



President
Job Description
7.6.14

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.
- President takes office at the Annual Chapter Meeting in December.

Description of Role

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 and AATA
- 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 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 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 shares information gathered with the Executive Board. President may also request that President-Elect attend this meeting as a team, or in her/his 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 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.