

Texas Music Teachers Association
Job Description
May 2019

Teacher Recognition Chair

1. Submit an article to the TMTA President for the fall issue of the *TMT* announcing the three teachers who received TOY awards (Pre-Collegiate, Collegiate and Teacher of the Year) at the June TMTA Convention. Include pictures and a biography of each teacher. Also encourage local associations to nominate fellow teachers for the following year. All TMTA member teachers who have NOT previously received any of the TOY awards may receive nominations.
2. In the fall send the TMTA president short articles for advertisement purposes to be placed in the emailed bimonthly newsletter pertaining to teacher of the year. Awards of \$600 and plaques are presented at the annual TMTA Convention.
3. Begin sending a nominations request in January. Nominees must be members of MTNA and TMTA. Collect nominations through the TMTA website with DEADLINE of March 1 for submissions. If the Spring TMT is to be published prior to the March 1 deadline, an article would be appropriate.
4. Email all voting board members (16) and Student Affiliate coordinators (10**) all necessary voting information which you will receive from the TMTA Officer Manager. Resumes and letters must be exactly as instructed on the online form.
5. Create a ballot for each category to be emailed to voting members. Ballots are verified through the voting members' email addresses. Announce a May 1 deadline for returning ballots.
6. Instruct the board to vote by ranking each candidate, with number "1" being given to the person they would most like to see receive the award. All candidates should be ranked.
7. Use the Hare Ranking System to evaluate the results. DO NOT share results with anyone.
8. Order a plaque for each winner from Browning Trophies and Awards. Have the plaques sent to the convention in care of the chair.
9. Two weeks before the convention, contact the TMTA Treasurer to have checks ready for the award ceremony.
10. Announce the winners and present the plaques at the appointed time during the June Convention. Other special recognition could be given during the convention, such as corsages, ribbons, bows to attach to convention name tag, etc.

**SA Coordinators are: Communications, Convention Activities, Ensemble, Original Composition, Performance, Publication, SA Booth, Student Recognition, Theory, and World of Music.