

Texas Music Teachers Association
Job Description
Revised July 2011

TEACHER RECOGNITION CHAIR

1. Submit an article to the President-Elect for the fall issue of the *TMT* asking local associations for nominations.
2. Collect nominations through the TMTA database. Deadline for submissions is March 1.
3. Email all voting board members (16) and Student Affiliate coordinators (10**) all necessary voting information from the database. Limit nominations, resume and letters exactly as instructed on the online form.
4. Create a ballot for each category to be emailed to voting members. Ballots are verified through the voting members email addresses.
5. Announce a May 1 deadline for returning ballots.
6. Instruct the board to vote by ranking each candidate, with number "1" being given to the person they would most like to see receive the award. All candidates should be ranked.
7. Use the Hare Ranking System to evaluate the results.
8. Order a plaque for each winner from Browning Trophies and Awards. Have the plaques sent to the convention in care of the chair.
9. Notify family members or close friends of the award recipients so that they may be present for the award presentation. This information should be kept secret from the recipient.
10. Announce the winners and present the plaques at the appointed time of the Convention. Other special recognition could be given during the convention, such as corsages, ribbons, etc.
11. Include the announcement of the winners, pictures, and their biographies in your article for the fall *TMT*.

**SA Coordinators are: Communications, Convention Activities, Ensemble, Original Composition, Performance, Publication, SA Booth, Student Recognition, Theory, and World of Music.