

Texas Music Teachers Association  
Job Description  
Revised July 2011

## **COLLEGE FACULTY FORUM CHAIR**

The College Faculty Forum (CFF) Chair shall write articles for the *TMT* and plan convention sessions relating to the needs and concerns of college faculty.

1. Submit articles to the President-Elect for inclusion in the *TMT* by the deadline.
2. Urge each local association to have a CFF Chair for a local contact.
3. Recruit TMTA membership among college faculty of all colleges and universities in Texas.
4. Maintain communication with the MTNA CFF Chair and make reports as requested.
5. Coordinate with the College Student Chapters Chair regarding activities and recruitment.
6. Be available to assist at the Collegiate Conference if requested.
7. Arrange for sessions representing CFF at the Convention. Secure presenters and provide information to the Assistant Convention Manager regarding room arrangement and audio/visual requirements. Be available to convene sessions.
8. Arrange for faculty newly hired at Texas colleges and universities to perform on the New Faculty Recital at the TMTA Convention in June.