

## College Council Chair

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### General duties:

- Serve as a non-voting member of the State Executive Board.
- Maintain current job description and Manual of Procedures to be passed along to successor.
- Encourage networking among college faculty members of FSMTA.
- Promote FSMTA to college music faculty in Florida to recruit new members.
- Collaborate with Collegiate Chapter Chair on shared issues and projects.
- Purpose of the College Council is to attract and involve college teachers in the activities of the Association.

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

#### November - odd year

- Attend the State Conference (possibly 2nd weekend of November or earlier).
- Attend last Executive Board meeting and receive Manual and materials from outgoing Chair.
- Begin planning for workshop geared toward college faculty at the following State Conference.

#### January - even year

- 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 Membership to present at meeting.

#### February - even year

- Attend State Executive Board meetings (possibly the 1st weekend in February).

#### May - even year

- 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 Membership to present at meeting.

#### June - even year

- Attend State Executive Board meetings (possibly 3rd Saturday in June).

#### October - even year

- 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 Membership to present at meeting.

**November - even year**

- Attend the State Conference (possibly 2nd weekend of November or earlier), possibly overseeing a session geared toward college faculty.
- Attend Executive Board meetings.

**January - odd year**

- 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 Membership to present at meeting.

**February - odd year**

- Attend State Exec Board meetings (possibly the 1st weekend in February).

**May - odd year**

- 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 Membership to present at meeting.

**June - odd year**

- Attend State Executive Board meetings (possibly 3rd Saturday in June).

**October - odd year**

- 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 Membership to present at meeting.

**November - odd year**

- Attend the State Conference (possibly 2nd weekend of November or earlier).
- Attend Executive Board meetings; at last meeting turn over Manual and materials to incoming Chair.