

## Arts Awareness and Advocacy Chair

---

### General duties:

- Serve as a non-voting member of the State Executive Board.
- Make the various publics aware of the importance of music in our daily lives.
- Advocate the importance of music as a necessary component in the complete education of children.
- Implement concepts developed by MTNA to serve these purposes and report to MTNA of their progress.
- Inform members of FSMTA of important legislation or other activities that will affect Music Education and Music in our society; encourage them to contact State and/or National Legislators.
- Write articles for state publication, send info directly to District/Local Presidents via postal or e-mail, and to Webmaster as applicable.
- Encourage networking by maintaining communication with other arts organizations such as FMEA/FSMA, ACE/FAAE and Florida Cultural Alliance.
- Maintain current job description and Manual of Procedure to be passed along to successor.

### A suggested time-table for duties follows:

#### November - odd year (outgoing)

- Attend the State Conference.
- Attend last Executive Board meeting and receive Manual and materials from outgoing Chair.

#### January, May, October

- Prepare a written report for Executive Board meeting and file electronically with the Corresponding Secretary by the issued deadline. If unable to attend the Executive Board meeting, mail or email the report to the Vice-President for District/Local Associations to present at meeting.

#### February

- Attend State Executive Board meeting.
- ~~Meet with President-Elect or representative for State Conference to schedule date and time for a session.~~
- No session at the state conference due to lack of attendance.  
Contact made to local A&A chairs and president through e-mail. (SR 10/4/08)

#### June - even year

- Attend State Executive Board meeting and State Conference.

#### November

- Attend (the State Conference and) Executive Board meetings.

**November - odd year** (outgoing)

- Attend Executive Board meetings. At last meeting turn over Manual and materials to incoming Chair.