

Texas Music Teachers Association
Job Description
Revised April 2019

MTNA Foundation Chair

1. Keep TMTA members informed about the MTNA Foundation through articles in the *TMT*, Convention Exhibits, and Convention Reports.
2. Encourage contributions to the MTNA Foundation.
3. Solicit donations for the MTNA Foundation at the TMTA Convention. Announce at the TMTA Convention Opening Session the selected method of collecting donations; i.e., solicitations, silent auctions, raffles, drawings, direct requests, etc.
4. Receive all mailings and reports from MTNA.
5. If possible, attend the MTNA Gala during the MTNA Conference. Only the MTNA Foundation Gala ticket will be reimbursed by TMTA.
6. Send a letter to the local association of the newly selected MTNA Foundation Fellow informing of the selection. Suggest that they may want to help raise the \$1,500 necessary for the nominee to actually become an MTNA Foundation Fellow. All local associations should be encouraged to contribute.
7. Submit a written report to your TMTA Director by May 25 for inclusion in the Board of Directors reports.
8. Write an article for the Fall and Spring *TMT*. In the Fall *TMT*, announce the candidates for the following year, and ask for donations. Include a bio of each of the candidates. In the Spring *TMT* include pictures and a short paragraph about the gala at MTNA that year.