

Texas Music Teachers Association
Job Description
Revised April 2019

TMTA BEST OF STATE CHAIR
TMTA BEST OF STATE JOB DESCRIPTION

1. Keep TMTA members informed about the Best of State award through articles in the *TMT* and bi-monthly newsletters.
2. Review forms on the website before the June Convention and make sure that applications are being forwarded to the Best of State Chair.
3. Publicize the September 30 deadline to promote the award and encourage applications. Perhaps email all state presidents to encourage participation.
4. Receive applications by September 30 and chose a three-member panel to evaluate the applications and select the winning association.
5. Inform the TMTA President and TMTA Awards Director of the winning association.
6. Write a congratulatory email to the winning association and inform the other applicants of the results.
7. Prepare a short ‘speech” and make sure that a representative from the winning association will be present to receive the award.
8. Check to see that the Best of State winner list and information is updated and posted on the TMTA Website after convention.
9. Prior to convention, contact Abby Hehenberger pertaining to which local association has won so that Best of State Ribbons will be given to attendees.
10. Send proposals or suggestions to the TMTA Awards Director in May for the June Board meeting.