



Policy 1-1
Board Member, Committee, and Management Team
Responsibilities

What it Means to be an AMI Board Member

Being a board member of any non-profit organization means a chance to serve. Board members have the opportunity to help shape the organization's policy and direction. It is about collaboration and working together with other board members to reach consensus on issues that come up. We serve the members by working to keep the organization viable and responsive to the needs of the members, providing the best possible service with the resources that we have. Most board members serve on one or more of the committees that do much of the crucial work of the organization.

All of the board members currently active at any given time serve all the members of AMI/TIRA and the public. Any AMI member should feel free to address any board member with questions, concerns, or suggestions at any time. We try to keep board membership spread out across the TIR/ Applied Metapsychology world so that we can get viewpoints from different countries and so that facilitators and trainers in various regions feel that they are represented. This does not mean that any one person is the official representative of any one country or region or that he or she has any authority over that region. We count upon all board members to be alert to the needs of the organization and its members, and to bring up problems or issues that need attention.

The board serves a vital role in keeping the presence and practice of TIR and Applied Metapsychology alive in the world.

In accordance with its bylaws, AMI/TIRA's officers shall be chosen by the Board of Directors. This includes the election and reelection of the Board Members themselves.

AMI Committees

The Committees are established by the Board or the President, and serve under the authority of the Board of Directors. Much of the important work of AMI is carried out by the volunteers on these committees.

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Some committees carry the ongoing work of:

- Development and editing of the training materials
- Maintaining the Certification/Accreditation program
- Research
- Carrying out programs for public information about Applied Metapsychology, including TIR and Life Stress Reduction

Other committees exist to handle situations as they may arise, such as ethics and legal matters.

Committee Chairs, along with their committee members and the AMI Management Team (and in the case of policy development, the Board itself), establish routines and procedures for getting the work done as effectively as possible.

Committee members are appointed by the Committee Chair. Any member of AMI's public are welcomed to volunteer to serve on any committee that they feel they have the qualifications and abilities to perform the duties of. Anyone interested in joining a committee should apply to the committee Chair via the committee's contact information listed at www.tir.org/contact.html.

When a Chair ~~appoints~~ accepts a new member to the committee ~~that they chair~~, it is his/her responsibility to provide the new member with the internal workings and procedures of that committee. New members of committees are responsible for learning how their committee works and getting all their questions answered.

Committee Chairs are required to report all actions and decisions of the committee to any other relevant committees and to the Board of Directors at every quarterly meeting.

Expectations of AMI's Board and Committee Members

1. Board and committee mMembers are expected to adhere strictly to *Policy 1-4 Professional Conduct and Internal Conflict*. Upsets within the Board or a committee are expected to remain among its the Board Mmembers and be resolved quickly. Board and committee Mmembers are expected to take any needed steps to handle their own emotional chargeases, so that effective professional working relationships can be maintained.
2. Theis AMI Board is a working bBoard, and the survival of AMI/TIRA depends on Board Members' participation. Board and committee mMembers are selected and maintained on the Board, based on their willingness to invest time and attention to AMI/TIRA issues. If

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a board member agrees to a certain task, he or she should be held accountable for the completion of the task within the stated deadline. Failure to volunteer for a fair share of the work, and repeated failure to complete tasks or attend meetings (in person or on the phone) on time is grounds for being asked to resign, or for being voted off the Board, or removal from a committee by the committee Chair.

3. While we all understand that most Board and committee members are busy people many of whom travel quite a bit and have demanding lives and careers, being on the Board or a committee means doing one's absolute best to answer all Board and committee-related communications as promptly and completely as possible. If a member finds him or herself unable over a significant period of time to be attentive and responsive to matters that come up for the board's consideration, that member should resign to make way for someone prepared to take on the responsibilities of board membership.
4. When you have failed or are about to fail to keep an agreement, contact the person or persons with whom you have made it, clean it up at the earliest possible moment, and make arrangements to get the job done.
5. If you think someone else has failed to keep an agreement, get it clarified and cleaned up at the earliest possible time, using the guidelines from *Policy 1-4 Professional Conduct and Internal Conflict.*
6. Board Members are expected to be present for all Board Meetings unless an emergency occurs. Committees communicate primarily through the committees' email groups. However, from time to time a committee Chair may call for a meeting. Committee Chairs will, to the best of their ability, schedule such meetings at a time which allows all members to be present (whether in person or by conference phone). If a time cannot be set that works for all members, then at least a majority of the committee should be present.
7. When something new is proposed, from within the organizational structure or from the public that it serves, the following protocol applies:
 - a. Relevant discussions take place during Board and committee meetings or group email, in order to include all members of the relevant group(s). These discussions often involve one or more members of the AMI Management Team, depending on the situation.
 - b. In dealing with a situation, a decision to consult outside the Board or a committee will be taken by all its members as a whole or by the President or committee

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Chair. Individual members do not undertake investigation or further consultation unless directed by the Board or committee Chair.

- c. Committee members treat committee discussions as confidential. The result of a Board vote is recorded in the minutes of the meeting of the Board of Directors. Committee reports, decisions, and actions of committees are also included in the minutes of the meeting of the Board of Directors.
- d. Board and Committee decisions and actions that involve any individual will be published only after removal of identifying information, with the exception of Certification/Accreditation announcements. Decisions involving legal matters will be recorded in private and released to the general public after removal of identifying details.
- e. All new ~~policy or p~~rocedures, or changes in existing ~~policy and~~ procedures will be made known to those affected ~~it affects~~. This includes:
 - i. Certified/Accredited Trainers are informed by the Administrative Director via an email group.
 - ii. Certified/Accredited Facilitators are informed of changes through the AMI/TIRA Tri-yearly Newsletter and/or occasional email announcements.
- f. All new or revised policy will be published on the website and in the newsletter.
- g. When a member of the AMI public has concerns or requires clarification, s/he is invited to consult with the Chair of the appropriate committee and/or with the AMI Administrative Director. If this does not provide the needed information or resolution the person is invited to seek advice from the President of the Board. Such concerns or request may be sent to info@tir.org, from which they will be sent on to the committee or committees they relate to. Committees may also be addressed directly. Committee contact is listed at www.tir.org/contact.html.

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See also Policy I-9 Protocol for Response to Request for Policy and Procedural Changes

Board Meetings

Regular AMI/TIRA Board of Directors meetings will be conducted four times a year, generally quarterly. Generally three of the four meetings will be held by conference call. If possible the fourth will be held in person. When not possible for all members to be present in person, they will attend by phone.

The President will chair the Board meetings and will submit an agenda to all Board Members at least one week prior to each meeting. Board Members may offer additional agenda items.

The minutes of the Board meetings will be considered for approval at the next meeting.

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Records of all minutes will be kept on file by the AMI/TIRA Management Team to be viewed upon request by any Board Member or member of the public in accordance with US [laws governing Non-Profit corporations](#).

Management Team Responsibilities

1. Support the work of the Trainers by maintaining the web-site, producing the Newsletter, supplying ~~current~~ up-to-date forms (via the web-site), answering questions, making referrals, etc.
2. Oversee all administrative duties (processing of workshops, memberships, record keeping, etc.).
3. Handle all incoming inquires and make referrals to the appropriate parties (e.g. training referrals to the closest Trainer, upsets and Situations, Data, Solution write-ups to the appropriate committee, etc.).
4. Grow the membership base, and provide member support.
5. The AMI/TIRA Management Team will submit quarterly statistical reports on all inflows and outflows of the organization, including complete and accurate financial reports, to the Board of Directors. These also will be kept on file.
6. Management Team members are expected to adhere strictly to *Policy 1-4 Professional Conduct and Internal Conflict*.
7. The Management Team will refer to the Board on all matters without policy and in question.

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