

## Chain of Communication for TMTA Board of Directors

*This information is sent to you to be helpful – these are not all rules, just suggestions for efficient communication.  
All TMTA Officers, Board and Coordinators are always available to you for any help you seek.  
When we follow an effective chain of communications,  
we are better able to work together in harmony to achieve our goals.*

### For Certification Director, TMTA Trustee Chairman, TMTEF Trustee Chairman the chain of communication is:

President to  
TMTA Officers to  
TMTA Board of Directors

### For IMTF Chair, Arts Awareness and Advocacy Chair, Foundation Chair, or Commissioned Composer Chair the chain of communication is:

MTNA/TMTA Activities Director to  
President to  
TMTA Officers to  
TMTA Board of Directors

### For Chairmen of MTNA/TMTA College Student Chapters and Membership, MTNA/TMTA College Faculty Forum, MTNA/TMTA Student Composition Competition and MTNA/TMTA Performance Competition the chain of communication is:

President, with cc to MTNA/TMTA Activities Director to  
TMTA Officers to  
TMTA Board of Directors

### For Chairmen of Chamber Music Clinic and June Leondar Contest, the chain of communication is:

President-elect, with cc to Convention Activities Director I and Vice President of Student Activities to:  
President  
TMTA Officers  
TMTA Board of Directors

### For All-Star Festival, Digital Keyboard and Convention Projects Chairmen the chain of communication is:

President-elect, with cc to Convention Activities Director II and Vice President of Student Activities to:  
President  
TMTA Officers  
TMTA Board of Directors

### For chairmen of published materials, the chain of communication is:

TMT and Prelude editors and webmaster to  
President Elect and President to  
TMTA Officers to  
TMTA Board of Directors

### For local association reports, questions or concerns the chain of communication is:

Local president to TMTA Immediate Past President **OR**  
Local SA Chairman to VPSA **OR**  
Local treasurer to VPBA to  
TMTA Officers to  
TMTA Board of Directors

### For teacher feedback or grievances the chain of communication is:

Teacher to  
Event or activity chairman to  
President with cc to Elected Director to  
TMTA Officers to  
TMTA Board of Directors

**For policy changes, information or feedback the chain of communication is:**

Teacher, director, officer, board member or coordinator to  
President or VPSA (student) or President Elect (publications and convention) to  
TMTA Officers to  
TMTA Board of Directors

**For new association or new member questions the chain of communication is:**

Potential new member or association to  
Immediate past president to  
TMTA Officers to  
TMTA Board of Directors

**For budget or financial questions or issues the chain of communication is:**

Teacher, director, officer, board member or coordinator to  
VPBA to  
TMTA Officers to  
TMTA Board of Directors

**For Office Staff requests or issues the chain of communication is:**

Teacher, director, officer, board member or coordinator to  
President to  
Office staff to  
TMTA Officers to  
TMTA Board of Directors

**For questions from non-member students, parents or teachers the chain of communication is:**

Students/parents and/or individual teachers and/or local leadership (chairmen, presidents) to  
State event coordinator **and** VPSA **and** TMTA President to  
TMTA Officers to  
TMTA Board of Directors

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- ✓ **Send all group e-mail communication using blind carbon copy (BCC) as protection against spam.**
  - ✓ **Who else should receive your e-mails/letters/calls?**  
It's good to stay in communication with all involved parties up and down a chain – this would generally include the applicable officer, and perhaps a local president or teacher involved. This should NOT include parents/students, except in the case of a non-member student/parent with no teacher or local association representative. Be cautious with “reply all” to assure that e-mails are sent to people you intend to read the message.
  - ✓ **What should I do with this paper?**  
Feel free to print it out for your use. Also feel free to share it with your local teachers and officers. Address any input on the chain to the President. This chain is not a matter of policy. It's a matter of facilitation intended to make our lives easier.
  - ✓ **A Note About Reports**  
Please stay in close touch with chairmen under your job umbrella. Timely, accurate and thorough reports allow us to make good decisions.