

Foundation President

General duties:

(From Bylaws of the Florida State Music Teachers Foundation, Inc., Article III, Section i)

- Officers shall fulfill duties as follows:
 - The president shall be the Chief Executive Officer of the Corporation and as such, shall have general and active management of the business and affairs of the Corporation, subject to the directions of the Executive Board. The Executive Board President shall preside at all meetings of the Executive Board.

Monthly duties:

- Seek donations for the Foundation.
- Write all thank you notes for the Foundation.
- Work closely with the FSMT Foundation Treasurer to keep records accurate and current accounts, which include CD, Treasury Note, Schwab Money Market, and Wachovia accounts.
- Maintain and update the Foundation page on the FSMTA website

Annual duties:

- Prepare at least one article per year for the FSMTA Newsletter.
- Plan the FSMTF Gala. Work closely with the Conference Chairs(s) to prepare all details for this event.
- Odd years present a nominee for the FSMT Foundation Treasurer to the Executive Board at the Winter Board meeting. Vote should be taken at the Summer Board meeting.

A suggested time-table for duties follows:

November – odd year (incoming)

- Attend State conference and State Executive Board meetings.
- Receive Manual and outgoing materials from past-President.

December, April, September

- Send agenda for upcoming Board meeting to FSMTA Corresponding Secretary.
- Prepare written report for Executive Board meeting and file electronically with the Corresponding Secretary by the issued deadline.

January or February, June, November

- Preside at the FSMTF Board Meetings and attend State Executive Board meetings.

Late May or early June

- Contact FSMTF Treasurer to be sure that all FSMTA competition winners' awards have been mailed to them.

November – even year

- Contact FSMT Foundation Treasurer in November to be sure that all MTNA competition winners' awards have been mailed to them.

November – odd year (outgoing)

- Turn over Manual and materials to new Foundation President.