
Association of Massage Therapists

2013 Annual Report



in good hands

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AMT Conference 2013

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Governance



AMT is governed by a Board of Directors, nominated and elected by the membership. Under the terms of the AMT constitution, there is no fixed period for directorships.

AMT Directors are bound by the AMT Constitution and the Board Code of Conduct. The position of Director is voluntary and unpaid.

AMT currently employs four staff - two full time and two part time.

As a not-for-profit company, AMT is subject to the legal requirements of the Corporations Act (2001). The Association undergoes an annual company review and must report to the Australian Securities and Investments Commission.

There are currently five committees performing specialised functions within AMT's governance structure: Discipline, Finance, Education & Research, Ethics, and Strategic Planning & Marketing. The operation of these committees is governed by specific Terms of Reference, which are included at the end of this document.

AMT's regional branches are managed by their own local Executive consisting of a Chairperson, Secretary and Treasurer.

The AMT Constitution is reviewed and updated on an ongoing basis. Changes to the constitution must be passed by Special Resolution at a General Meeting of the membership. Such changes require a 75% majority vote.

President's report - Annette Cassar

Over the past 12 months, AMT has not lost sight of its vision to establish Massage Therapy as an allied health profession in Australia. Every decision the Board makes is ultimately in service of AMT members and our profession, and the AMT Strategic Plan and Vision is at the core of everything we do.

Here is a quick snapshot of the 2013 year:

1. In January, AMT lodged its submission to the Chief Medical Officer and the Natural Therapies Review Committee. In early May, AMT presented to the committee at a meeting held in Canberra. The Private Health Insurance Review is ongoing and we look forward to the government's findings when released.
2. AMT has continued to be represented on the Subject Matter Expert Groups for the revision of massage therapy qualifications within the Health Training Package. This review is a great opportunity to address some of the quality assurance issues that have been levelled at the industry by third parties such as Medibank. The new qualifications should be rolled out at the beginning of 2015.
3. AMT spent the last half of the year in dialogue with Medibank Private regarding its proposed new provider criteria. Since Medibank served AMT with new terms in late

December 2013, AMT has been in negotiation with Medibank to get a few key issues addressed. Again, we are going through this process to protect the interests of members and broker the best outcome in terms of preserving and protecting existing provider privileges. Our member's interests are our foremost concern and inform these negotiations.

4. AMT's partnership with UTS/ ARCCIM (Australian Centre for Research in Complementary and Integrated Medicine), built over many years, has now borne fruit with the commencement of a research project investigating client experiences, expectations and use of massage therapy. The first arm of the study, a Workforce Survey, recently went live to AMT members.
5. The AMT Code of Practice, released to members in January 2013, has proven to be a very valuable document. It informs and underpins all of AMT's ethics and disciplinary investigations.
6. AMT's 24th Annual Conference, which was held in Penrith in October, attracted record crowds. Robert Schleip's live webinar was a highlight for many delegates.

I would like to thank and acknowledge Desley Scott. Desley was AMT Vice-President for a short time last year but, due to family and work commitments, she had to vacate her position.

Desley continues to contribute to AMT via the Ethics and Education Committees.

Outgoing Director Dana Scully will be greatly missed. Her contributions to AMT's research literacy objectives, via the classified research database, regular journal articles and the establishment of the research review forum, have been of inestimable value. We are very fortunate that Dana is committed to continuing with this work in spite of stepping down from the Board.

I'd also like to acknowledge our new journal editor, Kat Mullard, who officially took over the role with the September 2013 edition of *In Good Hands*. It is pleasing to watch the AMT journal go from strength to strength under Kat's skilled and intelligent editorship.

It goes without saying that we owe a huge debt of thanks and gratitude to our diligent and hard working Head Office staff, Katie Snell, Rebekah Short, Valentine Guillemin and Rebecca Barnett. Their friendliness and approachability has become legend in the minds of many AMT members. It is very gratifying that we have such a happy and harmonious team to support the Association and the work of the Board. These exceptional people work so hard on behalf of AMT members.

Secretary's report - Rebecca Barnett



2013 was a year of challenges and opportunities for the massage therapy profession. The Private Health Insurance Review into rebates for natural therapy was both a challenge and an unprecedented opportunity for AMT to engage with government and health policymakers at the highest level. AMT's submission to the Chief Medical Officer was a high watermark in the Association's long and proud history - the culmination of many years of groundwork and effort.

Medibank's closure of its books on September 1 continues to pose unique challenges for AMT, with negotiations on behalf of members and the industry at large still ongoing. AMT warmly acknowledges the support and patience of members whose businesses have been impacted by this situation. AMT continues to be focused on negotiating the best possible outcome for members, to ensure that provider privileges are not eroded in the short or long term.

On the home front, AMT had another solid year in terms of membership growth, with an increase of 13.6% in 2013 (from 1,883 at the close of 2012 to 2140 at the close of 2013). "Turning 2000" on the 15th June was another milestone for the Association.

2013 was also a solid year financially, with the Association recording an operating profit of \$75,267. In fact, AMT was a mere \$99 shy of a half-million dollar turnover last year.

To cope with the increased workload associated with membership growth, AMT welcomed a new, full-time staff member to the team in Head Office. Valentine Guillemain has now been with us for over a year and we are delighted to have her on the team.

Below, I have outlined AMT's activities in service of the objectives articulated in the AMT Strategic Plan.

Objective: Members are skilled and well educated

- AMT continued to provide critical infrastructure to its regional branches to support member education and networking at an accessible price.
- The AMT Annual Conference featured cutting edge presentations on a range of current topics, including a live tele-presentation by fascia research pioneer Robert Schleip and presentations to support compliance with the AMT Code of Practice and raise research literacy.
- AMT actively participated in the review process for the Health Training Package (ongoing). AMT's voice was represented both at the Industry Reference Group meetings and at Subject Matter Expert Group meetings.

- AMT hosted the 5th national educators' forum in conjunction with the Annual Conference, with Professor Jon Adams leading a full-day session on making research more accessible
- AMT provided regular updates, resources and information to RTOs via email. This included distributing the classified research database and releasing copyright of the AMT Code of Practice for use as a teaching resource.

Objective: Members are supported in clinical practice

- AMT released the AMT Code of Practice to members, providing a clear framework for safe and ethical professional practice.
- AMT updated the Code of Ethics, providing clear guidelines for ethical conduct
- The AMT website was upgraded, making practice templates, fact sheets and other resources more accessible via the new website.
- AMT provided regular updates on issues impacting on practice via the AMT journal, email updates, the AMT website, Facebook and Twitter.
- AMT made evidence based resources available to members via the AMT journal, email updates, the AMT website, Facebook and Twitter.
- AMT negotiated with Medibank regarding proposed new provider terms and conditions

- AMT reaccredited with all other private health funds

Objective: Massage Therapy is an evidence-based intervention

- AMT established and released a classified research database as part of its submission to the Chief Medical Officer. AMT committed to updating the database twice a year and continues to make it publicly available via the AMT website. The most recent editions of the database include hypertext links to open access material available on the web.
- AMT established a research review forum in conjunction with articles published in the AMT journal
- AMT negotiated and signed an agreement with the University of Technology Sydney, committing \$20,000 worth of funding to a research project with ARCCIM.
- AMT's submission to the Chief Medical Officer outlined the evidence-based case for the efficacy of massage therapy.
- AMT presented a summary of evidence to the Natural Therapies Review Advisory Committee.

Objective: Massage Therapy is recognised as a distinct profession

- AMT articulated a distinct Scope of Practice for massage therapy via the AMT Code of Practice and the submission to the Chief Medical Officer.

Objective: The Australian government recognises Massage Therapy as a legitimate health service

- AMT continued to cooperate with the Department of Health and Aging review of the private health insurance rebate for natural therapies.
- AMT continued to provide the Natural Therapies Review Advisory Committee with regular updates of the classified research database.

Treasurer's report - Dave Moore



The Association continues to run at an acceptable level profit, showing an operating profit of **\$75,267** for the 2013 financial year (January to December). Although this is a slight reduction from last year's operating profit, it is in line with the board's budgeting strategy and leaves members with **\$368,809** of equity at the end of 2013.

In brief:

- **Staffing changes**, which have created associated improvements in services to members, resulted in an increase of \$27,387 in wage expenses including provision for leave and superannuation.
- **Revenue** (Income) for the year was **\$499,901** (2012: \$436,220). Income was mainly sourced from
 - continuing membership growth from 1,883 to **2,140** (Membership revenue 2013: **\$344,486**, 2012: \$298,879)
 - conference fees **\$84,049** (2012: \$56,002)
 - improved monitoring and management of regional meetings (2013: **\$16,885**, 2012: \$3,669)
- Conference costs increased to **\$67,794** (2012: \$42,707). This is due to the higher number of delegates, which increased catering and venue costs accordingly. This increase was more than covered by the increase in conference revenue as outlined above.

- **Workshop revenue.** As we were not involved in as many AMT-sponsored workshops in 2013, revenue from this activity was reduced by around 60% (2013: **\$13,541** 2012: \$43,496)
- **Insurance costs** were relatively small but increased by \$1601 (roughly 50%) from 2012. This was due to membership growth and increased staffing levels.

Future outlook

AMT recently received notice to vacate our current offices by the end of May. However, there will be a significant increase in the costs of rental. AMT will also need to meet the costs of relocation.

AMT is also upgrading the AMT database. which will bring greater efficiencies for our staff and improved online services for you, our members.

AMT has also committed \$20,000 to the research project with ARCCIM.

All these and other more mundane matters have been taken into account when framing the 2014 budget and I feel confident that the association will continue to thrive financially into the future.

Statement of Comprehensive Income

for the Financial Year ended 31 December 2013

	Note	Dec 2013 \$	Dec 2012 \$
Revenue	2	499,901	436,220
Wages, contractors & superannuation	2	(170,230)	(150,205)
Depreciation and amortisation expenses	2	(4,616)	(3,898)
Other expenses from ordinary activities		(246,868)	(197,017)
Profit before income tax		78,187	85,100
Income tax expense	3	(2,920)	(2,828)
Profit for the year		75,267	82,272
Other comprehensive income for the year, net of tax		-	-
Total comprehensive income for the year		75,267	82,272
Total comprehensive income attributable to members of the entity		75,267	82,272

Statement of Financial Position

for the Financial Year ended 31 December 2013

	Note	Dec 2013 \$	Dec 2012 \$
ASSETS			
CURRENT ASSETS			
CASH AND CASH EQUIVALENTS	4	368,809	287,599
Trade and other receivables	5	1,767	529
INVENTORIES	6	4,493	4,566
Other assets	7	7,394	1,173
TOTAL CURRENT ASSETS		382,463	293,867
NON-CURRENT ASSETS			
Property, plant and equipment	8	1,786	3,413
TOTAL NON-CURRENT ASSETS		1,786	3,413
TOTAL ASSETS		384,249	297,280
LIABILITIES			
CURRENT LIABILITIES			
Trade and other payables	9	19,804	15,852
Provisions	10	19,879	12,129

Statement of Financial Position (cont.)

	Note	Dec 2013	Dec 2012
		\$	\$
TOTAL CURRENT LIABILITIES		39,683	27,981
TOTAL LIABILITIES		39,683	27,981
NET ASSETS		344,566	269,299
EQUITY			
Retained earnings		269,299	187,027
Current year earnings		75,267	82,272
TOTAL EQUITY		344,566	269,299

Statement of Changes in Equity

for the Financial Year ended 31 December 2013

	Retained Earnings	Total
	\$	\$
Balance at 1 January 2012	187,027	187,027
Comprehensive income		
Profit for the year	82,272	82,272
Other comprehensive income	-	-
Total comprehensive income	82,272	82,272
Balance at 31 December 2012	269,299	269,299
Comprehensive income		
Profit for the year	75,267	75,267
Other comprehensive income	-	-
Total comprehensive income	75,267	75,267
Balance at 31 December 2013	344,566	344,566

Statement of Cash Flows

for the Financial Year ended 31 December 2013

	Note	Dec 2013 \$	Dec 2012 \$
Cash flows from operating activities			
Receipts from operations		483,258	426,517
Payments to suppliers and employees		(405,397)	(342,678)
Interest received		9,258	8,466
Income tax paid		(2,920)	(2,828)
Net cash generated from operating activities	11	84,199	89,477
Cash flows from investing activities			
Payment for plant and equipment		(2,989)	(1,374)
Net cash (used in) investing activities		(2,989)	(1,374)
Net increase in cash held		81,210	88,103
Cash at the beginning of the financial year		287,599	199,496
Cash at the end of the financial year		368,809	287,599

Notes to the financial statements

for the Financial Year ended 31 December 2013

Note 1: Summary of Significant Accounting Policies

The directors have prepared the financial statements on the basis that the company is a non-reporting entity because there are no users who are dependent on its general purpose financial statements. These financial statements are therefore special purpose financial statements that have been prepared in order to meet the requirements of the Corporations Act 2001.

The financial statements have been prepared in accordance with the mandatory Australian Accounting Standards applicable to entities reporting under the Corporations Act 2001 and the significant accounting policies disclosed below, which the directors have determined are appropriate to meet the needs of members. Such accounting policies are consistent with the previous period unless stated otherwise.

The financial statements have been prepared on an accruals basis and are based on historical costs unless otherwise stated in the notes. The accounting policies that have been adopted in the preparation of the statements are as follows:

Accounting Policies	
a. Income tax	The Association is a not for profit organisation for taxation purposes and only subject to tax on non member net income.
b. Revenue	Revenue from the rendering of a service or goods is recognised upon the delivery of that service or goods to the customers. Membership fees are recognised on a cash received basis and brought to account in full in the year of receipt. No amounts are recognised as deferred or pre-paid. Interest revenue is recognised as it accrues using the effective interest rate method, which for floating rate financial assets is the rate inherent in the instrument.
c. Inventories	Inventories are measured at the lower of cost and current replacement cost. Inventories acquired at no cost, or for nominal consideration, are valued at the current replacement cost as at the date of acquisition.
d. Property, Plant and Equipment	Each class of property, plant and equipment is carried at cost or fair values as indicated, less, where applicable, accumulated depreciation and impairment losses. Plant and equipment Plant and equipment are measured on the cost basis less depreciation and impairment losses. The carrying amount of plant and equipment is reviewed annually by directors to ensure it is not in excess of the recoverable amount from those assets. The recoverable amount is assessed on the basis of the expected net cash flows that will be received from the assets employment and subsequent disposal. The expected net cash flows have been discounted to present values in determining recoverable amounts. Plant and equipment that have been contributed at no cost, or for nominal cost, are valued and recognised at the fair value of the asset at the date it is acquired.

Notes to the financial statements (cont.)

Accounting Policies

e. Depreciation

The depreciable amount of all fixed assets including buildings and capitalised lease assets, but excluding freehold land, is depreciated on a straight line basis over the asset's useful life to the entity commencing from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

The depreciation rates used for each class of depreciable asset are:

Class of Fixed Asset	Depreciation Rate
Plant and equipment	5-100%

The assets' residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains or losses are included in profit or loss. When revalued assets are sold, amounts included in the revaluation surplus relating to that asset are transferred to retained earnings.

f. Impairment of Assets

At the end of each reporting period, the entity reviews the carrying values of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is recognised immediately in profit or loss.

g. Leases

Leases of fixed assets, where substantially all the risks and benefits incidental to the ownership of the asset but not the legal ownership are transferred to entities in the economic entity, are classified as finance leases.

Finance leases are capitalised by recording an asset and a liability at the lower of the amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Leased assets are depreciated on a straight-line basis over the shorter of their estimated useful lives or the lease term.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses on a straight-line basis over the lease term.

h. Employee Benefits

Provision is made for the company's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits that are expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled. Employee benefits payable later than one year have been measured at the net present value.

Contributions are made by the entity to an employee superannuation fund and are charged as expenses when incurred.

Notes to the financial statements (cont.)

Accounting Policies	
i. Cash and Cash Equivalents	<p>Cash and cash equivalents include cash on hand, deposits held at-call with banks, other short-term highly liquid investments with original maturities of three months or less and bank overdrafts. Bank overdrafts are shown within short-term borrowings in current liabilities on the statement of financial position.</p>
j. Goods and Services Tax (GST)	<p>Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).</p> <p>Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the statement of financial positions.</p> <p>Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows included in receipts from customers or payments to suppliers.</p>
k. Provisions	<p>Provisions are recognised when the entity has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions recognised represent the best estimate of the amounts required to settle the obligation at the end of the reporting period.</p>
l. Employee Benefits	<p>Provision is made for the company's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits that are expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled. Employee benefits payable later than one year have been measured at the net present value.</p> <p>Contributions are made by the entity to an employee superannuation fund and are charged as expenses when incurred.</p>
m. Comparative Figures	<p>Where required by Accounting Standards, comparative figures have been adjusted to conform with changes in presentation for the current financial year.</p> <p>When an entity applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statements, a statement of financial position as at the beginning of the earliest comparative period must be disclosed.</p>
n. Trade and Other Payables	<p>Trade and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the company during the reporting period which remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.</p>
o. Members' Liability	<p>Members are liable for the amounts each member owes the company in respect of their membership fee which is currently set at \$50 - \$245.</p> <p>The number of members at 2013: 2,140 (2012: 1,883)</p>

Notes to the financial statements (cont.)

for the Financial Year ended 31 December 2013

Note 2: Operating Profit or Loss

The operating profit or loss before income tax includes the following items of revenue and expense:

	2013	2012
	\$	\$
Revenue		
Membership fees	344,486	298,879
Conference fees	86,049	56,002
Advertising income	10,813	8,754
Workshops	13,541	43,496
Merchandise sales	7,009	8,707
Region meeting fees	16,885	3,669
Interest income	9,258	8,466
Other income	11,860	8,355
	499,901	436,220
Expenses		
Conference fees	67,794	42,707
Advertising expenses	-	215
Audit fees	4,364	4,364
Depreciation	4,616	3,898
Raw materials and consumables used	2,635	2,955
Wages & salaries	156,171	138,280
Superannuation	14,059	11,925
Annual leave	11,571	4,209

Notes to the financial statements (cont.)

	2013	2012
	\$	\$
Rent	11,246	11,246
Insurance	4,475	2,874
Newsletter costs	28,075	22,226
All other expenses	116,708	106,221
	421,714	351,120

Notes to the financial statements (cont.)

Note 3: Income Tax

The prima facie tax payable on profit before income tax is as follows:

	2013	2012
	\$	\$
Prima facie income tax payable on ordinary activities before income tax at 30% (2012: 30%)	23,456	25,530
Less:		
Tax effect of:	86,049	56,002
– Non-taxable member income arising from the principle of mutuality	20,870	23,157
– Over/(under) provision prior year	(334)	(455)
Income tax attributable to entity	2,920	2,828

Notes to the financial statements (cont.)

Note 4: Cash and Cash Equivalents

	2013	2012
	\$	\$
Cash at bank	338,667	251,690
Electronic trading account	26,484	34,278
Undeposited funds	2,872	1,102
Cash on hand	786	529
	368,809	287,599

Notes to the financial statements (cont.)

Note 5: Trade and Other Receivables

	2013	2012
	\$	\$
Trade debtors	1,767	529
	1,767	529

Notes to the financial statements (cont.)

Note 6: Inventories

	2013	2012
	\$	\$
Inventories	4,493	4,566
	4,493	4,566

Notes to the financial statements (cont.)

Note 7: Other Assets

	2013	2012
	\$	\$
Regional meeting accounts	7,394	1,173
	7,394	1,173

Notes to the financial statements (cont.)

Note 10: Provisions

	2013	2012
	\$	\$
Current		
Provision for income tax	271	1,658
Conference research reserve	2,907	2,907
Provision for annual leave	16,701	7,564
	19,879	12,129

Notes to the financial statements (cont.)

Note 11: Cash Flow Information

	2013	2012
	\$	\$
Reconciliation of cash flow from operations with profit after tax		
Profit after income tax	75,267	82,272
Non-cash flows in profit:		
– Depreciation	4,616	3,898
Changes in assets and liabilities		
– (Increase)/decrease in trade and receivables	4,616	4,616
– (Increase)/decrease in inventories	73	(547)
– (Increase)/decrease in other assets	(6,221)	(1,173)
– (Decrease)/increase in trade and payables	3,952	5,513
– (Decrease)/increase in provisions	7,750	(969)
	84,199	89,477

Notes to the financial statements (cont.)

Note 12: Entity Details

The registered office and principal place of the company is:
Association of Massage Therapists Ltd
Level 1, Suite B 304 King Street Newtown, NSW 2042

Notes to the financial statements (cont.)

Note 13: Related Party Transactions

Key Management Personnel

Any person(s) having authority and responsibility for planning, directing and controlling the activities of the association, directly or indirectly, including its committee members, is considered key management personnel.

	2013	2012
	\$	\$
Key management personnel compensation:		
– short-term benefits	61,044	42,354
– post-employment benefits	5,562	3,812
	66,606	46,166

The Board

PRESIDENT

Annette Cassar

TREASURER

Dave Moore

DIRECTORS

Kerry Hage

Michelle McKerron

Dana Scully

Derek Zorzit

Head Office Staff

KATIE SNELL

Office Manager

REBEKAH SHORT

Administration Officer

VALENTINE GUILLEMIN

Trainee Administrator

REBECCA BARNETT

Company Secretary

AMT Ethics Committee Terms of Reference

Revised on August 8 2013

Purpose

The purpose of the Ethics Committee is to develop and review ethical guidelines for the Association and to promote high ethical standards in the practice of Massage Therapy.

Composition

The AMT Ethics Committee shall consist of:

- A Chairperson from the Board, to be elected by the Committee
- Up to 3 additional AMT Board members
- Up to 3 additional members who could be either from the membership or specialist, external consultants.

A quorum will consist of at least fifty percent plus one of members of the Ethics Committee. Business may be conducted electronically, or via teleconference, or at face-to-face meetings.

Frequency of Meetings

The Ethics Committee will meet via teleconference or electronically as required. The Committee shall also meet at the call of the AMT Board or as needed to advise the Discipline Committee in the event of a formal complaint against an AMT member.

Specific responsibilities

1. To develop and regularly review a National Code of Practice for Massage Therapists.
2. To review AMT's Code of Practice for Massage Therapists on an annual basis.
3. To advise the Discipline Committee where necessary in the handling of any formal complaints against an AMT member.
4. To consider and make recommendations to the Board on ethical issues that may arise within the Association or the industry at large.
5. To monitor and review the Code of Conduct for AMT Directors.
6. To ensure that any AMT sponsored research or research grants have passed the ethical criteria of an external Ethics Review panel.

AMT Strategic Planning and Marketing Committee Terms of Reference

Revised on August 8 2013

Purpose

The purpose of the Strategic Planning and Marketing Committee is to guide the culture, values, priorities and goals of AMT and determine future directions that align with the Association's objects and strategic plan.

Composition

The AMT Strategic Planning and Marketing Committee shall consist of:

- A Chairperson from the Board, to be elected by the Committee.
- The AMT Secretary.
- Up to 2 additional Board members.
- Up to 3 AMT members.

At least fifty percent plus one of members of the Discipline Committee shall constitute a quorum. Business may be conducted via teleconference, at face-to-face meetings or electronically.

Frequency of Meetings

The Strategic Planning and Marketing Committee will meet via teleconference or electronically as needed or as directed by the Board.

Duties/Responsibilities

1. To advise on the implementation and resourcing of the AMT strategic plan by developing work plans and consulting with the Finance Committee on issues of budget.
2. To oversee the implementation of the AMT strategic plan.
3. To monitor and respond to membership trends, including recruitment and retention.
4. To identify and recommend marketing priorities for the association.
5. To maintain and enhance the AMT brand & identity.
6. To monitor industry trends and advise the board appropriately.
7. To ensure the relevance and long-term viability of AMT.

AMT Education and Research Committee Terms of Reference

Revised on August 8 2013

Purpose

The purpose of the Education and Research Committee is to:

- Establish and monitor ongoing learning programmes/pathways that support the development and promotion of the professional vocation of the Massage Therapist.
- Promote the conduct, distribution, assimilation and clinical application of quality research in all areas of Massage Therapy.

Composition

The AMT Education Committee shall consist of:

- A Chairperson from the Board, to be elected by the Committee
- Up to 3 additional AMT Board members
- Up to 3 additional AMT members.

At least fifty percent plus one of members of the Education and Research Committee shall constitute a quorum. Business may be conducted electronically or via teleconference or at face-to-face meetings.

Eligibility Criteria

To be appointed to the Education and Research Committee, members must fulfil **at least one** of the following criteria:

- Hold a current Cert IV in Training and Assessment Systems or a Diploma in Training and Assessment Systems.
- Have completed the minimum of a Diploma of Remedial Massage, Associate Diploma / Diploma in Health Science (Massage Therapy) or equivalent.
- Have sustained an exemplary CEU record for the past 7 years
- Have a tertiary degree
- Have experience in research or completed substantive study in research methodology.

Frequency of Meetings

The Education and Research Committee shall meet via teleconference or electronically as required. The Committee shall also meet at the call of the AMT Board and as needed to review submissions for workshop accreditation.

Responsibilities

Specific responsibilities of the Education and Research Committee include:

1. Providing advice on matters relating to training and research to the AMT Board and other groups.
2. Monitoring industry trends and validating training against government, industry and individual requirements.

3. Supplying delegate(s) to serve on review panels and steering committees for training package qualifications.
4. Reviewing and restructuring AMT's continuing education (CEU) scheme to ensure that it meets the needs of the profession, 3rd party payers and other stakeholders such as the general public and relevant government bodies.
5. Developing distinct post-graduate learning pathways that reflect the areas of specialisation within the Massage Therapy industry.
6. Monitoring research projects and trends both locally and overseas.
7. Facilitating access to relevant research and fostering research literacy to members.
8. Developing partnerships with appropriate organisations and institutions who are involved in research that advances the application and acceptance of Massage Therapy.
9. Tasks as allocated by the AMT Board.

Others

1. Monitoring changes/developments to the national training package qualifications.
2. Maintaining an open dialogue with industry stakeholders.
3. Assessing applications for accreditation of continuing education workshops.

AMT Discipline Committee Terms of Reference

Revised on August 8 2013

Purpose

The purpose of the Discipline Committee is to ensure the Compliance of AMT members with AMT rules, the AMT Code of Ethics and the AMT Code of Practice by investigating all reports and complaints and taking appropriate action as determined.

Composition

The AMT Discipline Committee shall consist of:

- A Chairperson from the Board, to be elected by the Committee
- Up to 4 additional AMT Board members

At least fifty percent plus one of members of the Discipline Committee shall constitute a quorum. Business may be conducted electronically or via teleconference or at face-to-face meetings.

Frequency of Meetings

The Discipline Committee shall meet face-to-face, electronically or via teleconference to arbitrate on any formal complaints/matters brought before it. The Committee shall also meet at the call of the AMT Board and as needed to provide effective recommendations and oversight of relevant matters.

Responsibilities

Specific responsibilities of the Discipline Committee include:

1. Developing, monitoring and regularly reviewing AMT's complaints policy.
2. Monitoring and reporting on any changes in legislation referring to the conduct and practice of Massage Therapy.
3. Responding to and investigating complaints in a timely fashion.
4. Maintaining comprehensive and accurate records of all matters/ complaints.
5. Escalating matters of concern to the full Board, a Health Complaints Entity such as the Health Care Complaints Commission or the police as required.
6. Providing advice to the Board regarding changes to the AMT Code of Practice)

AMT Finance Committee Terms of Reference

Revised on August 8 2013

Purpose

The purpose of the Finance Committee is to ensure the fiscal stability and long-term financial viability of AMT.

Composition

The AMT Finance Committee shall consist of:

- A Chairperson from the Board, to be elected by the Committee
- The AMT Treasurer
- Up to 2 additional AMT Board members
- Up to 3 additional AMT members.

At least fifty percent plus one of members of the Finance Committee shall constitute a quorum. Business may be conducted electronically or via teleconference or at face-to-face meetings.

Frequency of Meetings

The Finance Committee shall meet electronically at least one week prior to each Board meeting to review the current Profit and Loss statements and Balance Sheet and compile a summary of AMT's financial position to present to the Board. The Committee shall also meet at the call of the AMT Board and as needed to provide effective recommendations and oversight of AMT's finances.

Responsibilities

Specific responsibilities of the Finance Committee include:

1. Monitoring financial operations, trends and results.
2. Overseeing the preparation and accuracy of annual and long-range operating budgets.
3. Ensuring that timely, accurate and useful financial information is presented to the Board.
4. Recommending budgets and financial decisions to the Board for approval or other required action.
5. Developing and recommending appropriate policies to guide the financial affairs of AMT. In this area, the Committee will need to consult closely with the Strategic Planning/ Marketing Committee.

