

Texas Music Teachers Association
Job Description
Revised April 2019

TMTA COLLEGE FACULTY FORUM

1. Submit articles to the TMTA President for inclusion in the Fall and Spring issues of the *TMT* by the deadline.
2. Urge each local association to have a CFF Chair for a local contact.
3. Recruit TMTA membership among college faculty of all colleges and universities in Texas.
4. Coordinate with the College Student Chapters Chair regarding activities and recruitment.
5. Be available to assist during Collegiate Sessions at the TMTA Convention if requested.
6. Arrange for sessions representing CFF at the convention. Secure presenters and provide information to the Office Manager regarding room arrangement and audio/visual requirements. Be available to convene sessions.
7. Arrange for faculty newly hired at Texas colleges and universities to perform on the New Faculty Recital at the TMTA Convention in June.
8. Contact colleges/universities on the CFF email list and request submissions for inclusion on the TMTA “pre-college opportunities” webpage. Common submissions include information about auditions dates, concerts, summer camps, etc.