



## **2023 MTAO Board Positions Details**

### **General**

All positions are 2-year terms. The 2-year term officially begins in March 2023 following the Annual General Meeting. The successful candidate will be given training to ensure a smooth transition into their new role.

### **Eligibility**

- Must be a member of the CAMT (MTA status) and MTAO for a minimum of 1 year.

### **Time commitment**

- 1 – 2 hrs/week of individual tasks including checking and responding to emails.
- Attendance at bi-monthly meetings which usually take place online via google hangouts.
- In-person attendance at the AGM (unless the conference is online).

### **Duties and Responsibilities**

All board members must:

- Exhibit professionalism, be organized, and reliable
- Be timely and professional when communicating with fellow board members and the membership
- Be passionate about music therapy and supporting music therapists in Ontario



## **Role Descriptions**

### *Vice President*

The Vice President's primary role is to support the President and other members on the board in whatever function they may require. In this role, the VP has presented at events on behalf of the MTAO and attended professional meetings and conferences when the President is unable to be present. The VP also chairs the MTAO meetings if the President is unable to attend.

### **Other Tasks**

#### Special Projects

- In this capacity, the VP also helps on special projects for example the Music Therapist Lifespan project, and an attempted board manual update in 2015.

#### Liaison with CAMT

- The VP connects with the Canadian Association of Music Therapists (CAMT) especially around their conference time to offer support on behalf of MTAO.

#### SISC & Annual MTAO Conference

- The VP has been providing support for the Education Chair at the SISC Conference and the annual MTAO Conference by helping with food, getting speaker gifts, helping with day of tasks etc.

### *Public Relations*

#### **Admin:**

- Regularly monitor and respond to emails from the Public Relations gmail account.

#### **Social Media:**

- Regularly update MTAO social media platforms (i.e. public Facebook page, instagram, twitter) with music therapy news, research, events, and general MTAO or conference updates.
- Administrator on Facebook page (closed group): provide accountability and support to the Member Relations Chair.
- Liaise with the MTAO president (and/or BOD) regarding social media content and concerns/confusion with appropriateness of posts



- Respond to incoming messages from the public on social media platforms
- Stay up to date on new music therapy-related research and news to share on social media platforms

**Website:**

- General website-related updates (e.g., upkeep, monitoring outdated information, job opportunity updates, etc.). This does not include member-related updates (e.g., contact information, membership renewals/changes) or continuing education-related updates (e.g., event registrations/emails)
- Monthly newsletters: creating and sending out the monthly newsletters, upon approval from the MTAO President. The content of newsletters is contributed by other board members, MTAO members, and/or the public.
- Send emails for MTAO referrals and job opportunities

**Optional:**

- Manage/update MTAO promotional materials (e.g., brochures, posters, etc) used at events

**Names can be received by interested individuals in addition to nominating colleagues within our province.**

**Please send nominations to: [president.mtao@gmail.com](mailto:president.mtao@gmail.com)**