, Executive Committee, GLR members, AMTA, etc.

Immediate Past President's Duties:

- Serve as Parliamentarian for all Executive Committee and General Business meetings.
- Act as the authority in deciding matters of procedure according to the Bylaws.
- Chair the Nominations and Elections Commission for elections of Assembly of Delegate members and adhere to and oversee all Commission policies and procedures.
- Collaborate with conference planners to coordinate memorial tribute event at the annual conference.
- Create a list of the individuals who were not elected to the Assembly, but who will serve as Alternates, in order of the number of votes received. This will serve as the list for the order in which Alternates will be invited to serve. This list will remain private between the Immediate Past President, current President and Assembly Liaison. When listed in print, the Alternate's names will instead appear in alphabetical order.
- Collaborate as needed with other elected officers to complete necessary documentation to submit 990 information.
- Coordinate the updating of the *GLR Officer Representative Handbook*.
- Coordinate the updating of the GLR Job Descriptions.
- Assist the President and President Elect as needed.
- Receive applications for GLR Community Scholarships and Support
- Oversee Community Scholarships and Support Committee and adhere to policies and procedures of this committee.
- Complete a Past President's Report and upload it to Dropbox prior to each Annual AMTA Conference and each Annual GLR Conference.
- Attend all Annual AMTA and Annual GLR Conferences while serving in this position.
- Present the Past President's Report at GLR Executive Committee and General Business meetings at each Annual AMTA Conference and each Annual GLR Conference.
- Assume other duties as assigned by the President and the Executive Committee.
- Maintain frequent connection with the President.
- Respond to any communications from the President, Executive Committee, GLR members, AMTA, etc.
- Help organize and moderate New Professionals Roundtable at GLR Conference and during the calendar year on Zoom.

Recording Secretary's Duties:

- Take and keep the minutes of all GLR General Business and Executive meetings.
- Upload copies of the minutes into a shared Google drive and notify all members of the Executive Committee that the minutes are in the Google drive within 60 days of the meeting.
- Complete a Secretary's Report (if needed) and upload it, along with any Executive Committee and/or General Business meeting minutes not previously uploaded, to Google Drive prior to each Annual AMTA Conference and each Annual GLR Conference.
- Attend all Annual AMTA and Annual GLR Conferences while serving in this position.

- Present the Secretary's Report and/or the meeting minutes at the GLR Executive Committee and General Business meetings at each meeting held throughout the calendar year.
- Assume other duties as assigned by the President and the Executive Committee.
- Maintain frequent connection with the President.
- Respond to any communications from the President, Executive Committee, GLR members, AMTA, etc.
- Serve a 2 year term with the possibility of being re-elected for a second 2 year term.

Treasurer's Duties:

- Pay all bills authorized by the Executive Committee.
- Create and maintain an annual budget.
- Keep an itemized account of all receipts and disbursements.
- Present a fiscal report on request of the President.
- Assist GLR Conference Co-Chairs as needed with access to a bank account, budgets, accounting, and any financial concerns.
- Provide all Officers, State Representatives, Appointed Officers, and Standing Committee Chairs with Reimbursement Request Forms.
- Provide all Officers, State Representatives, Standing Committee Chairs, and Assembly of Delegates members with the appropriate documentation to complete in order to receive financial support for meeting attendance.
- Provide \$10 to each Officer, State Representative, Appointed Officer, or Standing Committee Chair in attendance at the Executive Committee meeting at the Annual AMTA Conference.
- Complete a Treasurer's Report and upload it to Google Drive prior to each Annual AMTA Conference and each Annual GLR Conference.
- Attend all Annual AMTA and Annual GLR Conferences while serving in this position.
- Present the Treasurer's Report at the GLR Executive Committee and General Business meetings at each Annual AMTA Conference and each Annual GLR Conference.
- Complete necessary documentation and reports to AMTA necessary for the completion of the annual 990.
- Assume other duties as assigned by the President and the Executive Committee.
- Maintain frequent connection with the President.
- Respond to any communications from the President, Executive Committee, GLR members, AMTA, etc.
- Serve a 2 year term with the possibility of being re-elected for a second 2 year term.

Treasurer Elect Duties:

- The Treasurer-elect will assist the Treasurer as requested.
- Study the duties of the Treasurer in anticipation of assuming the responsibilities of the Treasurer.
- Assume all duties of the Treasurer in case of the resignation, disability, or absence of the Treasurer.
- Serve as a member of the Finance Committee.
- The Treasurer-Elect is elected to serve 2 years as Treasurer-Elect and 2 years as Treasurer.

State Representatives

Either the president or the elected state officer, one each of the six GLR states will serve as their Representative to serve on the GLR Executive Committee. The Representative from each state will serve as a liaison between GLR members of the state and the GLR Executive Committee, assist in conducting the business at hand and carry out any duties assigned by the President and the Executive Committee. The president or elected state officer from each of the six GLR states will be elected or otherwise selected by each state organization. State Representatives may be selected for succeeding terms at the discretion of each state chapter. The president or elected state officer from each of the six GLR states will hold professional membership in the GLR and a professional music therapy credential.

State Representatives' Duties:

- Hold professional membership in the GLR and a professional music therapy credential.
- Serve as a liaison between GLR members of the state and the GLR Executive Committee, assist in conducting the business at hand, and carry out any duties assigned by the President and the Executive Committee.
- Serve as voting members of the Executive Committee.
- One state representative will serve as a member at large of the Awards Committee each calendar year. Representatives will serve on a rotating basis in alphabetical order.
- One state representative will serve a 12 month term of service on the GLR Scholarship and Community Support Committee. Representatives will serve on a rotating basis in alphabetical order.

Appointed Officers

Outreach Coordinator:

- Oversee GLR Outreach Committee.
- Work closely with the GLR Communications Committee, Social Media Coordinator and Website Coordinator to collaborate on outreach efforts.
- Serve as a member of the Executive Committee, with the right to vote.
- Consult with GLR VP and VP Elect regarding Outreach events at the annual conference.
- Hold Professional membership in the GLR and possess the appropriate professional music therapy credential.
- Serve in this position at the desire of the President, with no specific term limit.
- Collaborate with the Communications Committee to develop content as needed for Outreach promotions, announcements, events, etc.
 - Maintain accessibility standards in created content
- Post content related to Outreach efforts to GLR LinkedIn account
 - Maintain accessibility standards in created content

Social Media Coordinator:

- A member of the Executive Committee, with the right to vote
- Serve on the GLR Communications Committee.
- Work closely with the GLR Website Coordinator.
- Maintain frequent connection with the President.
- Respond to any communications from the President, Executive Committee, GLR members, AMTA, etc. received on social media accounts
- Serve in this position at the desire of the President, with no specific term limit.

- Hold Professional membership in the GLR and possess the appropriate professional music therapy credential.
- Create Social Media content as needed for promotions, announcements, events, etc.
 - Maintain accessibility standards in created content
- Maintain schedule of social media postings across all platforms
 - Coordinate with VP/VP Elect to grant access and coordinate timing of conference posts.
- Maintain, manage and organize Canva account
 - Grant access to those who might need it for conference planning, PR and marketing, etc.
- Work with the GLR Communications Committee to share updates on all GLR social media accounts.
 - Create Alt Text as needed
 - Tag state organizations, CBMT, AMTAS, and AMTA as necessary
 - Reshare the information when needed and when the deadline nears.
 - Coordinate with the Website Coordinator what things need to be put on the website.
- Submit a social media report for the GLR Executive Board meetings and GLR General Business meetings outlining the Region's social media presence, including metrics.
- Maintain who the GLR follows on various social media platforms:
 - Colleges and Universities
 - CBMT
 - AMTA
 - AMTA Regions
 - AMTAS/GLR AMTAS
 - GLR Sponsors

Website Coordinator's Duties:

- Serve on the GLR Communications Committee.
- Serve as a member of the Executive Committee, with the right to vote.
- Hold Professional membership in the GLR and possess the appropriate professional music therapy credential.
- Serve in this position at the desire of the President, with no specific term limit.
- Maintain GLR website (glr-ama.org) with updated information about GLR, News & Announcements, Conferences, Students, & sections.
- Maintain accessibility standards throughout the website
- Answer or forward all emails and questions that come in via the website's contact form.
- Ensure that the domain name and hosting packages are up-to-date and current.
 - Domain name
 - Hosting
 - Work with GLR Treasurer to ensure that account information is up to date for payment purposes.
- Through Google for Nonprofits, ensure that email addresses and password information are passed along to the next person taking on the role/position.
- Maintain Google Workspace.
- Submit a website report for the GLR Executive Board meetings and GLR General Business meetings.
- Carry out special projects as requested by the GLR Executive Board.

Historian Duties:

- A member of the Executive Committee, with the right to vote.
- Keep in a secure place all items of historical interest to the GLR such as programs, newspaper and magazine articles, minutes, issues of the *Voice of the Lakes*, and correspondence.

- Identify best methods for maintaining and storing various types of documents such as printed, emailed, saved on flash drives or disks, printed and/or recorded music, etc.
- Forward appropriate items to the AMTA Archivist for permanent preservations in the AMTA Archives.
- Communicate with the GLR President prior to the Annual AMTA Conference and the Annual GLR Conference to provide any updates or information to be shared during Executive Committee or General Business meetings.
- Respond to any communications from the President, Executive Committee, GLR members, AMTA, etc.
- Serve in this position at the desire of the President, with no specific term limit.
- Add in anything about curating information and creating content to share with the community?

DEI Regional Committee Representative Duties:

- A member of the Executive Committee with the right to vote.
- Representative will serve as the liaison between the GLR Regional DEI Committee and the GLR Executive Committee.
- Work with the Executive Committee to address changes in the governance and operating practices of the GLR that directly and indirectly suppress and/or oppress colleagues and community members, particularly those holding historically underrepresented identities.
- Assume other duties as assigned by the President and the Executive Committee that align with the charges and/or values of the GLR DEI Committee.
- Maintain frequent connection with the President.
- Respond to any communications from the President, Executive Committee, GLR members, students, AMTA, etc.
- Send DEI Committee meeting notes and information with the GLR Website Coordinator
- The DEI Committee Representative will serve a 2 year term and an additional term as a Past-Regional Committee Board Representative
- The DEI Committee Representative will work for a smooth transition of duties with the DEI Committee Board Representative-Elect.

Student Coordinator's Duties:

- A member of the Executive Committee, with the right to vote.
- Serve as a liaison between GLR student members and the GLR Executive Committee.
- Invite the GLR Student Representative, or his/her representative, to provide a report and to attend the GLR Executive Committee meetings.
- Serve as the GLR Representative to the AMTA Student Affairs Advisory Board.
- Assist the students as necessary with "Passages", the student conference. Encourage communication between the students and the GLR Conference Co-Chairs/Committee Chairs or the professional hosting the conference.
- Complete a Student Coordinator's Report and upload it to Google Drive prior to each Annual AMTA Conference and each Annual GLR Conference.
- Attend all Annual AMTA and Annual GLR Conferences while serving in this position. In the event the Student Coordinator is unable to attend, secure a designee to attend to ensure students have support..
- Present the Student Coordinator's Report alongside the GLR-AMTAS President at the GLR Executive Committee and General Business meetings at each Annual AMTA Conference and each Annual GLR Conference.
- Assume other duties as assigned by the President and the Executive Committee.
- Maintain frequent communication with the President.
- Respond to any communications from the President, Executive Committee, GLR members, students, AMTA, etc.
- Serve in this position at the desire of the President, with no specific term limit.

Student Representative's Duties:

- A member of the Executive Committee, with the right to vote.
- Serve as a liaison between AMTAS and the GLR students; as well as between the GLR students and the GLR members and Executive Committee.
- Keep the GLR Student Coordinator and the GLR Executive Committee informed of student interests, needs and concerns.
- Work with the Student Coordinator and local Conference Chairs to plan student-oriented sessions and activities at the annual GLR Conference; as well as to plan the student-led "Passages" conference.
- Maintain close contact with the GLR Treasurer regarding financial matters.
- Respond to any communications from the President, Executive Committee, Student Coordinator, GLR members, students, AMTA, etc.
- Serve a one-year term with the GLR that is eligible for re-election for a second one-year term.