



**Director: Committee & Community Liaison  
Job Description  
7.6.14**

**Term**

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

**Description of Role**

The Director: Committee & Community Liaison will work as a team with the Executive Board. This position promotes the accountability, transparency, and the efficiency of the organizational communication. This Director is one of seven voting members that makes up IATA's Executive Board.

**Desired Attributes**

Excellent communication skills; Diplomatic; Judicious; Organized; Ability to gather and prioritize information and identify key needs; Ability to encourage people and promote increased communication; Desire to lead and advocate on behalf of Art Therapy/Therapists in Illinois.

**Responsibilities**

- Maintain membership in IATA and AATA
- Assist President in preparing and submitting Chapter paperwork as delegated.
- Set annual goals at first board meeting
- Perform the duties needed to ensure that all Committees are given representation to the Executive Board.
- Attend and actively participate in all Board and Chapter Meetings, and present a Committee Report at each meeting, as indicated in the Agenda.
- Help Chairpersons to structure, prioritize and communicate needs.
- Take on additional responsibilities related to this role as requested by President.

**Approximate Time Commitment Per Week:** 2 hours. More hours required during committee meetings and events.