

## **MTNA - Senior Coordinator**

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### **General duties:**

- Serve as a non-voting member of the State Executive Board.
- Study MTNA Handbook for State and Division Competition Chairs and follow guidelines precisely.
- Maintain current job description and Manual of Procedure to be passed along to successor.

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

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

- Attend the State Conference.
- Attend MTNA Senior competitions.
- Attend last Executive Board meeting and receive Manual and materials from outgoing Chair.
- Make sure either the outgoing coordinator or you submit the Foundation Award Request Form to Foundation Treasurer (forms for Representative and Winner can be found in the "Forms" section of this Manual - Page Q1).

#### **January, October**

- Prepare a report for the State Executive Board meeting and file electronically with the Corresponding Secretary by the issued deadline. If unable to attend, mail or email to VP for MTNA Student Competitive Events to present.

#### **February, June**

- Attend State Executive Board meeting.

#### **November**

- Attend the State Conference.
- Chair MTNA Senior competitions, unless Chair has a student participating in the competition.
  - If this is the case, Chair asks another Chair to stand in their place.
- Attend Executive Board meetings.

#### **November - odd year (outgoing)**

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