



**President**  
**Job Description**  
**10.29.24**

**Term**

- Two Years: First year as President-Elect, Second year as President.
- Shadowing for the role begins in mid-September through December of the year leading up to term.
- The President takes office at the Annual Chapter Meeting in December.

**Description of Role**

The President sets the strategic direction for the organization, working closely with the Executive Board to jointly develop the Chapter's agenda. The President takes a broad view of the organization, focusing on strategy and guiding the overall vision in collaboration with the Board. The President keeps up-to-date on initiatives coming from the national organization (AATA) and shares these with the Board and Members as applicable. The President also actively develops relationships with key leaders/figures in the art therapy community in Illinois--most notable, Chairs of the three art therapy training programs in the state--and looks for ways to collaborate and partner. The President is responsible for overseeing and delegating key administrative tasks--such as forms required for AATA and the state--to appropriate Board Members. The President is one of seven voting members that make up IATA's Executive Board.

**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
- Lead Executive Board and Chapter Meetings, assisted by the President-Elect and Secretary to gather agenda items for each meeting.
- Works collaboratively with President-Elect as a leadership team, also training President-Elect for leadership the following year.
- Actively and collaboratively work with the Executive Board to create strategic direction for the Chapter, including developing Strategic Plan and keeping By-Laws and Policies and Procedures current.
- Submits Chapter paperwork required by various governing bodies (State of Illinois, CICO, Insurance, etc.), delegating to the Secretary, as appropriate.
- Prepares Chapter Reports and other documents for AATA, delegating to Secretary or Director of Membership, as appropriate.
- Attend Delegate Meeting at the AATA Annual Conference, and share information gathered with the Executive Board. The President may also request that the President-Elect attend this meeting as a team, or in her/his/their place.
- Take on additional responsibilities needed to lead and guide the Chapter toward strategic goals.



**Approximate Time Commitment Per Week:** 5-8 hours. More hours are required during peak periods of Chapter activity, such as transition to role, strategic planning, week prior to Chapter or Board Meetings, Annual Meeting/Celebration, annual AATA conference, Chapter conference and planning, and development of partnerships and collaborations outside the organization.