



# WFMT Council Job Descriptions

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# Introduction

## Officers

### **President**

Ms. Vivian Chan, Hong Kong

### **Past President**

Dr. Melissa Mercadal-Brotons, Spain

### **Secretary**

Ms. Aksana Kavaliova-Moussi, Canada

### **Treasurer**

Ms. Amanda Montera, USA

### **Executive Assistant**

Ms. Susanne Gruss, Germany

## Commissioners

### **Clinical Practice**

Mr. Puchong Chimpiboon, Thailand

### **Education, Certification, & Regulation**

Dr. Kana Okazaki-Sakaue, Japan

### **Global Crises Intervention**

Dr. Indra Selvarajah, Malaysia

### **Publications**

Dr. Elizabeth Coombes, United Kingdom

### **Public Relations**

Ms. Martina Scognamiglio, Italy

### **Research and Ethics**

Dr. Amy Clements-Cortés, Canada

### **Inclusion, Diversity, Equity, and Access**

Dr. Ming-Hung Hsu, United Kingdom

### **World Congress Organizer**

Ms. Mariagrazia Baroni, Italy

## Regional Liaisons

### **Africa**

Ms. Danielle McKinnon, South Africa

### **Australia/New Zealand**

Dr. Alison Short, Australia

### **Eastern Mediterranean**

Mr. Hisham Alhadrab Jordan

### **Europe**

Dr. Mitsi Akoyunoglou, Greece

### **Latin America and the Caribbean**

Mr. Nicolás Espinoza, Chile

### **Canada and the USA**

Dr. Andrea Hunt, USA

### **Southeast Asia**

Ms. Bhuvaneswari Ramesh, India

### **Western Pacific**

Dr. Jin Hyung Lee, South Korea



WFMT Council  
2023-2026

## INTRODUCTION

The 2023–2026 WFMT Council conducted a thorough review to clarify and define the roles and responsibilities of its Council positions, ensuring that future members are well-prepared for their service on the WFMT Council. This document includes the following:

- The 2023 revision of the WFMT Bylaws
- A detailed outline of responsibilities and tasks for each Council position
- An estimate of the time commitment expected for each role
- The core strengths and specialized skills required for each position
- A copy of the Responsible Conduct Guidelines, which all Council members must sign before formally accepting their roles

This information is intended to assist WFMT Members in identifying and nominating colleagues who are well-qualified to serve on the Council. Members are encouraged to consider individuals with the skills and commitment necessary to contribute effectively to the WFMT's mission and the global advancement of the profession. Your participation makes a meaningful difference, and we look forward to receiving your nominations and working together toward our shared mission.

Ms. Vivian Chan  
President of the World Federation of Music Therapy

# Legal Part

## WFMT Constitution and Bylaws

### WHAT YOU SHOULD KNOW

From the WFMT Bylaws (Revised 2023)

#### ARTICLE III. COUNCIL

**Section 3.1. General Powers.** The Council of the World Federation shall guide the policy and govern the affairs of the Federation, recommend general financial policies of the Federation, and establish various commissions as needed.

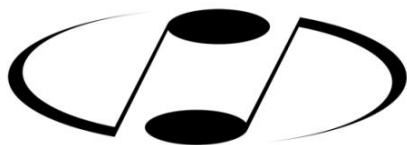
**Section 3.2.** The Council of the World Federation consists of the President, Past President, Secretary, Treasurer, Executive Assistant, Commission Chairs, and eight Regional Liaisons. The Officers of the Council and Commission Chairs shall be selected primarily for their expertise. Regional representation is desirable and must be ensured by the appointment of the eight Regional Liaisons. All Council Members need to be individual members of the World Federation of Music Therapy...

**Section 3.3. Nomination and Election.** The Council shall be elected by the membership at the World Congress. Individuals seeking nomination to positions on Council may be self-nominated or nominated by any member, or any member of Council. Nominations must include a brief curriculum vitae (professional biography) and a statement as to the candidate's motivation for wanting to serve on Council. Any member nominated for election to Council must be a WFMT professional member. The Secretary must receive nominations by the closing date specified.

**Section 3.4. Responsible Conduct Guidelines.** At the beginning of a WFMT Council member's term, he/she will review and sign the Responsible Conduct Guidelines document to ensure a commitment to serve the WFMT. Those refusing to sign the document will not be able to hold the position to which he/she was elected and/or appointed.

**Section 3.5. Council resignations.** Should a casual vacancy occur on Council, as a result of a resignation, the President will have the authority, with approval of the Council, to appoint a person to serve for the remainder of the term. Resigning Council members shall, within 28 days, hand over to her/his successor, or to the President, all items, electronic files, emails, or documents associated with the work of the position previously held.

For more information, please review the full document on the WFMT website at [www.wfmt.info](http://www.wfmt.info)



World Federation of Music Therapy  
Federación Mundial de Musicoterapia

COUNCIL  
MEMBER

NOMINATIONS  
ACCEPTED



## President

**WFMT Council Member currently serving:** Ms. Vivian Chan

## Job Description

**Job description as stated in the WFMT Bylaws revisions 2023:**

### ARTICLE III. COUNCIL

**Section 3.6.1. President.** Voting members elect the President at the Federation's General Business Meeting for a three-year term. The President is not eligible for re-election to that office until a period of three years has elapsed. The President shall

- Represent the Federation in public and give guidance for future developments;
- Maintain the legal status of the Federation;
- Call for meetings, prepare an agenda, and preside over meetings of the Council and the General Business Meetings of the Federation;
- Support collaborations between music therapy organizations and build affiliations with related professional groups;
- Submit an annual written report to the Federation for circulation to the membership;
- Attend and participate in Council meetings; and
- Appoint vacant positions on the Council with approval of the Council.

It is mandatory that the incoming President be a person who currently serves on the World Federation Council. It is advisable that this position rotates among the eight regions.

### Additional Tasks of the WFMT President

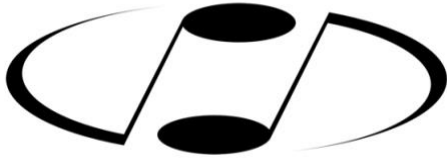
- Provide a clear structure, prepare templates, and set deadlines to organize the Council's work
- Guide council members in setting term goals, objectives, and projects, while cultivating a culture of responsibility within the council
- Manage incoming emails from various stakeholders and addressing a wide range of content and issues
- Provide ongoing information and updates to WFMT Members about the Council's work and respond to new ideas and suggestions
- Develop a three-year budget with the Treasurer and the Council, and oversee the WFMT bank account with the Treasurer
- Organize events in collaboration with the Public Relations Chair and Council (e.g., WFMT Booth, Interviews, Anniversary Events; Speeches, Council Panels/Round Tables/ Symposia; Congress Welcome Notes)
- Assist in planning and advertising the World Congress and related topics
- Develop and administer WFMT Scholarships and Awards with the Council
- Provide support to the Assembly of Student Delegates and student initiatives
- Prepare the slate of candidates, nomination and voting procedures for the next Council
- Oversee and contribute to the content of the WFMT website and support the Public Relations Chair in managing the WFMT website
- Work collaboratively with World Congress organizer to coordinate WCMT events
- Contribute to and coordinate the Monthly Buzzes with the Public Relations Chair and the Council
- Lead and improve organizational operations and growth through ongoing review, refinement, and implementation of core procedures, while empowering council members to effectively fulfill their responsibilities.
- Assist with the planning of Music Therapy Today (the WFMT online journal publication)
- Be aware of new developments in music therapy and provide leadership for change
- Work collaboratively with council members to address complex challenges, fostering an inclusive environment where diverse perspectives are valued and consensus-driven solutions are developed and embraced collectively
- Collaborate and delegate work among Council members as necessary

### What is the time commitment to your WFMT Position on a weekly basis?

15-20 hours/week on average. This varies depending on the tasks at hand.

### Core Strengths

- Strong communication and problem-solving skills
- Strong interpersonal and leadership skills
- Strong collaboration and networking skills;
- Strong organisational and management skills (time, resources, human relations)
- Ability to make swift, well-informed, and consensual decisions under pressure
- International profile
- Public speaking skills
- Ability to delegate tasks
- Inspirational, motivational, and visionary



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## Past President

**WFMT Council Member currently serving:** Dr. Melissa Mercadal-Brotons

## Job Description

**Job description as stated in the WFMT Bylaws revisions 2023:**

### ARTICLE III. COUNCIL

**Section 3.6.2. Past President.** The term of office will be three years. The retiring President of the Federation will occupy the position of Past President without election for a three-year term. The Past President shall

- Provide continuity and give support to the President and Council;
- Advise the Council on matters of procedure and protocol;
- Attend and participate in Council meetings (online and onsite) or send a brief report in the event of absence;
- Take on a special project(s);
- Work with the WCMT organizers in planning the next WCMT; and
- Submit an annual written report to the Federation.

### Additional Tasks of the WFMT Past President

- Prepare information for the WCMT bids for future terms
- Receive proposals for WCMT bids and review with WFMT Executive, collate initial feedback and to send to bidders;
- Assist with Triennial Awards, student scholarships and professional scholarships
- Assist with Triennial Bylaw revision
- Assist or serve on the WCMT paper submission editorial review board
- Promote WFMT on social media, via presentations and /or media
- Contribute updates to WFMT Facebook and WFMT Twitter account
- Recruit WFMT members in collaboration with the Council
- Assist with the Triennial World Congress of Music Therapy
- Ensure consistency and sustainability of the organization
- Assist in understanding previous Council decisions and policies
- Advise the WFMT President in decision-making if requested
- Provide historical information and preserve documents in archives
- Contribute to work groups, WFMT events, and new projects

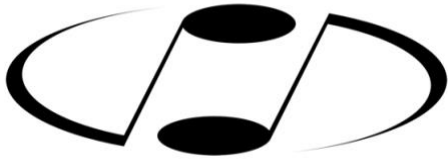
### Time Commitment

4-6 hours/week on average. This varies depending on the tasks at hand.

### Core Strengths

- Advising and mentoring skills
- Organizational skills
- Planning and Evaluation skills





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## Secretary

**WFMT Council Member currently serving:** Aksana Kavaliova-Moussi

## Job Description

**Job description as stated in the WFMT Bylaws revisions 2023:**

### ARTICLE III. COUNCIL

**Section 3.6.3. Secretary.** The Secretary will serve a three-year term and is eligible for re-election for one further term of three years. The Secretary shall

- a) Administer the new and renewed memberships;
- b) Maintain a current list of members;
- c) Forward correspondence to the President and Council members;
- d) Transcribe minutes of Council meetings and the General Business Meeting of the Federation and distribute them to members of the respective meetings;
- e) Maintain and update the Federation's website according to the agreed job description;
- f) Attend and participate in Council meetings (online and onsite) or send a brief report in the event of absence;
- g) Submit an annual written report to the Federation;
- h) Have the general charge of the corporate books and records and the corporate seal, and shall affix the corporate seal to any lawfully executed instrument requiring it; and
- i) Succeed to Interim Presidency in the case of the death or resignation of the President. In case of the incapacity of the Secretary, the Council shall then elect a current Council member.

### Additional Tasks of the WFMT Secretary/Treasurer

- Respond to all website enquiries and forward correspondence to the council when needed
- Participate in and/or lead various focus and work groups
- Create/update the scholarship and award nomination forms in the year 2 (1 year prior to the next World Congress)
- Collect all scholarship submissions. Be a part of/lead a scholarship committee
- Collect awards nominations and present the document to the council for voting

### What is the time commitment to your WFMT Position on a weekly basis?

3-6 hours/week on average. This varies depending on the tasks at hand.

### Core Strengths

- Time management
- Organization skills
- Communication skills
- Basic technology skills (e.g., Word, Excel, Jotform, Google, etc.)



**NOMINATIONS  
ACCEPTED**



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## Treasurer

**WFMT Council Member currently serving:** Amanda Montera

## Job Description

**Job description as stated in the WFMT Bylaws revisions 2023:**

### ARTICLE III. COUNCIL

**Section 3.6.4. Treasurer.** The Treasurer will serve a three-year term and is eligible for re-election for one further term of three years. The Treasurer shall

- a) Set-up and administer a bank account for the Federation's funds and provide the President full access to the bank account;
- b) Reimburse Council members for necessary expenses;
- c) Develop a three-year term budget in collaboration with the Council;
- d) Provide regular financial statements (head wise categorized income and expenditure statements, cash flow statements, and balance sheet [assets and liabilities]) to the Council and will obtain an annual audited financial statement for the previous fiscal year for each Annual Meeting of the World Federation Council;
- e) File annual taxes;
- f) Attend and participate in Council meetings (online and onsite) or send a brief report in the event of absence; and
- g) Submit an annual written report to the Federation.

### Additional Tasks of the WFMT Secretary/Treasurer

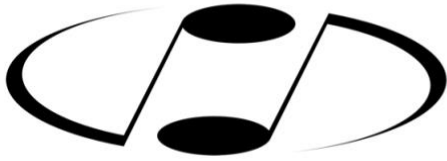
- Attend thematic meetings and participate in work groups as needed
- Manage subscription accounts such as TechSoup, North Carolina Center for NonProfits, Quickbooks, etc.
- Attend World Congress as able

**What is the time commitment to your WFMT Position on a weekly basis?**

1-2 hours, depending

### Core Strengths

- Organization
- Basic financial literacy
- Timeliness, attention to detail



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## Executive Assistant

**WFMT Council Member currently serving:** Susanne Gruss

### Job Description

**Job description as stated in the WFMT Bylaws revisions 2023:**

#### ARTICLE III. COUNCIL

**Section 3.6.6. Executive Assistant.** The Executive Assistant (a former WFMT Student Delegate) will be appointed by the President and serve a three-year term. The Executive Assistant shall

- Assist the President, Past President, and Secretary/Treasurer to execute delegated tasks;
- Attend and participate in Council meetings (online and onsite) or send a brief report in the event of absence; and
- Function as the leader of the WFMT Assembly of Student Delegates.

#### Additional Tasks of the WFMT Executive Assistant

##### Within the WFMT Council:

- Represent the Assembly of Student Delegates during WFMT Council meetings to provide the student perspectives
- Provide an annual written report for the WFMT members
- Collaborate with Secretary/Treasurer to develop student membership benefits
- Update the Assembly of Student Delegates Handbook in collaboration with the WFMT President
- Support the WFMT PR commission by forwarding information on social media and by helping with the creation and translation of new music therapy materials (such as the toolkit)

##### Within the Assembly of Student Delegates:

- Appoint one student delegate from each region in collaboration with the WFMT President
- Call for regular online meetings, prepare an agenda, and preside over meetings of the Assembly of Student Delegates to discuss ideas, conduct projects, and help facilitate interaction among students worldwide. Maintain minutes from aforementioned meetings.

##### Ongoing Activities:

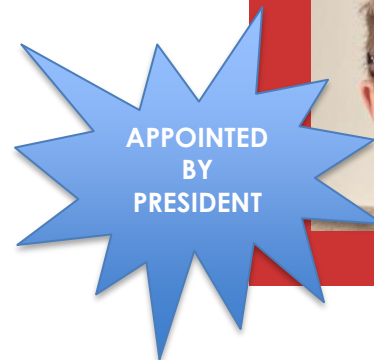
- Maintain the *WFMT for Students* page on the WFMT Website and recruit content from the Assembly of Student Delegates
- Oversee maintenance of ongoing student projects (e.g. *Info Cards*, *Blogposts*, *Social Media Activities*)
- Run an Assembly of Student Delegate Meeting during the World Congress of Music Therapy
- Lead interactive social media communication with the students, especially via the instagram channel

#### Time Commitment

2-4 hours/week on average. This varies depending on the tasks at hand.

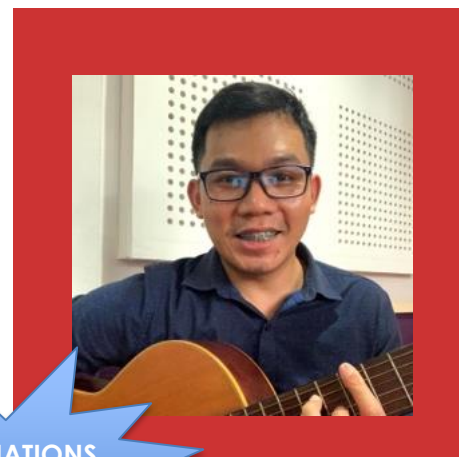
#### Core Strengths

- Coordination and collaboration skills, flexibility
- Creativity
- social online networking skills
- cultural awareness and being willing and able to work in different time zones





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## Clinical Practice Chair

**WFMT Council Member currently serving:** Puchong Chimpiboon

### Job Description

**Job description as stated in the WFMT Bylaws revisions 2023:**

#### ARTICLE IV. COMMISSIONS

**Section 4.1.** The commissions of the World Federation may include: Clinical Practice; Inclusion, Diversity, Equity, and Access; Education, Certification, & Regulation; Global Crises Intervention; Publications; Public Relations; Research and Ethics; and a World Congress Organizer. Other commissions may be formed as necessary.

**Section 4.2.** The Chairperson of each commission will be elected at the Federation's General Business Meeting by voting members. Commission chairs will be elected for a three-year term and are eligible for re-election for one further term of three years, except for the World Congress Organizer who is in that council position for one term of three years.

**Section 4.3.** Members of each commission (at least four and no more than seven) may be appointed by the Chairperson of each commission after discussion with the Council at the Federation's Council meeting following the World Congress. Geographical representation should be maintained. Members of the commissions will serve a three-year term and may be re-appointed for one further term of three years.

**Section 4.4.** The chairperson of each commission shall

- a) Provide a vision statement, goals, and objectives for the commission's term;
- b) Propose projects including purpose, implementation, and timelines for the three-year term to the Council;
- c) Review documents and respond to calls for action by a specified deadline;
- d) Attend and participate in Council meetings (online and onsite) or send a brief report in the event of absence;
- e) Submit an annual written report to the Federation;
- f) Adhere to the Responsible Conduct Guidelines;
- g) Comply with the Code of Ethics; and
- h) Prepare a video at the beginning of their term and contribute updates on the work of their commission to the WFMT website.

#### Specific Tasks of the Clinical Practice Chair

- Recruit and appoint committee members to join the Commission team
- Examine and analyze clinical practice contexts from various regions worldwide through committee members' contributions
- Organize committee meetings to brainstorm and develop projects that align with the vision statement, goals, and objectives for the commission's term
- Plan and implement projects in accordance with committee resolutions and decisions
- Monitor progress, address challenges and obstacles, and provide support to ensure successful project completion
- Support the work of the WFMT Council, including but not limited to serving on special workgroups
- Provide consultation and guidance to external organizations interested in clinical practice matters

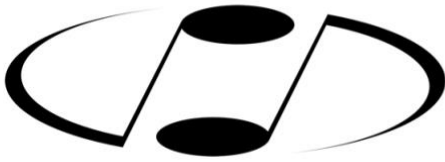
#### Time Commitment

4-6 hours/week on average. This varies depending on the tasks at hand.

#### Core Strengths

- Flexibility
- Creativity
- Openness to diverse perspectives and innovative ideas from committee members

**NOMINATIONS  
ACCEPTED**



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## Education, Certification, & Regulation Chair

**WFMT Council Member currently serving:** Dr. Kana Okazaki-Sakaue

### Job Description

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- Propose projects including purpose, implementation, and timelines for the three-year term to the Council;
- Review documents and respond to calls for action by a specified deadline;
- Attend and participate in Council meetings (online and onsite) or send a brief report in the event of absence;
- Submit an annual written report to the Federation;
- Adhere to the Responsible Conduct Guidelines;
- Comply with the Code of Ethics; and
- Prepare a video at the beginning of their term and contribute updates on the work of their commission to the WFMT website.

#### Specific Tasks of the Education, Certification, & Regulations Chair

- Establish and promote equivalencies in the standards and competencies of music therapy training and education.
- Advise Council and WFMT members on music therapy training and continuing education
- Maintain and update WFMT Education and Training documents
- Maintain and update the "WFMT Education Centre" and the "Online Education Resources Centre" on the WFMT website
- Collect, update, and share information regarding government licensure/certification/regulation for music therapists in each country with WFMT members
- Promote the official recognition of music therapy as a profession by governmental or non-governmental throughout regions of the world
- Respond to individual music therapists for licensure/certification/regulation issues
- Contribute to social media

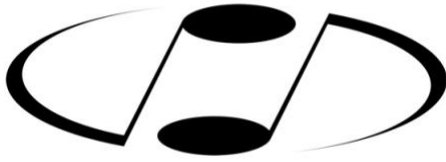
#### Time Commitment

3-4 hours/week on average. This varies depending on the tasks at hand.

#### Core Strengths

Knowledge about education and training of music therapists at initial and advanced level; familiar with educational regulations and policies worldwide; Knowledge about accreditation, licensure, registration, and certification procedures in music therapy and around the world; strong networking, collaboration and communication skills.

NOMINATIONS  
ACCEPTED



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NOMINATIONS  
ACCEPTED

## Global Crises Intervention Chair

**WFMT Council Member currently serving:** Dr. Indra Selvarajah

### Job Description

**Job description as stated in the WFMT Bylaws revisions 2023:**

#### ARTICLE IV. COMMISSIONS

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**Section 4.2.** The Chairperson of each commission will be elected at the Federation's General Business Meeting by voting members. Commission chairs will be elected for a three-year term and are eligible for re-election for one further term of three years, except for the World Congress Organizer who is in that council position for one term of three years.

**Section 4.3.** Members of each commission (at least four and no more than seven) may be appointed by the Chairperson of each commission after discussion with the Council at the Federation's Council meeting following the World Congress. Geographical representation should be maintained. Members of the commissions will serve a three-year term and may be re-appointed for one further term of three years.

**Section 4.4.** The chairperson of each commission shall

- a) Provide a vision statement, goals, and objectives for the commission's term;
- b) Propose projects including purpose, implementation, and timelines for the three-year term to the Council;
- c) Review documents and respond to calls for action by a specified deadline;
- d) Attend and participate in Council meetings (online and onsite) or send a brief report in the event of absence;
- e) Submit an annual written report to the Federation;
- f) Adhere to the Responsible Conduct Guidelines;
- g) Comply with the Code of Ethics; and
- h) Prepare a video at the beginning of their term and contribute updates on the work of their commission to the WFMT website.

#### Specific Tasks of the Global Crises Interventions Chair

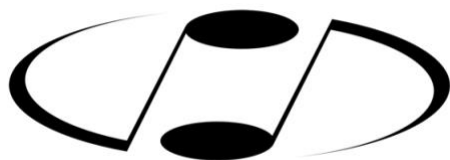
- Support response efforts of music therapists and communities affected by disasters
- Review and monitor world news and other resources providing information on global crises
- Develop a network and database of music therapists qualified to offer brief services to those experiencing traumas and disasters in each region of WFMT
- Advance sources of information and training programs to inform music therapists serving in crises
- Organize briefing sessions to support music therapists working with those who have been traumatized
- Provide technical assistance as needed on crisis response development, funding, and resource coordination

#### Time Commitment

An average of 2 to 3 hours a week, but tasks are often completed within large blocks of time.

#### Core Strengths

Knowledge of the neurobiology of trauma; knowledge of a trauma informed approach to treatment; international travel experience; communication and collaboration skills



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## Publications Chair

**WFMT Council Member currently serving:** Dr Elizabeth Coombes

### Job Description

**Job description as stated in the WFMT Bylaws revisions 2023:**

#### ARTICLE IV. COMMISSIONS

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- c) Review documents and respond to calls for action by a specified deadline;
- d) Attend and participate in Council meetings (online and onsite) or send a brief report in the event of absence;
- e) Submit an annual written report to the Federation;
- f) Adhere to the Responsible Conduct Guidelines;
- g) Comply with the Code of Ethics; and
- h) Prepare a video at the beginning of their term and contribute updates on the work of their commission to the WFMT website.

#### Specific Tasks of the Publications Chair

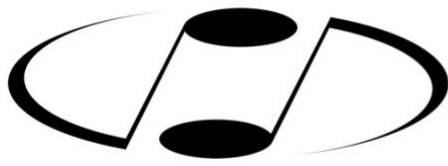
- Promote and advertise MTT
- Suggest topics and potential authors from around the world
- Identify and assist in implementing new publication media
- Assist in preparing WFMT World Congress Proceedings in collaboration with the Editor MTT and the WCMT Organizer
- Assist Council members in clarifying legal issues related to WFMT publications and multi media
- Provide support to the Editor of the WFMT online journal Music Therapy Today. [Detailed job description available upon request]
- Update the Publications section of the WFMT webpage
- In the last year of the term, the Publications Chair puts out a call for a new editorial review board
- Contribute to social media

#### Time Commitment

3-4 hours/week on average. This varies depending on the tasks at hand.

#### Core Strengths

Strong English language and editing skills; broad knowledge of the contemporary music therapy publication scene. An understanding of the processes involved in working with music therapy publications such as reviewing, editing and ethical processes.



World Federation of Music Therapy  
Federación Mundial de Musicoterapia



## Public Relations Chair

**WFMT Council Member currently serving:** Ms. Martina Scognamiglio

### Job Description

**Job description as stated in the WFMT Bylaws revisions 2023:**  
**ARTICLE IV. COMMISSIONS**

**Section 4.1.** The commissions of the World Federation may include: Clinical Practice; Inclusion, Diversity, Equity, and Access; Education, Certification, & Regulation; Global Crises Intervention; Publications; Public Relations; Research and Ethics; and a World Congress Organizer. Other commissions may be formed as necessary.

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**Section 4.3.** Members of each commission (at least four and no more than seven) may be appointed by the Chairperson of each commission after discussion with the Council at the Federation's Council meeting following the World Congress. Geographical representation should be maintained. Members of the commissions will serve a three-year term and may be re-appointed for one further term of three years.

**Section 4.4.** The chairperson of each commission shall

- a) Provide a vision statement, goals, and objectives for the commission's term;
- b) Propose projects including purpose, implementation, and timelines for the three-year term to the Council;
- c) Review documents and respond to calls for action by a specified deadline;
- d) Attend and participate in Council meetings (online and onsite) or send a brief report in the event of absence;
- e) Submit an annual written report to the Federation;
- f) Adhere to the Responsible Conduct Guidelines;
- g) Comply with the Code of Ethics; and
- h) Prepare a video at the beginning of their term and contribute updates on the work of their commission to the WFMT website.

#### Specific Tasks of the Public Relations Chair

- Form and lead a team of dynamic and enthusiastic volunteers ideally with specific skills in website content, social media, blogs, presentations, event organization and video production;
- Organize and chair regular meetings of the commission. Brief the team on priorities, timeline and resources available;
- Develop and implement communication and media strategies aligned with WFMT goals and initiatives, outlining specific interactions with Commissions, Regional Liaisons and Officers, including ongoing actions;
- Determine within regions which media are most popular in healthcare and/or allied health therapies and how to connect with them;
- Maintain and update the WFMT website and social media platforms (Facebook Business Page, Instagram, Youtube, LinkedIn, Twitter)
- Work collaboratively with Regional Liaisons for the translation of specific articles, important announcements or documents, for example those relating to the annual World Music Therapy Week or the Music Therapy Week Toolkit;
- Prepare or edit organizational publications for internal and external audiences (e.g. brochures, posters, Member 'Buzz' emails) and coordinate with the President, Publication Chair and the Executive Assistant;
- Arrange promotional campaigns in all types of media in collaboration with the Council;
- Respond to requests for information from the public and the media in collaboration with the Council;
- Study the objectives, policies and needs of affiliated organizations to develop public relations strategies that will influence public opinion or promote ideas, services, and policies of WFMT;
- Consider the potential of fundraising initiatives and merchandises (i.e., WFMT Online Boutique) to increase WFMT funds in collaboration with the Treasurer.

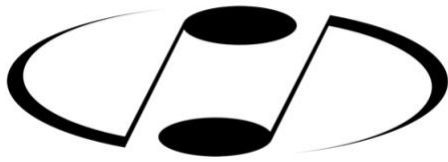
#### Time Commitment

10 hours/week on average. This varies depending on the tasks at hand.

#### Core Strengths

- Strong English communication skills

- Global networking and collaboration skills across a range of communication channels
- Strategic thinking and creativity in public engagement
- Cross-cultural collaboration and sensitivity
- Leadership and project coordination
- Digital communication and social media management
- Graphic design skills
- Good understanding of website management and structure, preferably with knowledge of Webflow, or a strong willingness to learn such tools
- Commitment to the WFMT and diplomacy



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## Research and Ethics Chair

**WFMT Council Member currently serving:** Dr. Amy Clements-Cortes

### Job Description

**Job description as stated in the WFMT Bylaws revisions 2023:**

#### ARTICLE IV. COMMISSIONS

**Section 4.1.** The commissions of the World Federation may include: Clinical Practice; Inclusion, Diversity, Equity, and Access; Education, Certification, & Regulation; Global Crises Intervention; Publications; Public Relations; Research and Ethics; and a World Congress Organizer. Other commissions may be formed as necessary.

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**Section 4.3.** Members of each commission (at least four and no more than seven) may be appointed by the Chairperson of each commission after discussion with the Council at the Federation's Council meeting following the World Congress. Geographical representation should be maintained. Members of the commissions will serve a three-year term and may be re-appointed for one further term of three years.

**Section 4.4.** The chairperson of each commission shall

- Provide a vision statement, goals, and objectives for the commission's term;
- Propose projects including purpose, implementation, and timelines for the three-year term to the Council;
- Review documents and respond to calls for action by a specified deadline;
- Attend and participate in Council meetings (online and onsite) or send a brief report in the event of absence;
- Submit an annual written report to the Federation;
- Adhere to the Responsible Conduct Guidelines;
- Comply with the Code of Ethics; and
- Prepare a video at the beginning of their term and contribute updates on the work of their commission to the WFMT website.

#### Specific Tasks of the Research and Ethics Chair

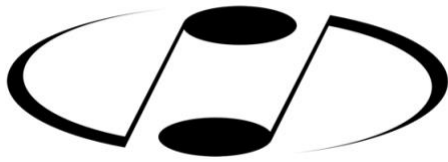
- Promote and advance equivalencies in the standards and policies of the ethical conduct of music therapists
- Promote the integration of research and ethics into the practice of music therapy throughout the world and support international research collaborations
- Archive and make previous commission work accessible to WFMT members
- Explore and develop international research access for WFMT members
- Provide advice on ethical matters to Council and WFMT members
- Provide guidance on international research issues to Council and WFMT members
- Update and further develop FAQ and Fact Pages on research and ethics
- Profile researchers from the 8 global regions in the WFMT Research Forum
- Maintain and update when applicable the WFMT Code of Ethics & Responding to Ethical Issues Document
- Contribute to social media

#### Time Commitment

3-4 hours per week

#### Core Strengths

Strong research profile in music therapy and related fields; knowledge in international research matters; familiar with ethical standards around the world; strong coordination and publication skills



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## Inclusion, Diversity, Equity, and Access Chair

**WFMT Council Member currently serving:** Dr Ming-Hung Hsu

### Job Description

**Job description as stated in the WFMT Bylaws revisions 2023:**

#### ARTICLE IV. COMMISSIONS

**Section 4.1.** The commissions of the World Federation may include: Clinical Practice; Inclusion, Diversity, Equity, and Access; Education, Certification, & Regulation; Global Crises Intervention; Publications; Public Relations; Research and Ethics; and a World Congress Organizer. Other commissions may be formed as necessary.

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**Section 4.4.** The chairperson of each commission shall

- i) Provide a vision statement, goals, and objectives for the commission's term;
- j) Propose projects including purpose, implementation, and timelines for the three-year term to the Council;
- k) Review documents and respond to calls for action by a specified deadline;
- l) Attend and participate in Council meetings (online and onsite) or send a brief report in the event of absence;
- m) Submit an annual written report to the Federation;
- n) Adhere to the Responsible Conduct Guidelines;
- o) Comply with the Code of Ethics; and
- p) Prepare a video at the beginning of their term and contribute updates on the work of their commission to the WFMT website.

The Chair of the Inclusion, Diversity, Equity, and Access (IDEA) Commission leads the Federation's educational initiatives that promote equitable access to music therapy education and practice worldwide. The Chair oversees projects, evidence reviews, and stakeholder engagement activities that advance inclusivity and ethical standards across regions. The IDEA Chair ensures that all educational outputs and public communications reflect the diversity of global contexts and support equitable professional growth and public understanding of music therapy. The chair of the IDEA Commission shall:

- a. Lead the IDEA Commission in developing and maintaining educational guidelines, position papers, and recommendations that promote inclusivity, diversity, equity, and access (IDEA) in music therapy education and training.
- b. Facilitate international consultations and stakeholder engagement to identify systemic barriers to access and propose educational strategies to address them.
- c. Collaborate with other WFMT Commissions to integrate IDEA principles into WFMT's global educational framework, professional standards, and continuing development programs.
- d. Coordinate evidence gathering, literature reviews, and surveys to inform educational recommendations and best practices.
- e. Advise the Council on inclusivity, accessibility, and representation in WFMT's educational projects, events, and communications.
- f. Represent the IDEA Commission in WFMT meetings, report on progress, and prepare annual written reports summarizing educational outcomes and initiatives.
- g. Support the development and dissemination of educational resources and materials that reflect cultural and regional diversity.
- h. Encourage mentorship and educational partnerships among regions to build capacity and foster equitable learning opportunities.
- i. Lead educational and public awareness initiatives to help communities, organizations, and the general public understand the role of music therapists and the value of inclusive, accessible music therapy practices.



- j. Uphold the Federation's educational mission as stated under Section 501 (c)(3) by ensuring all IDEA activities serve educational and informational purposes.

#### **Specific Tasks of the Research and Ethics Chair**

- Lead or contribute to educational research projects addressing diversity and inclusivity in global music therapy curricula.
- Collaborate with international associations, universities, and training programs to share inclusive educational models.
- Contribute to WFMT educational publications, webinars, and conferences.
- Support the WFMT World Congress of Music Therapy by advising on inclusive educational programming and accessibility.
- Promote WFMT educational and public awareness initiatives through global networks, presentations, and digital platforms.

#### **Time Commitment**

3–6 hours per week on average, depending on ongoing projects and educational initiatives.

#### **Core Strengths**

- Deep understanding of inclusive education and global training practices.
- Strong cross-cultural communication and facilitation skills.
- Experience in educational research, curriculum design, or policy development.
- Commitment to equity, access, and evidence-informed practice.



World Federation of Music Therapy  
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## World Congress Organizer

**WFMT Council Member currently serving:** Mariagrazia Baroni

### Job Description

**Job description as stated in the WFMT Bylaws revisions 2023:**

#### ARTICLE IV. COMMISSIONS

**Section 4.1.** The commissions of the World Federation may include: Clinical Practice; Inclusion, Diversity, Equity, and Access; Education, Certification, & Regulation; Global Crises Intervention; Publications; Public Relations; Research and Ethics; and a World Congress Organizer. Other commissions may be formed as necessary.

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**Section 4.3.** Members of each commission (at least four and no more than seven) may be appointed by the Chairperson of each commission after discussion with the Council at the Federation's Council meeting following the World Congress. Geographical representation should be maintained. Members of the commissions will serve a three-year term and may be re-appointed for one further term of three years.

#### ARTICLE VIII. WORLD CONGRESS

**Section 8.5.** Proposals to host the World Congress should consider the following guidelines and requirements:

##### 8.5.1. Requirements:

- a. The congress organizer must demonstrate he/she has the necessary local and national support from music therapy organizations in the country.
- b. The congress organizer must demonstrate that registration for the conference will be economic for participants.
- c. Different economic grades of accommodation must be offered to participants, ranging from student accommodation, and 1\* - 5\* hotel facilities.
- d. A clear timescale for preparation and for the activities of the congress should be provided.
- e. All publicity and information regarding the congress should be written in English and the language of the host country as a basic minimum.

##### 8.5.2. Guidelines:

- a. A balance of paper presentations, seminars, panels, round tables, workshops, and poster sessions should be included in the scientific program.
- b. Space and time must be allowed at the conference center for Council meetings and a General Business Meeting of the World Federation of Music Therapy.
- c. Plenary sessions should be in English and the language of the host country. Every effort should be made to provide simultaneous or consecutive translation at all other sessions.
- d. The congress organizer must appoint an international scientific committee that is representative both geographically and in terms of music therapy expertise and approach. No more than 30% of the international scientific committee must come from the host country.
- e. The congress organizer will provide registration and accommodation for WFMT Council.
- f. The congress organizer will provide 10 professional scholarships.
- g. The timescale for the call for papers, scientific review, and notification of acceptance should be clearly defined two years before the congress, and all authors of accepted proposals notified no later than six months before the congress.
- h. The conference organizers must set up or utilize an existing website to provide information about the congress, including online proposals submissions and congress registration.
- i. The WFMT Council will select spotlight speakers and pre-congress seminars in collaboration with the congress organizer. Invited speakers will be music therapy experts representing each region and generation.
- j. Congress proceedings will be published in WFMT's online journal Music Therapy Today.



**Section 8.6. Revenue.** The Congress Organizer is responsible for the finances of the World Congress and takes full responsibility. Financial statements should be made available to the Council. At least 20% of the profit of the World Congress must be returned to the World Federation of Music Therapy no later than six months following the World Congress.

#### **Specific Tasks of the World Congress Organizer**

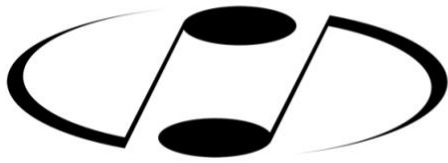
- Coordinate the World Congress as scheduled and planned
- Form and lead a team of dynamic and enthusiastic volunteers, ideally with specific skills in content, event organisation and constructive collaboration;
- Organize and chair regular meetings of the commission. Brief the team on priorities, timeline and resources available;
- Assign specific tasks to the organizing committee members and oversee the progress
- Collaborate with the WFMT Council, the Chair and co-Chair of the Scientific Committee, leading specific meetings;
- Prepare and define a precise schedule of deadlines for publishing information relating to the various stages of progress in the organisation of the conference.
- Collaborate with the President, the Past-President and Public Relations Chair on promoting the World Congress (i.e., monthly E-newsletters, videos, mailing, and web announcements)
- Build and maintain an official website for the World Congress
- Identify local sponsor, artists, and other stakeholders and establish contact
- Design World Congress program schedule in advance and actively pursue it
- Collaborate with the Council on inviting spotlight speakers and pre-congress seminars
- Respond to requests for information from the public and the media in collaboration with the Council;
- Respond to emails regarding the world congress in timely fashion
- Collaborate with the Publications Chair and Commission to produce the conference proceedings.

#### **Time Commitment**

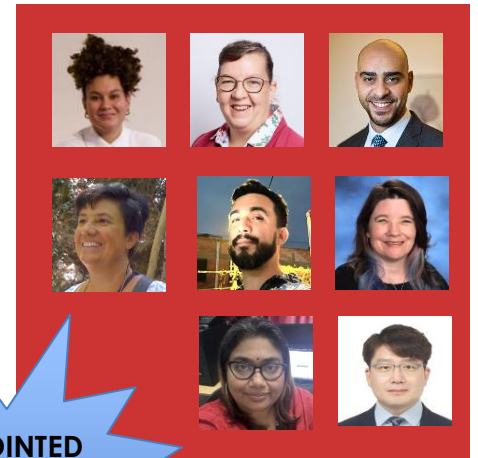
10 hours/week on average. This varies depending on the tasks at hand.

#### **Core Strengths**

- Leadership and project coordination
- Advising and mentoring skills
- Organizational skills
- Planning and Evaluation skills
- Global networking and collaboration skills across a range of communication channels
- Cross-cultural collaboration and sensitivity
- Commitment to the WFMT and diplomacy



World Federation of Music Therapy  
Federación Mundial de Musicoterapia



## WFMT Regional Liaisons

### WFMT Council Members currently serving:

Ms. Danielle McKinnon, Dr. Alison Short, Mr. Hisham Alhadrab,  
Dr. Mitsi Akoyunoglou, Mr. Nicolás Espinoza, Dr. Andrea McGraw Hunt,  
Ms. Bhuvaneshwari Ramesh, Dr. Jin Hyung Lee

**APPOINTED  
BY  
PRESIDENT**

## Job Description

### Job description as stated in the WFMT Bylaws revised 2023:

#### ARTICLE V. REGIONAL LIAISONS

**Section 5.1.** Each Regional Liaison shall represent one of the following eight regions of the world: Africa, Australia/New Zealand, Latin America and the Caribbean, Canada & the USA, Europe, Eastern Mediterranean, Southeast Asia, and Western Pacific (see Bylaws appendix).

**Section 5.2.** The All WFMT members are invited to nominate a Regional Liaison candidate for their regions no later than three months prior to the start of each three-year Council term. A call for Regional Liaison nominations will be posted at the same time as the call for nominations for elected Council positions prior to the start of each new term. It is recommended that individual WFMT members submit the nomination to their respective organizations, if applicable, in place of direct submission to the WFMT in order for there to be a consensus on a representative from the organization's leadership. The Regional Liaisons are appointed by the President, with support of the Officers of the Council and Chairpersons of the Commissions at the Federation's Council meeting immediately following the World Congress. The appointed Regional Liaisons must reside in the regions they represent. The Regional Liaison will serve a three-year term and may be re-appointed for one further term of three years.

**Section 5.3.** Each Regional Liaison shall

- Collect and provide information about the region in accordance with the job description;
- Review documents and respond to calls for action by a specific deadline;
- Attend and participate in Council meetings (online and onsite) or send a brief report in the event of absence;
- Submit an annual written report to the Federation;
- Comply with the Code of Ethics; and
- Abide by the Responsible Conduct Guidelines.

#### Additional Tasks of the WFMT Regional Liaisons

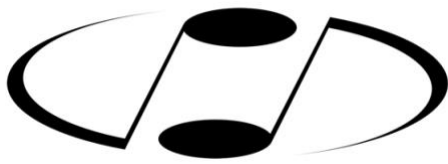
- Regularly communicate with WFMT member associations from the region for their involvement
- Promote WFMT in each region and recruit members
- Identify potential collaborators in each country within the region for information collection and dissemination
- Contribute relevant regional information and perspectives to WFMT presentations and publications
- Contribute to discussions and vote on issues of importance for the WFMT
- Create and maintain Fact Pages for each country in the region as well as an overview video
- Participate in and lead WFMT work groups
- Provide blog entries at least every 3-4 months, or as indicated by the President
- Support projects of Commissioners and complete other tasks as requested by the President
- Contribute to social media

#### Time Commitment

Fluctuations vary between 2-5 hours/week. Daily logging in to email. Tasks are often completed within large blocks of time.

#### Core Strengths

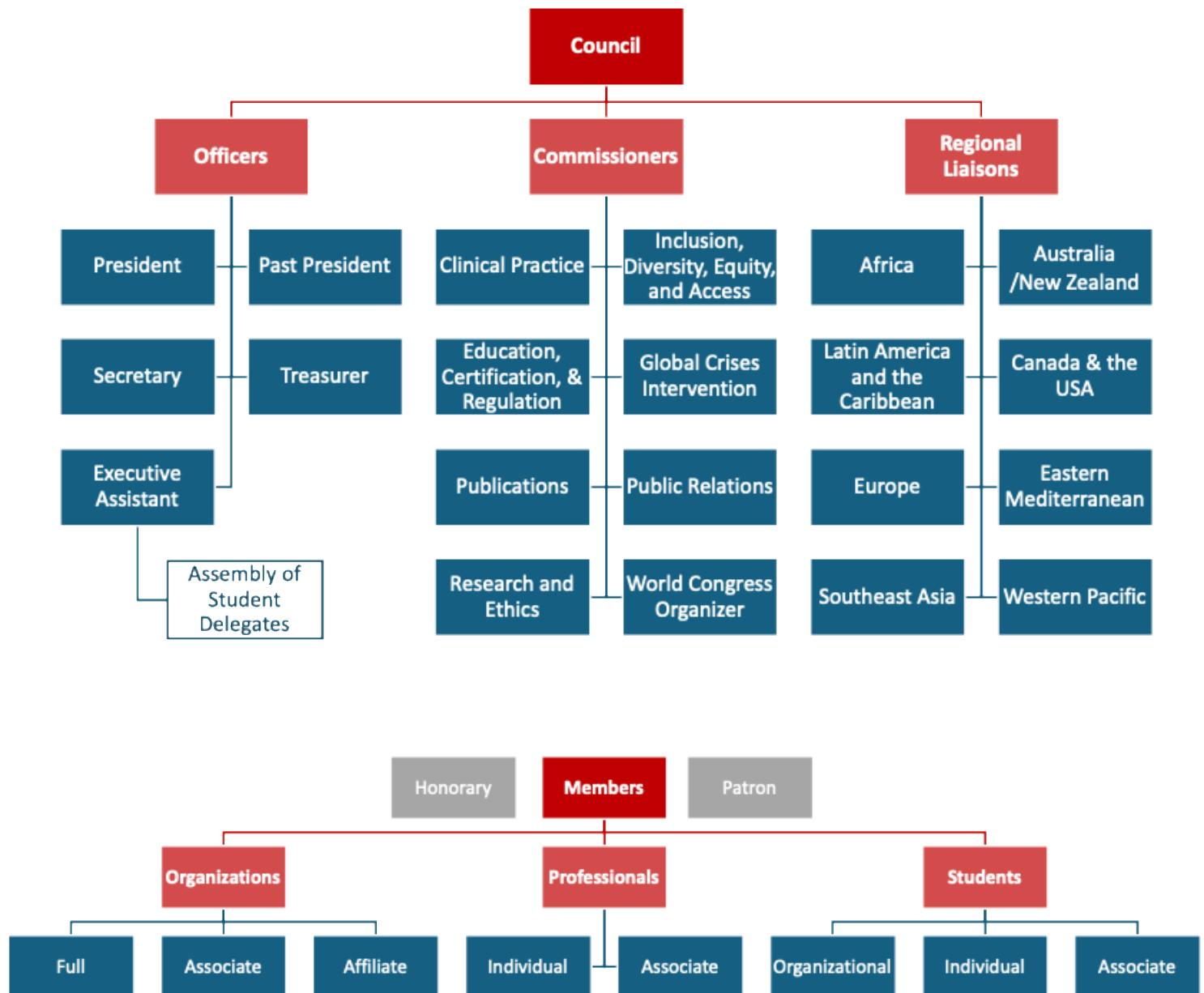
Knowledge of trends and challenges in music therapy in the region; social networking skills; reliable and fast responder

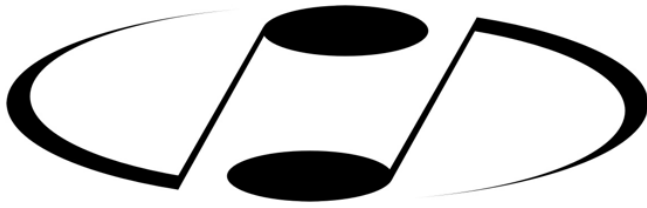


World Federation of Music Therapy  
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## WFMT Organizational Chart

## WFMT Organizational Chart





World Federation of Music Therapy  
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## Expectations for WFMT Council Members

Approved by WFMT Council: October 24, 2023

**The following responsibilities are expected of those accepting a role on the WFMT Council:**

**1. Council members will respond to emails within 3 working days (72 hours).**

If unable to contribute meaningfully within this time frame, the email response may be a rationale communicating a timeline for follow-up. A leave of absence may be requested for personal circumstances and health reasons.

**2. Attendance is required at all Council meetings.**

Council members may send an apology email due to other commitments, time zone issues, or health reasons. If a meeting apology is planned and sent in advance of a meeting, the Council member is also expected to email his/her contributions to discussions in advance, based on the meeting agenda.

**3. Council members must be actively involved in WFMT Council work and must address tasks relevant to their specific roles on the Council.**

Ongoing evidence of active engagement should be readily available and a summary of work regularly provided to the President, Past President, and Secretary.

**4. Council members are expected to maintain professional ethical standards in execution of volunteer duties.**

Council members should not personally undermine a professional colleague by speaking negatively about that person or running over other council members' role.

**IMPORTANT NOTE:**

- If any of the above expectations are not met on at least 3 occasions over a time span of 30 days, an email will be sent by the President checking on the welfare of the Council member. • If there is no response, the President will call the Council member (utilizing the number provided by the Council member). The Council member will be reminded of council expectations, and a reply will be requested.
- If no response is received within 10 business days, the President will e-mail the Council member thanking him/her for past service and notifying the Council member that due to lack of contact and engagement, the Council position will be reappointed.
- When the President is not responding or demonstrating active engagement as described above, the Secretary/Treasurer and Past President will serve as the administrators of this process.

By signing this document, I confirm that I have read and understand the guidelines outlined above. I attest I have read the WFMT Code of Ethics and agree to abide by it.

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*Council Member Signature and Date*