

**American Music Therapy Association
(AMTA)
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 Chairs 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.

Commitment to Diversity, Equity, Inclusion and Access

AMTA is committed to improving, demonstrating, and prioritizing diversity, equity, inclusion, and access in the work and decisions of the association. All AMTA volunteers should be willing to explore and engage in the necessary work to increase understanding, awareness, and actions around diversity, equity, inclusion, access and anti-racism strategies.

Moreover, all AMTA governance structures and groups should aim to be diverse in its representation with regard to race, color, creed, ancestry, national origin, sex or gender, ethnicity, gender identity or expression, sexual orientation, relationship status, socioeconomic status, language, religion, age, geographic, ability, disability, career stage, professional specialty, organization experience, education, health status, political or personal identity, or any other characteristic deemed relevant or pertinent to meet strategic association goals and objectives.

Developed by AMTA Council Coordinators, 2001 – 2002;
Revised, November 2007; November 2009; December 2012; December 2013, January 2016, January 2018, July 2018, September 2019; April 2022



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 in good standing 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 Chairs with approval by the AMTA Board of Directors. Each Committee Chair serves for two years (or until the end of the AMTA President's term) and may or may not be reappointed upon each new term of the AMTA President (as indicated in the AMTA Bylaws).

The Council Coordinators of the three councils (Council on Association Services, Council on Education and Clinical Training, and Council on Professional Practices) are appointed by the AMTA President with approval by the Board of Directors.

Responsibilities

Committee Chairs shall report directly to their Council Coordinator, and copy the national office Staff Liaison 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 Chairs at each annual national conference, historically held on Wednesday night before the Opening Session of the conference, and whenever possible, 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
- Coordinate the work of the Standing Committees on their respective Councils with other bodies of the Association as needed, including the Chairs of Standing Committees on other Councils and the Education and Training Advisory Board.
- Maintain contact with the Chairs 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 via the Staff Liaison, the Board of Directors, the National President, and Standing Committees.
- Present a brief report at Assembly of Delegates meeting(s), the annual general business meeting and/or Board of Directors Meetings upon request. 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 Committee Chairs annual meeting, along with an annual "Timeline for Council Coordinators," shall be provided to new Council Coordinators by their predecessors, with support from the Staff Liaison. Committee Chairs, with support from



their Staff Liaison, shall keep their Council Coordinator informed through mid-year and annual reports, as well as communication in between when necessary. The Council Coordinators shall report the information to the Board of Directors and Assembly of Delegates at regular meetings upon request.

Each AMTA Standing Committee has a committee page on the AMTA website under [Member Resources>News from AMTA Committees and Boards](#). The content of this page is the responsibility of each Committee Chair to curate, monitor, and update on a regular basis as appropriate in order to communicate the ongoing work and progress of the committee to the rest of the AMTA membership. Committees may wish to post their bi-annual reports for the Board of Directors' governance book, or develop resources and tools to share with the AMTA membership for posting on these pages. Whenever edits, changes, or additions are needed, they should send a request for those changes to be made to the AMTA Webmaster (national office staff member Angie Elkins, elkins@musictherapy.org) and copy their Council Coordinator for approval. The Committee Chair should determine information that is appropriate to share with the membership and provide, at minimum, a mid-year and annual update to their committee page.

Professional Conduct of Committee Members

All members on AMTA standing committees are to be Professional members in good standing of AMTA (student representatives must be Student or Graduate Student members), and 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). All individuals who participate in AMTA governance activities are expected to exercise the highest ethical standards as established in the AMTA Code of Ethics, be transparent in dualities and conflicts of interest, including conflicts of interest for other roles within AMTA or its regions, and commit to promote and encourage diversity, equity, inclusion, access and anti-racism throughout all deliberations, decisions and within its composition.

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 has interest or finds a need to pursue an additional task not expressly stated in their respective charge, the Chair should discuss their interest to expand or alter their charge with the Council Coordinator who will relay the information to the Board of Directors for



consideration. The Board of Directors may then charge the committee with the additional task if appropriate.

Guidelines for Committee Chairs

- I. Each committee should review goals and tasks annually.
- II. Committee Chairs should compile and submit two (2) reports each year: a mid-year report and an annual report. The reports provide the Council Coordinators and the Board of Directors an update on the Committee's efforts, and notes any requests, action items, or recommendations for Board consideration. Both the mid-year and annual reports are compiled into a Governance Book that is posted online for member access. The committee may also post this report as an update to their page in the News from AMTA Committees and Boards section of the AMTA website (see above) if appropriate.
 - A. Approximately one-month to six-weeks prior to the mid-year Board of Directors meeting (deadline dates will be provided by the Council Coordinator) and six-weeks to two months prior to the annual conference, the Committee Chair shall send to their Council Coordinator and copy the Staff Liaison:
 - i. A mid-year or annual Committee report using the "Template for Committee Reports" within this handbook. Committee tasks, updates, and any action items should be noted. Depending on the Board of Directors mid-year meeting agenda, Committees with action items or recommendations for the Board may request to attend (virtually or in-person, depending on meeting logistics and circumstances), or provide additional information to support Board discussions or considerations at that time.
 - ii. Following the mid-year Board of Directors meeting and annual conference, the Committee Chair should update and/or edit the Committee report, if needed/appropriate, as well as other pertinent committee news and information and submit the update to the Council Coordinator and AMTA Webmaster to be posted on their page in the News from AMTA Committees and Boards section of the AMTA website.
 - iii. The Committee Chair shall edit the reports as necessary to ensure information is appropriate for posting on the website. At the same time, the Committee Chair should suggest any changes to the committee page for out-of-date or inaccurate information to be updated or removed

Guidelines for National Office Staff Liaisons

The National Office Staff Liaison's role is to serve as a conduit for consistent communication and maintenance of historical documents of the committee, component board, work group, or task force. AMTA volunteers transition from term to term. While some Committee Chairs and committee members have served long-terms, others serve for one term only. The goal of



involving Staff Liaisons with each committee is to help provide continuity and a direct staff point of contact for work that is supported by the AMTA national office and members who contact the AMTA national office with questions.

Staff Liaison is to:

- Support the Committee Chair, members, and Board Liaison or Council Coordinator in maintaining relevant information related to the committee or task force (e.g., roster, charge, bi-annual reports, work products, etc.)
- Ensure each committee or task force member's membership is current for the governance year.
- Ensure all committee members are added to the committee list in the AMTA database and are able to access committee information as needed. Train or help orient committee members to their information on the AMTA website upon request.
- Ensure governance form(s), e.g., conflict of interest and code of conduct forms, are completed by each volunteer committee member, ideally at the start of each governance cycle, to participate in committee or task force activities. Responsible for tracking and maintaining governance forms on file electronically at the headquarters office.
- Review and maintain the committee's webpage on the AMTA website with support from the Committee Chair and AMTA webmaster. Ensure committee webpage contains current, accurate, and timely information to communicate to the AMTA membership.
- Ensure committee members know how to access their committee page online and how to request updates.
- Stay abreast of committee or task force meetings and support the Chair and Council Coordinator in scheduling meetings upon request. Provide AMTA resources (i.e., AMTA Zoom account or conference call line) to support the committee efforts as appropriate upon request. (Staff should not distribute AMTA's Zoom info or other credentials, but set up meetings, and participate as appropriate upon request.)
- Serve as a communication liaison between the Committee Chair, Council Coordinator, Board of Directors and/or CEO, should the committee see the need to engage in activities outside of its scope or charge.
- Help ensure the committee or task force Chair is informed of any changes to the committee charges or requests from the Board of Directors.
- When known and if asked, communicate historical information that may help explain or address committee or task force work, questions, or concerns.
- Exercise the highest ethical standards as established in the [AMTA Code of Ethics](#), be transparent in dualities and conflicts of interest, including conflicts of interest for other roles within AMTA or its regions, and commit to promote and encourage diversity, equity, inclusion, access and anti-racism throughout all deliberations and decisions.



Template for Committee Reports

(Please provide files as a Microsoft Word (or equivalent) document, and not a PDF as the files are formatted for inclusion in the AMTA Governance Book. Use Times New Roman font, 11-point font size with 1-inch page margins. Please keep specialized formatting to a minimum as it may not always translate to different users' technology.)

Name of Committee or Task Force
Report to the AMTA Board of Directors
Submitted by: <Name and Position on Committee, Board, Task Force or Workgroup>
Month and Year

Please Note: Goal is to keep report to one (1) page whenever feasible; two (2) pages max.

Committee Charge

Please include brief summary of current committee or task force charge or goals outlining what the committee or task force is charged to do.

Summary of Completed Activities Since Last Report

Brief bullet points of completed activities or tasks fulfilled by the group since the last 2021 Mid-Year report. If there are no pending action items, the Committee or Task Force can simply state "None at this time."

Status of Ongoing Activities for the Current Governance Year

Brief bullet points of pending items or those still in progress. If there are no pending action items, the Committee or Task Force can simply state "None at this time."

Action Items/Recommendations for the Board to Consider (as warranted)

Specific requests to the board, follow up or recommendations for the Board to consider during the Board Meeting. If there are no pending action items, the Committee or Task Force can simply state "None at this time."

Current Committee or Task Force Roster

Please include list of current committee members, with committee position, region and committee term/length of service included.

Example:

John Doe, Co-Chair (Western) 2019-2021; OR

Mary Brown, Student Representative (Midwest) 2017-2021; OR

Jane Smith, Member (Mid-Atlantic) 2019-2021



The information below describes the work of each Standing Committee and outline its goals and tasks, as well as the job description and qualifications of its committee members.

I. COUNCIL ON ASSOCIATION SERVICES

Interprofessional Collaboration Committee (ICC)

The goals and tasks of the Interprofessional Collaboration 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;
2. Adhere to deadlines in completing committee assignments;
3. Review committee materials and return and/or act on them by the specified deadlines;
4. Support the Committee Chair as needed in the development and submission of mid-year and annual committee reports;
5. Ensure timely transfer of committee materials to new regional representative;
6. Review committee work and Talking Points with the Council Coordinator (this specific task is a Committee chair responsibility)
7. Disseminate committee work and talking points (following the Committee Chair review) to their regions and seek regional feedback. Student representatives will follow the same procedure prior for dissemination and solicitation of feedback from student members.
8. Exercise the highest ethical standards as established in the [AMTA Code of Ethics](#), be transparent in dualities and conflicts of interest, including conflicts of interest for other roles within AMTA or its regions, and commit to promote and encourage diversity, equity, inclusion, access and anti-racism throughout all deliberations, decisions and within the Committee's composition.

QUALIFICATIONS:

1. Professional or student member of AMTA in good standing.

Clinical Practice Networking Committee (CPNC)

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;
2. Adhere to deadlines in completing committee assignments;
3. Review committee materials and return and/or act on them by the specified deadlines;
4. Support the Committee Chair as needed in the development and submission of mid-year and annual committee reports;
5. Ensure timely transfer of committee materials to new regional representative;
6. Review committee work and Talking Points with the Council Coordinator (this specific task is a Committee chair responsibility)
7. Disseminate committee work and talking points (following the Committee Chair review) to their regions and seek regional feedback. Student representatives will follow the same procedure prior for dissemination and solicitation of feedback from student members.
8. Exercise the highest ethical standards as established in the [AMTA Code of Ethics](#), be transparent in dualities and conflicts of interest, including conflicts of interest for other roles within AMTA or its regions, and commit to promote and encourage diversity, equity, inclusion, access and anti-racism throughout all deliberations, decisions and within the Committee's composition.

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 (DEI)

The goals and tasks of the Diversity, Equity, and Inclusion 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 demonstrates 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.

GOALS:

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;
2. Adhere to deadlines in completing committee assignments;
3. Review committee materials and return and/or act on them by the specified deadlines;
4. Support the Committee Chair as needed in the development and submission of mid-year and annual committee reports;
5. Ensure timely transfer of committee materials to new regional representative;
6. Review committee work and Talking Points with the Council Coordinator (this specific task is a Committee chair responsibility)
7. Disseminate committee work and talking points (following the Committee Chair review) to their regions and seek regional feedback. Student representatives will follow the same procedure prior for dissemination and solicitation of feedback from student members.
8. Exercise the highest ethical standards as established in the [AMTA Code of Ethics](#), be transparent in dualities and conflicts of interest, including conflicts of interest for other roles within AMTA or its regions, and commit to promote and encourage diversity, equity, inclusion, access and anti-racism throughout all deliberations, decisions and within the Committee's composition.

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 ((IRC)

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 ensure inclusion of events that represents a diverse ethnic music focus

TASKS:

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/>
2. To share international experiences in AMTA publications & presentations and organize the Global Perspectives poster session at the AMTA conference.
3. To provide additional information for other committees as they deal with international issues.
4. To facilitate the exchange of international opportunities among professionals
5. To collaborate with regional and national conference chairs to integrate diverse ethnic music traditions into conference programs
6. To be a resource for international students (e.g., provide educational information, strategies, peer mentoring opportunities, personal support)
7. To support international students who are returning to their countries of origin (e.g.,



- music therapy advocacy, transitional support)
8. To post reports of committee action on the Members Only section of the AMTA website.
 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;
2. Adhere to deadlines in completing committee assignments;
3. Review committee materials and return and/or act on them by the specified deadlines;
4. Support the Committee Chair as needed in the development and submission of mid-year and annual committee reports;
5. Ensure timely transfer of committee materials to new regional representative;
6. Review committee work and Talking Points with the Council Coordinator (this specific task is a Committee chair responsibility)
7. Disseminate committee work and talking points (following the Committee Chair review) to their regions and seek regional feedback. Student representatives will follow the same procedure prior for dissemination and solicitation of feedback from student members.
8. Exercise the highest ethical standards as established in the [AMTA Code of Ethics](#), be transparent in dualities and conflicts of interest, including conflicts of interest for other roles within AMTA or its regions, and commit to promote and encourage diversity, equity, inclusion, access and anti-racism throughout all deliberations, decisions and within the Committee's composition.

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 (MC)

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 ensure 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;
2. Adhere to deadlines in completing committee assignments;
3. Review committee materials and return and/or act on them by the specified deadlines;
4. Support the Committee Chair as needed in the development and submission of mid-year and annual committee reports;
5. Ensure timely transfer of committee materials to new regional representative;
6. Review committee work and Talking Points with the Council Coordinator (this specific task is a Committee chair responsibility)
7. Disseminate committee work and talking points (following the Committee Chair review) to their regions and seek regional feedback. Student representatives will follow the same procedure prior for dissemination and solicitation of feedback from student members.
8. Exercise the highest ethical standards as established in the [AMTA Code of Ethics](#), be transparent in dualities and conflicts of interest, including conflicts of interest for other roles within AMTA or its regions, and commit to promote and encourage diversity, equity, inclusion, access and anti-racism throughout all deliberations, decisions and within the Committee’s composition.



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 (PAC)

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;
2. Adhere to deadlines in completing committee assignments;
3. Review committee materials and return and/or act on them by the specified deadlines;
4. Support the Committee Chair as needed in the development and submission of mid-year and annual committee reports;
5. Ensure timely transfer of committee materials to new regional representative;
6. Review committee work and Talking Points with the Council Coordinator (this specific task is a Committee chair responsibility)
7. Disseminate committee work and talking points (following the Committee Chair review) to their regions and seek regional feedback. Student representatives will follow the same procedure prior for dissemination and solicitation of feedback from student members.
8. Exercise the highest ethical standards as established in the [AMTA Code of Ethics](#), be transparent in dualities and conflicts of interest, including conflicts of interest for other roles within AMTA or its regions, and commit to promote and encourage diversity, equity, inclusion, access and anti-racism throughout all deliberations, decisions and within the Committee's composition.

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 (WDRC)

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). 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:

Each committee member will:

1. Attend and participate in all committee meetings;
2. Adhere to deadlines in completing committee assignments;
3. Review committee materials and return and/or act on them by the specified deadlines;
4. Support the Committee Chair as needed in the development and submission of mid-year and annual committee reports;
5. Ensure timely transfer of committee materials to new regional representative;
6. Review committee work and Talking Points with the Council Coordinator (this specific task is a Committee chair responsibility)
7. Disseminate committee work and talking points (following the Committee Chair review) to their regions and seek regional feedback. Student representatives will follow the same procedure prior for dissemination and solicitation of feedback from student members.
8. Exercise the highest ethical standards as established in the [AMTA Code of Ethics](#), be transparent in dualities and conflicts of interest, including [conflicts of interest](#) for other roles within AMTA or its regions, and commit to promote and encourage diversity, equity, inclusion, access and anti-racism throughout all deliberations, decisions and within the Committee's composition.

QUALIFICATIONS:

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



II. COUNCIL ON EDUCATION AND CLINICAL TRAINING

Academic Program Approval Committee (APAC)

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:

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;
2. Adhere to deadlines in completing committee assignments;
3. Review committee materials and return and/or act on them by the specified deadlines;
4. Review applications for AMTA approval of new academic programs and of AMTA approved programs reapplying for AMTA approval;
5. Report findings in the review of applications for AMTA approval to the committee chair by the specified deadline;
6. Support the Committee Chair as needed in the development and submission of mid-year and annual committee reports;
7. Ensure timely transfer of committee materials to new regional representative;
8. Review committee work and Talking Points with the Council Coordinator (this specific task is a Committee chair responsibility)
9. Disseminate committee work and talking points (following the Committee Chair review) to their regions and seek regional feedback. Student representatives will follow the same procedure prior for dissemination and solicitation of feedback from student members.
10. Exercise the highest ethical standards as established in the [AMTA Code of Ethics](#), be transparent in dualities and conflicts of interest, including conflicts of interest for other roles within AMTA or its regions, and commit to promote and encourage diversity, equity, inclusion, access and anti-racism throughout all deliberations, decisions and within the Committee's composition.

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 (AIAC)

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;
2. Adhere to deadlines in completing committee assignments;
3. Review committee materials and return and/or act on them by the specified deadlines;
4. Support the Committee Chair as needed in the development and submission of mid-year and annual committee reports;



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. Review committee work and Talking Points with the Council Coordinator (this specific task is a Committee chair responsibility)
9. Disseminate committee work and talking points (following the Committee Chair review) to their regions and seek regional feedback. Student representatives will follow the same procedure prior for dissemination and solicitation of feedback from student members.
10. Exercise the highest ethical standards as established in the [AMTA Code of Ethics](#), be transparent in dualities and conflicts of interest, including conflicts of interest for other roles within AMTA or its regions, and commit to promote and encourage diversity, equity, inclusion, access and anti-racism throughout all deliberations, decisions and within the Committee's composition.

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 (CEC)

The goals and tasks of the Continuing Education 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.”

3.3 “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'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.

Tasks specific to the Committee Chair 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;
2. Adhere to deadlines in completing committee assignments;
3. Review committee materials and return and/or act on them by the specified deadlines;
4. Participate in the preparation of materials needed for CMTE workshops (e.g., prepare certificates, sign-in sheets, evaluation forms);
5. Serve as a proctor for one or more CMTE workshops at annual national conference;
6. Be responsible for coordinating continuing education activities within his/her region;
7. Support the Committee Chair as needed in the development and submission of mid-year and annual committee reports;
8. Ensure timely transfer of committee materials to new regional representative;



9. Review committee work and Talking Points with the Council Coordinator (this specific task is a Committee chair responsibility)
10. Disseminate committee work and talking points (following the Committee Chair review) to their regions and seek regional feedback. Student representatives will follow the same procedure prior for dissemination and solicitation of feedback from student members.
11. Exercise the highest ethical standards as established in the [AMTA Code of Ethics](#), be transparent in dualities and conflicts of interest, including conflicts of interest for other roles within AMTA or its regions, and commit to promote and encourage diversity, equity, inclusion, access and anti-racism throughout all deliberations, decisions and within the Committee's composition.

QUALIFICATIONS:

1. Professional AMTA membership required.
2. At least two years of clinical experience desirable (with the exception of the student representative).
3. Maintenance of board certification status required (with the exception of the student representative).
4. Familiarity with CBMT guidelines and regulations required.
5. Previous committee work and leadership experience desirable (with the exception of the student representative).
6. Ability to organize and communicate clearly required.

III. COUNCIL ON PROFESSIONAL PRACTICES

Government Relations Committee (GRC)

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;
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:

Each committee member will:

1. Attend AMTA regional and annual national conferences
2. Participate in all committee meetings and calls;
3. Adhere to deadlines in completing committee assignments;
4. Review committee materials and return and/or act on them by the specified deadlines;
5. Serve as member contact for regional government relations activity;
6. Complete tasks and initiatives as determined by the committee and co-chairs;
7. Support the Committee Chair as needed in the development and submission of mid-year and annual committee reports;
8. Ensure timely transfer of committee materials to new regional representative;
9. Review committee work and Talking Points with the Council Coordinator (this specific task is a Committee chair responsibility)
10. Disseminate committee work and talking points (following the Committee Chair review) to their regions and seek regional feedback. Student representatives will follow the same procedure prior for dissemination and solicitation of feedback from student members.
11. Exercise the highest ethical standards as established in the [AMTA Code of Ethics](#), be transparent in dualities and conflicts of interest, including conflicts of interest for other roles within AMTA or its regions, and commit to promote and encourage diversity, equity, inclusion, access and anti-racism throughout all deliberations, decisions and within the Committee's composition.

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;
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;
2. Adhere to deadlines in completing committee assignments;
3. Review committee materials and return and/or act on them by the specified deadlines;
4. Support the Committee Chair as needed in the development and submission of mid-year and annual committee reports;
5. Ensure timely transfer of committee materials to new regional representative;
6. Review committee work and Talking Points with the Council Coordinator (this specific task is a Committee chair responsibility)
7. Disseminate committee work and talking points (following the Committee Chair review) to their regions and seek regional feedback. Student representatives will follow the same procedure prior for dissemination and solicitation of feedback from student members.
8. Exercise the highest ethical standards as established in the [AMTA Code of Ethics](#), be transparent in dualities and conflicts of interest, including conflicts of interest for other roles within AMTA or its regions, and commit to promote and encourage diversity, equity, inclusion, access and anti-racism throughout all deliberations, decisions and within the Committee's composition.

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;
2. Adhere to deadlines in completing committee assignments;
3. Review committee materials and return and/or act on them by the specified deadlines;
4. Promote research within the region;
5. Support the Committee Chair as needed in the development and submission of mid-year and annual committee reports;
6. Ensure timely transfer of committee materials to new regional representative;
7. Review committee work and Talking Points with the Council Coordinator (this specific task is a Committee chair responsibility)
8. Disseminate committee work and talking points (following the Committee Chair review) to their regions and seek regional feedback. Student representatives will follow the same procedure prior for dissemination and solicitation of feedback from student members.
9. Exercise the highest ethical standards as established in the [AMTA Code of Ethics](#), be transparent in dualities and conflicts of interest, including conflicts of interest for other roles within AMTA or its regions, and commit to promote and encourage diversity, equity, inclusion, access and anti-racism throughout all deliberations, decisions and within the Committee's composition.

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 (SCPC)

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:

Each committee member will:

1. Attend and participate in all committee meetings;
2. Adhere to deadlines in completing committee assignments;
3. Review committee materials and return and/or act on them by the specified deadlines;
4. Support the Committee Chair as needed in the development and submission of mid-year and annual committee reports;



5. Ensure timely transfer of committee materials to new regional representative;
6. Review committee work and Talking Points with the Council Coordinator (this specific task is a Committee chair responsibility)
7. Disseminate committee work and talking points (following the Committee Chair review) to their regions and seek regional feedback. Student representatives will follow the same procedure prior for dissemination and solicitation of feedback from student members.
8. Exercise the highest ethical standards as established in the [AMTA Code of Ethics](#), be transparent in dualities and conflicts of interest, including conflicts of interest for other roles within AMTA or its regions, and commit to promote and encourage diversity, equity, inclusion, access and anti-racism throughout all deliberations, decisions and within the Committee's composition.

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 (TC)

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;
2. Adhere to deadlines in completing committee assignments;
3. Review committee materials and return and/or act on them by the specified deadlines;
4. Support the Committee Chair as needed in the development and submission of mid-year and annual committee reports;
5. Ensure timely transfer of committee materials to new regional representative;
6. Review committee work and Talking Points with the Council Coordinator (this specific task is a Committee chair responsibility)
7. Disseminate committee work and talking points (following the Committee Chair review) to their regions and seek regional feedback. Student representatives will follow the same procedure prior for dissemination and solicitation of feedback from student members.
8. Exercise the highest ethical standards as established in the [AMTA Code of Ethics](#), be transparent in dualities and conflicts of interest, including conflicts of interest for other roles within AMTA or its regions, and commit to promote and encourage diversity, equity, inclusion, access and anti-racism throughout all deliberations, decisions and within the Committee's composition.

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 Name:

Date charged:

Date completed:

CHARGE:

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 ensure standardization.

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

Committee Name:

Date:

Talking Points:

- 1.
- 2.
- 3.
- 4.
- 5.

Point/Topic:

Action:

Person(s) Responsible:



TIMELINE FOR COMMITTEE CHAIRS

The National Office Staff Liaison (see the description of this role above) should be included on all committee correspondence.

January/February/March (even-numbered years only or when new leadership is appointed):

- **Orientation Period:** After Council Coordinator and Committee Chair appointments are approved by the Board of Directors, the Coordinator will contact committee chairs, and copy the Staff Liaison 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(s). In addition, Council Coordinators will meet 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, and copy the Staff Liaison, to identify any requests from committees regarding committee-sponsored concurrent session offerings at the AMTA national conference.
- **SAAB Advisor** will communicate with Council Coordinators, and copy the Staff Liaison, informing them of student appointments to all standing committees, including the students' contact information. If students transition out of their role at different times during the year, they will work to appoint a new student representative and inform the Council Coordinator and Committee Chair at the earliest convenience.

April/May

- **Mid-Year Reports:** Council Coordinators request mid-year committee reports in preparation for the mid-year Board meeting from Committee Chairs and copy the Staff Liaison with a deadline date for submission. See report template above for content requirements and formatting.

July:

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

August (date may vary depending on national conference dates):

- **Annual Report Timeline Notification:** Council Coordinators will provide Committee Chairs, and copy Staff Liaison, information about annual report submission deadline dates.
- **Council Coordinator Committee Meeting Attendance:** Council Coordinators will schedule times when they can visit committee meetings during the national conference. The Staff Liaison can assist Council Coordinators with finding available times based on the conference schedule.



Late August/Early September (dates may vary depending on national conference dates):

- **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, and copy the Staff Liaison, about committee representation or on around September 14. If any committee members will NOT be in attendance (neither in-person nor virtually), the Committee Chair will provide an update to the Committee member who is unable to attend after the conclusion of the meeting or conference. If an alternate is deemed necessary for the work of the committee to transpire, the Council Coordinator will contact that member's Regional President by October 1 to ask them to appoint a substitute representative.

Early to Mid-September (date may vary depending on national conference dates):

- **Annual Reports:** Committee Chairs submit their annual reports to Council Coordinators, and copy the Staff Liaison, by a specified date for inclusion in the AMTA Governance Book.

October/November (date may vary depending on national conference dates):

- **Council Coordinator Committee Meeting Attendance:** Council Coordinators will confirm schedule times when they can visit committee meetings during the meeting/national conference, or confirm a date prior to national conference if the Committee opts to meet virtually. In-person meetings are preferred, when logistically feasible, to support committee networking and collegiality.
- **Meeting Agenda:** Send committee's meeting agenda and any related documents and materials to the Council Coordinator, and copy the Staff Liaison.

Annual conference:

- **Annual Committee Chair/Council Coordinator Joint Meeting:** Committee Chairs and Council Coordinators attend a joint meeting (historically held on Wednesday night of conference) to discuss information that is relevant to all committees. Council Coordinators report any changes and/or action items and general questions, suggestions, etc., back to the Board of Directors, and copy the Staff Liaison.
- **"Talking Points":** As committee members are often required to provide an update in their regional meetings which are held at the conference or to their regional president, the Committee Chair should work with the committee during their individual meeting(s) to develop a "Talking Points" guide so that each committee representative may report back to their regions on the work and progress of the committee. Having a coordinated document helps to provide a complete and accurate report of ongoing committee progress from which the committee representative can refer.

December:

- **Updates to Committee Page on AMTA Website:** Council Coordinators will follow up with Committee Chairs, and copy the Staff Liaison, about additions, edits, and updates for committee pages on the AMTA website. Once, final, updates requested will be sent to the AMTA webmaster.



- 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, and copy the Staff Liaison, 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 to communicate with the Vice President because some committee work may take 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 Vice President will send a list of meeting times for the Council Coordinators 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 request a change. Please communicate any requests for changes to both to the Vice President, committee Staff Liaison, and the AMTA Conference Director.

If a committee would like to present a session, training, or courses for CMTE credit at the AMTA annual conference, it should follow the Call for Proposals submission guidelines. All committee presentations are asked to submit their session/course proposal through the Annual Conference Call for Proposals and are subject to the same process and requirements as other session proposals. Committees should not assume they will be afforded a space in the program without going through the established proposal submission process and/or a prior arrangement and approval with the Vice President, Conference Director and conference planners.

Examples of sessions which are often, **but not always**, presented by committees and boards at the AMTA annual conference include:

- Research Committee: research presentations and Research Poster session.
- AIAC: may present a concurrent session or special course.
- APAC and AIAC roundtables
- Technology Committee: concurrent sessions on technological topics of interest to the AMTA membership
- International Relations Committee: Global Perspectives Session
- Clinical Practice Networking Committee: Networking luncheon(s) or event(s)
- Ethics Board: special conference session or course

Committees wishing to present sessions at the conference must adhere to the same deadlines a guidelines as other session proposals. This ensures the session has a number, is evaluated, tracked, and will be scheduled in the program. Please remember to keep your Council Coordinator and Staff Liaison informed of plans.

When questions arise, please be sure to communicate directly with the AMTA Conference Director and Vice President as soon possible. The sooner a concern is brought up, the greater the opportunity to work with the program and schedule to find a solution.