

Duties of Officers

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From the PMTNM Handbook

Source Documents

This markdown document is derived from the following PDF sources:

- **Section VI: Duties of Officers (2014)** - Original source document
 - **PMTNM Handbook Complete (2014)** - Complete handbook with all sections
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This section is designed to give each officer a broader idea of the responsibilities of his or her office. The knowledge and experience of current and former officers have been employed to assist the new officer in preparing for his/her office so that there is continuity and a smooth transition.

General Duties For All Officers

A. The following are general duties required of all officers:

1. Keeps the membership informed of pertinent information in your area of responsibility by reports, as necessary, in the *PMTNM NEWSLETTER*. These should be in the hands of the Newsletter Editor at least one month prior to the publication date (See Newsletter publications deadlines). All copies should be typed and preferably emailed to the Newsletter Editor. Also, any forms or other materials which need to be sent to the entire membership should be included in the *PMTNM NEWSLETTER* mailings.
2. Keeps a complete record of monies received (if any), and all bills and expenses connected with your office. Turns in money, bills and expense record to the Executive Secretary-Treasurer monthly. Expense forms are available from the state Executive Secretary-Treasurer.
3. Attends the Executive Board meetings and sends requested reports to the Executive Secretary-Treasurer one month prior to the spring and fall Board Meetings and sends reports by email if possible.

4. Keeps a handbook of duties for your office up to date with any material included which would be of help to your successor.

Duties Of The State President

A. Appoints the committee chairmen and committee members.

1. Upon accepting the nomination, the presidential candidate should begin to determine committee chairmen and appointive officers for the coming year, so that these can be contacted and announced at the State Conference, following his/her election.
2. Appointive officers and chairmen are: Advertising Manager, Archivist, College Auditions Chairman, College Student Chapters Chairman, Composer Commissioning Chairman, Danfelter Scholarship Chairman, Group Piano Chairman, Handbook Chairman, Independent Music Teachers Forum Chairman, Junior-Senior Auditions Chairman, Local Associations Chairman, *PMTNM* Newsletter Editor, *PMTNM* Memorial Scholarship Fund Chairman, PEP (General Auditions) Chairman, Publicity/Public Relations Chairman, STEP (Scale and Theory Evaluation Program) Chairman, Student Activities Chairman, Student Composition Chairman, Student Honors Chairman, Convention Chairman, Auditing Committee Chairman, and other chairmen as needed as new programs are developed or previous programs reinstated. (It is suggested that the Budget Committee be made up of the Executive Secretary-Treasurer, the State President (or a replacement), and a third member appointed by the President).
3. A Parliamentarian and a committee for commissioning projects are appointed at the option of the President and the Executive Board for each year.
4. Standing committees should be appointed as soon as possible to maintain smooth continuing efforts.
5. Although the nominating committee is required to prepare a slate of nominated officers and present it to the Executive Secretary-Treasurer 15 days prior to the opening date of the annual State Conference, the President should appoint this committee approximately 3 months before the State Conference in order for the nominating committee to have time to function. The nominating committee should ask each candidate if he/she will accept the nomination, after informing each candidate of his/her job and what it entails (using the Handbook).
6. Checks dates of the Southwest Division Auditions and notifies the Collegiate Auditions Chairman and MTNA Junior/Senior Performance Auditions Chairman.

B. Schedules a Spring & Conference meeting where:

1. Minutes of the previous Board and Business Meetings should be analyzed and formal plans presented for implementation of the actions passed.

2. New programs and ideas from the President should be announced and discussed.
 3. The Conference Chairman presents possible clinicians for the conference along with a proposed schedule of events. (Spring Board Meeting)
 4. The Budget Committee presents a proposed budget for the new fiscal year for approval by the Executive Board at the Conference Board meeting. It is then recommended for passage at the Conference Business Meeting by the general membership.
 5. Discussions are held on any concerns of the membership who have sent agenda items to the President at least 3 weeks prior to this meeting.
- C. Keeps a close liaison with all officers to ensure that their respective offices continue to function. He/she should acquaint the Vice President and the Executive Secretary-Treasurer with business and plans throughout the year, allocating some of the duties to the Vice President.
- D. Works with the Vice President and Conference Chairman in the formal planning of the annual conference, keeping in mind PMTNM's annual needs together with some flexibility and room for innovation to meet local desires and originality.
- E. Makes an effort to respond to information desired from the national offices, and should acquaint the Vice President with the pertinent facts needed to prepare the annual report for MTNA.
- F. Prepares a message for each newsletter by the publication deadlines. It is here that the President can expose new and challenging ideas to the membership.
- G. Works with the Executive Secretary-Treasurer to see that the official PMTNM stationary is distributed to all officers and committee chairs.
- H. Sends names and addresses of new officers and chairmanships to the national office immediately and keeps MTNA informed of any new officer or chairman throughout the year.
- I. Writes the official notes of appreciation. (In some instances the President may delegate this responsibility to another officer or chairman.)
- J. Submits to the Executive Board, at the meeting prior to the State Conference, possible dates and sites for the following year's conference.
- K. Additional duties are listed under the General Duties for All Officers, Section VI.

Duties Of The State Vice President

- A. Assists the President, and conducts meetings in the absence of the President.
- B. Acts as Chairman of the Membership Committee and assists the District Vice Presidents in promoting

growth in membership.

C. Attends all Executive Board Meetings.

D. Works with the Executive Secretary-Treasurer to get information out to prospective members and sees that a letter of welcome is sent to each new member.

E. Serves as State Chairman for the MTNA Foundation.

F. Assists the President and Executive Secretary-Treasurer in preparation and/or approval of the budget.

G. Works with the Executive Secretary-Treasurer to see that a plaque of appreciation is ordered and presented to the outgoing President.

H. Additional duties are listed under the General Duties for All Officers, Section VI.

DUTIES OF THE STATE EXECUTIVE SECRETARY-TREASURER

A. Attends and records minutes of all Board meetings.

B. Sends a copy of the minutes of each meeting to the State President for corrections and approval. After making corrections, if required, types the minutes, makes copies and mails to each Executive Board member and any other special committee member as designated by the President.

C. Records the business sessions of the PMTNM State Conference. Should be prepared to read the minutes if requested.

D. Sends the minutes of the Conference to the President for corrections and approval. After making the corrections, if required, sends a typed copy of the minutes of the Conference to the Editor of the *PMTNM NEWSLETTER* for the January edition.

E. Files the minutes of the Conference and Board meetings, along with financial reports, for future reference.

F. Keeps up-to-date, itemized and accurate financial transactions in a computerized accounting program. Pays by check all authorized expenditures and keeps the checkbook balanced. Maintains and provides reports on special PMTNM funds.

G. Presents financial reports at the Executive Board Meetings (copies to be retained by each member of the Executive Board). Obtains approval of the board for expenditures not provided for in the budget. Notifies officers and chairmen when their expenditures near the limits imposed by the budget.

H. Works with MTNA national office to track memberships (renewal and new). Shares all new or changed membership information with the *NEWSLETTER* editor, Webmaster, President, Vice President (membership chair), and appropriate District Vice President. Renewal dues are delinquent as of June 30 and delinquent members forfeit all rights to membership.

I. Files non-profit organization, 501 (c) (3), federal income tax forms.

J. Sends a reminder letter or post card of reminder to members who have not paid renewal dues by the November conference date.

K. Prepares PMTNM Roster and has it reproduced. The Roster should come out with the January *PMTNM NEWSLETTER*.

- L. Checks with the Continuing Education Chairman to obtain the PMTNM Continuing Education status of members before final preparation of the Roster.
- M. Keeps the PMTNM Newsletter Editor, Webmaster, the Handbook Chairman, the appropriate District Vice President, and the State Vice President up to date on the membership list, including College Student Chapter members. Notifies these five immediately when a new membership is processed. Either the State Vice President or the Executive Secretary-Treasurer sends a letter of welcome to each new member.
- N. Handles financial matters for the State Conference--registration fees, banquet tickets, etc. Pre-registration forms should be included in the September *PMTNM NEWSLETTER*.
- O. Has the financial records, CPA's reports, check book, receipts, and vouchers available prior to the conference for inspection by the Auditing Committee. The records should be open to any member at all times.
- P. Presents a financial report at the State Conference.
- Q. Serves on the Budget Committee annually. Requests budget income and expense estimates from officers and committee chairmen and works with the Budget Committee to formulate the fiscal year budget. Presents the budget to the Executive Board for approval at the Conference Board Meeting.
- R. The Treasurer's records will be audited by an accountant, as directed by the Executive Board, before being turned over to a successor.
- S. Formulates the agenda in consultation with the State President for the Executive Board Meetings and Conference Business Meeting. Sends copies of agendas to board members prior to meeting times.
- T. Administers the PMTNM Student Travel Fund awards for state winners to the MTNA Jr. /Sr. and Young Artist divisional and national auditions as stipulated by the Student Travel Fund guidelines set by the Executive Board.
- U. Performs any other duty assigned by the President or the Executive Board.
- V. It is essential that the PMTNM Executive Secretary-Treasurer have had secretarial and bookkeeping experience or agree to take such courses prior to accepting the job. Owning a home computer equipped with accounting software is required.
- W. Additional duties are listed under the General Duties for All Officers, Section VI.

Duties Of The District Vice Presidents

- A. Implements and encourages all of the state programs.
- B. Promotes growth in membership within the district by:
 - 1. Having knowledge of PMTNM and all of its programs and advantages.
 - 2. Having membership application forms and MTNA new member dues forms available. These are obtained from MTNA or the Executive Secretary-Treasurer.
- C. Attends the Executive Board meetings and sends requested reports to the Executive Secretary-

Treasurer.

D. Conducts the District's Student Honors Auditions by:

3. Selecting the time and place for the Auditions.
 4. Selecting the judges. (If a fee is to be paid the judges, this should be agreed upon in advance.)
 5. Informing the district members of the Auditions.
 6. Setting a fee for entrants, which must include, established Honors fees as listed in the Current Fee Schedule (See Chapter III), plus any local fees.
 7. Sending the required fees to the Student Honors Chairman by the deadline of October 8.
 8. Checking the Audition's rules to see that complete and correct information about the winners is sent to the Student Honors Chairman by the deadline listed in the fall PMTNM NEWSLETTER.
 9. Sends a report of District news for each edition of the PMTNM NEWSLETTER.
- E. Assists the Certification Chairman in administering the Continuing Education examination to members.
- F. Provides information to members who wish to report study or workshops to the Certification/Continuing Education Chairman for Continuing Education credit. Additional information may be obtained from the Certification/Continuing Education Chairman.
- G. Sends newspaper articles, pictures, and other items of interest from your district concerning PMTNM to the Archivist.
- H. Assists the State Publicity/Public Relations Chairman by serving as the District Publicity Chairman. (See Publicity/Public Relations Guide, Section XVI)
- I. Additional duties are listed under the General Duties for All Officers, Section VI.

DUTIES OF THE CERTIFICATION/CONTINUING EDUCATION CHAIRMAN

Currently, State MTNA Certification Chair and PMTNM Continuing Education Chair function as a combined position, but could be two separate positions, if volunteers were available.

State MTNA Certification Chairman

- A. PMTNM Certification requirements have been discontinued.
- B. Forms, applications and renewals for MTNA Certification are handled through the national office.
- C. State Certification Chairman encourages members to apply for national certification, writes articles for the state newsletter and holds workshops or meetings to encourage participation in the MTNA Certification program.
- D. Chairman attends state board meetings, state conference and national conference (or appoints a delegate) to attend MTNA Certification programs and meetings.
- E. Sends requested reports to the Executive Secretary-Treasurer.
- F. Additional duties are listed under the General Duties for All Officers, at the beginning of Section VI.

PMTNM Continuing Education Chairman

A. Chairman keeps records of earned points in the PMTNM Continuing Education program.

B. Chairman does an annual mailing to all members participating in the program. Chairman also invites members who are not participating in the program to sign up.

C. Chairman informs PMTNM Executive Secretary-Treasurer of the PMTNM Continuing Education status of members for the state roster.

D. Chairman attends state board meetings and state conference and makes reports to the newsletter editor. Sends all requested reports to the Executive Secretary-Treasurer.

E. Additional duties are listed under the General Duties for All Officers, Section VI.