

## **FSMTA Teacher Awards 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 Procedure to be passed along to successor.
- Receive nominations from the districts for these awards.
- Nominations shall not exceed one per category per year per district.
- Appoint a committee to review nominations including Chair and three former FSMTA State Presidents.
- Approved nominations shall be presented to the Executive Board for final approval.

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

#### **November - odd year** (incoming)

- Attend the State Conference.
- Attend last Executive Board meeting and receive Manual and materials from outgoing Chair.
- Write to the District Presidents and request nominations for the:
  - Excellence in Teaching Award
  - Honorary Membership
  - Local Association of the Year
- Include application blanks for awards.

#### **January**

- Send an article to the Editor for state publication including criteria for the awards, the deadline (July 1) and the person to whom the applications are to be sent. Send this same information to the Webmaster - include information on Excellence in Teaching Award, Honorary Membership, and Local Association Award.
- Mail or e-mail same article to the Webmaster to be posted on the FSMTA website.
- Appoint committee.

#### **January, May**

- 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 District and Local Associations to present at meeting.

#### **February, June**

- Attend State Executive Board meeting.
- Attend the State Conference.

- Present names of winners for final approval at Board meeting.
- Present plaques to winners at General session during the State Conference.
- Send article about winners to Editor for state publication. If any photos are to be included, be sure that you have secured a signed photo permission release form (downloaded from the FSMTA website) for each photo.
- Mail or e-mail same article to the Webmaster to be posted on the FSMTA website.

### **March**

- Review nominees' materials for Excellence in Teaching Award, Honorary Membership, and Local Association of the Year awards. Have committee members review materials and select winner.
- Contact Excellence in Teaching award winner immediately so that they can continue the process of nomination for MTNA Teacher of the Year Award.

### **October**

- Prepare a written report for Executive Board meeting and file electronically with the Corresponding Secretary by the issued deadline. If unable to attend, mail these to the Vice-President for District and Local Associations to present at meeting.
- Have plaques made for winners and certificates of participation for entrants to Excellence in Teaching award. Prepare a brief bio on the winners to be shared at the public presentation of awards at the conference.

### **November**

- Attend Executive Board meetings

### **November - odd year (outgoing)**

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