



**Outreach Committee Chair
Job Description
6.27.14**

Term

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

Description of Role

Outreach Chair is responsible for increasing awareness of art therapy, promoting it as a profession and as a potential job hire. Outreach works to build connections and relationships within the community, through the coordination and/or planning of work projects and service projects.

Desired Attributes

Organized; Detail oriented; Able to follow-through and reach out to others for information and clarification; Excellent communication skills; Desire to support and advocate on behalf of Art Therapy/Therapists in Illinois.

Responsibilities

- Maintain membership in IATA and AATA
- Attend and actively participate in all Executive Board and Chapter Meetings
- Assist President in preparing and submitting Chapter paperwork as delegated.
- Set annual goals at first board meeting
- Implement or help to coordinate art therapy work projects and service projects
- Form a committee and lead committee meetings
- 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.
- Take on additional responsibilities as requested by President.

Approximate Time Commitment Per Week: 2-4 hours. More hours required during peak periods of Chapter activity, such as week prior and following Chapter or Executive Board Meetings.