

## **Provisional Members Advisor and Membership Examinations Chair**

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### **What is Provisional Membership?**

*(From Bylaws Article V, Section 2)*

- PROVISIONAL MEMBERSHIP shall be available to those who are unable to meet all requirements for membership in the Active classification. Provisional Members must, however, be actively engaged in teaching music, have a high school diploma or GED equivalent, and be accepted by the local Membership Committee.
  - Provisional members shall be given a three year period in which to advance to eligibility for Active membership. During this period, candidates must pass the FSMTA membership examination and present four students from three or more levels of achievement, above Primary, at District Student Day Auditions. The student must receive the Certificate of Achievement at the auditions.
  - An extension of one to two years may be granted.
  - Provisional members failing to complete the requirements in their allotted time shall forfeit Provisional membership in the Association. A period of five years must elapse before one is eligible to reapply for Provisional or Active membership.
  - Provisional membership shall provide all Active membership privileges with the exception of the right to hold state or national office and to apply for FSMTA certification.

### **General duties:**

- Serve as a non-voting member of the State Executive Board.
- Inform Provisional members of the requirements to attain Active status through correspondence, interviews, and an annual meeting at the State Conference.
- Be responsible for the content and distribution of the Provisional Membership brochure, Study Guide, and other promotional materials.
- Mail a copy of the Study Guide and letter of welcome to each new Provisional Member.
- Keep an accurate list of Provisional Members including the expiration date of their probationary period, District and/or Local Association, address, phone, and e-mail.
- Maintain a file for each Provisional Member, placing in the file paperwork from presentation of students at District Student Day, and membership test results.
- If requested, may grant an extension for time of completion for one or two years. May be in contact with Local Association Membership Chair before the extension is granted.
- Receive from the Local Association Membership Chair a check for \$30 and request that the Provisional Member is prepared to take the test.

- Mail the test to the Local Association Membership Chair who monitors the test taking and returns the test to the Membership Examinations Chair.
- Grade the test (passing is 70%) and mail the Provisional member the results (not the test itself).
- When all Provisional Membership requirements are met notify the Vice-President for Membership and President of their Active status and send a letter of congratulations to the member.
- Serve as chair of the Membership Examination Committee and appoint its members.
- The Membership Examination Committee shall approve the examination to be administered to prospective members.
- Maintain current job description and Manual of Procedure to be passed along to successor.

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

**November - odd year** (incoming)

- Attend the State Conference.
- Attend the annual meeting of Provisional Members during the State Conference.
- Attend a meeting of the Membership Examination Committee if needed.
- Attend last Executive Board meeting and receive Manual and materials from outgoing Chair.
- Contact present Provisional members by postal or e-mail informing them of the change in chairmanship and encouraging them to complete the requirements, offering help as needed.

**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 Membership to present at meeting.

**February, June, November**

- Attend State Executive Board meeting.

**November**

- Attend the State Conference and Executive Board meetings.
- Chair the annual meeting of Provisional Members during the State Conference.
- Chair a meeting of the Membership Examination Committee if needed.

**November - odd year** (outgoing)

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