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 though 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.