

Vice-President for FSMTA Non-Competitive Student Events

General duties:

(From Bylaws Article VIII, Section 3)

- The Vice- Presidents for Membership, District and Local Associations, MTNA Student Events, FSMTA Competitive Student Events, and FSMTA Non-Competitive Student Events shall fulfill their duties listed in their respective Manuals of procedure and other such duties as requested by the President and/or the Executive Board.
- Following the above order they will be expected to preside when all officers listed before them, including the President and President - Elect are absent for an entire Executive Board meeting and/or Conference.

(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 are:

- Call and officiate at Board meetings of State Non-Competitive Student Events. Appointed chairs and chairs of District/Local Student Activities are members of this Board.
- Prepare and publish information for the general membership about activities in the organizations communiqués, the state publication and website.
- Monitor activities of appointed chairs.
- Serve as advisor to them as needed.
- Serve as mediator, if questions of procedures should arise.
- Always work to serve the needs of the student participants while staying within existing guidelines.
- Consult with State President about policies if needed.
- Be available to direct members' questions about non-competitive Student Activities to the appropriate chair.
 - Appoint chairs in concurrence with the President-Elect for the following positions: Assistant, Theory, Certificates/Test Printing, Apprentice Judging,
 - Student Activities Handbook and Student Activities Handbook Distributor.

A suggested time-table for duties follows:

Summer prior to election - odd year

- Appoint chairs listed above for all aspects of non-competitive State Student Activities.
- Request that the new chairs attend the State Conference State Student Activities meeting during the State Conference and plan a time to meet the out-going chairs and transfer materials during the State Conference.
- Request from President-Elect a signature stamp and ask that they bring it to the State Conference event where you can receive it and then turn it over to the Certificate Chair for use in printing Competition certificates.

November - odd year (incoming)

- During the Board meetings, meet with Vice-President for State Competitive Events and determine a date and time to request from the State Conference planning committee for State Student Activities Board meeting during State Conference. Then meet with the President-Elect or representative from State Conference planning committee and make the request. Also, recommend any sessions to be presented during the State Conference having to do with Non-Competitive events.

January

- By the 10th of the month prepare article (if needed) with information from State Student Activities Board meeting and mail to FSMTA newsletter Editor.
- Mail or e-mail same article to the Webmaster.
- Request that appointed chairmen mail you a report for Executive Board meeting.
- Prepare a written report for February Executive Board meeting and file electronically with the Corresponding Secretary by the issued deadline.

February

- Plan to attend the State Executive Board meeting.
- Turn in Reimbursement Form to FSMTA Treasurer, with receipts stapled to Form.

March

- By 10th of the month mail to FSMTA newsletter Editor an invitation to State Non-Competitive board members to attend the State Student Activities Board meeting at the State Conference.
- Mail or e-mail same article to the Webmaster.
 - Appointed chairs and chairs of District/Local Student Activities are members of this Board.
- Attend (if possible) MTNA National Conference.

April

- Begin receiving reports from District/Local Student Day events and start to compile information.

May

- Receive request from Treasurer for recommendations regarding changes in present budget.
- Request that appointed chairmen mail you a report for Executive Board meeting.
- Prepare a written report for State Conference Executive Board meeting and file electronically with the Corresponding Secretary by the issued deadline.
- Prepare a verbal report to be given at a General Session during the State Conference.

June

- Plan to attend State Conference and attend State Executive Board meetings.
- Turn in Reimbursement Form to FSMTA Treasurer, with receipts stapled to Form.
- Officiate during State Student Activities Board meeting segment of State Non-Competitive Events Board.
- Give verbal report during a General Session during the State Conference.

July

- By the 10th of the month prepare article (if needed) with information from State Student Activities Board meeting and mail to FSMTA newsletter Editor.
- Mail or e-mail same article to the Webmaster.

August

- Receive from the VP for District and Local Associations a list of current District Presidents, Local Association Presidents, and Student Activities Chairs (use this list if you wish to contact Board members individually).
- Make a copy of this list for the Certificates/Test Printing Chair to assist with preparations of Student Day materials.

October

- Request that appointed chairmen mail you a report for Executive Board meeting.
- Prepare a written report for February Executive Board meeting and file electronically with the Corresponding Secretary by the issued deadline.

November

- Plan to attend the State Executive Board meeting.
- Turn in Reimbursement Form to FSMTA Treasurer, with receipts stapled to Form.

November - odd year (outgoing)

- At final State Executive Board meeting give to in-coming VP files and policy Manual.