

Chain of Communication for TMTA Student Activities

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 able to work together to achieve our goals.

For SA Activities, the chain of communication is:

Student (or parent) to
Individual Teachers to
Local Event Chairmen and/or Local SA Chairman to
State Event Coordinator to
VPSA and TMTA President to
SA Coordinators to
TMTA Officers to
TMTA Board of Directors

For student convention activities, the chain of communication is:

Student (or parent) to
Individual Teacher to
State convention activity chairman to
President-elect with cc to convention activity director to
VPSA and TMTA President to
TMTA Officers to
TMTA Board of Directors

For SA Membership the chain of communication is:

Student Affiliate member (or parent) to
Individual Teacher to
Local SA Chairman (or Local SA Membership Chairman) to
TMTA Office with cc to VPSA and TMTA President to
TMTA Officers to
TMTA Board of Directors

For New Ideas and Recommendations the chain of communication is:

Student (parent) to
Teacher to
Local Chair and/or President to
VPSA/SA Coordinators and/or President-elect/Student Activities Director and President to
TMTA Officers to
TMTA Board of Directors

For Errors and/or Grievances the chain of communication is:

Student (parent) to
Teacher to
Local Chair and/or President to
State event Chairman or Coordinator
VPSA, President-elect and President to
TMTA Officers to
TMTA Board of Directors

For Office Staff Questions regarding Student Activities and Events the chain of communication is:

(Student /parent should not have direct office staff contact)
Teacher to
Office Staff (with cc to the VPSA) to
TMTA President to
TMTA Officers to
TMTA Board

For Office Staff Issues (Regarding Student Activities and Events)

(Student (parent) should not have direct office staff contact)

Teacher to

TMTA President (please cc VPSA on SA/Student Matters)

TMTA Officers to

TMTA Board of Directors

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

Student/parent and/or individual teacher and/or local leadership (chairmen, presidents) to

State event coordinator/chairman **and** VPSA **and** TMTA President to

TMTA Officers to

TMTA Board of Directors

✓ **Send all group 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 always include the applicable officer, and perhaps a local president or teacher involved. This should NOT include the parent/student except in the case of a non-member student/parent with no TMTA teacher or local association representative. Be cautious with “reply all” to assure that e-mails are sent to the 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 VPSA and the TMTA President. This chain is not a matter of policy. It's a matter of facilitation, and as chairmen to make our lives easier.

✓ **A note about reports**

Please stay in close touch with the chairmen under your job umbrella. Timely, accurate and thorough reports allow us to make good decisions.

✓ **A Note About Deadlines**

Deadlines are firm will be enforced. There will be no grace period. The Officers and Board will support the coordinators, student convention event chairmen and office staff in this matter. If your association is having any problems, contact the SA Coordinator and the VPSA weeks before the deadline so we may help you to meet it. We encourage each local association to move toward firm local deadlines.

✓ **MTNA activities are the responsibility of MTNA**

Address all questions of policy directly to the MTNA event chairman with cc to the VPSA and TMTA President. MTNA has final authority on all events it sponsors.