

Texas Music Teachers Association

Job Descriptions

Revised February 2016

**TMTA OFFICERS AND DIRECTORS
Elected, Appointed, and Automatic**

General Responsibilities

A Director (Executive Board Member) shall act in accordance with Article VIII, Section 2, C of the TMTA Bylaws: *Elected Directors shall serve as representatives to the Executive Board for the TMTA Chairs. The Elected Directors may be assigned other specific duties by the President.*

1. Communicate monthly with the TMTA President regarding plans, activities, reports, and motions; monthly email reports are encouraged.
2. Read *TMTA Bylaws, TMTA Policies and Procedures, and Standing Rules for the Student Affiliate Committee.*
3. Read the *TMTA Handbook*. Email any proposed changes to the TMTA President.
4. Read your job description and job descriptions for anyone reporting to you.
5. Review the forms on the website. Email any proposed changes to the TMTA President.
6. Attend annual TMTA Convention and meetings during the convention including:
 - A. Board Meetings: Thursday and Monday afternoons
 - B. General Sessions
 - C. Delegate Assembly
 - D. Board Functions and Receptions
7. Attend the one-day fall Executive Board Meeting.
8. Submit meeting agenda items to the president when requested.
9. Review printed minutes and meeting information.
10. Attend the annual MTNA Conference, if possible. Attend all meetings and forums associated with your area.
11. Serve as a convener for sessions at the TMTA Convention.
12. Prepare an Annual Report prior to the TMTA Convention and email to the TMTA President when requested. This report will be posted on the TMTA website.

13. Submit articles to the TMTA President for the fall and spring issues of the *Texas Music Teacher* magazine.
14. Use the TMTA Style Guide posted on www.tmta.org for any website or printed materials. Be sure to check the NCTM status of teachers.
15. Send expense report to the Vice President for Business Activities by June 30.
16. Maintain a notebook and/or computer file for the activity and pass them to the incoming director. Support the incoming director.
17. Check email daily. Copy responses to the TMTA President and chairs when applicable.
18. Receive ballots and return vote in a timely manner.
 - A. Recognition Awards
 - B. Commissioned Composer
 - C. Others as directed by the President
19. Elect a TMTA Trustee and a TMTEF Trustee in even-numbered years.
20. Accept other specific duties assigned by the TMTA President.

Additional Responsibilities for TMTA Elected Directors with Assigned Chairs

1. Communicate monthly with the chairs in your area regarding plans, activities, reports, motions, and any committee members. Bring reports and motions from chairs and committees to the Executive Board Meetings.
2. Inform chairs of appropriate line items in the budget for their areas.
3. Make sure the chairs are aware of their duties and complete appropriate tasks. Assist the chairs when possible with their duties, especially during the TMTA Convention.
4. Confirm that the previous chairs have given materials and records to the incoming chairs.
5. Encourage chairs to update their materials and records.
6. Be aware of the terms of your chairs and committee members and make recommendations to the TMTA President for new personnel.

Additional Responsibilities for TMTA Delegate Directors

1. Work with the Officer Manager and the TMTA President to determine the schedule and planning of the Delegate Assembly meeting.
2. Write an article for the spring *Texas Music Teachers* magazine encouraging local associations to elect delegates to the Delegate Assembly. However, the names of elected delegates do not need to be submitted prior to the TMTA Convention. The TMTA President will seat delegates at the Delegate Assembly. One delegate from each local association will register and receive a packet that includes minutes, board reports, financial statements, surveys, and other materials as needed.
3. Coordinate with the TMTA President the method for discussion at the Delegate Assembly.
4. Verify associations ineligible to have a Delegate Director elected from the floor according to the TMTA Bylaws. Only seated delegates may be elected.
5. Conduct the Delegate Assembly according to the TMTA Bylaws, Article XV.

Additional General Responsibilities for TMTA Officers

1. Attend these TMTA Officer Meetings:
 - A. Tuesday and Wednesday the week of the TMTA Convention. Additional officer meetings may be scheduled during the TMTA Convention by the TMTA President.
 - B. Summer Officers Meeting. This meeting may last four to six days at the discretion of the TMTA President.
 - C. Day prior to the fall Executive Board Meeting.
 - D. Day prior to the TMTA Performance Competitions, then greet and congratulate TMTA students during the competitions.
 - E. Friday afternoon prior to the MTNA Conference.
2. If possible, attend the MTNA/TMTA Division Competitions to greet and congratulate students and serve as volunteers.
3. Attend the MTNA Gala to honor MTNA Foundation Fellows from Texas.
4. Read and abide by TMTA Officer Policies.