



**Programs Committee Chair (Co-Chairs)  
Job Description  
1.24.23**

**Term**

- Two Years
- Shadowing for the role begins in mid-September through December of the year leading up to term.
- Chair/Co-Chairs will take office at the Annual Chapter Meeting in December.

**Description of Role**

The Programs Chair is in charge of leading a committee of IATA members in the process of seeking, initiating, organizing, promoting, and executing between 4-7 relevant, culturally-responsive programs per year, each geared toward the benefit, education, and professional development of the IATA membership and greater art therapy community.

**Desired Attributes**

Creative leader; Diplomatic; Flexible; Able to delegate; Organized; Excellent communication skills; Strong networking skills; Ability to encourage people and promote teamwork within the organization; Desire to lead and advocate on behalf of Art Therapy/Therapists in Illinois.

**Responsibilities**

- Maintain membership in IATA and AATA
- Attend and actively participate in all Board and Chapter Meetings
- Assist President in preparing and submitting Chapter paperwork as delegated.
- Set annual goals at first board meeting
- Keep BOD informed through direct report to the Board Committee & Community Liaison as well as through attendance at board and chapter meetings, and written reports.
- Form a committee and lead committee meetings
- Take on additional responsibilities as requested by President.
- Take a creative and forward-thinking lead in brainstorming, organizing, and executing a variety (4-7 per year) of interesting, relevant, and culturally-responsive programs geared toward the benefit and education of the IATA's membership and the greater Art Therapy community.
- Collaborate with the Exhibitions Chair, Membership Director, and other committee chairs as needed to support collaborative events that provide more visibility to the art therapy field and IATA as an organization.
- Delegate and/or assume responsibility as needed for a variety of tasks related to the above, including securing presenters/panelists/artists, securing host sites, communicating with presenters around program development and objectives, and arranging as best as possible to meet presenter's requests for art supplies and technology aides.
- Create or delegate the creation of an original, well-designed flyer for each event, to include relevant info on the program, the IATA logo, the host site logo (with approval), and the IMHCA logo (if CEUs are being awarded).
- Submit flyer for approval to President and President-Elect before moving forward with promotions.



- In connection with the IATA Secretary, Web Manager, Publications Committee, and Student Representatives, promote programs in a timely and intentional manner via email marketing and social networking channels.
- As applicable, ensure that a reasonable number of programs will offer CEUs to attendants. Arrange for CEU approval by applying to IMHCA at least 6 weeks ahead of program, preparing and managing all required documents (e.g., specifically-formatted program evaluations and sign-in sheets), and sending in all follow-up materials within the time period specified by IMHCA.
- Manage (or delegate the management of) pre-registration, when applicable, by confirming receipt of all pre-registration emails and/or Paypal receipt, collecting necessary information from registrants requesting CEUs, tracking pre-registration tally on a spreadsheet, and otherwise managing the IATA Programs email account.
- Arrange for and assist with the successful completion of day-of programming tasks, including: purchasing and setting up food, preparing/bringing all relevant day-of documents (e.g. photo releases, CEU sign-in sheet, pre-registration spreadsheet, appropriate signage), setting up program space and materials, registering and checking-in guests, handling the cash box, assisting with presenter and participant needs throughout the program, and breaking down / cleaning up the program space.
- Arrange for the ethical and consensual documentation of each program via photographs, film, and a follow-up blog post on the IATA website. Coordinate the storage of such documentation with IATA Archives Chair.
- Work closely with the IATA Treasurer to organize the documented and responsible exchange of money for items such as refreshments, art supplies, presenter stipends, etc. Seek reimbursement and arrange for day-of registration funds to be safely delivered to IATA Treasurer's home.
- Seek and be open to feedback from the IATA Community with regard to requested programs/topics and/or quality of organized programming.
- Manage the IATA Programs Binder with copies of promotional materials, email exchanges, budgets, evaluations, photo releases, etc.
- Manage IATA's CEU Binder with program applications, CE Approval letters, sign-in sheets, evaluation summaries, etc.
- Represent IATA in a professional, positive light at all times in communicating with potential presenters and host sites.
- Create and submit for approval a budget for the coming Programs year based on the previous year's financial status.

**Approximate Time Commitment Per Week:** 2 hours per week. More hours required leading up to, during, and immediately following large programs.