

## **Collaborative Performance Forum 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.
- Promote having a workshop on collaborative performance at the annual State Conference.
- Communicate with MTNA chair about collaborative events in our state. May be requested by Division or MTNA Chairs to prepare reports, etc.
- Post articles or questions on the MTNA discussion board on this top or on our state website.

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

#### **October – odd year (incoming)**

- Attend the State Conference.
- Attend last Executive Board meeting and receive Manual and materials from outgoing Chair.
- 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.

#### **November, December**

- Begin to contact members to participate in the June State Conference. Confer with State Conference chair regarding scheduling of workshop during State Conference.

#### **January, May, September**

- 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 President-Elect to present at meeting.

#### **February**

- Attend State Executive Board meeting.
- Give to Conference program booklet Chair information needed on workshop.

#### **June**

- Attend State Executive Board meeting and State Conference.
- Introduce participants during the workshop.
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**September**

- Contact members to participate in the workshop at the next June State conference. Request brief bios and photos from each and send them to the conference planner working on program booklet preparation. Contact Conference Chair to determine schedule for workshop and notify participants of the schedule.

**October**

- Attend the Executive Board meetings and request members' ideas for the next collaborative performance forum.

**October – odd year (outgoing)**

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