

President-Elect

General duties:

(From Bylaws Article VIII, Section 2)

- The President-Elect becomes President when the latter's term of office expires
- The President-Elect shall preside if it is necessary for the President to leave the chair during a particular session.
- In case of a permanent incapacitation of the President, the President-Elect will become acting President, followed, in order, by the (6) Vice-Presidents.
- The President-Elect shall have all presidential appointments made prior to taking office. *(See Article XII, Section 2)*
- The President-Elect shall serve as state chair for the Annual Conference.
- The President-Elect shall be the MTNA Foundation representative.

(From Bylaws Article VIII, Section 7)

- All officers shall:
 - Present written reports at each meeting of the Executive Board;
 - Maintain current job descriptions and Manual of Procedure to be passed along to their successors.

(From Bylaws Article VIII, Section 8)

- Any officer may be removed at any time by a majority vote of those present at any duly constituted meeting of the Executive Board. Officers must fulfill their duties as outlined in the Bylaws and must attend at least four (4) Executive Board meetings during their term of office.

(From Bylaws Article XIII, Section 4)

The NOMINATING COMMITTEE of seven members shall consist of two Past Presidents, two District Presidents, two Local Association Presidents and the President-Elect.

Specific duties are:

- As state chair for the Annual Conference –
 - Work with the Presidents of the Districts within the host Region to appoint State Conference committees.
 - Work with the host region and professional conference planner in securing dates and suitable site(s) for the event.
 - Work with the host region committee chairs meeting with them in person as often as necessary to begin assignments and then receiving update reports through preparation process.
 - Remind the Conference planning committee that all expenses of the conference including reception expenses are to be paid from Conference funds.
 - Possible committee chairs are: Exhibit Chair, Advertising Chair, Program Chair, etc. as stated in the Conference Chairman's Handbook.

- Maintain an updated Conference Chairman's handbook. When the Conference Chairperson(s) have been appointed, send the Conference Chairman's Handbook to them.
- Serve as a resource to host region committee chairs on procedures and policies regarding the State Conference (use Bylaws Article XV Conferences as resource for some policies).
- Presently rotation for Regions hosting State Conference is as follows:
 - 2008 - Districts III and IV
 - 2009 - Districts I and II
 - 2010 - Districts VII and VIII
 - 2011 - Districts V and IX
 - 2012 - District VI
- As Florida MTNA Foundation representative –
 - Receive quarterly reports from MTNA with summaries from throughout the country and the names of Florida donors. Recognize donors in newsletter.
 - Promote programs offered by the Foundation and promote donating to the MTNA Foundation.
 - Receive request for "State Pride Gift".
 - Present gift ideas for approval to State Executive Board and make sure gift is taken to MTNA National Conference.
 - Executive Board and State Conference reports must include information on work as MTNA Foundation Representative, State Conference work and other tasks assigned by the President.
 - Assist the President in any capacity requested.
 - Read the FSMTA Bylaws.

A suggested time-table for duties follows:

October – 2007

- Attend State Conference.
- Attend Executive Board meetings.
- Acquire FSMTA stationery from the Corresponding Secretary and Reimbursement Form from FSMTA Treasurer - (may be reimbursed for postage, printing, phone calls). This can be done at this and each Board meeting attended.
- Sometime during State Conference event meet with outgoing President - Elect and members of the next year's State Conference committees to be briefed on work already done.
- Receive files and Manual of Procedure from outgoing President - Elect at last Executive Board meeting during State Conference.

November – even year

- Prepare newsletter article and submit by November 10 for December/January issue. Include amount of donations received for MTNA Foundation at the State Conference (if presentable) and the drawing winners (if applicable).

January – even year

- Prepare an article by submission date of January 10th for February/March issue of the newsletter including MTNA Foundation donors from the last quarterly report.
- Request reports to be given in person or mailed to President- Elect from: ~~Composition Commissioning~~, (DPKilts 5/20) IMT Forum, Nominating Committee and State Conference Committees.
- Prepare a written report for the February Executive Board meeting **and file electronically with the Corresponding Secretary by the issued deadline.**
- Consider planning a drawing as a donation generator at the State Conference. Inform the Conference Chairman that you want a table to display all Foundation information and locate an attractive box for donations.
- Meet with VP for MTNA Competitive Student Events to discuss the hotel accommodations for this fall event. Meet with State President, College Council Chair and Students Chapters Chair to discuss possible meetings during the fall event. Work with Conference Planner, Shirley Wise, to negotiate hotel contract for the event.

February – even year

- Plan to attend Executive Board meeting.
- Meet with representatives from host Region for the next odd year's State Conference to work planning process.
- Appoint a chairman for the Teachers Conference Recital from the Host Region. This chairman will coordinate and host this Recital and be responsible for obtaining the photos and bios of the performers, and compiling this information for the Conference Program.
- Appoint a Resolutions Chairman.
- Turn in Reimbursement Form to FSMTA Treasurer, with receipts stapled to Form.

March – even year

- Prepare newsletter article and submit by March 10 for April/May issue recognizing MTNA Foundation donors and encouragement to members to include a donation to MTNA with their annual dues payment. Include an announcement about the Conference drawing in this newsletter article.
- Contact Judy Eitel at MTNA to request pamphlets, pins, applications for grants, new programs or anything else for display on MTNA Foundation for the State Conference. Possibly pick these items up when attending the MTNA National Conference.

- Attend (if possible) MTNA National Conference. Take State Pride Gift to area designated by MTNA for these items. Attend the MTNA Foundation meeting and if unable to attend, ask the President to attend in your place.

May – even year

- Request reports to be given in person or mailed to President - Elect from: ~~Composition Commissioning~~, (DPKilts 5/20/08) IMT Forum, Nominating Committee and State Conference Committees.
- Prepare a written report for the June Executive Board meeting and file **electronically with the Corresponding Secretary by the issued deadline**. Include a request for extra money beyond the \$50 already determined to be sent to the MTNA Foundation from FSMTA in July.

June – even year (starting 2008)

- Attend State Conference.
- Attend Executive Board meetings.
- Request from Conference Chairman 10 copies of Conference booklet to carry to MTNA Summit meeting.
- Prepare verbal report for State Conference 1st General Session and a Welcome or Response to Guest speaker. Be sure to include information about location of display table and chance for donations or drawing.
- Serve as host to the MTNA representative at State Conference.
- Prepare to give invitation to next year's State Conference during 3rd General Session of the State Conference or assign this job to someone from the host Region.
- Meet with representatives from host Region for the next odd year's State Conference to update planning process.
- Turn in Reimbursement Form to FSMTA Treasurer, with receipts stapled to Form.

July – even year

- By July 10 for August/September issue of newsletter prepare article listing MTNA Foundation donors from last two quarterly reports.
- In mid-July contact the FSMTA Treasurer about making the annual donation to the MTNA Foundation of \$50 (or more). The Treasurer will send payment to the national office.

September – even year

- Attend the Cincinnati National Summit if it is impossible for the State President to attend this event.
- Receive request from Treasurer for recommendations regarding changes in present budget.
- Request reports to be given in person or mailed to President - Elect: **Composition Commissioning**, IMT Forum, Nominating Committee and State Conference Committees.

- Request that State Conference committee present the concert artist for Executive Board approval ~~and Composition Commissioning Chair present composer for Executive Board approval.~~
- Contact or receive from MTNA Reply Form for State Pride Gift. Plan gift idea to present to State Board at next meeting. After gift is approved by Board send in Reply Form, make arrangements for purchase of gift and someone to hand carry it to the MTNA National Conference in March.

October – even year

- Attend Executive Board meetings.
- Turn in Reimbursement Form to FSMTA Treasurer, with receipts stapled to Form.

November – even year

- Prepare an article by submission date of November 10th for December/January issue of the newsletter including MTNA Foundation donors from the last quarterly report.

January – odd year

- Prepare an article by submission date of January 10th for February/March issue of the newsletter including MTNA Foundation donors from the last quarterly report.
- Request reports to be given in person or mailed to President- Elect: ~~Composition Commissioning~~, IMT Forum, Nominating Committee and State Conference Committees (including name of that calendar year's Conference Guest Artist for Board approval if this has not already been done at the previous State Conference Board meeting).
- Prepare a written report for the February Executive Board meeting ~~and file electronically with the Corresponding Secretary by the issued deadline.~~
- Consider planning a drawing as a donation generator at the State Conference. Inform the Conference Chairman that you want a table to display all Foundation information and locate an attractive box for donations.
- Meet with VP for MTNA Competitive Student Events to discuss the hotel accommodations for this fall event. Meet with State President, College Council Chair and Students Chapters Chair to discuss possible meetings during the fall event. Work with Conference Planner, Shirley Wise, to negotiate hotel contract for the event.
- Confer with the Vice-President nominee for MTNA Competitive Student Events, Vice-President nominee for FSMTA Competitive Student Events and the Vice-President nominee for FSMTA Non-Competitive Student Events regarding committee chair appointments.

February – odd year

- Plan to attend Executive Board meeting. At close of meetings meet with the President and hotel personnel at the Cabot Lodge to book the next even year Winter Board meeting.

- Turn in Reimbursement Form to FSMTA Treasurer, with receipts stapled to Form.
- Begin to secure Standing Committee chairs and other appointees for the term of office when serving as President using recommendations from District Presidents and working to achieve committee chairs representing many Districts.
- The Standing Committee Chairs are:
Archives-History, Arts Awareness Advocacy, Certification, College Council, Composition Commissioning, Constitution and Bylaws Revision, Conference, Editorial, Ethics, FSMTA Teacher Awards, Independent Music Teachers Forum, Nominating, Provisional Members Advisor and Membership Examinations, Taxation and Licensing, and other such committees deemed necessary by the President or Executive Board.
- Other appointees are: Manual of Procedure, and Parliamentarian.
- Provide a list of these committee chairs and other appointees to Directory publisher when requested.
- Meet with representatives from host Region for the next even year's State Conference to begin planning process.
- Appoint a chairman for the Conference Teachers Recital from the Host Region. This chairman will coordinate and host this Recital and be responsible for obtaining the photos and bios of the performers, and compiling this information for the Conference Program.
- Appoint a Resolutions Chairman.

March – odd year

- Prepare article for newsletter submitted by March 10 for April/May issue including encouragement to members to include a donation to MTNA with their annual dues payment and Foundation donations during the past quarter. Include an announcement about the Conference drawing in this newsletter article.
- Contact Judy Eitel at MTNA to request pamphlets, pins, applications for grants, new programs or anything else for display on MTNA Foundation for the State Conference. Possibly pick these items up when attending the MTNA National Conference.
- Attend (if possible) MTNA National Conference. Take State Pride Gift to area designated by MTNA for these items. Attend the MTNA Foundation meeting and if unable to attend, ask the President to attend in your place.

May – odd year

- Request reports to be given in person or mailed to President - Elect from:
~~Composition Commissioning~~, IMT Forum, Nominating Committee and State Conference Committees.
- Prepare a written report for the June Executive Board meeting **and file electronically with the Corresponding Secretary by the issued deadline**. Include a request for an extra donation beyond the \$50 already set to be given to the MTNA Foundation in July from FSMTA.
- Request from Editor 5 copies of each issue of the last years state Newsletter publication to carry to MTNA Summit.

June – odd year

- Attend State Conference and attend Executive Board meetings.
- Turn in Reimbursement Form to FSMTA Treasurer, with receipts stapled to Form.
- Prepare verbal report for State Conference 1st General Session and a Welcome or Response to Guest speaker. Be sure to include information about location of display table and chance for donations or drawing.
- Sometime during State Conference event meet with incoming President - Elect and members of the next year's State Conference committees to brief them on work already done.
- Serve as host to the MTNA representative at State Conference.
- Prepare to give invitation to next year's State Conference during the 3rd General Session or assign this job to someone from the Host region.
- Meet with representatives from host Region for the following year's State Conference to update planning process.

July – odd year

- By July 10 for August/September issue of newsletter prepare article listing MTNA Foundation donors from last two quarterly reports.
- In mid-July contact the FSMTA Treasurer about making the annual donation to the MTNA Foundation of \$50 (or more). The Treasurer will send payment to the national office.

August-September – odd year

- Register for the MTNA Summit.
- With assistance from State President prepare the Florida report to be sent electronically and presented at the Southern Division meeting during the MTNA Summit.
- Send names of all members of the incoming Executive Board (Officers, District Presidents and all chairmen appointed) to the President and the Directory and Bylaws publisher (Webmaster) as soon as jobs are accepted, so that the new names will be posted to the website and in place for distribution at the Odd Year Conference.

September – odd year

- Attend the Cincinnati National Summit. Carry to meeting 3 copies of State Conference booklet and 3 copies of each issue of the state Newsletter publication for entry in State Affiliate Award competition. Carry other copies for display purposes or for other state representatives to keep.
- Arrange for a gift to be presented to the outgoing President, to be presented at the State Conference general session following installation of new officers. Budget for gift \$75 - 100. Gifts in current years have included: plaque, bowl, silver, or crystal.
- Request reports to be given in person or mailed to President - Elect from: ~~Composition Commissioning~~, IMT Forum, Nominating Committee and State Conference Committees.

- Request that State Conference committee present the concert artist for Executive Board approval and Composition Commissioning Chair present composer for Executive Board approval.
- Prepare a written report for State Conference Executive Board meeting **and file electronically with the Corresponding Secretary by the issued deadline.**
- Request or receive from MTNA Reply Form for State Pride Gift. Plan gift idea to present to State Board at next meeting. After gift is approved by Board send in Reply Form, make arrangements for purchase of gift and someone to hand carry it to the MTNA National Conference in March.

October – odd year

- Attend Executive Board meetings.
- Announce established dates for the upcoming year's Executive Board meetings at the last Executive Board meeting.
- Receive at last Executive Board meeting files and Manual of Procedure information from outgoing State President.