

AMTA - Texas Chapter Delegate Statement of Understanding

I, _____,

- Having applied to become a Candidate for the position of Delegate, or
- Having been Nominated for the position of Delegate, or
- Having been Elected Delegate or Alternate Delegate,

I fully understand the duties of this position include the following:

1. Remain an AMTA Chapter member in good standing throughout my term.
2. Agree to fulfill the term for one year following my election to the position.
3. Attend and participate in all Chapter meetings, Chapter Board of Director (BOD) meetings and/or conference calls during my term.
4. Assist the State Chapter in another active volunteer role before and during my term as Delegate.
5. Participate in the scheduled State of Texas Delegate meeting to determine assignments. The Chapter President or the appointed Head of Delegation will schedule the meeting.
6. Register for the National Convention during the early registration period.
7. Arrange my own transportation, hotel & work schedule, to accommodate the length of time required to fulfill the duties and attend the assigned/chosen events.
8. Attend Leadership Training at the Convention.
9. Attend the House of Delegates Orientation.
10. Attend the House of Delegates meeting(s).
11. Attend additional assigned or chosen education seminars to insure each segment at the Convention has a Chapter representative in attendance.
12. Attend the assigned or chosen general sessions or special interest groups.
13. Represent the Texas Chapter in a professional manner.
14. Produce written reports on ALL assigned or chosen events. Reports must be typewritten, suitable for publication and delivered by mail or electronically to the Chapter President, Treasurer and Secretary within 60 days of the Convention.
15. Submit reimbursement forms and original receipts to the treasurer within 60 days of the Convention.

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16. Report on the House of Delegate meeting at the State Chapter Meeting either in person or in writing.
17. I understand I will not be financially reimbursed or compensated in any way if I have not fulfilled my duties and substantiated them in writing. Delegates will be reimbursed according to Chapter Policy and Budget after Line Items 14 and 15 are received and found to be complete and in good form.
18. If a Delegate cannot fulfill his or her duties due to resignation, disqualification, disablement or death prior to the end of his/her term of office, the Chapter President will appoint an alternate in accordance with the elected order.
19. Delegates and Alternates shall read and sign this agreement and return the Chapter Copies to the Chapter President, Treasurer and Secretary. The Delegate/Alternate retains a copy for his/her records.

I have read and understand the foregoing agreement. I understand that failure to comply with the provisions of this agreement may lead to my forfeiture of any form of Delegate reimbursement or compensation. In the event that I am unable to fulfill the duties, I will notify the Chapter President and Secretary as soon as possible. I further agree that should I fail to attend the Convention, I will repay to the Chapter any monies that may have been paid or advanced to me by the Chapter. I promise in good faith to fulfill the above-listed duties.

Signature: _____

Date: _____

