

President

General duties:

(From Bylaws Article VIII, Section 1)

- The President shall preside at all business meetings of the Association and Executive Board.

- The President shall also:
 - As President-Elect, have appointed standing committee chairs as specified in Article XII, Sections 1 and 2;
 - Appoint special committees when advisable;
 - Be an ex-officio member of all committees and ascertain their progress periodically;
 - Make pro-tem appointments to fill any vacancies on the Executive Board until the next meeting of the Board and/or Association is held or until the Executive Board can be polled;
 - Appoint the Executive Director of the Foundation with the approval of the Executive Board; and
 - Perform such other duties as are implied by this title.

(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 include:

- Read and be familiar with the Bylaws of the organization throughout term in service and use the Bylaws to assist in answering questions from members and in guiding them through problem-solving.
- Call upon past presidents for historical information or guidance.
- When requested, prepare letter of congratulations/certificate for members receiving an honor.
- Send congratulations to student winners of FSMTA and MTNA events and to the teachers.
- When invited attend (if possible) events at the Local or District level of FSMTA.
- Answer promptly all correspondence from MTNA and Southern Division.
- Maintain up-to-date information on the MTNA State Portal.

- Keep FSMTA informed about MTNA/Southern Division changes or activities at all times.
- Send the FSMTA Webmaster all changes and updates for the Main Page and any other additions you deem necessary.
- Answer all Correspondence in a timely manner.
- At close of term as FSMTA President begin serving as President of the Florida State Music Teachers Foundation, Inc., chair of the Nominating Committee, and a member of the Editor's Advisory committee.

A suggested time-table for duties follows:

November 2011

- Attend State Conference.
- Request from Conference Chairman five (5) copies of Conference booklet: two (2) to keep for records and three (3) to send to MTNA in November for state affiliate award competition.
- Attend State Executive Board meetings. At the Final morning board meeting you will be expected to make announcements, and present your new board.
- At the Third Session, after the installation of officers, you will be expected to give an acceptance speech and announce your new board and any objectives/goals.
- Acquire FSMTA stationery from the Corresponding Secretary and reimbursement form from State Treasurer for any budgeted expenses.
- Sign any necessary forms regarding State Treasury accounts.
- Receive files and *Manual of Procedures* from outgoing President.
- Prepare cover letters for MTNA to accompany the FSMTA entries for composition commissioning, teacher of year, local association of year and state association of year awards. These, with the supporting materials, are due in the MTNA office by December 1st each year. The respective chairmen are responsible for the mailing of the letters and supporting materials.
- Submit EB personnel to the Webmaster for publication online.
- Update MTNA state portal with new officers, competitions, and events as needed.
- Work with outgoing President to obtain your FSMTA debit card.

January (2012)

- Attend the Southern Division Competitions/meeting and serve as inside monitor for the competitions. Attend all events in which Florida students are competing. Congratulate the winning students and teachers. Attend any evening dinners.
- Send receipts to the State Treasurer for travel, shuttle, hotel and meals. (Even if using the FSMTA debit card, all receipts should be scanned and emailed to the Treasurer.)
- Make arrangements for hotel, travel and registration for the National Conference.

- Prepare President's Message for the February Newsletter by the 10th of the month and email to the Editor. (Check with the Editor if your article can be submitted immediately after the Southern Division competitions so as to include the names of any Florida winners and their teachers.)

March (2012)

- Prepare a report for the Southern Division meeting at the National Conference. You may need to take copies with you or simply file electronically.
- Attend the MTNA national conference: Plan to attend the Presidents Advisory Council Meeting, the Southern Division Meeting and Reception, the National President's Reception, as well as the Leadership Summit.
- Attend all of the national events where Florida students are competing. Speak to each of the students and their teachers. Attend all of the award ceremonies and again congratulate any winners. Attend all of the winners' concerts where there are Florida winners performing.
- Send receipts to State Treasurer for travel, shuttle, hotel, registration, and meals from the national conference.
- Submit change of Southern Division officers to Webmaster for publication online.

April (2012)

- Prepare agenda and letter for Summer Board meeting and email to the Corresponding Secretary. Send out at least one month before the meeting. Contact Foundation President to see if they wish to schedule a 30-60 minute meeting in conjunction with Executive Board meeting.
- Request reports to be given in person or emailed to President from Ethics Chair and Composition Commissioning Chair. Verify that the Parliamentarian will be able to attend and serve at the meeting.
- Prepare a written report for the Executive Board meeting and file electronically with the Corresponding Secretary by the issued deadline. Prepare your personal agenda.
- Confer with VP for FSMTA Competitive Events regarding the competitions in May.

May (2012)

- Prepare President's Message for the June Newsletter by the 10th of the month and email to the Editor
- Respond to any requests from MTNA to grant StAR award recipients one year free membership and publicize their names in the newsletter. Work with the VP for Membership and the College Council Chair.
- Attend FSMTA Competitive Events Day. Sign the certificates (certificates may already be signed with your electronic signature). Congratulate winners/teachers.
- Send receipts to FSMTA Treasurer for travel, hotel and meals.

June (2012)

- Arrange for group dinner and lunch to be brought in for the Summer Board meetings.

- Attend the Summer Board meeting.
- Sign contract with the Cabot Lodge for the following year's meeting
- Send receipts for hotel and meals to FSMTA Treasurer.

July (2012)

- Prepare President's Message for August Newsletter by the 10th of the month and email to the Editor.

August (2012)

- Assist State Conference planning committee in any way requested but specifically:
 - Compose your President's Welcome for the June State Conference Program.
 - Request Message from the Division Director for the State conference Program
 - Use the MTNA State Portal to request a Welcome Letter from the MTNA President
 - Prepare final Agenda for the three General Sessions at the State Conference to meet the program deadline (Samples can be found in section Q1 of this Manual to be used as guidelines).
- Prepare a timetable for Executive Board meetings/reception for inclusion in the program booklet. Contact Foundation President to see when they wish to schedule a 30-60 minute meeting in conjunction with Executive Board meetings.
- Request from the State conference planning committee biographical information on any guest speaker(s) and/or musical guests for the General Session(s) to assist in their introductions.
- Confer with VP for MTNA competitive events, Collegiate Chapters and College Council Chairs on plans for conference events.

September (2012)

- Prepare President's Message for the October Newsletter by the 10th of the month and email to the Editor.
- Prepare agenda and letter for Conference Board meeting and email to the Corresponding Secretary. Send out at least one month before the meeting.
- Request reports to be given in person or emailed to President from Ethics Chair and Composition Commissioning Chair. Verify that the Parliamentarian will be able to attend and serve at the meeting.
- Prepare a written report for the Conference Executive Board meeting and file electronically with the Corresponding Secretary by the issued deadline. Prepare your personal agenda.

October/November (2012)

- Prepare a report to be delivered at the General Session at the State Conference covering activities of the past year. Remind the other officers to prepare a report to be delivered at Conference Sessions covering activities of the past year
- Prepare for and preside at the three General Sessions at the State Conference.

- Prepare for and preside at the Board meeting(s) at the State Conference.
- Serve as host(ess) for the Presidents Reception following one of the evening concerts.
- Receive request from Treasurer for recommendations regarding changes in the proposed budget. (Beginning July 1st). Attend the Budget meeting.
- Turn in receipts to the FSMTA Treasurer for registration, and travel. (The Conference Committee provides the room.)
- Confirm with the VP for Membership and/or the Webmaster that electronic copies of all newsletters have been sent to MTNA (the newsletters are part of the State Affiliate application)
- Prepare cover letters for MTNA to accompany the FSMTA entries for composition commissioning, teacher of year, local association of year and state association of year awards. These, with the supporting materials are due in the MTNA office by December 1st each year. The respective chairmen are responsible for the mailing of the letters and supporting materials.

January (2013)

- Attend the Southern Division Competitions/meeting and serve as inside monitor for the competitions. Attend all events in which Florida students are competing. Congratulate the winning students and teachers. Attend any evening dinners.
- Send receipts to the State Treasurer for travel, shuttle, hotel and meals.
- Make arrangements for hotel, travel, and registration for the National Conference.
- Prepare President's Message for the February Newsletter by the 10th of the month and email to the Editor. (Check with the Editor if your article can be submitted immediately after the Southern Division competitions so as to include the names of any Florida winners and their teachers.)

March (2013)

- Prepare a report for the Southern Division meeting at the National Conference. You may need to take copies with you or simply file electronically.
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- Send receipts to State Treasurer for travel, shuttle, hotel, registration, and meals from the national conference.
- Submit change of MTNA officers to Webmaster for publication online.

April (2013)

- Prepare agenda and letter for Summer Board meeting and email to the Corresponding Secretary. Send out at least one month before the meeting. Contact Foundation President to see if they wish to schedule a 30-60 minute meeting in conjunction with Executive Board meeting.
- Request reports to be given in person or emailed to President from Ethics Chair and Composition Commissioning Chair. Verify that the Parliamentarian will be able to attend and serve at the meeting.
- Prepare a written report for the Executive Board meeting and file electronically with the Corresponding Secretary by the issued deadline. Prepare your personal agenda.
- Confer with VP for FSMTA Competitive Events regarding the competitions in May.

May (2013)

- Prepare President's Message for the June Newsletter by the 10th of the month and email to the Editor
- Respond to any requests from MTNA to grant StAR award recipients one year free membership and publicize their names in the newsletter. Work with the VP for Membership and the College Council Chair.
- Attend FSMTA Competitive Events Day. Sign the certificates (certificates may already be signed with your electronic signature). Congratulate winners/teachers.
- Send receipts to FSMTA Treasurer for travel, hotel and meals.
- Begin updates/additions for the President's responsibilities and time-line for the Manual of Procedures and send to Chair as soon as possible.

June (2013)

- Arrange for group dinner and lunch to be brought in for the Summer Board meetings.
- Attend the Summer Board meeting.
- Send receipts for hotel and meals to FSMTA Treasurer.

July (2013)

- Prepare President's Message for the August Newsletter by the 10th of the month and email to the Editor.

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- Prepare for and preside at the three General Sessions at the State Conference.
- Prepare for and preside at the Board meeting(s) at the State Conference.
- Serve as host(ess) for the Presidents Reception following one of the evening concerts.
- Work with chairman of the Nominating Committee to prepare for election of officers at General Sessions and installation of new officers at the Third General Session.
- Prepare your personal agenda for Executive Board meetings and allow time for the incoming President to speak and give announcements at the final Board meeting.
- Following conference give files and revised Manual of Procedures to the new President.
- Receive files and information from outgoing Foundation President and begin serving as its new President.
- Sign any documents for Foundation Treasurer regarding the Foundation accounts during the Conference.
- Receive minutes from the Third General Session stating the installation of the new President and take to Wells Fargo to begin process of removing your debit card and adding a debit card for the new President.

- Receive files from outgoing Nominating Committee chair and begin serving in that position.
- Begin serving as Editor Advisory Committee member.