



Texas Music Teachers Association Officer Policies as of August 2020

Officers are the representatives of TMTA and should act in a professional and gracious manner at all times.

APPRECIATION PLAQUES

1. The President receives a plaque at the end of the term. This plaque has a gavel on it. Each officer receives a plaque when he or she leaves office in appreciation of the number of years served as an officer.

FINANCIAL

2. A minimum of three officers should be on the signature card for the checking accounts: President, VPBA, and Immediate Past President if possible.
3. Each officer is budgeted an amount to use for expenses incurred in duties of the office.
4. Each officer is issued a TMTA credit card that is to be used strictly for TMTA business purposes.

COMMUNICATIONS

5. All officers should proof all materials prior to being printed or published on the website.
6. Officers should furnish a written report to the Board of Directors at the Convention meeting.
7. Before emails are sent to membership, the Administrative Director needs approval from three officers, one being the president. If the president is not available, the president-elect must respond.
8. **President:** Anything about the board, meetings, and office staff goes through the president. The president should be copied on communications that relate to his/her job. President sends office staff new board motions and board minutes to Board. All items to be posted on the website must be approved by the immediate past president.
9. **President-Elect:** Will contact the office staff about TMTA Convention concerns. President-Elect contacts the Records Administrator for member reports and registration regarding Convention. Submit budget needs for convention to VPBA.
10. **Vice President of Student Activities:** If an officer receives any communications regarding a VPSA activity, please forward to the VPSA. Submit changes of fees or order needs to VPBA before the TMTA Convention after contacting coordinators and chairs so that it is included in budget. Copy IPP for form changes and student award winners. Inform VPBA when ordering supplies.
11. **Vice President for Business Activities:** Copy president on any TMTA business to board members or SA coordinators. Will contact individuals about questions regarding reimbursements and invoices. If a question requires the input or

decision of an officer, she will forward the correspondence to the appropriate officer. Anything that concerns the budget and other financial concerns are funneled to VPBA. VPBA may directly contact office staff if about their paycheck, receipts, or bills for TMTA.

12. **Immediate Past President:** Communication with Past Presidents as a group should go through the IPP. Board minutes and general meeting minutes should be completed in less than a month. Send the office staff a copy of the board minutes and motions.

CONTRACTS AND BIDS

13. All contracts should be reviewed by all officers and copies kept in the President's, VPBA's, and the Administrative Director's files.
14. Officers policies – include a Request for Proposal (RFP) for bids as a standard
 1. Have scope of work – all details
 2. Exact timeline
 3. Get three bids
 4. Review bids – decide which to accept
 5. Appoint someone to oversee to make sure all details are met
 6. Review work and bid before payment

EMPLOYEES

15. The President and one other officer will conduct a review of each employee during the summer.
16. Only the president should contact the office staff in regards to work that is not included in the employee's job description.

OFFICER DUTIES

17. Every set of officer minutes will also have a list of duties or responsibilities that each officer agreed to do as a result of that meeting.
18. Teleconference meetings will be held when needed.

OFFICER EQUIPMENT

19. TMTA will pay up to \$200 per year of service as an officer for a new computer. TMTA will pay no more than \$800 for a new computer every four years.
20. If the officer chooses to purchase a computer over \$800, the officer will pay the difference.
21. When an officer finishes her term of office, that computer will be given to the newest officer, unless the computer is more than four years old or insufficient.
22. A key to the TMTA storage room is given to each officer.
23. Each officer will have a name tag provided with the office and name of the officer.

OFFICER MEETINGS

24. The officers should meet during the summer for an extended meeting usually four to five days to plan for the coming year.
25. Officers meet on Friday afternoons before the August Board meeting, the MTNA/TMTA Performance Competitions in November, and the MTNA Conference. The officers meet on Tuesday afternoon before the TMTA Convention.

TRAVEL

26. Officers are given \$40 per diem while on TMTA trips. Officers will receive this per diem allowance for the MTNA/TMTA Competitions, MTNA Conference, TMTA Convention and for the January Division Contest. Other meal payment arrangements are possible with President's approval. (October, 2016)
27. Separate hotel rooms are provided for TMTA Convention, MTNA Conference, MTNA/TMTA Competitions, Summer Officer Meeting, and Fall Executive Board Meeting. Other room arrangements should be approved by the president.
28. Airline baggage fees (up to one bag each way) may be charged to the TMTA credit card. Other types of payment may be reimbursed.
29. Parking may be charged to the TMTA credit card. Other types of payment may be reimbursed. Please use the lowest rate possible.
30. Transportation fees to and from airport to hotel may be charged to the TMTA credit card. Other types of payment may be reimbursed.
31. Mileage to and from the airport may be reimbursed.
32. Hotel invoices paid by TMTA may not always be applied to a personal points account.
33. **TMTA CONVENTION SUITES:** Immediate Past President and President-Elect should receive the same level of suite at the TMTA Convention, if available. Otherwise the President-Elect will receive the better suite. **VPBA** and **VPSA** suites should be equivalent.
34. The President receives a second bedroom with the suite at the TMTA Convention.
35. Only the President and President-Elect should attend the Leadership Summit held by MTNA.
36. Each officer makes their own reservation for the MTNA Conference with the TMTA credit card.
37. All reimbursements will be made when the receipt and expense report have been submitted to the VPBA.
38. Officers will be reimbursed for the MTNA Gala and the Awards Brunch.
39. TMTA shall pay the registration fee for each officer attending the MTNA Conference as a representative of TMTA.