



*PMTA is an affiliate of Music Teachers National Association.
PMTA is a 501c3 non-profit educational corporation.*

PMTA
JOB DESCRIPTION HANDBOOK
REVISED 11/5/2011

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PRESIDENT JOB DESCRIPTION

Elected Officer Duties: The Executive Committee, within the limits of the Bylaws, shall determine policies of the Association with recommendations from the Board of Directors, Standing and ad hoc Committee Chairs, and individual members. It shall actively pursue the purposes of the Association and shall have discretion in the disbursement of all funds of the Association. It may adopt such rules and regulations for the conduct of Association business as shall be deemed advisable, and may, in the execution of powers granted, appoint such agents as it may consider necessary.

The **President** shall be the principal elected officer of the Association and shall preside at all meetings of the Association, the Executive Committee, and the Board of Directors. He or she shall recommend for appointment by the Board of Directors all standing and ad hoc committees as required by the Bylaws or as he or she may deem beneficial to the Association. The President shall serve as a member *ex officio* of all committees except the Nominating Committee. He or she shall perform such other duties applicable to the office and as prescribed by the parliamentary authority adopted by the Association.

Responsibilities include but are not limited to:

MEETINGS:

- Schedule and preside over two state Board meetings and one General Membership Meeting per year. Solicit agenda items and prepare agenda for said meeting.
- When feasible, with assistance from the Board, schedule and plan a Leadership Summit.
- When possible, attend Eastern Division Conference and National Conference, preparing any reports as requested.

NEWSLETTER:

- Write a column for each message for "From the President's Desk"
- Solicit articles from Chairs or other sources.
- Proofread articles for the Administrative Assistant.
- Include information from Eastern Division and National Competitions, or any other items of interest/concern.

ANNUAL CONFERENCE:

- Assist Conference Committee as needed in planning aspects of the annual event.

COMMUNICATIONS:

- Inform MTNA of leadership changes via their website.
- Stay in touch with Local Association Presidents

FINANCIAL:

- Work with Treasurer in establishing a working budget.

CHAIR/BOARD APPOINTMENTS:

- Make any necessary chair or committee appointments.

ETHICS COMMITTEE

- Appoint and oversee committee to handle ethical grievances that may be filed.

GENERAL

- Assist all officers/chairs as needed
- Be aware of any new initiatives, grant programs, scholarship programs and publicize to appropriate parties.
- Assist Nomination Committee in creating list of potential leaders.
- Stay in touch with Administrative Assistant to be sure she understands her job.

VICE-PRESIDENT

Elected Officer Duties: The Executive Committee, within the limits of the Bylaws, shall determine policies of the Association with recommendations from the Board of Directors, Standing and ad hoc Committee Chairs, and individual members. It shall actively pursue the purposes of the Association and shall have discretion in the disbursement of all funds of the Association. It may adopt such rules and regulations for the conduct of Association business as shall be deemed advisable, and may, in the execution of powers granted, appoint such agents as it may consider necessary.

The Vice-President shall assume all duties of the President in the absence of that officer, shall handle Membership and Mentoring, serve on the Nominating Committee and assist the President as needed. He or she may perform such other duties as applicable to the office as requested by the President and Board of Directors to the office as prescribed by the parliamentary authority adopted by the Association.

SECRETARY/HISTORIAN

Elected Officer Duties: The Executive Committee, within the limits of the Bylaws, shall determine policies of the Association with recommendations from the Board of Directors, Standing and ad hoc Committee Chairs, and individual members. It shall actively pursue the purposes of the Association and shall have discretion in the disbursement of all funds of the Association. It may adopt such rules and regulations for the conduct of Association business as shall be deemed advisable, and may, in the execution of powers granted, appoint such agents as it may consider necessary.

The secretary shall record minutes of the Executive Committee, Board and Association meetings, maintain files of reports from various offices, distribute copies of minutes in legal form to all members of the Executive Committee and Board of Directors, and perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.

Responsibilities include but are not limited to:

- Attend all meetings and take minutes; prepare minutes from previous meeting for review.
- Pass around an attendance sheet for all present to sign. These names are recorded in the minutes.
- Attend business meeting at the conference and take minutes;
- Prepare minutes after both meetings. Mail/email previous meeting minutes to board members;
- Keep a set of reports from both Board meetings submitted by each committee chairperson.
- Keep in contact with the president as the need arises.
- Minutes include all motions made and their votes to either pass or fail

TREASURER

Elected Officer Duties: The Executive Committee, within the limits of the Bylaws, shall determine policies of the Association with recommendations from the Board of Directors, Standing and ad hoc Committee Chairs, and individual members. It shall actively pursue the purposes of the Association and shall have discretion in the disbursement of all funds of the Association. It may adopt such rules and regulations for the conduct of Association business as shall be deemed advisable, and may, in the execution of powers granted, appoint such agents as it may consider necessary.

The Treasurer shall be responsible for overseeing in cooperation with the President, all financial affairs of the Association; shall chair the Finance Committee; shall be responsible for the preparation of periodic reports to the Executive Committee, shall prepare a written annual report to the entire membership; and shall perform such other duties applicable to the office prescribed by the parliamentary authority adopted by the Association.

Responsibilities include but are not limited to:

- Work with President in establishing an annual budget.
- Make sure all requests for reimbursement are authorized by the president.
- Write checks for reimbursement.
- Deposit all checks into bank account.
- Update electronic files.
- Balance checkbook monthly according to bank statements.
- Prepare financial reports for all general board meetings.
- Prepare documents in a timely manner in order for accountant to file taxes by deadline
- Review investment accounts twice yearly.
- Conduct an annual internal audit with two other members appointed by the President.

IMMEDIATE PAST-PRESIDENT

Elected Officer Duties: The Executive Committee, within the limits of the Bylaws, shall determine policies of the Association with recommendations from the Board of Directors, Standing and ad hoc Committee Chairs, and individual members. It shall actively pursue the purposes of the Association and shall have discretion in the disbursement of all funds of the Association. It may adopt such rules and regulations for the conduct of Association business as shall be deemed advisable, and may, in the execution of powers granted, appoint such agents as it may consider necessary.

The Immediate Past President shall serve as an adviser to the President, chair the Nominating Committee and shall perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.

Responsibilities include but are not limited to:

- Solicit nominations for Teacher of the Year Award and Distinguished Service Award. If more than one nomination, appoint a committee to make the decision. Elicit more information about the candidates if necessary.
- Order award plaques and coordinate presentation at annual conference.

ARTS AWARENESS AND ADVOCACY

The Arts Awareness and Advocacy Chair's role is to help promote awareness of the importance of music and the arts for everyone. Responsibilities include but are not limited to:

- Help to implement projects and campaigns and disseminate information.
- Contribute or solicit articles about music advocacy efforts to the state newsletter.
- Help build an online advocacy resource center.
- Encourage local associations to elect AAA chairs.
- Ask to speak or arrange speakers at the annual State Conference about music advocacy
- Be willing to speak to interest groups about the mission of the AAA committee and to encourage advocacy in the communities of the state.
- Encourage networking by maintaining communication with other advocacy groups in the state.

**CERTIFICATION
(FROM THE MTNA WEBSITE)**

Position Description

1. Be Knowledgeable
 - Be aware of procedures for procuring an application packet and making an application for MTNA Certification
 - Be able to explain application brochure and procedure
 - Review the renewal points folder and know of activities that will count for certification renewal points
 - Answer any questions regarding the MTNA Professional Certification Program or know where to refer them for an answer
2. Be a Communicator
 - Serve as liaison to local certification chairman--Provide them with ideas for promoting certification
 - Recruit candidates for MTNA Professional Certification
 - Write a regular article for your state's newsletter/magazine
 - Answer all inquiries about certification promptly and pleasantly
 - Encourage retention of NCTM through the MTNA Professional Certification

Renewal program

1. Be Available
 - Recruit candidates for MTNA Professional Certification
 - Offer to provide a certification program for local associations
2. Be Visible
 - Provide a certification display for your state convention
 - Organize a question/answer or other certification information session at a state workshop or as part of the state convention
 - Secure mentors, when requested, for candidates applying for MTNA certification
 - Acknowledge the names of those newly certified in the state at state convention
3. Be an Organizer
 - Arrange for time and place at state convention to proctor examinations
 - Administer Proficiency and Certification Examinations at State Conventions
 - If unable to be present during MTNA proficiency and certification examinations, provide information packet to the Examiner administering certification examinations

COLLEGE FACULTY FORUM

The job of the College/University Faculty Forum Chair is:

- § To invite all university faculties within the state in both public and private colleges and universities to become members of PMTA.
- § Coordinate with the Membership Chair, checking on new members from the faculty lists, sending invitations through email, hard copy and making phone calls to prospective members.
- § Educate prospective members about the benefits of PMTA and MTNA for themselves and their students. Faculty members are often unaware of the requirements for competitions and should have access to past programs for examples in their respective areas.
- § Encourage new faculty members to take an active role in PMTA. One way would be to invite new faculty to present workshops at conferences.
- § Link new faculty members with a mentor who is active in PMTA to assist them as they learn about our organization and to encourage their participation at the local level as well.
- § Present a summary report of activity to the Board at its' bi-annual meetings.

COLLEGIATE STUDENT CHAPTERS

"The PMTA College Student Chapter Chairperson shall act as an advisor to assist in the organization of any college student chapter in the state. The Chair will help foster increased awareness of and interest in creating/building student chapters in Pennsylvania. The Chairperson will also work closely with the National Office to expedite the process of beginning new student chapters."

Responsibilities include but are not limited to:

- Encourage colleges and universities to develop student chapters.
- Encourage existing student chapters to pursue new projects.
- Encourage communication between chapters and students statewide.
- Administer the Dorothy Hubley Scholarship for student chapters to attend the state conference.
- Organize students to provide conference support. Discuss with the conference chair the role the student chapter receiving the scholarship will play in the conference.
- Select potential candidates for the MTNA Collegiate Chapter of the Year Award (see info on MTNA website)
- Develop other projects and initiatives as appropriate.

COMPETITIONS – PERFORMANCE

CHAIR AND COORDINATORS DIVISION OF DUTIES

This outline of the division of duties for the State Competition Chair and Competition Coordinators was designed with a three-fold purpose: 1. that the state competition chair has a clear understanding of running the competitions before taking over the presidency; 2. efficiency of the workload; 3. clear assignment of duties so that the 4-man "competition team" works and communicates effectively. To that end, here is a suggested operational manual. State Competition Chair keeps (and passes on to next chair) the Competition Supply Box to include:

- Clipboards
- Notebook with dividers for registration
- 5 working stopwatches (more??)
- Mechanical pencils
- Tape - scotch and masking
- Pens/markers
- Music Release forms

YEAR 1 Chair Duties

- Set audition/rehearsal schedule in rooms suggested by site coordinator - send draft to coordinators for approval and send final. Remember to update coordinators if there are changes
- Email student audition/rehearsal times and location
- Send follow-up USPS letter including times of rehearsal/audition, place and time for registration, directions to and map of site, hotel information, winner's recital information

YEAR 2 Chair Duties

- Set audition/rehearsal schedule in rooms suggested by site coordinator - send draft to coordinators for approval and send final. Remember to update coordinators if there are changes
- Hire judges - 9 piano judges almost always needed; string, ww, ch. music as needed
- Send final roster to coordinators
- Send judges confirmation packet including a letter, guidelines for performance judges, repertoire requirements for specific level, category and instrument, schedule with time of orientation, adjudication, balloting and approximate time for announcing results, copy of performance comment sheet, list of repertoire, map and directions

OTHER CHAIR DUTIES

- Organize monitor schedule with assistance from the Local Association President(s)
- Request checks for judges honorarium and winners in advance from treasurer - distribute to coordinators on or before competition day. **see fee schedule in addendum
- Man the registration table - open 1 hour prior to 1st scheduled rehearsal time. Arrange for replacements as needed (board meeting, assisting coordinators in opening/closing a competition, etc.)
- Oversee competition winners recital

The 3 coordinators will choose one of the following categories: Judge/Student Coordinator, Program Coordinator or Competition Site Coordinator. Duties may be divided between coordinators as long as duties are CLEARLY communicated.

Judge/Student coordinator

Depending on the year, do EITHER judges or students as outlined in chair duties above. Chair ALWAYS sets complete audition schedule - coordinator takes over from there and does all competitors in all levels/categories

Program Coordinator

- Utilize program info from website to generate:
 1. program for program book - forward to Admin. Ass't
 2. master program without timings divided by category/level for competition doors - forward to appropriate coordinator to hang at competition
 3. master program with timings by category/level for judges info packet - forward to appropriate coordinator and chair
 4. registration notebook divided by category - forward to chair
 5. judges comment sheets by category/level - print and bring to competition to distribute to appropriate coordinator Competition Site Coordinator
- Prepare winner/alternate packets including letter(from handbook) with appropriate division chair and coordinator info filled in, division competition hotel information and directions to division competition site, accompanist fee form - distribute to appropriate coordinator
- Prepare JR/SR/YA coordinator packets including multiple copies of guidelines for judges, ballots, judges decision sheets, monitor duty sheets, guidelines for opening/closing a competition, LOTS of competition door signs (consider bright colored paper), extra paper
- Arrive at competition site the day before and hang rehearsal schedule signs on appropriate doors 1 hour before 1st scheduled rehearsal

All coordinators must agree on a time to meet the day/night before competitions to exchange and assemble materials for the following day.

All coordinators update their category on the web for winners/alternates, etc. immediately following competitions

ADDENDUM

Judges fee schedule: Performance judges are paid \$75 for the first hour, and \$25 for each additional hour payable in half hour increments, rounded up. Lunch or other breaks not included in compensation. Parking fees and lunch, if any, are covered by PMTA. Overnight hotel stays are not covered unless the competition must run for two days. Extra money for travel/mileage is possible - discuss with chair/coordinators/president before offering.

Winners honorarium:

Young Artist \$125

Senior \$100

Junior \$75

COMPETITIONS - MTNA COMPOSITION COMPETITION

Coordinator Job Description

Refer to Policies and Procedures for additional instructions

Updated 2005

Complete instructions, timetables, guidelines, rules, regulations, forms, letters and deadlines are found in the MTNA Handbook mailed in August; in the April/May AMT; and online at MTNA.org. Decide with your chair and coordinators how you are going to delegate responsibilities. (i.e. Chair: scheduling, student communication. Coordinators: securing judges, judge communications) Establish timetable that will work with all performance coordinators. Review composition coordinator's job and deadlines as well.

November

- Observe the aspects of the competition as closely as you can with your predecessor. Begin to think about the areas you will need to cover and things to be done to improve the procedure for next year.
- The current coordinator should send in the reports to National before you officially take office. A report should be sent to Competition Chair as well.
- Make sure the Competition Chair has your correct contact information including email. National has asked that all coordinators have access to email and the Internet.

FOLLOW THE TIMETABLE ESTABLISHED IN THE MTNA HANDBOOK. MAKE NOTE OF ALL DEADLINES.

Some details to remember...

JUDGES

- The current allowable honorarium is \$200 per judge.
- The competition coordinator may not serve as an adjudicator.
- They need not be from Pennsylvania. They should be composers with teaching experience, preferably on the collegiate level.
- Confirm in writing with a letter of thanks. Include information concerning the approximate arrival date of the scores to be evaluated; length of time expected to complete the adjudication, or approximate number of scores expected; the postmark date set to return the scores (October 15 is suggested; National sets a November date, but because our winners are invited to play at our state conference in November, we need to notify them as soon as possible). See samples.
- Request bio information for conference program;
- Any other pertinent information

MTNA WEBSITE ACCESS

- MTNA will provide you with website access information late summer.

STATE CONFERENCE WINNER'S RECITAL

- Winners (only) are invited to perform at the state conference competition winner's recital.
- Be present to announce all winners and introduce those who are there to perform. Present them with certificates and checks.

AWARD CHECKS

- Checks for the winners will be available at the conference via State Treasurer. However, to expedite things, email her with the winner's names, levels, teachers names ahead of time.
- Award amounts are determined annually based upon what's available in the treasury and if we managed to obtain some outside funding.

CERTIFICATES

- MTNA provides you with blank certificates for all students, which you will complete. For ease, consider making up name clear labels ahead of time.

DSPF

- All composition winners and Honorable Mentions are invited to perform at DSPF Showcase Recitals. It is the teacher's responsibility to confer with his/her student and then contact the DSPF Chair of the student's intentions.

MEETINGS

- You are not required to attend the PMTA Board meeting or Leadership Summit; but are welcome.

NEWSLETTER

- Make note of deadlines so you can have a brief article in each promoting the composition event.

EXPENSES

- Begin a file for all receipts for costs incurred. At end of event, send all receipts along with PMTA Funding Request Form (download from website) to the State Treasurer. 12PROCESSING ENTRANTS
- Follow the MTNA Handbook Guidelines explicitly.
- If recordings are received, verify that the accompanying score is for electronic composition according to the definition set by National. If not, retain the recordings; do not forward them to the judges, but simply keep them and return to teachers with manuscripts after adjudication is completed.
- Check the website to verify that each entrant has paid and their application approved by National.
- Keep containers that the scores arrived in to use in the return mailing. Mark each with the entrant's code in pencil.
- It may be helpful to have a set of manila envelopes for each judge, one for each level, and organize the scores by level and code number.
- Names and identifying marks will no longer need to be covered on any music. We trust that the judges are ethical and professional.
- Keep a list for yourself, which includes entrants' names and teachers' names.
- Make a separate list for the judges that do not include entrant and teachers' names.
- Judges DO NOT receive copies of the applications or students'/teachers' names.
- Prepare Judges packets. Each packet should include:
 - Personal letter
 - List of composition titles and their corresponding codes.
 - A copy of Guidelines for Composition Judges.
 - One complete set of scores with one Composition Competitions Comment Sheet attached
 - One Composition Reporting Form.
 - Return label
 - Return postage for U.S. Priority Mail only.
- Return delivery confirmation form (inform judges that they must have this scanned at the post office before shipping).
- Send packets to Judges through U.S. Priority Mail with Delivery Confirmation Receipt ONLY or hand deliver. (U.S. Priority mailing boxes are available free at the post office.)
- Confirm receipt of packages through USPS website or by contacting judges.
- Prepare a list of all entrants' names, and category to send to teachers (postal or e-mail) to confirm to them that all entries have been received and placed in proper category. Include information about expected date for announcing winners and date of winners' recitals.

POST-PROCESSING

- Send to each 1st place winner a personal letter congratulating him or her and requesting his or her performance at the State Conference. Winners will receive Judges Comment sheets from their teacher.
- Send copies of both these letters to each winner's teacher along with the Judges' Comment Sheets. Include a list of the Winners, title of winning compositions and corresponding teachers' names. DO NOT include checks or winners' certificates; they should be presented at the Conference.
- Be sure to get a personal response from each winner's teacher as to whether or not the student will be playing at the Winners' Recital. *A performance of the winning compositions is requested but not required at the State level.* (First place winners may opt to play at the Dorothy Sutton Regional Finals if travel the state conference is prohibitive.)
- Return all materials to teachers of entrants not declared a 1st place winner. Include cover letter, Judges' Comment Sheets and certificates.
- The MTNA Director of Competitions provides certificates that should be handed out.
- Complete info requested on the MTNA competitions management website.
- Send winner information to President-Elect/Student Competition Chair to be used in the recital program.
- Include the student names, teachers' names, and titles of compositions.
- Send funding request to state president with receipts for all incurred expenses.
- Send announcement to PMTA newsletter with names of all winners, teachers of winners, all participants and all teachers of participants

COMPETITIONS - PMTA (KEYSTONE) COMPOSITION COMPETITION
Coordinator Job Description

Refer to Policies and Procedures for additional instructions

The purpose of the PMTA composition competition is to encourage creativity and self-expression in students through the art of composing and to recognize their achievements, as well as the significant work of their teachers. The overall experience should be a positive one for students and teachers.

Responsibilities include but are not limited to:

- § Updating forms for distribution
- § Updating information on the website
- § Processing entries
- § Procuring judges
- § Preparing judges packets
- § Preparing certificates with assistance from PMTA Administrative Assistant
- § Securing checks for judges and winners from PMTA Treasurer
- § Announcing winners in newsletter and/or website
- § Coordinating winner's recital with DSPF Chair
- § Submit expense reimbursement request to Treasurer

COMPETITIONS - PMTA CONCERTO

PMTA State Concerto Competition runs the same time as the DSPF. Responsibilities include but are not limited to:

- § Maintain guidelines for the Concerto Festival as a discrete event within the Dorothy Sutton Festival, using the same date and the same facility, and coordinating with the Chair of the Dorothy Sutton Festival and the Site Coordinator.
- § Hire one or more judges for the Festival, depending upon the number of entrants and the availability of one or more qualified judges. Only one judge need be employed at any one time; the need for multiple judges would arise only if a large number of applicants make scheduling a single judge for consecutive, lengthy hours difficult.
- § Work with the Sutton Chair in determining payment for the judge(s); income from Concerto Festival enrollment fees will be part of the Sutton budget and may be used to pay the judge(s).
- § Oversight of the Concerto Festival on the day of the event.

COMPOSER COMMISSION

Mission Statement – from the MTNA website

MTNA is dedicated to encouraging the creation of new works by American composers and annually assists its affiliated state associations in the generation and performance of new music through the national composers commissioning program. A newly commissioned work receives its premiere performance at the conference of the State MTA.

Statement of Philosophy

To further promote and recognize outstanding contributions to American music, MTNA annually has its state affiliates submit their commissioned works to a panel of recognized composers for selection of the MTNA-Shepherd Distinguished Composer of the Year. The new work of the selected composer is presented in a performance during a general session at the next MTNA national conference, and the composer is proclaimed the MTNA-Shepherd Distinguished Composer of the Year. The selected composer also receives a check at that time for \$3,000, funded by Sylvia Shepherd, MTNA member from California.

REFER TO MTNA WEBSITE FOR LATEST GUIDELINES

CONFERENCE CHAIR

Responsibilities include but are not limited to:

ARTIST(S):

- Should be contracted one to two years ahead of conference date. Discuss venues outside the concert -- sessions, workshops, master classes, etc. Review contract and expenses with regard to hotel, travel, meals, etc.
- Decide on other guest clinicians in cooperation with local music stores or guest speakers. Review contract and expenses with regard to hotel, travel, meals, etc.
- Contract with local hotel(s) regarding block of rooms for special rate.
- Discuss with Site Coordinator room availability, instruments, meal/catering service, shuttle-service, participation of college faculty for recitals or workshops.
- Send Contract Letters to all participating artists, guest speakers and clinicians.

SITE CONSIDERATIONS:

- Meals: On or off site, receptions, light refreshments during the day, Any special meals such as IMT Luncheon or an evening banquet.
- At least one organized group meal should take place to include a time for the General Membership Meeting and Awards. Also a good time for a keynote speaker.
- Instrument availability and workshop space. Do you need to rent instruments.
- Microphone availability; recording workshops; tech person on site?
- Be aware of other events scheduled on site to make sure they don't interfere with our events with regard to floor space, sound bleeding, etc.
- Central registration site.
- Vendor space - kept as centrally located as possible.

WORKSHOP CONSIDERATIONS:

- Designate one person to collect Call for Clinicians. Designate the committee to make final decision as to participation. Be sure to include hosting college faculty presentations.
- Poster sessions for collegiate students.
- Designate Presiders for all events. Include Dean of Music School when appropriate.

COMMUNICATION CONSIDERATIONS:

Administrative Assistant will need:

- Workshop title, description, clinician bio, room assignments
- Artist, speaker bios, programs, room assignments
- Meal info
- Fees to be charged (which should be reviewed by the Board)
- Hosting University info
- Hotel info, travel directions to hotel and university, website links
- Conference Registration form
- Special letters from President, from MTNA, local college Pres
- List of special acknowledgments

VENDORS/ADVERTISERS

- Best done with one person overseeing communications before hand and on-site.

ONE/TWO YEARS AHEAD:

- Book artists and special clinicians
- Book Conference site and hotel accommodations

SIX MONTHS AHEAD:

- Registration Forms and Conference info on website.
- Advertiser/vendor info mailed
- Reconfirm artist/speaker details

TWO WEEKS AHEAD

- Headcount for meals due
- Tickets created for concerts
- Special programs
- Review site needs
- Create signage

CONFERENCE SITE COORDINATOR
(Not a Board position, but serves on Conference Committee)

Responsibilities include but are not limited to:

ARTIST/CLINICIAN CONSIDERATIONS:

- Determine if music department can assist with any funding
- Determine if faculty is interested in presenting a one hour recital
- Solicit faculty clinicians
- Assist with participants for master classes

SITE CONSIDERATIONS:

- Workshop rooms, equipment, powerpoint capability, instruments/pianos
- Large space for movement workshops, recitals
- Exhibit and Registration space
- Determine parking needs, permit information, handicap access
- List of restaurants
- Instrument tuning for weekend and for artist concert
- Custodial presence

MEAL CONSIDERATIONS:

- Reserve dining space; obtain menus; coordinate with any conference or catering representatives on campus

CONFERENCE WEEKEND:

- Signs on campus
- Registration table personnel
- Student helpers and monitors
- Procure school or music department representative (usually department chair) for welcome on Saturday
- Bulletin boards for posting messages, changes in programs, and competition winners
- Phone access
- Secretarial help or office help during the days of conference
- Photocopying availability

DOROTHY SUTTON PERFORMANCE FESTIVAL

The DSPF Chair manages the local and state festivals as follows:

- § Determine location and date of State Festival and registration deadline.
- § Provide and update all forms and tests distributed to the Local Associations.
- § With your site coordinator, determine space availability including registration area, recital rooms and instruments.
- § Manage the funds to run the State Festival.
- § Keep the PMTA members informed about the DSPF through the PMTA Newsletters and website.
- § Schedule student and teacher work assignments.
- § Prepare mailings/emails to all teachers participating in the State Festival.
- § Receive Local Association Reports and verify eligibility of students applying for State; collect fees.
- § Purchase supplies, materials, certificates, and medals.
- § Supervise the printing and distribution of all certificates and medals.
- § Supervise printing and organization of programs in cooperation with PMTA Concerto Chair.
- § Send the LA reports to Administrative Assistant to assist with printing local certificates.
- § **Note:** Other miscellaneous responsibilities are listed in the DSPF Manual.

FOUNDATION

Each year the DSPF makes a donation of \$1 per registered student to the MTNA Foundation Dorothy Sutton Fund. These funds could be used to honor a PMTA member as a Foundation Fellow (minimum of \$1000 required). Prior to each DSPF, the Board of Directors (or appointed committee) should decide whom to honor with that particular year's donation.

INDEPENDENT MUSIC TEACHERS

The State IMT Chairperson serves as a resource of information for those teachers who maintain independent studios. Responsibilities include but are not limited to:

- Liaison between the state, division, and national IMT representatives. This person shall represent the state on the national level and attend meetings of IMTs that are held during the national conference;
- Be informed on issues related to zoning, licensing and taxes on services within our state;
- Be familiar with the content of various publications available from MTNA National Headquarters and have an awareness of how they relate to our state;
- Plan for a session relating to IMT topics of interest at the state conference;
- Contribute columns regularly for the state newsletter;
- Encourage the IMTs throughout the state to attend local workshops, state conferences and the national conference;
- Understand current requirements for National Certification and work with the State Certification chairperson to promote certification of the IMT;
- Maintain a file to be passed to the next State IMT chair.

LOCAL ASSOCIATIONS

The State Local Association Chairperson serves as a resource of information for Local Association leaders. Responsibilities include but are not limited to:

- Administering the PMTA Local Association Matching Grants Program
- Assist with the establishment of new local associations.
- Plan a session or workshop relating to LA issues for state conference
- Write or solicit articles for the state newsletter.
- Stay in touch with Local Association presidents.
- Disseminate information to local association presidents regarding founding/managing an education non-profit organization.

MEMBERSHIP/MENTORING

The Membership/Mentoring Chair shall serve as a liaison between the state and MTNA, and shall serve as a resource person providing information, upon request, to local chapter presidents concerning the expansion and strengthening of existing mentoring programs and the implementation of new mentoring programs.

Responsibilities include but are not limited to:

- Complete dues forms as requested by national office.
- Provide member information updates to Administrative Assistant and webmaster in a timely fashion.
- Submit or present membership report to the Board at it's semi-annual meetings.
- Write article for PMTA newsletter to introduce new members, listing their name, Local Association and contact info.
- Contact non-renewing members to determine status.
- Upon receipt of new member info from MTNA, send them welcome letter.

MTNA FOUNDATION

The PMTA Foundation Chair is the state liaison with the National Foundation who's main function is to encourage state support for MTNA Foundation. Responsibilities include but are not limited to:

- Quarterly state donor reports and updates on MTNA Foundation programs are received from the National Chair.
- Coordinate a fundraiser at the State Conference.
- Send a state donation to the National Conference's "State Pride Drawing". Specific directions are sent from the National Headquarters for this event.
- Promote the MTNA Foundation Programs including solicitation of candidates for Foundation Fellow.

ADMINISTRATIVE ASSISTANT

Major Responsibilities include but are not limited to:

Membership – Maintain current addresses, etc.

Theory Tests Dorothy Sutton Certificates

Conference – Booklet, registration, On-site support, Advertising

Miscellaneous – letters, handbook, leadership summit, etc.

MEMBERSHIP

Keep track of renewal memberships when received from Membership Chair and add new members to the database. The database is in Access format.

THEORY TESTS – DOROTHY SUTTON

Knowledge of music is necessary for this assignment. All work is done using Finale and Word. Instructions with changes will be given to you from Dorothy Sutton Chair. There are two sets: A and B used alternately.

You are also responsible for certificates. Again, information comes from the DSPF and you are responsible for printing and mailing the certificates.

CONFERENCE

The annual conference is held at various locations throughout the state the second weekend in June. Your attendance may or may not be required. You will be the “information” desk and help members with questions. You may also assist at the concert selling tickets.

Advertising

You are responsible for sending the advertising letters to previous advertisers as well as any new advertisers that may be in the area of the conference for that year. You are also responsible for sending invoices, booklets and thank you letters to advertisers after the conference.

Booklet

Detailed information will come from the conference chair person. Basically you are responsible for formatting the booklet and then having the copies made.

Registration

Members and non-members will register either by mailing registration form and check, or on-line and pay by credit card. Checks should be mailed to the treasurer; online payments will be handled by the treasurer. Give accurate registration information to the chair person so they know how many people will be attending for meals, etc.

Website

Maintain the website with updates and add new information as received from the president. You will also maintain the online teacher database and update annually as renewals come in.

MISCELLANEOUS

This can include mailing letters or the job description handbook (done every 2-3 years) or any other task that you are requested to do.