



Job and person specification for MTI Chair

Key responsibilities

- Liaise regularly with MTI board to ensure that processes and procedures are monitored
- Line manage the registration officer
- Represent the Practitioner Association at Board Meetings
- Chair the AGM and PA Council Meetings
- Liaise with GCMT and CNHC representatives or attend the GCMT and CNHC meetings
- Review MTI policies and lead the development of new initiatives and programmes
- Provide marketing with updates on events and proceedings from internal and external meetings
- Provide content for MTI newsletters
- Open the annual conference
- Support conference organisation including content and themes
- Provide a foreword for the conference booklet
- Arrange online board meetings through Skype or Zoom
- Follow-up on agenda items
- Write reports for AGM as representative of the role and direct involvement
- Review and approve member CPD activity write-ups
- Lead the MTI research group or designate a suitable colleague to do so
- Support the PA and regional groups - assessing viability of CPD activity against budget
- Read and review national policy changes relevant to massage therapy
- Working with the MTI admin team to provide guidance on issues and activities



- Respond to emails and calls from members, tutors and school and/or direct these queries to the relevant board member/admin team member
- Review the structure of the board and the MTI constitution

Person spec

- Passionate about promoting massage therapy nationally
- Understands and lives the MTI ethos
- Excellent communication skills
- Skilled in IT applications and office suite of programmes
- Able to think critically and analytically
- Capable of leading and guiding the MTI
- Able to work as part of a team
- Transparent in their judgements and provides an inclusive environment for the development of the MTI and its members
- Capable in developing and initiating new activities that enable the growth of the MTI
- Capable of working with board members to generate income and sustain MTI operationally
- Has excellent working knowledge of the MTI, its history, current practice, and future goals
- A good writer and can contribute articles and artefacts for different industry publications
- Motivational and inspiring and who has the MTI's best interest at heart
- Capable of chairing meetings and events in an organised and productive manner
- Well-read and understands the current research questions, debates and concerns across the sector
- Good at reviewing financial documentation and recommending reasoned adjustments to the board
- Ability to review and change the structures of MTI as necessary to help it to grow, move forward and meet the challenges of the present time