

## President

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### General duties:

*(From Bylaws Article VIII, Section 1)*

- The President shall preside at all business meetings of the Association and Executive Board.
- The President shall also:
  - As President-Elect, have appointed standing committee chairs as specified in Article XII, Sections 1 and 2;
  - Appoint special committees when advisable;
  - Be an ex-officio member of all committees and ascertain their progress periodically;
  - Make pro-tem appointments to fill any vacancies on the Executive Board until the next meeting of the Board and/or Association is held or until the Executive Board can be polled;
  - Appoint the Executive Director of the Foundation with the approval of the Executive Board; and
  - Perform such other duties as are implied by this title.

*(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.

### Specific duties include:

- Read and re-read the Bylaws of the organization throughout term in service and use the Bylaws to assist in answering questions from members and in guiding them through problem-solving;
- Remember to call upon past presidents for historical information or guidance;
- When requested, prepare letter of congratulations/certificate for members receiving an honor of some type;
- Send congratulations to student winners of FSMTA and MTNA events and to the teachers;
- When invited attend (if possible) events at the Local or District level of FSMTA;
- Answer promptly all correspondence from MTNA and Southern Division;
- Maintain up-to-date information on the MTNA State Portal.

- Work to keep FSMTA up-to-date at all times.
- Send the FSMTA Webmaster all changes and updates for the Main Page and any other additions you deem necessary.
- Answer all Correspondence and e-mail correspondence you deem important and necessary in a timely manner.
- Relax, don't expect to be perfect. Remember that not all FSMTA members will know about every mistake!
- At close of term as FSMTA President begin serving as President of the Florida State Music Teachers Foundation, Inc.

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

**October 2007**

- Attend State Conference.
- Request from Conference Chairman ten (10) copies of Conference booklet: seven (7) to carry to MTNA Summit meeting in September, and 3 to send to MTNA in November for state affiliate award competition.
- Attend State Executive Board meetings. At the Final morning board meeting you will be expected to make announcements, present your new board and adjourn the board meeting.
- Attend the Third Session. After the installation of officers you will be expected to give an acceptance speech and announce your new board and any objectives/goals.
- Acquire FSMTA stationery from the Corresponding Secretary and Reimbursement Form from State Treasurer for any phone calls.
- Receive files and policy Manual from outgoing President.

**November 2007**

- Prepare cover letters for MTNA to accompany our entries for composition commissioning, teacher of year, local association of year and state association of year awards. These, with the supporting materials are due in the MTNA office by December 1<sup>st</sup> each year. The respective chairmen are responsible for the mailing of the letters and supporting materials.
- Prepare President's Message (photo-1<sup>st</sup> time only) for the December-January Newsletter by 10<sup>th</sup> of the month and send or e-mail to Editor.

**December 2007**

- Prepare agenda and letter for Winter Board meeting and send or e-mail to Corresponding Secretary. Send out at least one month before the meeting.

**January – even year (2008)**

- Before 10<sup>th</sup> of the month prepare and mail/e-mail President Message for February/March issue of the Newsletter to Editor.
- Request reports to be given in person or mailed to President from Ethics Chair.

- Prepare a written report for the Executive Board meeting and file electronically with the Corresponding Secretary by the issued deadline. Prepare your personal Agenda.
- Attend the Southern Division Competitions and Meeting. Attend all of the events in which Florida Students are competing. Congratulate the winning students and teachers. Attend the two evening dinners.
- Send receipts to the State Treasurer for travel, shuttle, hotel and meals.

#### **January-February – even year (2008)**

- Prepare for and Preside at State Executive Winter Board meeting. Prepare your own personal agenda.
- Send receipts to the State Treasurer for travel, hotel and meals for Southern Division Competitions and FSMTA Board Meetings.
- Give to the President-Elect or representative of the Conference committee at the Executive Board meeting the General Session agendas.
- Make arrangements for hotel, travel and registration for the National Conference.

#### **March – even year (2008)**

- Prepare President's Message for the April/May issue of the Newsletter by the 10<sup>th</sup> of the month and send or e-mail to Editor.
- Prepare a report for the National Conference. You will need to take 20 copies with you.
- Attend the MTNA National Conference: Plan to attend the Presidents Advisory Council Meeting, the Southern Division Meeting and Reception and the National President's Reception.
- Attend all of the National Events where Florida students are competing. Speak to each of the students and their teachers. Attend all of the Award Ceremonies and again congratulate any winners. Attend all of the Winners' Concerts where there are Florida Winners performing.
- Send receipts to State Treasurer for travel, shuttle, hotel, registration and meals at National Conference.

#### **April – Beginning 2008.**

- Assist State Conference planning committee in any way requested but specifically:
  - Plan your President's Welcome for the June State Conference Program.
  - Request Message from the Division Director for the State conference Program
  - Prepare Agenda for the three General Sessions at the State Conference to meet the program deadline (Samples can be found in section Q1 of this Manual to be used as guidelines.)
  - Request from the State conference planning committee biographical information on any guest speaker(s) for the General Session(s) to assist in their introductions.
  - Prepare a timetable for Executive Board meetings/reception for inclusion in the program booklet.

- Send receipts to State Treasurer.

**May – even year (2008)**

- Prepare Letter and Agenda for the Summer Executive board meeting and mail to Corresponding Secretary.
- Respond to requests from MTNA to grant StAR award recipients one year free membership and publicize their names in the newsletter. Get together with the VP for Membership on this.
- Attend FSMTA Competitive Events Day. Sign the certificates. Congratulate winners/teachers.
- Prepare a written report for the Executive Board meeting at the State Conference.
- Prepare a report to be delivered at the General Session at the State Conference covering activities of the past year. Request the other officers to prepare a report to be delivered at Conference Sessions covering activities of the past year.
- Request from VP of Membership five (5) copies of each state Newsletter publication: seven (7) of each to carry to MTNA Summit and three (3) of each to send to MTNA in November for State Affiliate Competition.
- Send receipts to FSMTA Treasurer for travel, hotel and meals.

**June – even year (Beginning 2008)**

- Prepare for and Preside at the three General Sessions at the State Conference.
- Prepare for and Preside at the Board meeting(s) at the State Conference.
- Serve as host(ess) for the Presidents Reception following one of the evening concerts.
- Receive request from Treasurer for recommendations regarding changes in the proposed budget for 2008-09 (Beginning July 1<sup>st</sup>). Attend the Budget meeting.
- Turn in receipts to the FSMTA Treasurer for registration, and travel. (The Conference Committee provides the room.)

**July – even year (2008)**

- Prepare President's Message for Aug/Sept Newsletter by the 10<sup>th</sup> of the month and send or e-mail to Editor.

**August – even year (2008)**

- Arrange to attend the Summit Meeting in Cincinnati.
- Prepare a report to take to Summit. (See sample in Section Q1 of this Manual as a guide). It will be delivered at the Southern Division Meeting. You will be expected to attend the break-out meeting of the larger states, the Friday evening opening reception and meeting, and the Saturday evening Banquet. The events begin Friday evening and end on Sunday at noon.

**September – even year (2008)**

- Before 10<sup>th</sup> of the month prepare and send/e-mail President's Message for the Oct/Nov issue of the Newsletter to Editor.

- Attend the Summit. Take reports and as many Newsletters and Conference programs that you can. These will be displayed on tables.
- Prepare Agenda and Letter for Fall Board Meeting and send/e-mail to Corresponding Secretary.

**October/November – even year (2008)**

- Prepare for and preside over the Fall Board meeting. Prepare your personal Agenda.

**November – even year (2008)**

- Before 10<sup>th</sup> of the month prepare and send/e-mail President Message for the Dec/Jan issue of the Newsletter to Editor.

**December – even year (2008)**

- Prepare Agenda and letter for Winter Board meeting and send or e-mail to Corresponding Secretary. Send out at least one month before the meeting.

**January – odd year (2009)**

- Request reports to be given in person or mailed to President from Ethics Chair.
- Prepare a written report for the Executive Winter Board meeting and file electronically with the Corresponding Secretary by the issued deadline. Prepare your personal Agenda.
- Before 10<sup>th</sup> of the month prepare and send/e-mail President's Message for the Feb/March issue of the Newsletter to Editor.
- Attend Southern Division Competitions and Meeting. Attend all of the events in which Florida Students are competing. Congratulate the winning students and teachers. Plan to attend the two dinner meetings.

**January/February – odd year (2009)**

- Prepare for and Preside at the State Executive Winter Board meetings. Prepare your personal Agenda.
- Turn in Reimbursement Form to FSMTA Treasurer (with receipts stapled to Form) for hotel, travel and meals at Southern Division and FSMTA Board Meeting.
- Make arrangements for hotel, transportation and registration for the National Conference.

**March – odd year (2009)**

- Before 10<sup>th</sup> of the month prepare and send/e-mail President's Message for the April/May issue of the Newsletter to Editor.
- Prepare a report for the National Conference. You will need to take 20 copies with you.
- Attend the MTNA National Conference. Plan to attend the Presidents Advisory Council Meeting, the Southern Division Meeting and Reception and the National President's Reception.

- Attend all of the National Events where Florida Students are competing and performing. Speak to each of the students and their teachers. Attend all of the award ceremonies and again congratulate all winners. Attend all of the Winners' Concerts where there are Florida Winners performing.
- Send receipts to FSMTA Treasurer – for travel, meals, registration and room from the National Conference.

#### **April – odd year (2009)**

- Assist State Conference planning committee in any way requested.
- Plan your President's Welcome for the June State Conference Program
- Request Message from the Division Director for the state Conference Program.
- Prepare Agenda for the three General Sessions at the State Conference to meet the program deadline. (Samples can be found in Section Q1 of this Manual to be used as guidelines).
- Request from the State Conference planning committee biographical information on the guest speaker(s) for the 3<sup>rd</sup> General Session(s) to assist in their introduction(s).
- Prepare a timetable for Executive Board meetings/reception for inclusion in the program booklet.
- Begin updates/additions for the President's responsibilities and time-line for the Manual of Procedures and send to Chair as soon as possible.

#### **May – odd year (2009)**

- Prepare a Letter and Agenda for the Summer Executive Board meeting and send or email to Corresponding Secretary.
- Respond to requests from MTNA to grant StAR award recipients one year free membership and publicize their names in the newsletter. Get together with the VP for Membership on this.
- Attend State Competitive Events Day. Sign the certificates. Congratulate winners/teachers.
- Prepare a written report for the Executive Board meeting at the State Conference and file electronically with the Corresponding Secretary by the issued deadline.
- Prepare a report to be delivered at a General Session at the state Conference covering activities of the past year. Request the other officers to prepare a report to be delivered at a Conference Sessions covering activities of the past year.
- Request from VP of Membership five (5) copies of each state Newsletter publication: seven (7) of each to carry to MTNA Summit and three (3) of each to send to MTNA in November for State Affiliate Competition.
- Send receipts to FSMTA Treasurer – for travel, hotel meals for FSMTA Competitive Events.

#### **June – odd year (2009)**

- Prepare for and Preside at the three General Sessions at the State conference.  
**Plan to install the new officers at the Third General Session.**
- Prepare for and Preside at the Board meeting(s) at the state Conference.

- Prepare your personal Agenda. Allow time for the incoming President to speak and adjourn at the Sunday a.m. Board Meeting.
- Serve as host(ess) for the President's Reception following one of the evening concerts (determined by you and Conference chair).
- Send Receipts to Treasurer for travel, registration and meals at State Conference.
- Receive request from Treasurer for recommendations regarding changes in the proposed budget for the next fiscal year (beginning July 1). Attend the Budget meeting.

**July – 2009**

- Begin job as FSMTF President.