

Archives - History Chair

General duties:

- Serve as a non-voting member of the State Executive Board.
- Maintain current job description and Manual of Procedure to be passed along to successor.
- Annually transfer, to the archives, electronic copies of the executive board minutes and state board minutes received **by e-mail** from the **Corresponding Secretary**.
- **Obtain from the Official FSMTA Website**, a copy of the FSMTA Directory and official publications of the Association to be transferred to Archives.
- Collect and keep up-to-date and available all items of historical interest or importance to the Association.
- Archives are located at the University of Central Florida at <http://www.library.ucf.edu/SpecialCollections/FindingAids/FLStMusic.xml>
- Collection includes state magazines and/or FSMTA newsletters, Executive Board and General Session minutes, Conference programs and Directories.
- Items to be kept permanently are:
 - Florida Music Director/Teacher; or Florida State Music Teacher newsletter
 - FSMTA Directory; and
 - FSMTA Executive Board minutes from State Conferences, **and all other Executive Board Minutes**.
- ~~• Items to be kept permanently in a 3-ring binder:
 - Minutes from the State Conferences; Conference Programs; and
 - Keep a log of important events in the Association.~~

A suggested time-table for duties follows:

November – odd year (incoming)

- Attend the State Conference and 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 these to the Recording Secretary to present at meeting.

February, June, November

- Attend State Executive Board meeting.

November

- Attend the State Conference and attend Executive Board meetings.

November – odd year (outgoing)

- Attend the State Conference.
- At last Executive Board meeting, turn over Manual and materials to incoming Chair.

(Changes to this document in red were made by Tammy Davis, 10/20/2008)