

President-Elect

General duties:

(From Bylaws Article VIII, Section 2)

- The President-Elect becomes President when the latter's term of office expires.
- The President-Elect shall preside if it is necessary for the President to leave the chair during a particular session.
- In case of a permanent incapacitation of the President, the President-Elect will become acting President, followed, in order, by the (6) Vice-Presidents.
- The President-Elect shall have all presidential appointments made prior to taking office. *(See Article XII, Section 2)*
- The President-Elect shall serve as state chair for the Annual Conference.
- The President-Elect shall be the MTNA Foundation representative.

(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 Procedures 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.

(From Bylaws Article XIII, Section 4)

- The NOMINATING COMMITTEE of seven members shall consist of two Past Presidents, two District Presidents, two Local Association Presidents and the President-Elect.

Specific duties are:

- As state chair for the Annual Conference –
 - Work with the Presidents of the Districts within the host Region to appoint State Conference committees.
 - Work with the host region in securing dates and suitable site(s) for the event.
 - Work with the host region committee chairs meeting with them in person as often as necessary to begin assignments and then receiving update reports through preparation process.
 - Remind the Conference planning committee that all expenses of the conference including reception expenses are to be paid from Conference funds.
 - Possible committee chairs are: Exhibit Chair, Advertising Chair, Program Chair, etc. as stated in the Conference Chairman's Handbook.

- Maintain an updated Conference Chairman's handbook. When the Conference Chairperson(s) have been appointed, send the Conference Chairman's Handbook to them.
- Serve as a resource to host region committee chairs on procedures and policies regarding the State Conference (use Bylaws Article XV Conferences as resource for some policies).
- Presently rotation for Regions hosting State Conference is as follows:
 - 2009 - Districts I and II
 - 2010 - Districts VII and VIII
 - 2011 - Districts V and IX
 - 2012 - District VI
 - 2013 - Districts III and IV
 - 2014 - Districts I and II
- As Florida MTNA Foundation representative –
 - Receive quarterly reports from MTNA with summaries from throughout the country and the names of Florida donors. Recognize donors in newsletter.
 - Promote programs offered by the Foundation and promote donating to the MTNA Foundation.
 - Receive request for "State Pride Gift". Present gift ideas for approval to State Executive Board and make sure gift is taken to MTNA National Conference.
 - Executive Board and State Conference reports must include information on work as MTNA Foundation Representative, State Conference work and other tasks assigned by the President.
 - Assist the President in any capacity requested.
 - Read the FSMTA Bylaws.

A suggested time-table for duties follows: (Revised 2011)

November

- Attend State Conference.
- Attend Executive Board meetings.
- Serve as host to the MTNA representative at State Conference.
- 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.
- Make request for \$50 in order to purchase State Pride gift for National Conference.
- Request funds to have a table reserved for Florida at the National Conference Gala. Check with National office for the cost of the table. Secure names of people who would like to be seated at the Florida Table.
- Odd year - Sometime during State Conference event meet with outgoing President - Elect and members of the next year's State Conference committees to be briefed on work already done.

- Odd year – Distribute list of all officers and committee chairmen of new executive board to all present at the last board meeting of the conference.
- Odd year - Announce established dates for the upcoming year's Executive Board meetings at the last Executive Board meeting.
- Odd year - Receive files and policy Manual from outgoing President - Elect at last Executive Board meeting during State Conference.

January

- Prepare an article by submission date of January 10th for February issue of the newsletter including MTNA Foundation donors from the last quarterly report as well as donors and amount of donations received for the MTNA Foundation at the State Conference. Include the names of drawing winners (if applicable).

February

- Appoint a chairman for the Teachers Conference Recital from the Host Region. This chairman will coordinate and host this Recital and be responsible for obtaining the photos and bios of the performers, and compiling this information for the Conference Program.
- Appoint a Resolutions Chairman.
- Even year - Contact representatives from host Region for the next odd year's State Conference to begin work planning process

March

- Attend (if possible) MTNA National Conference. Take State Pride Gift to area designated by MTNA for these items. Attend the MTNA Foundation meeting and if unable to attend, ask the President to attend in your place.

May

- Request reports to be given in person or mailed to President-Elect from: IMT Forum, Nominating Committee, and State Conference Committees.
- Prepare a written report for the June Executive Board meeting and file electronically with the Corresponding Secretary by the issued deadline
- By May 10, for June issue of newsletter, prepare article listing MTNA Foundation donors from last two quarterly reports.
- Receive request from Treasurer for recommendations regarding changes in present budget.
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June

- Attend Summer Executive Board meeting and budget meeting.
- Odd year - At close of meetings, meet with the President and hotel personnel at the Cabot Lodge to book the next Winter Board meeting.

- Even year - Meet with representatives from host region for the next odd year's State Conference to update planning process. Remind them that in November the Executive Board will need to vote on a concert artist, and a venue should be chosen.
- At meeting, turn in Reimbursement Form to FSMTA Treasurer, with receipts stapled to form.

July

- By July 10, for August issue of newsletter, prepare article listing MTNA Foundation donors from last two quarterly reports.
- In mid-July contact the FSMTA Treasurer about making the annual donation to the MTNA Foundation of \$50 (or more). The Treasurer will send payment to the national office.

August

- Odd year - Confer with the Vice-President nominee for MTNA Competitive Student Events, Vice-President nominee for FSMTA Competitive Student Events and the Vice-President nominee for FSMTA Non-Competitive Student Events regarding committee chair appointments.
- Odd year - Begin to secure Standing Committee chairs and other appointees for the term of office when serving as President using recommendations from District Presidents and working to achieve committee chairs representing many Districts.
- The Standing Committee Chairs are: Archives-History, Arts Awareness Advocacy, Certification, College Council, Composition Commissioning, Constitution and Bylaws Revision, Conference, Editorial, Ethics, FSMTA Teacher Awards, Independent Music Teachers Forum, Nominating, Provisional Members Advisor and Membership Examinations, Taxation and Licensing, and other such committees deemed necessary by the President or Executive Board.
- Other appointees are: Manual of Procedure, and Parliamentarian.
- Odd year - Prepare to provide a list of these committee chairs and other appointees to Directory publisher when requested.

September

- By September 10 for October issue of newsletter, prepare article listing MTNA Foundation donors and notice of drawing to be held at November conference.
- Request reports to be given in person or mailed to President - Elect: IMT Forum, Nominating Committee and State Conference Committees.
- Even year - Request that State Conference committee be prepared to present the concert artist for Executive Board approval for next odd year conference.
- Request or receive from MTNA Reply Form for State Pride Gift. Plan gift idea to present to State Board at the Conference board meeting. After gift is approved by Board, send in Reply Form, make arrangements for purchase of gift, and someone to hand-carry it to the MTNA National Conference in March.
- Contact MTNA to request pamphlets, pins, applications for grants, new programs or anything else for display on MTNA Foundation for the State Conference.

- Odd year - Arrange for a gift to be presented to the outgoing President, to be presented at the State Conference general session following installation of new officers. Budget for gift \$75-100. Gifts in current years have included: plaque, bowl, silver, or crystal.
- Request that Composition Commissioning Chair present composer for Executive Board approval.
In odd year, begin revision of Manual of Procedure for President-Elect.

October

- Prepare verbal report for State Conference 1st General Session and a Welcome or Response to Guest speaker. Be sure to include information about location of display table and chance for donations or drawing.
- Prepare to give invitation to next year's State Conference during 3rd General Session of the State Conference or assign this job to someone from the host Region.
- Consider planning a drawing as a donation generator at the State Conference. Inform the Conference Chairman that you want a table to display all Foundation information and locate an attractive box for donations.
- Prepare list of officers and committee chairs on executive board to be distributed to executive board at last board meeting.