



FLORIDA STATE
MUSIC TEACHERS ASSOCIATION
AFFILIATED WITH MUSIC TEACHERS NATIONAL ASSOCIATION, INC.



To: FSMTA Executive Board
Hillsborough Community College, Ybor City
October 23, 2009

MANUAL OF PROCEDURES report

#19 A

A job description for the new Collaborative Performance Forum Chair was submitted on June 8th 2009, to Carolyn Bridger.

Since the June 2009 conference only 3 (three) updates have been submitted and completed:

- 1) Procedure for President
- 2) Procedure for Editor
- 3) Procedure for Webmaster

The above procedures reflect the new time line around October conferences.

All the other procedures still reflect the old time line around a June conference. It is difficult for me to work on these time lines without any experience of the various procedures.

I therefore would like to request that all the chairmen update their own procedures (as recommended in the website under "Manual of Procedures"), before sending them to me for editing.. Currently everyone should have an e-copy of their particular job description, however I can provide one if necessary.

Submitted by

Zelda Jensen