

Texas Music Teachers Association
Job Description
Revised July 2011

COLLEGE STUDENT CHAPTERS AND MEMBERSHIP CHAIR

This position is to encourage the establishment of student chapters across the state, serve as a liaison between those chapters and the TMTA Board and MTNA Chair, and to plan an annual conference for student chapter members.

The purposes of MTNA Student Chapters:

1. To acquaint students with professional opportunities and career options in the field of music.
2. To provide educational, musical, social, and professional experiences that augment the student's formal course of study.
3. To develop professional leadership skills.
4. To encourage and assist in the formation of new student chapters:
 - a. Work with the TMTA College Faculty Forum Chair and obtain lists of TMTA members who teach in colleges and universities. Include all two-year and four-year institutions.
 - b. Send letters and brochures concerning opportunities available to students through the TMTA Student Affiliate program as well as MTNA activities. Refer to *TMTA Handbook* for more information.
 - c. Recommend the institutions establish student chapters.
 - d. Assist the faculty sponsors in notifying the National Student Chapter Chair of their intent to establish a chapter.
 - e. Direct the faculty sponsors to obtain application forms from MTNA.
 - f. Present the completed applications to the TMTA Board for acceptance and return the approved forms to the MTNA Headquarters and copied to the TMTA President.

Other responsibilities:

1. To serve as the liaison between the TMTA members and the student chapters as well as the MTNA Collegiate Chapters Chair bringing items of interest as well as needs and benefits to their attention. Avenues for this could include *TMT* articles as well as Convention sessions.
2. To notify the Collegiate Chapter Advisors of the necessity of informing, in writing, the TMTA Office and the local Student Affiliate Chair of the affiliation of any Collegiate Chapter. The CC members are automatically Student Affiliate members.
3. To plan the program for a collegiate conference.
4. To maintain contact with the MTNA Collegiate Chapters Chair and distribute all information to the Texas student chapters.
5. To coordinate special student chapter projects such as the All-Star Festival at the TMTA Convention.