

## District President

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### General duties:

*(From Bylaws Article X, Section 2a)*

- The District President shall be the principal contact agent between the members of each District and the Executive Board. Each District President shall:
  - Recommend Active members from the District to serve on the state committees listed in Section 5 of this Article.
  - Become acquainted with the teachers in the District and represent their views at the Executive Board meetings;
  - Attend the meetings of the Local Associations in the District;
  - Attend the Executive Board meetings of this Association;
  - Be well acquainted with the Constitution, Bylaws and Code of Ethics;
  - Preside at all District Meetings; and
  - Oversee plans for the District Conference.

*(From 2002 Handbook for District and Local Association Presidents)*

- Serve as counselor to the Local Association(s);
- Oversee the well being of Local Associations by being objective in all matters relating to FSMTA;
- Communicate all Executive Board actions to the Local Association(s); and
- Maintain communications with the immediate Past District President, Local Association(s) President, the Student Activities Chair, and the other District officers and committee chairs.

*(From Bylaws Article X, Section 3 - Elections)*

- Officers shall be elected at the District One-day Conference preceding the next FSMTA election.

*(From Bylaws Article X, Section 4 - Term of Office)*

- The term of District Officers shall begin with the adjournment of the FSMTA Conference held after their election and end with the adjournment of the Conference two years later.

*(From 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.

- (If a District President is unable to attend a meeting, they should forward their report to the Vice-President for District and Local Associations to present at the meeting)

**Specific duties:**

- In collaboration with the outgoing District Presidents and Local Association Presidents, shall recommend to the President-Elect by September 1 FSMTA members from their Districts to serve on District committees; they are:
  - Independent Music Teachers Forum
  - Taxation and Licensing
  - Theory
  - Student Activities
  - Foundation Representative
  - Community Service Awards
  - Arts Awareness Advocacy
- A recommendation for a Certification representative shall be given to the Chair of the Certification Board if and when requested by that Chair.
- In collaboration with the Local Association Presidents in their Districts, plan an annual One-day Spring Conference, determining the date, place, hour, registration fee, program details and publicity.
- Confer with District Student Day Activities Chairman regarding arrangements for District Student Day and contests.
- Have a current Student Day Activities Handbook with all information regarding contest deadlines and requirements and advise and counsel as requested.
- Mail or e-mail pertinent District information to the Webmaster to be posted on the FSMTA website.
- Prepare information to be included in Local Association Handbooks within the District listing District Officers, One-day conference plans, contests, etc.
- Attend State Conference Council of District and Local Association Presidents bringing any requested reports.
- Serve as Co-Chair for State Conference when held in the region.
- Assist Student Activities Chair when State Competitive Events are held in the District.
- Serve as member of the State Nominating Committee when District's turn comes in rotation.
- Secure a district representative for the Teacher Recital at the Annual State Conference.
  - All performers chosen should be the level of professionalism expected of FSMTA College and Independent Teachers.
  - Electronic equipment may only be presented if specified in the original instrumentation.
  - Performances may last 8 – 10 minutes.
  - Any questions or issues the District President might encounter will be addressed by the Recital Chairman or the President-Elect of FSMTA.

- Aid in the establishment of new Local Associations within your District (as the need arises) in consultation with the FSMTA President and Vice-President for District and Local Associations.

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

**Spring – odd year** (incoming)

- Elected at One-day Conference.
- Begin to secure District Chairs for committees.

**August – odd year** (incoming)

- Plan One-day Conference for next spring at District Executive Board meeting.
- Before end of month write to President-Elect with list of prospective appointments for District Chairs.
- Mail same officer list and District Chair list to Vice-President for District/Local Associations and persons preparing Local Association Handbooks.

**November – all years**

- Attend the State Conference.
- Attend State Executive Board meetings.
- At State Conference. attend the Council of District and Local Association Presidents meeting (usually a luncheon meeting).

**November – odd year** (incoming)

- Attend last State Executive Board meeting and receive files and Manual of Procedure from outgoing District President.

**January**

- Secure a District representative for the Teacher Recital at the State Conference **and immediately send information to State Conference Teachers Recital Chair. Information is to include repertoire, short bio and photograph.**
- Prepare a written report for February Executive Board meeting and file electronically with the Corresponding Secretary by the issued deadline.

**February**

- Attend State Executive Board meetings.
- Prepare agenda for One-day Conference meeting.

**Spring**

- Preside over District meeting at One-day Conference.

**May**

- Prepare a written report for June Executive Board meeting and file electronically with Corresponding Secretary by the issued deadline.

**June**

- Attend State Executive Board meetings.

**August – even year**

- Plan One-day Conference for next spring at District Executive Board meeting.
- Appoint a Nominating Committee to present a slate of District Officers at next Spring One-day Conference.
- Mail officer list and District Chair list to Vice-President for District/Local Associations and persons preparing Local Association Handbooks.

**August – odd year (outgoing)**

- Work with newly elected District President and officers to plan One-day Conference for next spring at District Executive Board meeting.

**October**

- Prepare a written report for State Conference Executive Board meeting and file electronically with the Corresponding Secretary by the issued deadline.

**November – odd year (outgoing)**

- Attend the State Conference.
- Attend State Executive Board meetings.
- At State Conference, attend the Council of District and Local Association Presidents meeting (usually a luncheon meeting).
- At last Executive Board meeting turn over files and Manual to incoming District President.