

*American Music Therapy Association  
Handbook for Councils and  
Standing Committees*

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## **Mission of AMTA**

***To advance public awareness of the benefits of music therapy and increase access to quality music therapy services in a rapidly changing world.***  
*[AMTA Strategic Plan, 2000]*

In keeping with the Mission of the AMTA, the goals and tasks of each national standing committee are established to reflect and support its ongoing mission and strategic plan.

## **Purpose of this Handbook**

This handbook has been developed to help guide committee chairpersons and members as they carry out charges made to them. It may also serve as a reference text for Regional Presidents as they consider appointments to the standing committees. This resource should be viewed as a dynamic document; its content will change as charges are completed and new ones assigned and/or if/when committees and councils themselves are restructured to reflect the current needs of AMTA.

**Developed by AMTA Council Coordinators, 2001 – 2002/  
Revised, November 2007; November 2009; December 2012; December 2013, January 2016,  
January 2018, July 2018, September 2019**

**The *Councils* of the Board of Directors of the  
American Music Therapy Association**

**Council on Association Services:**

*Clinical Practice Networking Committee*  
*Diversity, Equity, and Inclusion Committee*  
*International Relations Committee*  
*Interprofessional Collaborative Resources Committee*  
*Membership Committee*  
*Professional Advocacy Committee*  
*Workforce Development and Retention Committee*

**Council on Education and Clinical Training:**

*Academic Program Approval Committee*  
*Association Internship Approval Committee*  
*Continuing Education Committee*

**Council on Professional Practices:**

*Government Relations Committee*  
*Reimbursement Committee*  
*Research Committee*  
*Standards of Clinical Practice Committee*  
*Technology Committee*

## Personnel

Each regional organization may place one *Professional Member* on each of the *Standing Committees*. The manner in which these committee members are selected is at the discretion of each regional organization. The *President of the American Music Therapy Association Students (AMTAS)* will appoint a *non-voting Student Member* to each of the *Standing Committees*.

The *AMTA President* shall appoint the *Committee Chairpersons* with approval by the *AMTA Board of Directors*. Each *Committee Chair* serves for two years and may or may not be reappointed upon each new term of the *AMTA President* (as indicated in the *AMTA Bylaws*).

The *Council on Professional Practices* and the *Council on Association Services* shall have a *Council Coordinator* who is appointed by the *AMTA President* with approval by the *AMTA Board of Directors*. The *Council Coordinator of the Council on Education and Clinical Training* must be an at-large member of the *Education and Training Advisory Board*, and is appointed by the *AMTA President* with approval by the *AMTA Board of Directors*.

## Responsibilities

*Committee Chairpersons* shall report directly to their *Council Coordinator* who shall act as a liaison between the national *Standing Committees* and the *AMTA Board of Directors*.

The *Council Coordinators* shall chair a meeting of all *Committee Chairpersons* at each annual national conference, typically held on Wednesday night, and shall meet annually at the national conferences with each *Standing Committee* on their respective *Councils* to update goals and tasks and to address issues for current and future work of the *Standing Committees*. They shall coordinate the work of the *Standing Committees* on their respective *Councils* with other bodies of the Association, as needed, including the *Chairpersons of Standing Committees* on other *Councils* and the *Education and Training Advisory Board*. They shall maintain contact with the *Chairpersons of the Standing Committees* on their respective *Councils* in the time period between national conferences, and facilitate regular communications by providing input and feedback to/from *National Office*, the *Board of Directors*, the *National President*, and *Standing Committees*. The *Council Coordinators* shall present a brief report to the *Assembly of Delegates* and at a general business meeting at the annual national conference. The *Assembly of Delegates*, consisting of representatives from each of the Association's seven regional chapters, is the legislative and policy making body of the Association. The *Assembly* receives and acts upon legislation from the general membership, *Council Coordinators*, *Board of Directors*, and its own members.

A description of the format and function of the Wednesday night meeting, along with an annual "Timeline for Council Coordinators," shall be provided to new *Council Coordinators* by their predecessors when the new *Coordinators* are appointed by the incoming *President* and approved by the *Board*.

*Committee Chairpersons* shall keep their *Council Coordinator* informed through planned semi-annual and annual reports and annual meeting agendas. The *Council Coordinators* shall report the information from the respective *Councils* to the *Board of Directors* and *Assembly of Delegates* at their regular meetings.

*Committee Chairpersons* shall submit to their *Council Coordinator*, reports and pertinent committee information to be posted in the “News from AMTA Committees and Boards” section in the Member Area of the AMTA website, and will review the posted information on an ongoing basis to monitor appropriateness, accuracy, currency, and usefulness. *Committee Chairpersons* shall communicate information to the *Committee Members* who in turn will report back to their respective regions or organization.

### **Professional Conduct of Committee Members**

All members on AMTA standing committees must abide by the AMTA Code of Ethics. Committee members will act in a professional manner during all committee interactions (social media, emails, and conference calls). Specifically being cognizant of the following sections:

#### **4.0 Relationships with Colleagues**

4.1 The MT acts with integrity in regard to colleagues in music therapy and other professions and will cooperate with them whenever appropriate.

4.3 The MT will attempt to establish harmonious relations with members from other professions and professional organizations and will not damage the professional reputation or practice of others.

#### **7.0 Responsibility to the Profession/Association**

7.1 The MT respects the rights, rules, and reputation of his/her professional association.

7.2 The MT will distinguish personal from professional views when acting on behalf of his/her association. The MT will represent the association only with appropriate authorization.

12.0 Online Presence - Music therapists ensure that their use of social media and their online presence is consistent with this Code of Ethics.

**In consultation with the Council Coordinator, the committee chair should make every effort to resolve the situation. When situations remain unresolved, the chair should request assistance from the Council Coordinator, AMTA President, and others as needed.**

## **Goals**

Each committee shall be guided by established *goals* that define its ongoing purpose.

## **Charges and Tasks**

The Board of Directors shall *charge* the committees with specific tasks. These *tasks* may be product driven, short-term, or ongoing. *Tasks* support the attainment of each committee's *goals*.

If a committee sees the need to pursue an additional task, the chairperson should discuss this issue with the Council Coordinator who will relay the information to the Board of Directors for consideration.

*Specific guidelines for keeping this handbook current are spelled out below.*

### **Guidelines for Committee Chairpersons**

- I. When a task has been completed:
  - A. ~~Strikethrough~~ the specific entry.
  - B. Note the date of completion in the right hand margin.
  - C. Tasks that are continuing should be marked (ongoing).
  
- II. Each committee should review goals and tasks annually.
  - A. Immediately following the annual national conference, the Committee Chairperson shall send to the Council Coordinator:
    - i. The appropriate marked page of this handbook that notes the committee's completed tasks and/or those tasks that are ongoing (keeping a copy for himself/herself).
    - ii. A copy of each CHARGE SHEET, noting actions steps taken throughout the previous year as well as at immediate past committee meetings
    - iii. Updated goals and/or tasks for the upcoming year.
  
  - B. Following the mid-year Board of Directors meeting and annual national conference, the Committee Chairperson shall send to their Council Coordinator:
    - i. Updated and edited Committee reports, using the "Template for Committee Reports" on the following page, as well as other pertinent committee news and information to be posted in the News from AMTA Committees and Boards area on the Members Only Section of the AMTA website. The Committee Chairperson shall edit the reports as necessary to ensure information is appropriate for posting on the website. The Committee Chairperson shall also at each of these times, suggest to their Council Coordinator what out of date or inaccurate information should be removed from the Committee page on Members Only section of the website.
  
  - C. The Council Coordinator will:
    - i. Review and revise committee pages and will disseminate copies as replacement pages to all committee chairpersons (who will send copies to their committee members), regional presidents, and members of the Board of Directors.
    - ii. Forward to the Director of Membership and Information Services at National Office, updated and edited Committee reports, as well as other pertinent committee news and information to be posted in the News from AMTA Committees and Boards area on the Members Only Section of the AMTA website. The Council Coordinator will review the posted information on an ongoing basis to monitor appropriateness, accuracy, currency, and usefulness.



**Template for Committee Reports**  
(Use Times New Roman font and 11 point font size)

Name of Committee

**Date:** Include date of your report.

**Members:** Please list members of the Committee and the region he or she is representing; also include student member if applicable.

**Report:** In your report, please:

- State the Goal(s) of the Committee
- List each task and describe the work that the committee has done since the last report regarding the task.
- If no work has been done on that task, then please report “Nothing to report at this time.”

Below is an example. The goals, tasks, and the responses are only examples and do not necessarily reflect the committee’s work.

**Goal:** To facilitate the dissemination of accurate and up-to-date information on music therapy to members and consumers of AMTA.

**Tasks:**

1. To ensure that all employment and public relations materials generated by AMTA in printed form on the website are reviewed, edited, and updated annually.

*Materials have been reviewed and there are updates needed at this time.*

2. To gather and distribute materials between the Employment and Public Relations Committee and AMTA.

*Nothing to report at this time.*

3. To identify and monitor trends in music therapy employment.

*The committee reviews the survey printed in the AMTA sourcebook annually.*

4. To encourage awareness of music therapy as a career on career databases.

*A letter has been drafted that will be directed to career data base web sites that do not include music therapy as a career choice. Projected date to send letter: September 2009.*

5. To update reports of committee action on the *Members Only* Section of the AMTA website.

*The mid year report has been emailed to Angie Elkins with request to post.*

**Other:** If there is other information to report that is not related to the above tasks, include those here. If there are specific requests that require action and/or direction from the Board of Directors please state this clearly.

**The following pages describe the work of each Standing Committee and outline its goals and tasks, as well as the job description and qualifications of its committee members.**

**Council on Association Services:**

## **Interprofessional Collaboration Committee**

The goals and tasks of the **Interprofessional Collaboration Committee** (formerly Affiliate Relations Committee) are related to the Mission and goals of AMTA especially in the area of Advocacy and Professional Development:

### II.     Advocacy [*AMTA Strategic Plan, 2000*]

*Advocacy: “Promoting music therapy means advancing public awareness of music therapy as a viable health care profession and as an efficacious clinical intervention. In addition, AMTA must continue to advocate for the provision of music therapy services in medical, educational, community-based and other settings.*

- 2.1 Develop a communications program that will articulate music therapy benefits to targeted audiences, related organizations, and potential funders.*
- 2.2 Develop music therapists and others as advocates at international, national, state, and local levels.”*

### III.     Professional Development [*AMTA Strategic Plan, 2000*]:

*Goal Statement: “To provide information, education and technical assistance on effective therapeutic models and emerging therapeutic practices...”*

#### **GOALS:**

1. To build connections between AMTA members and their colleagues in affiliate organizations
2. To increase knowledge of music therapy among professionals in affiliate organizations

#### **TASKS:**

1. To identify the current level of AMTA members’ involvement in various professional and educational organizations outside of AMTA.
2. To promote the development of mutually-beneficial relationships between AMTA and other related professional and educational organizations.
3. To update reports of committee action on the Members Only Section of the AMTA website.

#### **JOB DESCRIPTION:**

Each committee member will:

1. Attend and participate in all committee meetings at annual national conferences (in the event of committee member’s absence, region will send a substitute to the meeting);
2. Adhere to deadlines in completing committee assignments;

3. Submit a semi-annual report of committee work to the committee chair by specified deadline;
4. Ensure timely transfer of committee materials to new regional representative;
5. Each committee chair will review committee work and Talking Points with the Council Coordinator. Once reviewed, the committee members will disseminate this information to their regions and seek regional feedback. Student representatives will follow the same procedure prior for dissemination and solicitation of feedback from student members.

**QUALIFICATIONS:**

1. Professional or student member of AMTA in good standing

## **Clinical Practice Networking Committee**

The goals and tasks of the **Clinical Practice Networking Committee** are related to advancing the Mission and goals of AMTA, especially in the area of Professional Development:

### II. Professional Development [AMTA Strategic Plan, 2000]

*“AMTA’s on-going commitment is to ensure quality music therapy services by maximizing the development of professionals. Fulfilling the goals of ensuring access to quality music therapy services necessitates a growing number of professionals to deliver music therapy services.*

*3.5 Develop and encourage leadership training and mentoring opportunities at every level of association.”*

### **GOAL:**

Goal: To provide coordination for networking and mentoring opportunities for practitioners working in a range of settings and with different populations, and to foster communication between committees and with professionals in related fields.

### **TASKS:**

1. To develop networking opportunities to support music therapists working with a broad range of populations.
2. To host a round table with cash luncheon at the annual national conferences and organize networking opportunities at the regional conferences to further expand the development of clinical populations’ sub-groups.
3. To identify various structures that enable mentoring for music therapists working with a broad range of populations.
4. To inform AMTA members of the work of this committee via regional and national publications as well as on the Members Only section of the AMTA website.

### **JOB DESCRIPTION:**

Each committee member will:

1. Attend and participate in all committee meetings at annual national conferences (in the event of committee member’s absence, region will send a substitute to the meeting);
2. Adhere to deadlines in completing committee assignments;
3. Review committee materials and return and/or act on them by the specified deadlines;

4. Ensure timely transfer of committee materials to new regional representative;
5. Each committee chair will review committee work and Talking Points with the Council Coordinator. Once reviewed, the committee members will disseminate this information to their regions and seek regional feedback. Student representatives will follow the same procedure prior for dissemination and solicitation of feedback from student members.

**QUALIFICATIONS:**

1. Professional member of AMTA.
2. Two years of clinical experience desirable (with the exception of the student representative).
3. Familiarity with the *AMTA Standards of Clinical Practice*.

## **Diversity, Equity, and Inclusion Committee**

The goals and tasks of the Diversity and Multiculturalism Committee are related to the Mission and goals of AMTA especially in the areas of Efficacy, Advocacy and Professional Development:

### **I. Efficacy [AMTA Strategic Plan, 2000]**

Efficacy: AMTA's continuing challenge is to promote and provide scientific data and information that demonstrate the effectiveness and outcomes of quality music therapy services.

Goal statement: To support, strengthen, and advance the credibility of music therapy services.

1.3 Position the organization as a Resource Center.

### **III. Professional Development [AMTA Strategic Plan, 2000]**

Professional Development: AMTA's on-going commitment is to ensure quality music therapy services by maximizing the development of professionals. Fulfilling the goals of ensuring access to quality music therapy services necessitates a growing number of professionals to deliver music therapy services.

Goal Statement: To provide information, educational and technical assistance on effective therapeutic models and emerging therapeutic practices; best business and association practices; and labor supply and demand economics to address the needs of the profession..

3.1 Encourage educational and clinical training programs to reflect current and future market demands.

3.2 Establish and maintain standards for the music therapy profession.

3.3 Provide information through conferences, publications and other materials as to how members can use both traditional and innovative tools and technology to improve clinical practice.

3.4 Provide opportunities for members to enhance professional competencies to obtain employment and thrive in a changing service delivery system.

Goal 1: To encourage increased diversity within the population of music therapy professionals and students in the US.

Task 1a: Periodically gather information on the diversity of music therapy professionals and students in the US.

Task 1b: Identify the various diversity groups within AMTA and CBMT. Identify their mission and progress so far (e.g., Team Rainbow, Black student and professional meeting at conference, international students, listserv for MTs who are visually impaired, etc.)

Goal 2: To increase diversity, equity, and inclusion training and resources for AMTA members.

Task 2a: Gather and catalogue information (develop baseline) on how much training and resources are currently offered (track presentations relating to multiculturalism and diversity in music therapy at both regional and national conferences, assess training given in undergraduate and graduate programs, internship, etc.) and then explore the possibility and feasibility of adding a required competency on multiculturalism and diversity in undergraduate training.

Task 2b: Study other organizations that already have successful resource databases in order to determine and to recommend the best method for pooling, disseminating, monitoring, and updating content.

Task 2c: Create a survey to ask music therapy professionals and students what type of diversity resources would be beneficial to them as potential CMTEs, concurrent sessions, and other training/education methodologies.

Task 2d: Potentially create diversity related training modules for university programs and clinical training directors at national roster internship sites.

Task 2e: Work with conference committees to (1) ensure a given percentage of CMTE and concurrent sessions contain information related to cultural and/or diversity training; (2) make recommendations for pre-conference or CMTE courses; (3) regularly offer a panel regarding multiculturalism and diversity in MT; and/or (4) create a series of roundtable discussions at regional and national conferences regarding specific diversity topics.

Task 2f: Provide additional information for other committees as they address multiculturalism and diversity issues.

Task 2g: Create a “Diversity Awareness Resources” section/forum and an online resource database (including a roster of the different affinity groups among music therapy professionals registered within AMTA and certified by CBMT, podcasts and other appropriate social media channels).

Task 2h: Post reports of committee action on the Members Only section of the AMTA website.

Goal 3: To provide a support system, including tools and resources, for music therapy professionals and students from diverse groups.

Task 3a: Gather information on current discrimination support and other support available to music therapists/students from diverse groups.



Task 3b: Create a roster of and then resource page or link on the AMTA website explaining the different diversity categories among music therapy professionals registered within AMTA and certified by CBMT.

Task 3c: Develop and update resources for music therapists and students in minority groups.

Task 3d: Create marketing information for the above resources so music therapy professionals and students will be aware of them.

Goal 4: To monitor and recommend revisions to AMTA documents to achieve conformity to accepted language concerning diversity and multiculturalism.

Task 4a: Explore arts-based and non arts-based organizations' diversity initiatives, then create recommendations for AMTA.

Task 4b: Compose up-to-date guidelines for diversity inclusive language in professional documents; define accepted language concerning diversity and multiculturalism and/or identify the standards on which conforming criteria will be based

Task 4c: Develop a strategy to facilitate long-term monitoring of all official AMTA documents, including thorough review, submission of recommended revisions to appropriate AMTA personnel, and a schedule for recurring reviews.

#### JOB DESCRIPTION:

Each committee member will:

1. Attend and participate in all committee meetings at annual national conferences (in the event of committee member's absence, region or other entity will send a substitute to the meeting);
2. Adhere to deadlines in completing committee assignments;
3. Review committee materials and return and/or act on them by the specified deadline;
4. Submit a semi-annual report of committee work to the committee chair by specified deadline;
5. Ensure timely transfer of committee materials to new committee members;
6. Each committee chair will review committee work and Talking Points with the Council Coordinator. Once reviewed, the committee members will disseminate this information to their regions and seek regional feedback. Student representatives will follow the same procedure for dissemination and solicitation of feedback from student members.

## QUALIFICATIONS:

1. Professional member of AMTA (with the exception of the student representative).
2. Minimum of two years clinical experience desirable (with the exception of the student representative).
3. Membership of the committee should be comprised of individuals representing diversity across dimensions of gender; age; ethnicity; race; sexual orientation; socio-economic status; cognitive, social and physical abilities; political beliefs; religious beliefs and other ideologies.

## **International Relations Committee**

The goals and tasks of the **International Relations Committee** are related to the Mission and goals of AMTA, especially in the areas of Advocacy and Professional Development:

### II. Advocacy [*AMTA Strategic Plan, 2000*]

II. Advocacy: *“Promoting music therapy means advancing public awareness of music therapy as a viable health care profession and as an efficacious clinical intervention. In addition, AMTA must continue to advocate for the provision of music therapy services in medical, educational, community-based and other settings.*

*1.2 Develop music therapists and others as advocates at international, national, state, and local levels.”*

### III. Professional Development [*AMTA Strategic Plan, 2000*]:

Goal Statement: *“To provide information, education and technical assistance on effective therapeutic models and emerging therapeutic practices; best business and association practices; and labor supply and demand economics to address the needs of the profession.”*

### **GOALS:**

1. To facilitate awareness of international opportunities and events by AMTA members, and the inclusion of international perspectives of music therapy in AMTA
2. To assist the President of AMTA with matters concerning the World Federation of Music Therapy (WFMT), such as facilitating communication and the distribution of information
3. To assist international students
4. To facilitate awareness of music therapy among disciplines, organizations and professionals in other countries
5. To work with national conference planners to insure inclusion of events that represents a diverse ethnic music focus

### **TASKS:**

Task 1: To inform AMTA members about and encourage attendance and presentations at WFMT events and conferences of related organizations in other countries via regional and/or AMTA publications and the general access area of the AMTA web site: Music Therapy Around the World and on the Web. <http://www.musictherapy.org/about/listserv/>

Task 2: To share international experiences in AMTA publications & presentations and organize the *Global Perspectives* poster session at the AMTA conference.

Task 3: To provide additional information for other committees as they deal with international issues.

Task 4: To facilitate the exchange of international opportunities among professionals

Task 5: To collaborate with regional and national conference chairs to integrate diverse ethnic music traditions into conference programs

Task 6: To be a resource for international students (e.g. provide educational information, strategies, peer mentoring opportunities, personal support)

Task 7: To support international students who are returning to their countries of origin (e.g. music therapy advocacy, transitional support)

Task 8: To post reports of committee action on the Members Only section of the AMTA website.

Task 9: To encourage and develop conference proposals that relate to clinical work with English (as a second language) learners, clients, and families of diverse backgrounds.

### **JOB DESCRIPTION:**

Each committee member will:

1. Attend and participate in all committee meetings at annual national conferences (in the event of committee member's absence, region will send a substitute to the meeting);
2. Adhere to deadlines in completing committee assignments;
3. Review committee materials and return and/or act on them by the specified deadline;
4. Submit a semi-annual report of committee work to the committee chair by specified deadline;
5. Ensure timely transfer of committee materials to new regional representative;
6. Each committee chair will review committee work and Talking Points with the Council Coordinator. Once reviewed, the committee members will disseminate this information to their regions and seek regional feedback. Student representatives will follow the same procedure prior for dissemination and solicitation of feedback from student members.

**QUALIFICATIONS:**

1. Professional member of AMTA.
2. Two years clinical experience desirable (with the exception of the student representative).
3. Attendance or participation in conference activities of international music therapy or affiliated international organization(s) desirable.

## Membership Committee

The goals and tasks of the **Membership Committee** are related to the Mission and goals of AMTA especially in the area of Professional Development and Advocacy.

### III. Professional Development [*AMTA Strategic Plan, 2000*]:

Goal Statement: *“To provide information, education and technical assistance on effective therapeutic models and emerging therapeutic practices; best business and association practices; and labor supply and demand economics to address the needs of the profession.”*

### III. Advocacy [*AMTA Strategic Plan, 2000*]

Advocacy: *“Promoting music therapy means advancing public awareness of music therapy as a viable health care profession and as an efficacious clinical intervention. In addition, AMTA must continue to advocate for the provision of music therapy services in medical, educational, community-based and other settings.”*

## **GOALS:**

1. To insure the growth and development of AMTA by determining ways to increase membership.
2. To promote the value of all categories of AMTA membership.
3. To evaluate the needs of AMTA members.

## **TASKS:**

1. To conduct annual membership drives at the national and regional levels (minimum of two per year).
2. To encourage and coordinate membership drives with AMTAS.
3. To promote the value of membership in publications, inside and outside of the profession.
4. To update reports of committee action on the *Members Only* Section of the AMTA website.

## **JOB DESCRIPTION:**

Each committee member will:

1. Attend and participate in all committee meetings at annual national conferences (in the event of committee member’s absence, region will send a substitute to the meeting);

2. Adhere to deadlines in completing committee assignments;
3. Review committee materials and return and/or act on them by the specified deadline;
4. Submit a semi-annual report of committee work to the committee chair by specified deadline;
5. Ensure timely transfer of committee materials to new regional representative;
6. Each committee chair will review committee work and Talking Points with the Council Coordinator. Once reviewed, the committee members will disseminate this information to their regions and seek regional feedback. Student representatives will follow the same procedure prior for dissemination and solicitation of feedback from student members.

**QUALIFICATIONS:**

1. Professional member of AMTA.
2. Two years consecutive membership in AMTA desirable.
3. Familiarity with the *AMTA Member Handbook*. (available in the “*Members Only*” section of the AMTA web site)

## **Professional Advocacy Committee**

The goals and tasks of the **Professional Advocacy Committee** are related to the Mission and goals of AMTA, especially in the area of Advocacy:

### III. Advocacy [*AMTA Strategic Plan, 2000*]

II. Advocacy: *“Promoting music therapy means advancing public awareness of music therapy as a viable health care profession and as an efficacious clinical intervention. In addition, AMTA must continue to advocate for the provision of music therapy services in medical, educational, community-based and other settings.”*

### **Current Charge(s):**

Resolve, that the Board of Directors charge the Professional Advocacy Committee (PAC) to develop a “Decision Tree” for responses to cases of misrepresentation. PAC will provide a report to the Board of Directors at the 2016 Mid-Year meeting.

### **GOALS:**

1. To advocate for the professional representation of the field of music therapy.
2. To assist membership in responding to misrepresentation of music therapy in the media and in public.

### **TASKS:**

1. To educate membership regarding the evaluation of appropriate and inappropriate representations of music therapy.
2. To disseminate committee information to membership via conferences, newsletters, publications and the AMTA members only and regional websites.
3. To assist and monitor member’s responses to advocacy issues, By monitoring and responding to misrepresentation of music therapy.
4. To compile a resource file of responses.
5. To update the Music Therapy Self-Assessment Guide as warranted by changes in the Standards of Clinical Practice
6. To update reports of committee action on the Members Only section of the AMTA website.



## **JOB DESCRIPTION:**

Each committee member will:

1. Attend and participate in all committee meetings at annual national conferences (in the event of committee member's absence, region will send a substitute to the meeting);
2. Adhere to deadlines in completing committee assignments;
1. Review committee materials and return and/or act on them by the specified deadline;
2. Submit a semi-annual report of committee work to the committee chair by specified deadline;
3. Ensure timely transfer of committee materials to new regional representative;
6. Each committee chair will review committee work and Talking Points with the Council Coordinator. Once reviewed, the committee members will disseminate this information to their regions and seek regional feedback. Student representatives will follow the same procedure prior for dissemination and solicitation of feedback from student members.

## **QUALIFICATIONS:**

1. Professional member of AMTA.
2. Familiarity with *AMTA Code of Ethics and Standards of Practice*.
3. Three years of clinical experience, advanced degree and board certification desirable (with the exception of the student representative).

## **Workforce Development and Retention Committee**

The goals and tasks of the **Workforce Development and Retention Committee** are related to the mission and goals of AMTA especially in the area of Advocacy and Professional Development:

### II. Advocacy [*AMTA Strategic Plan, 2000*]

*Advocacy: “Promoting music therapy means advancing public awareness of music therapy as a viable health care profession and as an efficacious clinical intervention. In addition, AMTA must continue to advocate for the provision of music therapy services in medical, educational, community-based and other settings.*

*2.1 Develop a communications program that will articulate music therapy benefits to targeted audiences, related organizations, and potential funders.*

### III. Professional Development [*AMTA Strategic Plan, 2000*]:

*Goal Statement: “To provide information, education and technical assistance on effective therapeutic models and emerging therapeutic practices; best business and association practices; and labor supply and demand economics to address the needs of the profession.”*

#### **GOALS and TASKS:**

Goal 1: To increase awareness among diverse groups of students as to music therapy as a career choice.

Task 1: Research various online and offline outreach opportunities that target high school students (i.e. [majoringinmusic.com](http://majoringinmusic.com)). Make contact regarding appropriate content about music therapy to sites with incorrect/incomplete information. Maintain on a yearly basis.

Task 2: Contact music departments and/or career counselors in selected Junior Colleges in each region and provide information concerning music therapy as a career and university programs in their area offering a music therapy program.

Task 3: If available obtain a list of Junior Colleges that offer an intro course in music therapy and begin a dialogue with them about music therapy as a career and universities in their area offering a music therapy degree.

Task 4: Work cooperatively with both national and regional conference planners to offer a workshop/track for High School students interested in music therapy to be offered at National and Regional Music Therapy Conferences. Invite local guidance counselors, high school music educators, parents, and high school students to participate in the workshop/track.

Task 5: Identify and document the current Music Therapy presence at state music education all-state conferences by connecting with regional presidents and affiliate relations committee

members.

Goal 2: To explore the potential of developing a retention plan

Task 1: Investigate current workforce retention plans and strategies for other related professions (rehabilitative therapies and creative arts therapies)

Task 2: Research the last five year trends in the Music Therapy Profession and ascertain if there are any common identifiers and trends related to the retention of professionals in the AMTA organization and the professional workforce. Consider AMTA and CBMT documents.

Task 3 Through surveys or other available data, conduct workforce research to identify the number of board certified music therapists who are currently employed full time or part time, seeking employment, working outside of clinical practice, or not currently working outside of the home. Identify whether or not music therapists are looking for more work in the field, or not.

Task 4: Develop recommendations for the AMTA Board of Directors to address workforce development issues regarding the need of a retention plan and present to the AMTA BOD.

Goal 3: To create channels for communication with the AMTA Membership regarding topics of workforce development and retention

Task 1: Create a forum for members to submit ideas regarding workforce development and retention through the committee page on the website

Task 2: To update reports of committee action on the Members Only Section of the AMTA website

### **JOB DESCRIPTION:**

The committee member will:

1. Attend and participate in all committee meetings at national conference (in the event of committee member's absence, region will send a substitute to the meeting)
2. Adhere to deadlines in completing committee assignments
3. Review committee materials and return and/or act on them by the specified deadline
4. Submit a semi-annual report of committee work to the committee chair by specified deadline
5. Ensure timely transfer of committee materials to new regional representative

6. Communicate committee work to the region after the committee chair reviews information to be sent with the council coordinator, and elicit feedback from regional members. Student representatives will follow the same process prior to disseminating information and soliciting feedback from student members.

**QUALIFICATIONS:**

1. Professional member of AMTA.
2. Two years clinical experience desirable.
3. Interest and/or experience in employment/workforce issues.

**Council on Education and Clinical Training**

## Academic Program Approval Committee

The goals and tasks of the **Academic Program Approval Committee** are related to the goals of AMTA, especially in the area of Professional Development, and include the following:

### III. Professional Development [*AMTA Strategic Plan, 2000*]

*“AMTA’s on-going commitment is to ensure quality music therapy services by maximizing the development of professionals. Fulfilling the goals of ensuring access to quality music therapy services necessitates a growing number of professionals to deliver music therapy services.”*

*3.1 “Encourage educational and clinical training programs to reflect current and future market demands.”*

*3.2 “Establish and maintain standards for the music therapy profession.”*

*3.4 “Provide opportunities for members to enhance professional competencies”*

*3.5 “Develop and encourage leadership training and mentoring opportunities at every level of the association.”*

### **GOALS:**

1. To support the establishment and maintenance of standards of excellence for education and clinical training in the field through collaboration with appropriate association bodies (e.g. other national committees and the Education and Training Advisory Board).
2. To utilize these standards as evaluative criteria for recommending approval for academic institutions upon initial application and review, and every ten years thereafter in conjunction with the NASM accreditation/affirmation review.

### **TASKS:**

The committee’s tasks are to:

1. Review application materials for new baccalaureate/equivalency programs and graduate programs in a timely manner and make recommendations regarding approval to the AMTA Board of Directors.
2. Determine year of review for AMTA approved academic programs reapplying for AMTA approval based on scheduled reviews by NASM for accreditation/affirmation, and for any exceptions determine the year of review by AMTA.
3. Review application materials for AMTA approved baccalaureate/equivalency programs and graduate programs reapplying for AMTA approval according to the *Standards for Education and Clinical Training, 2000*, and make recommendations regarding approval to the AMTA Board of Directors.

4. In the case of any deferrals of AMTA approval for academic programs or any adverse decisions regarding approval, follow the AMTA procedures for the review of such deferrals and/or adverse decisions.
5. Provide consultation services as needed to academic programs in regard to AMTA approval.
6. Coordinate committee activities with other committees and the Education and Training Advisory Board as needed.
7. Coordinate committee activities for AMTA approval review with NASM accreditation/affirmation as needed, and monitor NASM accreditation/affirmation status of all AMTA approved music therapy programs.
8. Review policies and procedures for academic program approval and make recommendations to appropriate Association bodies for any new policies or procedures, including standards and professional competencies for music therapy education and clinical training.

#### **JOB DESCRIPTION:**

Each committee member will:

1. Attend and participate in all committee meetings at annual national conferences (in the event of committee member's absence, region will send a substitute to the meeting);
2. Adhere to deadlines in completing committee assignments;
3. Review applications for AMTA approval of new academic programs and of AMTA approved programs reapplying for AMTA approval;
4. Report findings in the review of applications for AMTA approval to the committee chair by the specified deadline;
5. Review all committee materials and reports and/or act on the materials by the specified deadline;
6. Ensure timely transfer of committee materials to new regional representative;
7. Each committee chair will review committee work and Talking Points with the Council Coordinator. Once reviewed, the committee members will disseminate this information to their regions and seek regional feedback. Student representatives will follow the same procedure prior for dissemination and solicitation of feedback from student members.

**QUALIFICATIONS (excluding student representative):**

1. Professional member of AMTA.
2. University teaching experience required.
3. Clinical training supervisory experience desirable.
4. Familiarity with *AMTA Standards for Education and Clinical Training, Professional Competencies, Advanced Competencies, Policies and Procedures for Academic Program Approval*, and other relevant documents is essential.
5. Graduate degree desirable.
6. Previous committee experience at the regional and/or national level desirable.



## Association Internship Approval Committee

The goals and tasks of the **Association Internship Approval Committee** are related to advancing the Mission and goals of AMTA, especially in the area of Professional Development:

### III. Professional Development [*AMTA Strategic Plan, 2000*]:

*“AMTA’s on-going commitment is to ensure quality music therapy services by maximizing the development of professionals. Fulfilling the goals of ensuring access to quality music therapy services necessitates a growing number of professionals to deliver music therapy services.”*

*3.1 “Encourage educational and clinical training programs to reflect current future market demands.”*

*3.2 “Establish and maintain standards for the music therapy profession.”*

### **GOALS:**

1. To establish, maintain and improve standards for the training of music therapists participating in AMTA programs on the *National Internship Roster*.
2. To encourage and assist persons in their clinical preparation for music therapy practice.

### **TASKS:**

1. To review the *National Roster Internship Guidelines* and internship documents and make recommendations for revisions.
2. To review and make recommendations regarding the quality of internship programs.
3. To review and approve applications for new internship programs.
4. To formulate, update, and implement continuing music therapy education for internship directors/supervisors.
5. To provide support and assistance to students pursuing or involved in internship.
6. To revise the current internship supervision model in the *National Roster Internship Guidelines* to address increasing issues regarding facility supervisors and administrators, internship directors, and supervision training in *National Roster Internship* programs.

## **JOB DESCRIPTION:**

Each committee member will:

1. Attend and participate in all committee meetings at annual national conferences (in the event of committee member's absence, region will send a substitute to the meeting);
2. Adhere to deadlines in completing committee assignments;
3. Review committee materials and return and/or act on the materials by the specified deadline;
4. Submit an semi-annual report of his/her committee work to committee chair by the specified deadline;
5. Provide training at the regional level;
6. Respond to requests for information/assistance from students, interns, educators and internship directors/supervisors;
7. Ensure timely transfer of committee materials to new regional representative;
8. Each committee chair will review committee work and Talking Points with the Council Coordinator. Once reviewed, the committee members will disseminate this information to their regions and seek regional feedback. Student representatives will follow the same procedure prior for dissemination and solicitation of feedback from student members.

## **QUALIFICATIONS (excluding student representative):**

1. Professional AMTA membership required.
2. At least two years of clinical experience desirable.
3. Experience as a music therapy internship supervisor recommended.

## Continuing Education Committee

The goals and tasks of the **Continuing Education** are related to advancing the Mission and goals of AMTA, especially in the area of Professional Development:

### III. Professional Development [AMTA Strategic Plan, 2000]

*“AMTA’s on-going commitment is to ensure quality music therapy services by maximizing the development of professionals. Fulfilling the goals of ensuring access to quality music therapy services necessitates a growing number of professionals to deliver music therapy services.”*

*3.3 “Provide information through conferences, publications and other materials as to how members can use both traditional and innovative tools and technology to improve clinical practice.”*

*3.4 “Provide opportunities for members to enhance professional competencies to obtain employment and thrive in a changing service delivery system.”*

*3.5 “Develop and encourage leadership training and mentoring opportunities at every level of the association.”*

### **GOALS:**

1. To ensure that the continuing education courses offered by AMTA adhere to the guidelines established by the Certification Board for Music Therapists.
2. To promote the value of board certification and strive to provide continuing education opportunities that meet the educational needs of the members of AMTA.

### **TASKS:**

The committee member’s tasks are:

1. To proctor and oversee continuing education offerings at the AMTA annual national conference.
2. To identify and recommend topics and subject matter experts to the National Office staff for development into continuing education experiences based on requests of Regional CMTE participants and other data collection methods.
3. To send recommendations for “best of the region” CMTE presenters to the co-chairs by April 1.

The committee chair’s tasks are:

1. To keep ongoing records of conference continuing education courses, including sign-in sheets, completed measures of learning, evaluations and each presenter’s course objectives and resumes.

2. To send compiled data on evaluations for each conference CMTE course to the presenter, the Vice President, the AMTA office, and CBMT.
3. To serve as a liaison to CBMT and to complete the pre-approved provider status renewal application form to maintain AMTA's status as an approved provider.
4. To serve on the AMTA Conference Committee and assist the AMTA Vice-President with selection of CMTE courses.
5. To identify and recommend topics and subject matter experts to the national office staff for development into continuing education experiences based on requests of CMTE participants and other data collection methods.
6. To update the AMTA-CEC website as needed.
7. To consult with individuals wishing to offer CMTE sessions through AMTA.
8. To serve as CEC representative on the AMTA Education & Training Advisory Board.

#### **JOB DESCRIPTION:**

Each committee member will:

1. Attend and participate in all committee meetings at annual national conferences (in the event of committee member's absence, region will send a substitute to the meeting);
2. Participate in the preparation of materials needed for CMTE workshops (e.g., prepare certificates, sign-in sheets, evaluation forms);
3. Serve as a proctor for one or more CMTE workshops at annual national conference;
4. Be responsible for coordinating continuing education activities within his/her region;
5. Ensure timely transfer of committee materials to new regional representative;
6. Each committee chair will review committee work and Talking Points with the Council Coordinator. Once reviewed, the committee members will disseminate this information to their regions and seek regional feedback. Student representatives will follow the same procedure prior for dissemination and solicitation of feedback from student members.

#### **QUALIFICATIONS:**

1. Professional AMTA membership required.
2. At least two years of clinical experience desirable (with the exception of the student representative).
4. Maintenance of board certification status required (with the exception of the student representative).
5. Familiarity with CBMT guidelines and regulations required.

6. Previous committee work and leadership experience desirable (with the exception of the student representative).
7. Ability to organize and communicate clearly required.

**Council on Professional Practices:**

## Government Relations Committee

The goals and tasks of the **Government Relations Committee** are related to the Mission and goals of AMTA especially in the area of Advocacy.

### II. Advocacy [*AMTA Strategic Plan, 2000*]

*Advocacy: “Promoting music therapy means advancing public awareness of music therapy as a viable health care profession and as an efficacious clinical intervention. In addition, AMTA must continue to advocate for the provision of music therapy services in medical, educational, community-based and other settings.*

- 3.1 Develop a communications program that will articulate music therapy benefits to targeted audiences, related organizations, and potential funders.*
- 2.1 Develop strategies that will result in the support and enactment of legislation, regulations, policies, and programs that will increase access to and funding for music therapy services and programs.”*

### **GOAL:**

To increase access to quality music therapy services through monitoring and responding to state and federal legislation that impacts music therapy practice and/or impacts healthcare and education service delivery to current and future music therapy clients.

### **TASKS:**

1. Attend and participate in all committee meetings at annual national conferences (in the event of committee member’s absence, region will send a substitute to the meeting);
2. Serve as a direct resource to the regions for both federal and state government relations and advocacy issues.
3. Contribute to state recognition operational plan presentations at the regional and state level.
4. Provide government relations updates during state meetings and regional conferences.
5. Distribute national calls-to-action and news regarding federal health and education issues.
6. Serve on state task forces or assist with identifying candidates for state recognition advocacy work.
7. Update reports of committee action on the Members Only Section of the AMTA website.

## **JOB DESCRIPTION:**

The committee member will:

1. Attend AMTA regional and annual national conferences;
2. Participate in committee meetings and conference calls;
3. Serve as member contact for regional government relations activity;
4. Complete tasks and initiatives as determined by the committee and co-chairs;
5. Submit semi-annual reports of regional activities to committee co-chairs;
6. Ensure timely transfer of committee materials to new regional representative;
7. Each committee chair will review committee work and Talking Points with the Council Coordinator. Once reviewed, the committee members will disseminate this information to their regions and seek regional feedback. Student representatives will follow the same procedure prior for dissemination and solicitation of feedback from student members.

## **QUALIFICATIONS:**

1. Professional AMTA membership required.
2. Maintain music therapy credential or professional designation (with the exception of the student representative).
3. Five or more years of clinical experience desirable (with the exception of the student representative).
4. Interest and/or experience in music therapy advocacy.
5. Strong written and verbal communication skills.



## **Reimbursement Committee**

The goals and tasks of the **Reimbursement Committee** are related to the Mission and goals of AMTA especially in the area of Advocacy.

### IV. Advocacy [*AMTA Strategic Plan, 2000*]

*Advocacy: “Promoting music therapy means advancing public awareness of music therapy as a viable health care profession and as an efficacious clinical intervention. In addition, AMTA must continue to advocate for the provision of music therapy services in medical, educational, community-based and other settings.*

*2.3 Develop strategies that will support the development of legislation, regulations, policies, and programs that will increase access to and funding for music therapy services and programs*

### **GOAL:**

To increase access to music therapy services by increasing the percentage of music therapy services receiving reimbursement.

### **TASKS:**

1. Attend and participate in all committee meetings at annual national conferences (in the event of committee member’s absence, region will send a substitute to the meeting);
2. Respond to questions from members within respective regions regarding payment options for music therapy services in various healthcare and education settings
3. Report reimbursement challenges and successes to committee co-chairs.
4. Update reports of committee action on the *Members Only* Section of the AMTA website.
5. Increase music therapists’ basic knowledge of the process of reimbursement and financing for music therapy services.
6. Develop new action plan to complete long-term goals of the reimbursement strategic priority.

### **JOB DESCRIPTION:**

Each committee member will:

1. Attend and participate in all committee meetings at the annual national conference (in the event of committee member’s absence, region will send a substitute to the meeting);
2. Adhere to deadlines in completing committee assignments;

3. Review committee materials and return and/or act on them by the specified deadline;
4. Submit a semi-annual report of committee work to the committee chair by specified deadline;
5. Ensure timely transfer of committee materials to new regional representative;
6. Each committee chair will review committee work and Talking Points with the Council Coordinator. Once reviewed, the committee members will disseminate this information to their regions and seek regional feedback. Student representatives will follow the same procedure prior for dissemination and solicitation of feedback from student members.

**QUALIFICATIONS:**

1. Professional AMTA membership required.
2. Five years of clinical experience desirable (with the exception of the student representative).
3. Familiarity with music therapy reimbursement policies and procedures desirable.

## **Research Committee**

The goals and tasks of the **Research Committee** are related to advancing the Mission and goals of AMTA, especially in the area of Efficacy:

I: Efficacy [*AMTA Strategic Plan, 2000*]

*“AMTA’s continuing challenge is to promote and provide scientific data and information that demonstrate the effectiveness and outcomes of quality music therapy services.”*

**Note:** It is the on-going position of this committee that AMTA should be extremely careful in publicizing external reports beyond a statement such as: *“We are encouraged that researchers are paying attention to the many ways that music can be useful in people’s lives. We support research and we hope that further investigation confirms these preliminary investigations.”*

To that end, the goals and tasks of the Research Committee are as follows:

### **GOALS:**

1. To encourage and promote research of all types of research methodology in music therapy.
2. To take complete responsibility for the research sessions at annual national conferences.

### **TASKS:**

1. Investigate specific ways to educate the profession regarding current music therapy research.
2. Identify those areas of practice lacking supportive research documentation.
3. Serve as an adjunct committee to the conference program committee in organizing research presentations at the annual national conference.
4. To develop and implement a variety of ongoing educational opportunities and supportive mechanisms to assist novice and experienced researchers/clinicians to develop research projects and programs.
5. To review the Clinician-Based Research applications and supply scientific and funding information to the Board of Directors.

### **JOB DESCRIPTION:**

Each committee member will:

1. Attend and participate in all committee meetings at annual national conferences (in the event of committee member’s absence, region will send a substitute to the meeting);

2. Adhere to deadlines in completing committee assignments;
3. Review committee materials and return and/or act on the materials by the specified deadlines;
4. Promote research within the region;
5. Ensure timely transfer of committee materials to new regional representative;
6. Each committee chair will review committee work and Talking Points with the Council Coordinator. Once reviewed, the committee members will disseminate this information to their regions and seek regional feedback. Student representatives will follow the same procedure prior for dissemination and solicitation of feedback from student members.

**QUALIFICATIONS:**

1. Professional AMTA membership required.
2. Experience with and knowledge of research methodology required.
3. Graduate degree desirable (with the exception of the student representative).
4. Publication(s) desirable (with the exception of the student representative).
5. Previous committee experience desirable (with the exception of the student representative).

## Standards of Clinical Practice Committee

The goals and tasks of the **Standards of Clinical Practice Committee** are related to advancing the Mission and goals of AMTA, especially in the area of Professional Development:

### IV. Professional Development [*AMTA Strategic Plan, 2000*]

*“AMTA’s on-going commitment is to ensure quality music therapy services by maximizing the development of professionals. Fulfilling the goals of ensuring access to quality music therapy services necessitates a growing number of professionals to deliver music therapy services.*

*3.3 Establish and maintain standards for the music therapy profession.*

### **Current Charge(s):**

To review the use of the term “music psychotherapy” in the profession with regard to the current Standards and report to the Board by the 2016 Mid-Year meeting.

### **GOAL:**

To develop, assess, and update the *AMTA Standards of Clinical Practice*.

### **TASKS:**

1. To review and revise the *AMTA Standards of Clinical Practice* document and recommend revisions to reflect applicability to current practice.
2. To ensure that the *AMTA Standards of Clinical Practice* reflect the highest quality of treatment and services in music therapy.
3. To inform AMTA members of the work of this committee via regional and national publications as well as on the *Members Only* section of the AMTA web site.
4. To update the *Music Therapy Self-Assessment Guide* as warranted by changes in the Standards of Clinical Practice

### **JOB DESCRIPTION:**

The committee member will:

1. Attend and participate in all committee meetings at annual national conferences (in the event of committee member’s absence, region will send a substitute to the meeting);
2. Participate in email discussions regarding committee work;

3. Adhere to deadlines in completing committee assignments;
4. Review committee materials and return and/or act on them by the specified deadlines;
5. Ensure timely transfer of committee materials to new regional representative.
6. Each committee chair will review committee work and Talking Points with the Council Coordinator. Once reviewed, the committee members will disseminate this information to their regions and seek regional feedback. Student representatives will follow the same procedure prior for dissemination and solicitation of feedback from student members.

**QUALIFICATIONS:**

1. Professional AMTA membership required.
2. Two years of clinical experience desirable (with the exception of the student representative).
3. Familiarity with the *AMTA Standards of Clinical Practice* required.

## Technology Committee

The goals and tasks of the **Technology Committee** are related to the Mission and goals of the AMTA, especially in the areas of professional development.

### III. Professional Development [AMTA Strategic Plan, 2000]

*“AMTA’s ongoing commitment is to ensure quality music therapy services by maximizing the development of professionals. Fulfilling the goal of ensuring access to quality music therapy services necessitates a growing number of professionals to deliver music therapy services.”*

*3.3 Provide information through conferences, publications, and other materials as to how members can use both traditional and innovative tools and technology to improve clinical practice.*

*3.4 Provide opportunities for members to enhance professional competencies to obtain employment and thrive in a changing service delivery system.*

*3.5 Develop and encourage leadership training and mentoring opportunities at every level of the association.*

#### **Goals:**

1. To educate the AMTA on the current clinical technology resources, practices, and applications in use by its members;
2. To serve as a technology resource for AMTA members;
3. To promote technology-related events and training at AMTA national and regional conferences;
4. To support the membership of the AMTA in their uses of current and emerging clinical and related technologies.

#### **Tasks:**

1. Develop lists of specialists to contact in each of the regions regarding the current uses of technology in clinical music therapy practice;
2. Explore connections with technology vendors and suppliers with the aim of increasing member awareness and identifying potential technology vendors for regional and annual national conferences;
3. Develop or solicit a proposal for a concurrent session on clinical or related technology for the AMTA Annual National conference and submit it to the Conference Program Committee;
4. Identify high priority topics for a potential Technology CMTE or Institute at the AMTA Annual National Conference.
5. Develop and collect informational videos on clinical or related technology to disseminate through both public and private member-only forums.

**Job description:**

Each committee member will:

1. Attend and participate in all committee meetings at annual national conferences (in the event of committee member's absence, region will send a substitute to the meeting);
2. Adhere to deadlines in completing committee assignments;
3. Review committee materials and return and/or act on the materials by the specified deadlines;
4. Ensure timely transfer of committee materials to new regional representatives;
5. Each committee chair will review committee work and Talking Points with the Council Coordinator. Once reviewed, the committee members will disseminate this information to their regions and seek regional feedback. Student representatives will follow the same procedure prior for dissemination and solicitation of feedback from student members.

**Qualifications:**

1. Professional AMTA membership required.
2. Experience with and knowledge of current technologies required.
3. Familiarity with or willingness to learn about current uses of technology as pertains to music therapy required.



*Duplicate this form as needed. A separate page should be completed for each charge.*

**Charge from the AMTA Board of Directors**

**Committee:** \_\_\_\_\_

**Date charged:** \_\_\_\_\_ **Date completed:** \_\_\_\_\_

<p><b><u>CHARGE:</u></b></p>
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*Action Steps:*

## AMTA Standing Committee Talking Points Form

*Duplicate this page as needed to use 1) as a tool for the dissemination of accurate information to the committees, 2) as a springboard for discussion at committee meetings, and 3) as a summary of information to be taken back to the regions.*

*The last fifteen minutes of the committee meeting should be spent developing talking points to summarize the work of the committee and to insure standardization.*

*Committee chairs shall review the Talking Points with the Council Coordinator prior to the dissemination of information to the regions.*

### Talking Points

**Committee:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Point/Topic:**

**Action:**

**Person(s) Responsible:**

## TIMELINE FOR COMMITTEE CHAIRS

January/February (even-numbered years only):

- *Orientation Period:* After Council Coordinator and Committee Chair appointments are approved by the Board of Directors, the Coordinator will contact committee chairs to determine the needs of each Committee. This is a time of orientation for Coordinators and Chairs. During this time, Council Coordinators and newly appointed Chairs will review materials from their predecessor. In addition, Council Coordinators will meet via conference call with the President, Past President, President Elect, and former Council Coordinators to ensure a smooth transition and transfer of information.

Mid-to-Late March:

- *National Conference Concurrent Sessions:* Council Coordinators will contact Committee Chairs to identify any committee-sponsored concurrent session offerings national conference.
- SAAB Advisor will communicate with Council Coordinators informing them of student appointments to all standing committees, including the students' contact information.

April/May

- *Mid-Year Reports:* Council Coordinators will request mid-year committee reports in preparation for the mid-year Board meeting. In the report, Chairs are asked to include all committee action items.

July:

- *Mid-Year Meeting Tasks/Charges:* Following the mid-year Board of Directors meeting (typically held in June), Council Coordinators will contact Chairs to discuss committee tasks and charges.

Late August:

- *Annual Report Timeline Notification:* Council Coordinators will provide Committee Chairs information about annual report submission deadlines.

September 1:

- *Committee Member Attendance - National Conference Meetings:* Council Coordinators will ask Chairs to inform committee members about scheduled committee meetings and determine who will be present. Committee Chairs should notify Council Coordinators about committee representation by September 14. If any committee members will NOT be in attendance, the Council Coordinator will contact that member's Regional President by October 1 to have them appoint a substitute representative unless otherwise specified.

Mid-September:

- *Annual Reports*: Committee Chairs submit their annual reports to Council Coordinators by a specified date for inclusion in the Board/Assembly book.

November 1:

- *Council Coordinator Committee Meeting Attendance*: Council Coordinators will schedule times when they can visit committee meetings during the national conference.
- *Meeting Agenda*: Send your committee's meeting agenda and any related documents and materials to your Council Coordinator.

Annual conference:

- *Committee Chair/Council Coordinator Joint Meeting*: Committee Chairs and Council Coordinators attend the Wednesday night meeting to discuss changes and action items. Council Coordinators will report any changes and/or action items, along with general questions, suggestions, etc., back to the Board.

December:

- *"Talking Points"/Website*: Council Coordinators will follow up with Committee Chairs about "Talking Points" and updates for committee website pages.
- *Action Item/Task Reviews*: Following a conference call with Council Coordinators and President (and others as determined by the President), Council Coordinators will contact Chairs to review action items and follow-up on tasks and Committee charges from the annual meeting.

## Council Coordinators and Vice President Communication

It is important for the Council Coordinators (CCs) to communicate with the Vice President (VP) because much of the committee work takes place at the annual conference and many of the committees present their work during the conference.

In the spring, national office staff and/or the VP will send a list of meeting times for the CCs to review. Many of the committees have traditions about when they meet but with new chairs, members or a decision to present a CMTE or session the committee may need to make a change. Please communicate any requests for changes to both to the VP and the AMTA staff in charge of conferences.

The VP will send a letter asking about sessions / CMTEs your committees may wish to present. This is important information to ensure program planning and that nothing is lost or miscommunicated. Again, with new people in various roles every two years it is important to double-check and be specific about committee plans. Committees cannot assume they can present a CMTE without dialogue with the current Vice President. All communications with the VP should be copied to the Council Coordinator.

Sessions often presented by committees and boards at the national AMTA conference include:

Research Committee: typically 3 or 4 presentations and the Research Poster session.

AIAC: may have a CMTE (no charge) and a concurrent session.

Roundtables: the APAC and AIAC meet

Technology: has presented concurrent sessions

International Relations: Global Perspectives Session

Clinical Practice Networking Committee: Networking luncheon

Ethics Board: had a CMTE for the first time in 2011

It is important that any committee wishing to present a concurrent or CMTE session complete a conference proposal- this ensures the session has a number, is tracked and will be scheduled in the program. Please remember to keep your Council Coordinator informed of your plans.

When questions arise please be sure to check directly with the AMTA VP by e-mail or phone as soon possible. The sooner a concern is brought to the VP's attention the greater the opportunity to work with the program and schedule to find a solution.