

Texas Music Teachers Association  
Job Description  
Revised July 2011

**DIRECTORS**  
**Elected, Appointed and Automatic**

*A Director (Executive Board Member) shall act in accordance with Article VIII, Section 2, C of the TMTA Bylaws.*

**General Responsibilities**

1. Communicate with the TMTA President regarding plans, activities, reports, and motions; monthly reports are encouraged.
2. Communicate with the chairs on your committee. Bring reports to the board meetings. (see page 2)
3. Write articles for the *TMT*.
4. Be familiar with TMTA Handbook, Policies and Procedures, By-Laws, and Job Descriptions for Directors and Chairs.
5. Attend annual TMTA Convention and meetings including:
  - a. Board Meetings
  - b. General Sessions
  - c. Delegate Assembly
  - d. Board Functions and Receptions
6. Serve as convener for sessions at TMTA Conventions.
7. Attend MTNA Conference, if possible. Attend all meetings and forums associated with your area.
8. Keep materials up to date and pass them to the succeeding Director. Support and inform the incoming Director as much as possible.
9. Review printed minutes and meeting information.
10. Receive ballots and return vote in a timely manner.
  - a. Teacher Recognition Awards
  - b. Commissioned Composer
  - c. Others as directed by the President
11. Elect a TMTA and TMTEF Trustee in even numbered years.
12. Be willing to accept other specific duties assigned by the President.

Texas Music Teachers Association  
Job Description  
Revised July 2011

**Additional Responsibilities for Elected Directors  
with Assigned Chairs**

Three-year term elected Directors shall serve as representatives to the TMTA Executive Board.

Responsibilities

1. Communicate monthly with chairs in your area regarding plans, activities, reports, and motions. Communication with the chairs shall serve to both share the information you have learned concerning deadlines, policies, etc., as well as to receive their input.
2. Inform chairs of appropriate line items in the budget for their area.
3. Share a monthly summary of the reports with the President.
4. Send updated information regarding activity to the President-Elect for posting on the website.
5. Make sure that the chairs are aware of their duties and complete appropriate tasks. Assist the chairs when possible with their duties - especially at Convention.
6. Secure proposals, concerns and reports prior to board meetings and present reports and motions from chairs and committees to the Board.
7. Encourage chairs to update their materials and records.
8. Confirm that the previous chairs have turned over materials and records to the incoming chairs.
9. Be aware of the terms of your chairs and make recommendations to the President for new chairs as needed.

**Additional Responsibilities for Delegate Directors**

1. Work with the Assistant Convention Manager and the President to determine the schedule and planning of the Delegate Assembly meeting.
2. Write an article for the Spring *TMT* encouraging local associations to elect delegates to the Delegate Assembly. However, the names of elected delegates do not need to be submitted prior to Convention. The TMTA President will seat delegates at the Delegate Assembly. One delegate from each local association will register and receive a packet which includes minutes, board reports, financial statements, surveys, and other materials as needed.

Texas Music Teachers Association  
Job Description  
Revised July 2011

3. Prepare questions for break-out sessions and submit to the President for suggestions or feedback. Coordinate with the President the method for discussion at Delegate Assembly.
4. Verify associations ineligible to have a delegate director elected from the floor according to the TMTA By-Laws. Only seated delegates may be elected.
5. Conduct the Delegate Assembly according to *Article XV Delegate Assembly of the TMTA By-Laws*.