



## Board Member Responsibility and Duties Description

<u>Summary</u>	
<p>Board members comprise the governing body of a state’s Alabama Massage Therapy Licensing Board. Lead by a board chairman and facilitated by the Executive Officer and in conjunction with the board’s staff, the board articulates the AMTLBs purpose and mission, creates policy and upholds the rules and laws meant to protect the health, safety and welfare of the people in their jurisdiction. Each Board member assumes responsibility for functioning in the Board member's role.</p>	
<u>Responsibilities</u>	
1	Prepares for, attends and participates in all board meetings. Cannot miss more than 2 meetings annually.
2	Upholds the state’s ATMTLB practice act (2024-361) and the AMTLB Administrative Code.
3	Approves licensee discipline or participates in the discipline of licensees, ensuring fair and equitable decisions.
4	Approves Board staff guidelines for handling licensure, discipline, continuing education and educational program approval.
5	Adopts, revises and approves standards of practice for the Massage Therapists, Massage Therapists Instructors, educational programs, and Massage Therapy facilities. Ensures all AMTLB practice standards stay current and relevant to current nursing practice.
6	Accepts responsibility and accountability for majority decisions of the Board and support those decisions to peers and the public, regardless of opinion.
7	Approves and/or reviews legislation, discusses policy and proposes changes when needed.
8	Approves the issuance of advisory and declarative statements that provide clarification and guidance regarding the state’s AMTLB rules, board policies, etc..
9	Perform such other duties, not inconsistent with law, as required by the Board to foster and improve Massage Therapy and the regulation thereof and the public health of the state.
10	Serves as a member on select standing and special committees as appointed by the Board chairman or the Board.
<u>Competencies</u>	
<ul style="list-style-type: none"> <li>• Accountability</li> <li>• External awareness</li> <li>• Knowledge of state nursing laws and regulations</li> <li>• Oral communication skills</li> <li>• Risk taking</li> </ul>	<ul style="list-style-type: none"> <li>• Decisiveness</li> <li>• Flexibility/agility</li> <li>• Leadership</li> <li>• Policy development and political savvy</li> <li>• Strategic thinking</li> </ul>

<b>§34-43A-6. Powers and duties of board</b>
(a) The board shall do all of the following:
(1) Qualify applicants to take the licensing examination and issue licenses to successful applicants.
(2) Adopt a seal and affix the seal to all licenses issued by the board. All licenses shall be on pre-printed, sequentially numbered certification forms.
(3) Create application forms for examination and licensing and assess and collect fees pursuant to this chapter.

(4) Maintain a complete record of all massage therapists and annually prepare a roster of the names and addresses of those licensees. A copy of the roster shall be provided to any individual upon request and the payment of a fee established by the board in an amount sufficient to cover the costs of publication and distribution.
(5) Provide for the investigation of any individual who is suspected of violating this chapter.
(6) adopt and revise rules as necessary to implement this chapter pursuant to the Administrative Procedure Act. All administrative rules of the former Alabama Board of Massage Therapy existing on June 1, 2024, which reference Chapter 43, unless in conflict with existing law, shall remain in effect as rules of the Alabama Massage Therapy Licensing Board until amended or repealed by that board.
7) Provide a copy of this chapter, upon request, to any licensee or applicant for a license.
(8) By rule, require massage therapists, massage therapy establishments, and massage therapy schools to carry professional and general liability insurance with an "A" rated or better insurance carrier in the amount of at least one million dollars (\$1,000,000). Proof of coverage shall be provided to the board upon request.
9) Perform other functions necessary and proper for the performance of official duties. b) The board may do any of the following: (1) Accept or deny the application of any individual applying for a license as a massage therapist upon an affirmative vote of a majority of the board. (2) By rule, establish criteria for certifying massage therapy instructors. (3) Adopt an annual budget and authorize necessary expenditures from fees and other available appropriations. The expenditures of the board may not exceed the revenues of the board in any fiscal year. (4) Adopt a code of ethics. (5) Provide for the inspection of the business premises of any licensee during normal business hours, upon complaint. (6) Establish a list of approved massage therapy schools.

**Equal Opportunity Statement**

Our organization does not discriminate on the bases of race, ethnicity, religion, national origin, political affiliation, sex, gender, sexual orientation, marital status, disability, age, military service or any other trait or affiliation. We recognize that diverse perspectives are needed to ensure that massage therapy regulators develop rules and laws that protect every segment of the population from harm.

I have read the Responsibility and duty description for the AMTLB and accept to uphold the duties and responsibilities in my role as a Board member of the AMTLB.

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Board Member signature	Date
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Executive Officer signature	Date
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\*Board Member file