

GCMTA JOB DESCRIPTIONS

OFFICERS

PRESIDENT

- a. In addition to qualifications listed in Section IA of this document, the President must have served as President-elect for two years immediately prior to being installed.
 - b. The President shall be the principal elective officer of the Association and shall preside at all meetings of the Association and the Executive Board. He/she shall recommend committees as may be required by the By-laws or as he/she may deem beneficial to the Association for appointment by the EB and shall serve as an ex officio member of all committees except the Nominating Committee (NC). He/she shall perform such other duties as assigned by the EB and applicable to the office as prescribed by the parliamentary authority adopted by the Association.
 - c. The GCMTA President shall have the authority to conduct business by email, mail, telephone or online conference with the GCMTA Executive Board (EB). When approval is needed by vote, a return by 50% of those members polled shall be necessary to constitute a quorum. Any business conducted by email, mail, telephone or online conference shall be reported at the next GCMTA EB meeting and included in the minutes.
 - d. The GCMTA President shall be the official delegate of GCMTA to the annual GMTA State Conference and MTNA National Conference. Expenses as delegate shall be paid from the GCMTA treasury for each of these events up to the amount allocated and available for these purposes in the GCMTA Budget.
(from Procedural Manual)
- Prepare an article for each issue of the newsletter (August, September, October, November, January, February, March, May). Proofread and edit the draft of each newsletter.
 - Send reminder emails to Executive Board (officers and committee chairs) about submitting articles for the newsletter.
 - Send reminder emails to Executive Board about submitting reports to the Secretary prior to the meetings.
 - Touch base with committee chairs of events, such as Music Day or Federated Festivals, about their needs. If necessary, volunteer to help with different events.
 - Appoint a Nominating Committee at the September meeting of your second year in office, with the President-Elect as Chair and two other members.
 - Send informational Mailchimp (or other group email) to all GCMTA members at the beginning of months when we have newsletters, events, and meetings. Include the link to the current newsletter and minutes from the previous meeting.
 - Be an “ear” to all members about their concerns. Sometimes you may be surprised at what people tell you! Be open to suggestions. Hopefully, you won’t have interpersonal disagreements, but be ready to referee, if necessary.
 - Represent GCMTA in the GMTA Executive Board Zoom meetings. Submit a report about GCMTA to the GMTA President-Elect to share at the Local Association Presidents’ (LAP) Zoom meetings. These meetings are biannual.

PRESIDENT-ELECT

- a. The GCMTA President-elect shall serve the President in an assisting capacity. The President-elect, upon completion of that term in office, shall become President of GCMTA. He/she shall perform such other duties as assigned by the EB and applicable to the office as prescribed by the parliamentary authority adopted by the Association.
- b. The GCMTA President-elect shall serve as the Chair of Programs and the Nominating Committee (NC).
- c. If the President-elect is unable to preside in the absence of the GCMTA President, then the President may select a Chair or former President to preside in his/her absence.” (Procedural Manual)

The President-Elect is responsible for planning programs for the following months: September, October, November, January, February, March, and May. The Executive Board meetings occur in August and April. There are no meetings in June, July, or December. Historically, the January meeting is a brunch meeting, and the program is not a formal presentation. The March meeting is the Master Class, and the President-Elect chooses the participants (3-4) from the winners of the previous November's Music Day winners & Master Class recommendations; the P-E also engages the clinician.

The President-Elect secures speakers for the September-November and February meetings. One resource for this is <https://georgiamta.org/georgias-own.php> at the GMTA website. The P-E shall request the program speakers' checks from the GCMTA Treasurer and shall give the checks in a thank-you note to the speakers.

The President-Elect also chairs the MED/PED Scholarship Committee. As chair, he/she is responsible for announcing the scholarship opportunity at the GCMTA meetings, posting articles in the GCMTA newsletters, and collecting applications/documentation and distributing said applications/documentation to the other officers.

The President-Elect shall prepare articles for the GCMTA newsletters pertaining to the monthly programs and the MED/PED Scholarship.

SECRETARY

- a. The Secretary shall attend and keep minutes of all meetings of GCMTA and the GCMTA EB and shall see that the minutes are in legal form and properly preserved. If unable to attend a meeting, the Secretary, with approval by the President, shall designate a suitable substitute to attend the meeting and keep minutes.
- b. The Secretary shall email the minutes from the previous month's meeting to the GCMTA membership at least 48 hours prior to the next meeting for review.
- c. A copy of the annual tax documents will be filed with the minutes of the EB meeting in which they are reported.
- d. The Secretary shall, with the cooperation of the Treasurer, other officers and/or chairs, ensure that all documents required by MTNA and GMTA are provided annually as directed in any communication by MTNA and GMTA to officers of GCMTA.

TREASURER

- a. The Treasurer position requires the following skills and abilities: familiarity with word processing and spreadsheet software, ability to store documents and records electronically as provided in PM, III. Minutes and Records, and ability to maintain and reconcile the checkbook and register manually.
- b. The Treasurer shall handle all funds of GCMTA in accordance with procedures in the job description and shall email a current financial report to the GCMTA membership at least 48 hours prior to each meeting for review.
 - i. Prepare monthly and annual financial statements that include income and expense categorized according to the budget categories and balancing with the check register and bank statement.
 - ii. Assist the EB-appointed CPA in the preparation of all tax documents; provide a copy to the President and the EB, upon request, prior to filing or dissemination. Copies of all tax-related documents should be provided to the Secretary for filing with the minutes of the Association.
 - iii. Facilitate the business of the Association by creating uniform procedures for funds dispersal in a timely and conscientious manner.
- c. The GCMTA Treasurer and President shall sign the signature card required by GCMTA's bank. If the President is unwilling to be a signatory on the GCMTA account, then the Immediate Past President or current President-elect may be designated to remain on the account.
- d. The Treasurer shall attend all business, EB and AC meetings as requested and shall attempt to recover losses resulting from returned checks. The records of the Treasurer shall be reviewed biennially by the AC.
- e. The Treasurer will maintain and distribute the membership listing of GCMTA.

COMMITTEE CHAIRS

Advisory Chair

The Immediate Past President serves as the Advisor to the current President and Executive Board, and chairs the Advisory Committee, which is responsible for reviewing and updating the Procedural Manual every two years (in even years).

Anti-Trust Chair

The Anti-Trust Chair informs and advises the membership of MTNA policies regarding Anti-Trust.

Certification Chair

The Certification Chair encourages members to become nationally certified through MTNA by submitting articles to the newsletter and by speaking about certification in the monthly meetings. The Chair should be nationally certified or in the process of obtaining MTNA certification.

Digital Resources Chair

The function of the Digital Resources chair is to work with other GCMTA chairs to research and suggest online methods to streamline event activities, such as registration, virtual performance coordination, and other actions as may become available or needed. Consulting on upcoming events may be initiated by either the Digital Resources chair, the Event chairperson, officers of GCMTA, or person(s) designated by them. The Digital Resources chair will either create the necessary structure or work with outside resources to accomplish what is needed.

Applications and benefits include:

- Similar registration and uploading procedures for all events.
- Online registration for local events with editing and updating options handled by individual teachers.
- Making virtual performance opportunities possible in addition to or to replace live performance.
- Behind the scenes monitoring to keep event chairs and teachers updated on registration and on upload status of virtual performances.
- Facilitate recorded or live tutorial sessions or meetings, as needed.
- Sorting and exporting individual Excel documents with working links for virtual judging/scheduling, and for individual teachers.

Federated Festival Chair

- The job of the Chairperson in this position is to perform duties applicable to this position as requested by GCMTA President.
- The Chairperson organizes and coordinates a Federated Festival. There are three groups in GCMTA: Central, North, and West.

Duties include the following:

- Answer questions regarding Federated Festival, and direct questions to individuals who can answer questions.
- Remind teachers of important deadlines.
- Report date deadlines to teachers.
- Coordinate schedules for students, workers, and judges.
- Collect all funds not sent directly to the Treasurer.
- Assist and record scores for individual students at Festival.
- Collect all the scores and generate a report to GFMC.
- Submit newsletter articles reminding members of deadlines, and an article following the event to recap the results.

GMTA Local Auditions Chair

Preparations

1. Secure the date and site of the auditions by or before August 1 for inclusion in the website.
2. Secure judges (2 or 3 depending on the number of students) 3-4 months before the event.
3. Email the registrations due date, Auditions date, local fee amount, and location to the State, Local Branch Newsletter, and GCMTA website before August 1st.
4. Report on the progress of the Auditions in both board meetings and general meetings.
5. Check the allotted duration for each grade according to the state rules.
6. After the registration due date, the State will send all the registrations data. After getting the data, the Chair needs to schedule the students' performance times and warm-up times along with their assigned judges.
7. Send an email along with their students' schedules to participating teachers. Include the 'Letter to Parent' and any rules and regulations for the Auditions.
8. Email Judges' letters along with guidelines and schedules.
9. Print Judge sheets and door monitor sheets.
10. Prepare any door signs necessary.
11. Email the work schedule for the participating teachers (check guidelines on the State website for the duration of the job depending on the number of students entered).
12. Go over the budget with the Local branch Treasurer and get checks for the event site and the judges.
13. Contact the Trophy place to pick out the trophy and negotiate the price.
14. Print out the certificates.
15. Go over the room settings with the site coordinator.

Day of the Auditions

1. Take all the Auditions documents and certificates to site.
2. Arrive before the Auditions to check and get ready to receive judges and students.
3. Make sure the event runs smoothly with all the teachers at their work stations.
4. Provide lunch for the judges and any refreshments needed for the day.
5. Announce the results and collect checks from teachers for the trophies.
6. Announce the Regional due dates to the teachers.
7. Pay the judges and the event site after the Auditions.

After the Auditions

1. File completed forms to the State with the results.
2. Email the order form to the trophy place and email the teachers the date when they can pick up their trophies.
3. Report the results at the following local association meeting.

GMTA/GATE Theory Chair

The Theory/GATE Chair is responsible for the following:

1. Follow the rules from GMTA and conduct/supervise GMTA Theory Exams smoothly at Music Day events, and GATE at Local Auditions, including giving tests to participants and grading their papers with some assistance.
2. Communicate with GMTA and the GATE coordinator as needed.
3. Make copies of the original tests and instructions from GMTA prior to events such as Music Day and Local Auditions.
4. Grade papers, report grades, and send original tests to GMTA.
5. Receive tests returned from GMTA and distribute to the teachers of the participants.
6. Submit expense reports to GCMTA or GMTA soon after each event.

Hospitality Chair

The Hospitality Chair is responsible for providing refreshments and beverages at the monthly meetings.

Jr./Sr. Scholarship Chair

The Jr./Sr. Scholarship Chair is responsible for

- scheduling the event,
- notifying members of the date, location, and registration deadline, in meetings and through the newsletter,
- hiring the judge,
- scheduling the students and emailing their teachers about the schedule,
- printing the certificates,
- overseeing the event,

- notifying winners afterward and sending the checks,
- announcing winners at the next meeting, and
- writing an article about the results.

MED/PED Scholarship Chair

The President-Elect is the Chair of the Med/Ped Scholarship. The Chair communicates to the members the nature, eligibility requirements, and deadline for the scholarship, in meetings and in the newsletter. The Chair shares all applications and supporting documentation with the Officers, who decide on the recipient of the award. If there is a tie, the MED/PED Chair breaks the tie.

Member at Large

Any member can be asked by the President to function as a Member at Large. A Member at Large is part of the Executive Board and can vote on matters brought before the Executive Board but is not responsible for writing newsletter articles or performing other duties.

Membership Chair

1. Encourage members to be involved in member recruitment.
 - Distribute materials useful for this at meetings. (Calling cards, letters of invitation)
 - Design, order and print the materials needed for distribution. (Submit receipt to Treasurer.)
 - Ask for ideas for recruitment and implement those agreed upon.
 - Invite members to place cards and literature at music schools, stores and churches.
 - Acknowledge members who bring prospective new members to meetings and introduce visitors.
2. Inform members of information important to use for member recruitment and member retention at each meeting. (Try to keep it fun.)
 - Encourage members to know, understand and appreciate value of membership for themselves.
 - Research the MTNA website to obtain current facts and applicable news for members.
 - Research and disseminate information of the local benefits of GCMTA membership.

3. Welcome each new member via email and phone. (Each month the Treasurer receives new member information from MTNA and passes this onto the Membership Chair.)
 - Give new members important information regarding news, mentor, password, and website details. Inform them of the next meeting and its content. Invite them to attend.
 - Introduce new members who attend meetings. Have personal information handy for introduction and make them feel very welcome.
4. Obtain willing mentors from active membership while attempting to match instrument(s) and location with a new member.
 - Send mentor's contact information to the appointed new member.
 - Send the new member's contact information to the mentor.
5. Write membership articles for the GCMTA newsletter each month and send them to the editor. Welcome new members, encourage members to recruit new members, and inform members of the advantages of membership & dues deadlines.
6. Participate in Executive Board meetings biannually.
7. Attend monthly GCMTA meetings to give reports of new members and fulfill 1, 2, & 4. (above)
8. Make encouraging and uplifting contact with members regarding large life changes as you come to know them. (Marriage, births, deaths, etc.)

Music Day Chairs

The Music Day Chairs:

- Secure the venue and judges well in advance. Traditionally, the event has been held at First Baptist Duluth on the second Saturday in November.
- Obtain liability insurance through MTNA for the event.
- Communicate in monthly meetings and by newsletter and email the registration deadline and other pertinent information to the members.
- Review repertoire selections and notify teachers if there is a problem. Repertoire rules are on the website.
- Schedule the students by grade level, and by instrument.
- Schedule the teachers to work.
- Email reminders to teachers leading up to the day of the event.
- Prepare teacher folders for students' rating sheets and certificates.
- Order and print certificates.
- Go to the venue a day or two before the event to hang signs and set up.

- Communicate with Russell Gallman, the piano tuner, how many pianos are needed.
- Communicate with the church about set up.
- Coordinate with the Treasurer to obtain the funds and prepare envelopes for the cash prizes.
- Appoint a hospitality chair, who will order lunch for judges and teachers, and oversee refreshments.
- Give master class recommendations to the President-Elect.
- Bring leftover teacher folders to the November meeting.
- Write the article for the January newsletter about winners and honorable mentions.

Music Link Chair

1. Participate in a short training session with MusicLink to become familiar with the website and procedures.
2. Promote MusicLink through newsletter articles and through personal sharing at local meetings. (Usually, one to two articles per year through the GCMTA newsletter is appropriate and one article with GMTA in the summer newsletter is free and approved.)
3. Encourage teacher colleagues to get involved in the program by registering existing scholarship students.
4. Serve as a resource to fellow teachers - answering questions, helping with registrations, etc. (Use the Regional Coordinator as a resource.)
5. Help find teachers for nominated students - among colleagues, if possible. (Rare)
6. Encourage the local organization to reduce/waive local program fees for MusicLink students. (Reduced fee is already approved for Music Day and should be in the PM.)
7. Keep State or Regional Coordinator updated on local activities. These could be presentations, new registrations, instrument needs, association needs/collaborations, etc.
8. Relay MusicLink Foundation news from State/Regional/National Coordinators to local MusicLink teachers (scholarship, refund, grant offerings, deadlines, or changes, etc.). This info generally comes via email and only a few times each year.
9. Recognize local MusicLink teachers whenever appropriate. Be a cheerleader for those generous teachers!

MTNA Foundation/GMTA Award Fund Chair

The MTNA Foundation/GMTA Award Fund Chair is responsible for educating the membership and otherwise raising awareness about these two funds. Additionally, the chair collects donations from members to go in a basket for the raffle at the state conference in November. Chair is then responsible to put together the basket (or other) donations and convey to the conference.

Newsletter Editor

The Newsletter Editor is responsible for compiling and editing articles and publishing the GCMTA newsletter eight times a year: August, September, October, November, January, February, March, and May. Articles are to be submitted to the editor by the first of the month at <mailto:gcmtamail@gmail.com>.

Performance Day Chair

The Performance Chair locates the venue and secures a date for GCMTA students to perform in a non-competitive situation. Previous events have included playing at Von Maur in the Mall of Georgia in early December and playing at an extended care center.

Teacher of the Year Chair

The Immediate Past President serves as the TOTY Chair and tells members of the process for nominating a GCMTA colleague for Teacher of the Year and the deadline. Once all nominations and supporting documentation are in, the TOTY Chair shares the files with the Officers, who cast their votes. The TOTY Chair is responsible for notifying family members and/or friends of the TOTY about the honor (swearing them to secrecy) and writes the article for the newsletter and the website.