

Texas Music Teachers Association
Job Description
Revised April 2019

TMTA COLLEGE STUDENT CHAPTERS CHAIR

This position is to encourage the establishment of student chapters across the state of Texas, serve as a liaison between those chapters and the TMTA Board and MTNA Chair, and to plan annual sessions for student chapter members at the TMTA Convention.

The purposes of MTNA Student Chapters:

1. To acquaint students with professional opportunities and career options in the field of music.
2. To provide educational, musical, social, and professional experiences that augment the student's formal course of study.
3. To develop professional leadership skills.

Responsibilities of TMTA College Student Chapters Chair:

1. To encourage and assist in the formation of new student chapters:
 - a. Work with the TMTA College Faculty Forum Chair and obtain lists of TMTA members who teach in colleges and universities, including all two-year and four-year institutions.
 - b. Send letters and brochures concerning opportunities available to students through MTNA and TMTA.
 - c. Recommend the institutions establish student chapters.
 - d. Assist the faculty sponsors in notifying the National Student Chapter Chair of their intent to establish a chapter.
 - e. Direct the faculty sponsors to obtain application forms from MTNA and complete the application process online.
 - f. Forward completed applications to the TMTA Activities Director II for presentation to the TMTA Board for approval.
 - g. Coordinate the presentation of the new chapter's charter preferable at the TMTA conference during a general session.
2. To serve as the liaison between the TMTA members and the student chapters as well as the MTNA Collegiate Chapters Chair bringing items of interest as well as needs and benefits to their attention. Avenues for this could include TMT articles as well as Convention sessions.
3. To notify the Collegiate Chapter Advisors of the necessity of informing, in writing, the TMTA Office and the local Student Affiliate Chair of the affiliation of any Collegiate Chapter. The CC members are automatically Student Affiliate members.
4. To serve as coordinator of the collegiate presentations at convention, overseeing the application process, scheduling of events, and acting as host of the events at convention.
5. To maintain contact with the MTNA Collegiate Chapters Chair and distribute all information to the Texas student chapters.
6. To coordinate special student chapter projects such as the application process to judge the All-Star Festival at the TMTA Convention.
7. To oversee the application process for the TMTA Collegiate Travel Grant.
8. To coordinate the selection of TMTA Collegiate Chapter of the Year, which is used as the Texas nominee for MTNA Collegiate Chapter of the Year.