

## **Collegiate Chapters Chair and VCCI**

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### **General duties:**

- Serve as a non-voting member of the State Executive Board.
- Guide the State College Student Organization and Collegiate Chapters.
- Plan and promote an event for current and prospective student members at the State Conference which may include a free day pass, welcome event with food and information at the start of the day.
- Maintain a current list of active chapters, faculty advisors and chapter treasurers with contact information. Update the VP for Membership with any changes as they occur.
- Encourage collegiate members to submit updates and articles to state newsletter.
- Encourage the formation of Collegiate Chapters and guide their progress. Help them prepare paperwork, approve forms and assist with submission to MTNA.
- Promote traditional StAR awards and StAR awards for community college students.
- Assist any chapter interested in applying for MTNA Collegiate Chapter of the Year award.
- Serve as liaison with MTNA Collegiate Chapter Forum.
- Maintain current job description and Manual of Procedures to be passed along to successor.

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

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

- Share ideas for the State Conference event with the President-Elect or Conference Chair or event in conjunction with October Executive Board Meeting and MTNA competitions.

#### **January, May, October**

- 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 Vice-President for District and Local Associations to present at meeting.

#### **February**

- Attend State Executive Board meeting.

#### **March**

- Attend MTNA Conference (if possible) and attend Collegiate Chapter Forum.

**June - odd year (outgoing)**

- Attend State Conference and Executive Board meeting.
- Serve as Host for special student Conference event.
- Contact faculty advisors to encourage them to plan a membership drive at the beginning of the academic year.
- At last Executive Board meeting, turn over Manual and materials to incoming Chair.

**October**

- Contact faculty advisors to acquire a list of currently active chapters, faculty advisors and treasurers with contact information. Send this list to the VP for Membership.
- Attend the Executive Board meeting.

**VCCI (from MTNA website)**

- The Virtual Collegiate Chapter Initiative or VCCI is a new MTNA program focused on the collegiate member. The program intends:
  - to cultivate relationships for and among college students nationwide
  - to develop peer relationships, student to student regardless of whether the student is part of a physical collegiate chapter
  - to foster connections between the college student and the independent music teacher, local association communities, and geographic collegiate chapters
  - to be the focal point for synergistic relationships linking these connections to other MTNA programs including Certification, Educational Services, Information Services and the MTNA Foundation Fund
  - to result in a strong mentorship program pairing seasoned MTNA members with college students so that the latter can truly experience the benefit of being a lifetime member
- For more information contact the MTNA office or any member of the Advisory Committee.