

**Texas Music Teachers Association
Texas Music Teachers Educational Foundation
Local Association Presidents**

General Responsibilities

- 1) Keep a notebook and the TMTA Leadership Manual.
- 2) Review Leadership Manual and TMTA website information often.
 - a) Return forms as needed by the requested deadlines.
 - b) Review the calendar in the Leadership Manual and on website for information and deadlines.
 - c) Review the Local Association section of the Leadership Manual for forms and other information.
- 3) Act as a liaison to TMTA for the local association membership.
- 4) Urge your association to support the TMTEF and MTNA foundations.
- 5) Keep your local membership informed.
- 6) Be familiar with TMTA and your Local Association By-laws and Policies and Procedures.
- 7) Respond in a timely manner to all communication.
- 8) Accept convention responsibilities.
 - a) Attend the Local Association Presidents Meeting at convention.
 - b) Help secure volunteers where needed for the convention.
 - c) Attend General Sessions, Delegate Assemblies, and other convention meetings pertaining to local associations or the membership.