

Vice - President for District and Local Associations

General duties:

(From Bylaws Article VIII, Section 3)

- The Vice- Presidents for Membership, District and Local Associations, MTNA Student Events, FSMTA Competitive Student Events, and FSMTA Non-Competitive Student Events shall fulfill their duties listed in their respective Manuals of procedure and other such duties as requested by the President and/or the Executive Board.
- Following the above order they will be expected to preside when all officers listed before them, including the President and President - Elect are absent for an entire Executive Board meeting and/or Conference.

(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 are:

- Secure updated lists of names and contact information of District and Local officers as changes occur. Provide the Webmaster with the changes as they occur in order to keep the website current.
- Provide these lists to the President, other officers, and to the Directory Chairman (Webmaster) when requested.
- Maintain archive of Local Association yearbooks.
- Maintain communication with District and Local Presidents through state publications, emails, and/or phone calls.
- Provide assistance to District and Local Presidents as needed.
- Respond to communications and requests promptly.
- Encourage affiliation of new Local Associations within the state (see Bylaws Article IX).
- If a new local association is to be formed, the following need to be done:
 - Send to the representative or President of forming Local the following:
 - Local Affiliation Application
 - Local Association Booklet (Published by National)
 - Any other information you have, such as information on Start-Up Grants.

- To complete the application and required documents the forming Local must:
 - Conduct a meeting (try to attend or encourage State President to attend) during which they must: Elect officers, take minutes of the meeting.
 - Establish a Constitution and By-Laws.
 - Establish a price for local dues.
- After making sure all application materials are complete and that the Constitution and Bylaws of the new local association are in compliance with the FSMTA and MTNA bylaws, take all of the required forms and papers to the next Executive Board Meeting.
 - Present a motion to have the FSMTA Board approve the new local.
 - Have the State President sign the application, if accepted.
 - Send all of the required information to Elaine Donaldson, at the National Office. The National office will contact the new Local Association with a letter and materials as soon as they are approved.
- Write articles for the state publication as needed and send to Editor.
- Mail or e-mail same articles to the Webmaster to be posted on the FSMTA website.
- Maintain vigilance regarding FSMTA Code of Ethics and Local Association adherence to National and State Bylaws.
- Stay current with changes in MTNA, FSMTA policies and notify District and Local Presidents of changes as necessary.

A suggested time-table for duties follows:

November - odd year (incoming)

- At State Conference during the time when elected, attend the Council of District and Local Association Presidents meeting (usually a luncheon meeting). See Bylaws Article XIV for details.
- After election, attend last State Executive Board meeting and receive files and Manual from outgoing VP for District/Local.
- Acquire FSMTA stationery from the Corresponding Secretary and Reimbursement Form from FSMTA Treasurer (may be reimbursed for postage, printing, phone calls). This can be done at this and each Board meeting attended.
- Contact President-Elect or representative for State Conference to schedule date and time for a two hour Council of District and Local Association Presidents meeting at summer Conference, also suggest topics for sessions during the Conference which might pertain to District and Local Association Presidents.

January

- Request reports from Arts Awareness and Advocacy Chair, FSMTA Teacher Awards, Taxation and Licensing, Student Chapters, Chapter Liaison to VCCI, Student Representative, and District Presidents (ask for list of current officers to be included in report) be electronically filed with the Corresponding Secretary by issued deadline.
- Prepare a written report for June 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

- Attend State Executive Board meeting.
- Turn in Reimbursement Form to FSMTA Treasurer, with receipts stapled to Form.
- Finalize with President-Elect or representative for State Conference a date and time for Council of District and Local Association Presidents meeting at summer Conference.

March

- Contact and invite District and Local Association Presidents to the Council luncheon at the State Conference (include a request for a new yearbook from Local Association Presidents).
- Attend (if possible) MTNA National Conference.

May

- Request written reports from: Arts Awareness and Advocacy Chair, FSMTA Teacher Awards, Taxation and Licensing, Student Chapters, Chapter Liaison to VCCI, Student Representative, and District Presidents (ask for a current list of officers to be included in the report) be electronically filed with the Corresponding Secretary by issued deadline.
- Prepare a written report for June 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.
- Prepare an agenda for Council of District Presidents and Local Presidents luncheon.

June

- Attend State Executive Board meeting.
- Prepare verbal report to be given at General session during State Conference including activities from the previous conference.
- Preside over Council of District and Local Association meeting/luncheon.
- At meeting, turn in Reimbursement Form to FSMTA Treasurer, with receipts stapled to Form.

July

- Contact Local Association Presidents and request a list of officers and contact information.

August

- Email list of current District and Local Presidents to the following: State President, National Director of Membership Services, Webmaster, District Presidents, Local Association Presidents, Local Membership chairs, Local Student Activities and Concerto chairs, and FSMTA Treasurer.
- Prepare report for National Local Association Chair (even year only).

October

- Receive request from Treasurer for recommendations regarding changes in present budget.
- Request written reports from: Arts Awareness and Advocacy Chair, FSMTA Teacher Awards, Taxation and Licensing, and District Presidents (ask for a current list of officers to be included with report) if they are unable to attend the Executive Board meeting.
- Prepare a written report for June 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

- Attend the State Conference.
- Attend FSMTA Executive Board meetings.
- Turn in Reimbursement Form to FSMTA Treasurer, with receipts stapled to Form.

November - odd year (outgoing)

- Turn over all old yearbooks to the FSMTA Archives - History Chair, keeping only those current yearbooks needed for referral.
- At last Executive Board meeting turn over files and Manual to incoming Vice-President for District and Local Associations including newly formed Local Association applications and pamphlets.