

Local Association Mission Statement *from the MTNTA website*

To encourage affiliation of music teacher organizations; to foster a strong relationship between the local association and the state and national organizations; to provide opportunities for communication and collaboration on local association organizational issues; and to recommend major program initiatives, projects and services to the MTNA Board of Directors.

Suggested Responsibilities of Local Association Presidents

- Plans and presides at all local association business meetings
- Supervises all program planning and projects of the local association
- Appoints appropriate committees and chairs to accomplish the work and activities of the local association
- Oversees financial integrity of the local association, including the filing of required IRS forms each year
- Submits regular reports of all activities, list of officers and any other requested information to the state local associations chair
- Sends copies of newsletters and other mailings to the state local associations chair and the national local associations chair
- Attends required state association meetings, the state convention and the national conference
- Invites the state local associations chair and the state president to visit a local association meeting or a special event each year
- Is thoroughly acquainted with the goals of the local association, state organization and MTNA
- Studies the *Constitution* and *Bylaws* to ascertain that the local association is operating within the requirements of the state and national associations
- Responds promptly to all inquiries from local association members, and the state and national local associations chairs
- Informs local association members of all state and national communications
- Carries out all responsibilities of the particular local association president's job description, as well as those designated by the state constitution, bylaws and standing rules