

Texas Music Teachers Association
Job Description
Revised July 2011

MTNA FOUNDATION CHAIR

1. Keep TMTA members informed about the MTNA Foundation via articles in the *TMT*, Convention exhibits, and Convention reports.
2. Encourage contributions to the MTNA Foundation.
3. Solicit donations for the MTNA Foundation at the TMTA Convention. Methods of collecting donations may vary: solicitations, raffles, drawings, direct requests, etc.
4. Receive all mailings and reports from MTNA.
5. Attend the MTNA Foundation meetings and events at the MTNA Conference, if possible. Only the MTNA Foundation Gala ticket will be reimbursed by TMTA.
6. Complete the MTNA Foundation Fellow application found on the MTNA website, and obtain bio and picture from the MTNA Foundation Fellow selected by TMTA. Send to MTNA and to the TMTA President Elect for inclusion in the *TMT*.
7. Send a letter to the local association of the newly selected MTNA Foundation Fellow informing of the selection. Suggest that they will want to help raise the \$1000 necessary for the nominee to actually become an MTNA Foundation Fellow. All local associations should be encouraged to contribute.
8. Furnish MTNA with a gift item for the State Pride Raffle. In the past TMTA has provided gift baskets with Texas items, music, boots, Texas pecans, and jewelry. The amount of this item has been \$50 - \$100. (refer to budget)
9. Submit a written report to your TMTA Director by May 25 for inclusion in the Board of Directors reports.