

FSMTA State Medals Chair

General duties:

- Serve as a non-voting member of the State Executive Board.
- Serve as a member of the Student Activities Board.
- Order state medals and have them sent to each local or district that requests them.
- Order medals with ribbons (no year)
- Print clear labels with current year and send them along with medals to each local or district. They will apply the labels themselves.
- 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 Student Activities Board meeting.
- Attend last Executive Board meeting and receive Manual and materials from outgoing Chair.

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 to Vice-President for FSMTA Non-Competitive Student Events to present.

June, November

- Attend State Executive Board meeting.

November

- Attend the State Conference.
- Attend Executive Board meetings.
- Attend Student Activities Board meeting.

November - odd year (outgoing)

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