

❖ GENERAL DUTIES FOR ALL OFFICERS

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 SEGUE. These should be in the hands of the SEGUE Editor at least one month prior to the publication date (See News Editor for the publications deadlines). All copies should be typed and preferably emailed to the News Editor. Also, any forms or other materials which need to be sent to the entire membership should be included in the SEGUE 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 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 the 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 chairs and committee members.
 1. Upon accepting the nomination, the presidential candidate should begin to determine committee chairs 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 chairs are: Advertising Manager, Archivist, College Student Chapters Chair, Composer Commissioning Chair, Scholarship Chair, Handbook Chair, Independent Music Teachers Forum Chair, Junior-Senior Competitions Chair, Young Artist Competitions Chair, Local Associations Chair, PMTNM Segue Editor, PMTNM Outreach Fund Chair, PEP Chair, Publicity/Public Relations Chair, Student Activities Chair, Student Honors Chair, MTNA Competitions Chair(s), Conference Chair, and other chairs as needed as new programs are developed or previous programs reinstated.
 3. Standing committees should be appointed as soon as possible to maintain smooth continuing efforts.
 4. The President should appoint a nominating committee approximately 3 months before the State Conference.
 5. Notifies the State MTNA Performance Competitions Chair of the dates of the Southwest Division Competitions.
- B. Schedules a Spring Meeting & Conference Meeting.
- C. Keeps a close liaison with all officers to ensure that their respective offices continue to function. The President 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 Chair 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 requested 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 Segue publication by the publication deadlines.
- 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 chairs to the national office immediately and keeps MTNA informed of any new officer or chair throughout the year.

- I. Writes the official notes of appreciation. (In some instances the President may delegate this responsibility to another officer or chair.)
- J. Submits to the 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 Chair of the Membership Committee and assists the District Vice Presidents in promoting growth in membership.
- C. Attends all 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. Keeps a supply of the latest Segue publication and the roster to send with the letter of welcome. The letter of welcome should also include the web address.
- E. Serves as State Chair 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 all meetings to the State President for corrections and approval. After making corrections, if requires sends the minutes via email to each Board member and any other special committee member as designated by the President.
- C. Records the business sessions of the PMTNM State Conference and be prepared to read the minutes if requested.
- D. Files the minutes of the Conference and Board meetings, along with all reports and financial reports, for future reference.
- E. 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.
- F. Presents financial reports at the Board Meetings (copies to be retained by each member of the Board). Obtains approval of the board for expenditures not provided for in the budget. Notifies officers and chairs when their expenditures near the limits imposed by the budget.
- G. Works with MTNA national office to track memberships (renewal and new). Shares all new or changed membership information with the Segue 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.
- H. Files non-profit organization, 501 (c) (3), federal income tax forms.
- I. Prepares PMTNM Roster and has it reproduced. The Roster should come out with the January/February Segue mailing.
- J. Handles financial matters for the State Conference--registration fees, banquet tickets, etc. Pre-registration forms should be included in the September Segue mailing.
- K. Has the financial records, CPA's reports, check book, receipts, and vouchers available prior to the conference for inspection. The records should be open to any member at all times.

- L. Presents a financial report at the State Conference.
- M. Serves on the Budget Committee. Requests budget income and expense estimates from officers and committee chairs and works with the Budget Committee to formulate the fiscal year budget. Presents the budget to the Board for approval at the Conference Board Meeting and subsequent General Meeting.
- N. The Treasurer's records will be audited by an accountant, as directed by the Board, before being turned over to a successor.
- O. Formulates the agenda in consultation with the State President for the Board Meetings and Conference Business Meeting. Copies of the agendas should be emailed to board members prior to meeting times.
- P. Administers the PMTNM Student Travel Fund awards for state winners to the MTNA Jr/Sr and Young Artist divisional and national competitions as stipulated by the Student Travel Fund guidelines set by the Board.
- Q. Performs any other duty assigned by the President or the Board.
- R. 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.
- S. 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: 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 online from MTNA.
- C. Attends the Board meetings and sends requested reports to the Executive Secretary-Treasurer.
- D. Conducts the District's Student Honors Auditions by:
 - 1. Selecting the time and place for the Auditions.
 - 2. Selecting the judges. (If a fee is to be paid the judges, this should be agreed upon in advance.)
 - 3. Informing the district members of the Auditions.
 - 4. Before scheduling any student in the district audition, send a list of participating teachers to the Executive Secretary-Treasurer. Only after receiving confirmation that each teacher is a member in good standing of PMTNM should the student be allowed to audition. Dues must be paid by the competition deadline set for MTNA Competitions.
 - 5. 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.
 - 6. Sending required fees to the Student Honors Chair by the deadline of October 8.
 - 7. Checking the Audition's rules to see that complete and correct information about the winners is sent to the Student Honors Chair by the deadline of October 8.
 - 8. Sends a report of District news to the Segue Editor as requested.
 - 9. Assists the Certification Chair in administering the examination to applicants.
- E. Provides information to members who wish to report study or workshops to the Certification Chair for credit. Additional information may be obtained from the Certification Chair.
- F. Sends newspaper articles, pictures, and other items of interest from the district concerning PMTNM to the Archivist.
- G. Assists the State Publicity/Public Relations Chair by serving as the District Publicity Chair. (See Publicity/Public Relations Guide, Section XIV)
- H. Additional duties are listed under the General Duties for All Officers, Section VII.

❖ **DUTIES OF THE CERTIFICATION CHAIR**

- A. PMTNM Certification requirements have been discontinued.
- B. All forms, applications and renewals for MTNA Certification are handled through the national office.
- C. State Certification Chair encourages members to apply for national certification, writes articles for the state news and holds workshops or meetings to encourage participation in the MTNA Certification program.
- D. Certification Chair attends board meetings and state conference.
- 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.