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# Association of Massage Therapists

## 2015 Annual Report



Association of Massage Therapists Ltd  
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AMT Conference 2015

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# Governance

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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 six staff - one full time and five 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

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We kicked off 2015 in blazing form, launching a petition to retain the private health insurance rebate for massage therapy. The petition gathered over 7,000 signatures (massage therapists and clients alike) and was supported by direct correspondence to the Federal Minister for Health conveying our concerns about what the removal of the rebate would mean to the massage therapy sector, the general public and the broader healthcare system. To date, the government has not shown any indication that the private health insurance rebate for massage therapy will be removed, though the Federal Health Minister has now announced a major review of the Medical Benefits Schedule. It would seem that the Department of Health has bigger fish to fry.

The much-anticipated launch to members of the new AMT database occurred in March, after more than a year of development, testing and retesting. The database has been in full operation for 14 months now, giving members the ability to view and upload CEU activities, change personal details, check on health fund information, upload insurance and first aid certificates, and complete the renewal process completely online. It's a huge leap forward!

AMT maintains its commitment to making quality research accessible to members via the Journal, AMT website and AMT social media platforms (Facebook, Twitter and YouTube). AMT's public Facebook page is devoted to massage therapy and general health literacy resources, including the latest industry news and research. Many members are using AMT's public Facebook page to boost content for their own social media business pages.

AMT's research partnership with Australian Research Centre in Complementary and Integrative Medicine (ARCCIM) moved into its second phase in 2015, with the patient arm of the study rolling out across capital cities in Australia. The workforce survey that AMT undertook in 2010, which provides a baseline for the current study, was featured in the *International Journal of Therapeutic Massage and Bodywork*. The article titled "Practice and research in Australian massage therapy: a national workforce survey" appeared in the June 2015 issue. Thank you to all AMT members who took part in the survey way back in 2010. You played a critical role in getting AMT indexed in the medical literature!

National Massage Therapy Awareness Week was held September 7-13th. AMT ran a highly successful social media campaign which focused on spreading the word about the evidence-based benefits of massage therapy. AMT's infographics were shared via Facebook 462 times, reaching over 22,000 people online. Many AMT members cleverly tapped into the resources provided by AMT and promoted MTAW through their own business pages, generating new clients and bookings.

AMT's mini conference held in October at the stunning Opal Cove Resort was a great success. Larry Koliha, Bethany Ward, Andrew Shepherd and Elsebeth Petersen gave delegates the opportunity to develop new skills and refresh old ones. It's always great to catch up with colleagues and friends at the annual conference!

In November, the Federal Health Department publicly released the National Health and Medical Research Council review of the effectiveness of 17 natural therapies.

The review found positive effects in several therapies, with evidence that massage therapy can provide immediate term relief for chronic and acute low back pain and for promoting weight gain in pre-term infants. As modest as this sounds, we fared a whole lot better than some other natural therapies!

In spite of the damning nature of the NHMRC report, we believe that massage therapy will continue to play a significant role in the broader Australian healthcare system.

At the end of November Health Minister, Sussan Ley, launched a Government survey regarding private health insurance. One of the questions in the survey concerns what should be included within ancillary cover packages. Respondents were asked to rate the importance of inclusions such as massage/natural therapies. The results have not been published yet but AMT encouraged members to participate in the survey when it was released.

The year ended with the rollout of the new AMT logo, released in time for the Association's 50th anniversary celebrations. AMT's graphic designer, Claudia Iacovella, has done a wonderful job of giving us a contemporary makeover, while preserving some key elements of the old AMT logo.

I would like to close this report by thanking all the staff at head office: Rebecca Barnett, Katie Snell, Rebekah Short, Valentine Guillemin, Rema Zogabe and, our newest recruit, Nicole Reed.

I would also like to thank AMT board members for all their support over the past year: Michelle McKerron, Derek Zorzit, Dave Moore and our newest recruit to the Board, Jenny Richardson.

# Secretary's report - Rebecca Barnett

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2015 was a high watermark for AMT, with a number of high-profile public campaigns generating wide grassroots support and media attention. We kicked off the year with our "Retain the rebate" campaign, generating a groundswell from within the massage therapy community and from thousands of members of the general public who have benefited from treatment. AMT also distributed resources to members to raise awareness of the campaign within the massage-going public.

The Federal Department of Health has thus far shown no signs of moving to withdraw the government rebate on private health insurance cover for any of the natural therapies under the umbrella of the NHMRC review.

We celebrated Massage Therapy Awareness Week in early September with a consumer awareness campaign focusing on the message of "How to choose a massage therapist". This message was reinforced by AMT's social media platform, which featured a series of evidence-based "factoids" about the benefits of massage therapy. The poster versions of these factoids were also shared in novel and imaginative ways, including on the backs of cars and on RTO student clinic walls!

2015 was also a year of explosive membership growth for AMT with our numbers swelling by 15%. A record number of new members flowed into the Association, which is a particularly dramatic and gratifying turnaround given the significant impact on membership numbers of AMT's protracted negotiations with Medibank in 2014. AMT continues to be at the forefront of ongoing negotiations with the private health insurance companies.

In 2015, the AMT Board also commenced a program of member audits in the area of treatment planning and record-keeping. To date, the outcome of these audits has been troubling, with members overall failing to demonstrate compliance with the standards required under the AMT Code of Practice. Please take the time to regularly review the AMT Code of Practice and ensure that your clinical records are up to scratch. By adhering to benchmark professional and ethical standard in all areas of your practice, you support and promote AMT's vision, mission and values. Significantly, you are also supporting AMT's lobbying efforts by daily demonstrating your professionalism as a healthcare practitioner.

The Board will continue with its program of record-keeping audits throughout 2016. We trust that you will view the process as an opportunity to reflect and improve on your standards in this key area of professional practice.

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 maintained its commitment to updating its classified research database and also disseminated regular research roundups via the e-newsletter, journal and social media.
- AMT continued to provide critical infrastructure to its regional branches to support member education and networking at an accessible price.
- AMT's accredited workshop program continues to expand, with opportunities for high quality training gradually becoming more geographically accessible and equitable.
- The AMT Regional Mini-Conference in Coffs Harbour featured presentations on a range of current topics at a spectacularly affordable price.
- AMT actively participated in the review process for the Health Training Package. AMT's voice was represented both at the Industry Reference Group meetings and at Subject Matter Expert Group meetings.

## **OBJECTIVE:** **Members are supported in clinical practice**

- AMT reviewed and updated the Code of Practice.
- AMT continued to upload practice templates, fact sheets, promotional resources and other clinic resources to the AMT website.
- AMT provided regular updates on issues impacting practice via the AMT journal, e-newsletter, email updates, the AMT website, Facebook and Twitter.

- AMT made evidence based resources available to members via the AMT journal, e-newsletter, email updates, the AMT website, Facebook and Twitter.
- AMT reaccredited with all of the private health funds.

**OBJECTIVE:**  
**Massage Therapy is an evidence-based intervention**

- AMT updated its classified research database, and included more hyperlinks to full free access studies on the efficacy of massage therapy.
- The patient arm of AMT’s research project with ARCCIM rolled out across major capital cities in Australia. The workforce arm of the study was completed in 2014.
- AMT’s 2010 workforce study was published in the June issue of the International Journal of Therapeutic Massage and Bodywork

**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.
- AMT released a position statement on regulation of the massage therapy industry and called on the government to protect the title “Massage Therapist” and recognise the AMT Code of Practice in statute.

**OBJECTIVE:**  
**The practice of Massage Therapy is supported by a sustainable model for governance and regulation**

- AMT released a position statement on regulation of the massage therapy industry and called on the government to protect the title “Massage Therapist” and recognise the AMT Code of Practice in statute.

**OBJECTIVE:**  
**The Australian public recognises the health benefits of Massage Therapy**

- AMT continued to make its classified research database publicly available via the AMT website.
- AMT made evidence based resources and information available to the public via Facebook and Twitter.
- AMT distributed evidence-based “factoids” through its social media platform as part of the 2015 Massage Therapy Awareness Week consumer campaign, “How to Choose a Massage Therapist”.

**OBJECTIVE:**  
**The Australian public has the information, knowledge and resources to choose a professional therapist**

- AMT promoted qualified members through its 2015 Massage Therapy Awareness Week consumer campaign, “How to Choose a Massage Therapist”.
- AMT continued to promote members via a revamped “Find a Therapist” search facility on the AMT website.
- AMT promoted qualified therapists through radio and print media interviews.

# 2016 AGM

## Treasurer's report - Dave Moore

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In 2015, AMT showed a modest operating profit of \$22,931. This is a marked turnaround from our deficit of \$19,991 in 2014 (mostly related to the costs associated with rolling out the new AMT member database). This result is in line with the AMT Board's budgeting strategy and leaves the Association with a bottom line of \$347,586 at the end of 2015.

Revenue (income) for the year was \$615,398, up from \$497,211 in 2014. This increase was mainly due to a surge in membership, from 2,120 at the close of 2014 to 2,422 by the end of 2015.

AMT's largest single expense is wages and wage-related costs, such as leave and superannuation. Two extra part-time staff were employed last year to service AMT's growing member base. As a consequence, wage expenses rose by \$88,223 in 2015 (from \$215,662 in 2014 to \$303,885 in 2015).

Conference income and expenses fell, as expected for a smaller, regional conference.

Rent expenses rose in line with the market, up \$10,689 from 2014 when AMT moved to more salubrious offices (i.e. waterproof!).

I wish to acknowledge the work of Katie and the rest of the staff in AMT Head Office, who continue to professionally and cheerfully manage our Association with its growing membership base, and the ongoing and ever-changing requirements of the health insurance industry. And, of course, I'd like to thank Beck who continues to valiantly advocate for our profession, our members and our clients in a huge range of meetings, discussions and forums - to keep us at the forefront as an industry leading professional body.

# Statement of Comprehensive Income

for the Financial Year ended 31 December 2019

	Note	Dec 2015 \$	Dec 2014 \$
Revenue	2	615,398	497,211
Wages, contractors & superannuation	2	(303,885)	(215,662)
Depreciation and amortisation expenses	2	(25,679)	(12,324)
Other expenses from ordinary activities		(260,881)	(287,223)
<b>Profit before income tax</b>		24,953	(17,998)
Income tax expense	3	(2,022)	(1,913)
<b>Profit for the year</b>		22,931	(19,911)
<b>Other comprehensive income for the year, net of tax</b>		-	-
<b>Total comprehensive income for the year</b>		22,931	(19,911)
Total comprehensive income attributable to members of the entity		22,931	(19,911)

# Statement of Financial Position

for the Financial Year ended 31 December 2015

	Note	Dec 2015 \$	Dec 2014 \$
<b>ASSETS</b>			
CURRENT ASSETS			
CASH AND CASH EQUIVALENTS	4	336,029	312,550
Trade and other receivables	5	6,386	1,624
INVENTORIES	6	2,906	2,748
Other assets	7	11,800	8,113
TOTAL CURRENT ASSETS		357,121	325,035
NON-CURRENT ASSETS			
Other assets	7	11,000	11,000
Property, plant and equipment	8	40,243	40,879
TOTAL NON-CURRENT ASSETS		51,243	51,879
TOTAL ASSETS		408,364	376,914
<b>LIABILITIES</b>			
CURRENT LIABILITIES			
Trade and other payables	9	21,050	22,433
Provisions	10	39,728	29,826

## Statement of Financial Position (cont.)

	Note	Dec 2015 \$	Dec 2014 \$
TOTAL CURRENT LIABILITIES		60,778	52,259
TOTAL LIABILITIES		60,778	52,259
NET ASSETS		347,586	324,655
<b>EQUITY</b>			
Retained earnings		324,655	344,566
Current year earnings		22,931	(19,911)
TOTAL EQUITY		347,586	324,655

# Statement of Changes in Equity

for the Financial Year ended 31 December 2015

	Retained Earnings	Total
	\$	\$
<b>Balance at 1 January 2014</b>	344,566	344,566
<b>Comprehensive income</b>		
Profit / (loss) for the year	(19,911)	(19,911)
Other comprehensive income	-	-
<b>Total comprehensive income</b>	(19,911)	(19,911)
<b>Balance at 31 December 2014</b>	324,655	324,655
<b>Comprehensive income</b>		
Profit for the year	22,931	22,931
Other comprehensive income	-	-
<b>Total comprehensive income</b>	22,931	22,931
<b>Balance at 31 December 2015</b>	347,586	347,586

# Statement of Cash Flows

for the Financial Year ended 31 December 2015

	Note	Dec 2015 \$	Dec 2014 \$
<b>Cash flows from operating activities</b>			
Receipts from operations		599,385	478,793
Payments to suppliers and employees		(556,247)	(490,311)
Interest received		7,406	8,588
Income tax paid		(2,022)	(1,913)
Net cash generated from operating activities	11	48,522	(4,843)
<b>Cash flows from investing activities</b>			
Payment for plant and equipment		(25,043)	(51,417)
Net cash (used in) investing activities		(25,043)	(51,417)
Net increase in cash held		23,479	(56,259)
Cash at the beginning of the financial year		312,550	368,809
Cash at the end of the financial year		336,029	312,550

# Notes to the financial statements

for the Financial Year ended 31 December 2015

## Operating Profit or Loss

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

	2015	2014
	\$	\$
<b>Revenue</b>		
Membership fees	473,609	343,219
Conference fees	49,160	54,178
Advertising income	11,039	11,268
Workshops	45,519	55,597
Merchandise sales	5,444	4,243
Region meeting fees	10,688	8,785
Interest income	7,406	8,588
Other income	12,533	11,334
	615,398	497,211
<b>Expenses</b>		
Conference fees	47,037	54,446
Audit fees	4,594	4,594
Depreciation	25,679	12,324
Raw materials and consumables used	3,288	1,433
Wages & salaries	274,003	194,835
Superannuation	29,882	20,827
Annual leave	31,408	36,978
Rent	30,875	20,186

## Notes to the financial statements (cont.)

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	<b>2015</b>	<b>2014</b>
	<b>\$</b>	<b>\$</b>
Insurance	4,355	3,976
Newsletter costs	17,050	28,450
All other expenses	122,274	137,163
	590,445	515,212

## Notes to the financial statements (cont.)

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### Income Tax

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

	2015	2014
	\$	\$
Prima facie income tax payable on ordinary activities before income tax at 30% (2014: 30%)	5,264	(7,976)
Less:		
Tax effect of:		
– Non-taxable member income arising from the principle of mutuality	3,120	(10,155)
– Over/(under) provision prior year	122	266
Income tax attributable to entity	2,022	1,913

## Notes to the financial statements (cont.)

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### Cash and Cash Equivalents

	2015	2014
	\$	\$
Cash at bank	309,661	287,255
Electronic trading account	25,930	24,371
Undeposited funds	-	2,087
Cash on hand	438	662
Merchant Clearing Account	-	(1,825)
	336,029	312,550

## Notes to the financial statements (cont.)

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### Trade and Other Receivables

	2015	2014
	\$	\$
Trade debtors	6,386	1,624
	6,386	1,624

## Notes to the financial statements (cont.)

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### Inventories

	2015	2014
	\$	\$
Inventories	2,906	2,748
	2,906	2,748

## Notes to the financial statements (cont.)

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### Other Assets

	2015	2014
	\$	\$
Regional meeting accounts	11,800	8,113
Lease deposit (Non-current)	11,000	11,000
	22,800	19,113

## Notes to the financial statements (cont.)

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### Plant and Equipment

	2015	2014
	\$	\$
At cost	131,609	106,566
Less accumulated depreciation	(91,366)	(65,687)
	40,243	40,879

## Notes to the financial statements (cont.)

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### Trade and Other Payables

	2015	2014
	\$	\$
Trade creditors	271	40
Superannuation payable	8,023	5,807
GST payable	6,444	4,404
PAYG withholding	6,312	12,182
	21,050	22,433

## Notes to the financial statements (cont.)

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### Provisions

	2015	2014
	\$	\$
<b>Current</b>		
Provision for income tax	(233)	(540)
Provision for annual leave	39,961	30,366
	39,728	29,826

## Notes to the financial statements (cont.)

### Cash Flow Information

	2015	2014
	\$	\$
Reconciliation of cash flow from operations with profit after tax		
Profit after income tax	22,931	(19,911)
Non-cash flows in profit:		
– Depreciation	25,679	12,324
Changes in assets and liabilities		
– (Increase)/decrease in trade and receivables	(4,763)	(10,857)
– (Increase)/decrease in inventories	(157)	1,744
– (Increase)/decrease in other assets	(3,686)	(720)
– (Decrease)/increase in trade and payables	(1,384)	2,630
– (Decrease)/increase in provisions	9,595	10,758
– (Decrease)/increase in tax liabilities	307	(811)
	48,522	(4,843)

# Notes to the financial statements (cont.)

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## **Entity Details**

The registered office and principal place of the company is:  
Association of Massage Therapists Ltd  
Suite 3.02, 22 – 36 Mountain Street, Ultimo, NSW, 2007

## Notes to the financial statements (cont.)

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### 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.

	2015	2014
	\$	\$
Key management personnel compensation:		
– short-term benefits	91,368	86,593
– post-employment benefits	8,645	8,008
	100,013	94,601

## The Board

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**PRESIDENT**

Annette Cassar

**TREASURER**

Dave Moore

**DIRECTORS**

Michelle McKerron

Jenny Richardson

Derek Zorzit

## Head Office Staff

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**KATIE SNELL**

Office Manager

**REBEKAH SHORT**

Administration Officer

**VALENTINE GUILLEMIN**

Administration Officer

**REMA ZOGABE**

Administration Officer

**REBECCA BARNETT**

Company Secretary

# AMT Ethics Committee Terms of Reference

*Revised on August 8 2013*

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## **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*

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## 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*

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## 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*

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## 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.

