



PPMTA Job Descriptions

If you get the opportunity, volunteer to hold a board position or be part of a festival committee. It's great experience, great fun, and PPMTA needs YOUR expertise!

President

Job Summary: *Presides over all meetings, Board and General.*

Essential Functions:

- Attends Colorado State Music Teachers Association annual conference.
- Schedules and reserves all meeting places and dates.
- Reviews and guides board in updating Bylaws and Standing Rules annually.
- Submits required information to CSMTA and MTNA throughout the year and attends CSMTA Advisory Council Meetings as the PPMTA representative.
- Edits PPMTA brochure and handbook along with VP Publicity/VP Student Activities/VP Membership.
- Creates group email address list for membership communications.
- Invites representative from CSMTA (President, President Elect, VP Student Activities) to September brunch and finds hosts for December and May brunches.
- Presides and prepares for all meetings:
 - Reads Roberts Rules of Order before holding a meeting.
 - Creates and forwards via email blast board and general meeting agendas – includes items for consideration and anticipates problems.
 - Opens the meeting at the specified time by calling the members to order.
 - Announces the agenda.
 - States all motions and puts them to vote; sees that a quorum is present (Fourteen (14) of the current PPMTA membership entitled to vote constitutes a quorum for the transaction of business); announces the results of all votes.
 - Assures that debates proceed in an orderly fashion, using the rules of parliamentary law, and decides all questions of order.
 - Declares the meeting adjourned when all business has been concluded.
- Chooses nominating committee for next year's officers each March (one from current executive board, one from membership at large, and one other).
- Appoints annual audit committee (Treasurer and two other members).
- Attends Music Teachers National Association annual conference.
- Forwards Secretary all pertinent information for archival electronically.

PPMTA Job Descriptions

First Vice President for Programs

Job Summary: *Provides programs that encourage and support teaching, performance, composition, and research, thus promoting the growth and professional development of PPMTA members. Member of the Executive Board.*

Essential Functions:

- Attends CSMTA annual conference if possible and makes initial contacts regarding program presenters.
- Solicits programs ideas from PPMTA members.
- Contacts prospective presenters concerning topics, overview of programs, fees, and biographies.
- Coordinates with President on scheduling events.
- Provides President and VP/Publicity bios, pictures, and program overviews for e-blasts, handbook, Facebook page and website, as necessary, prior to each meeting date.
- Provides Board with overview of programs for the year.
- Gives meeting dates and program presenters and titles to President (who sends to CSMTA) and VP Publicity for Handbook by August 1.
- Assures that plates, napkins, plastic flatware, and water bottles are available when potluck meals are served.
- Re-confirms dates/times/locations with presenters approximately two weeks prior to event; provides directions to meeting site and relevant phone numbers; determines if special equipment is required.
- Introduces presenter at meeting.
- Submits check requisition to Treasurer and gives check to presenter (\$125 for local; \$150 for out of area).
- Sends letter of acknowledgment and thanks for helping to make the meeting a success.
- Presides over meeting in the absence of the President.
- Completes annual report and forwards it to the President and to the Secretary for archival.

Second Vice President for Student Activities

Job Summary: *Coordinates sites, dates, and festival chairpersons for student activities. Member of the Executive Board.*

Essential Functions:

- Responsible for and enforces PPMTA Student Activity guidelines as set forth in the PPMTA Handbook. Updates Student Activities section of the PPMTA Handbook annually or as needed.
- Works with committee chairs, calling meetings when necessary, and is available for guidance and support. Results of each committee's proceedings are recorded and kept on file. Reports are given at PPMTA Board Meetings.
- Assures dates and venues for student activities are scheduled, coordinating such with Festival Chairpersons, Webmaster, Publicity and the President. Assures that any subsequent changes are brought to our teachers' attention.

PPMTA Job Descriptions

Second Vice President for Student Activities – cont'd

- Co-ordinates with PPMTA President to appoint Festival Chairpersons.
- Assures Festival Chairs:
 - Update sonatina or other required music lists, as necessary.
 - Coordinate with the Online Registrar regarding required festival entry information.
 - See that copyright rules are followed.
 - Make sure that teachers and students are aware of good performance etiquette.
 - Properly handle Video/Photo Releases.
 - Understand the MTNA Code of Ethics.
- Supplies Festival Chairs with festival file/activity checklists or other assistance such as making sure that computer support is available, and judges are obtained in a timely fashion.
- Assures reports are completed following each festival which include: income/expenses, numbers of students/teachers involved, program copies or schedules as applicable, comments and suggestions, and any other pertinent information. This document information is reported to the board the month following each event.
- Collects written recital programs that give the composition title and composer for all student performances at the local association. Assures all festival programs state: "PPMTA is a 501(c)(3) nonprofit organization, which is affiliated with the Colorado State Music Teachers Association and Music Teachers National Association" in order to comply with MTNA and ASCAP rules. Forwards two copies of each festival programs to the CSMTA VP Student Activities at year end along with a student activity report.
- Forwards electronic copies of festival programs and any other historical information to the Secretary for archival.
- Oversees Festival Chairs:
 - Fall Festival Chair
 - Competitive Festival Chair
 - Non-Competitive Festival Chair
 - Student Achievement Day Chair
 - Special PPMTA Events Chairs, which includes anyone acting in the capacity as chair for an event, assuring reports are completed and guidelines are followed. This includes such positions as:
 - PPMTA Concerto Chair
 - Monthly Conjoined Recital Coordinator
 - Other student activities one-time events chairs
- Coordinates, as necessary, with PPMTA Community Outreach Specialist and PPMTA Funding Development Specialist when duties interact.
- Forwards year-end report to President.
- Presides over meetings in the absence of the President & Vice President for Programs.

PPMTA Job Descriptions – cont'd

Third Vice President for Membership

Job Summary: *Responsible for the recruitment of new members, sends out information to prospective members, and appoints mentors for new members. Member of the Executive Board.*

Essential Functions:

- Orders and distributes PPMTA business cards for display in local music stores.
- Maintains membership roster and forwards updated data to Webmaster for online member directory.
- VP/Membership is the contact person linked to the PPMTA google phone number (719) 888-9401 and will direct all incoming calls.
- Calls and forwards information to prospective members.
- Assigns new member mentors.
- Reviews MTNA membership information received from Treasurer for accuracy.
- Prior to monthly meetings obtains updated PPMTA membership info through the www.co.mtna.org State Portal.
- At monthly meetings: reports new membership information at board meetings; welcomes and introduces new members to general membership; supplies name tags; prepares and oversees attendance sheet at general meetings.
- Prepares and sends greeting cards (condolence, birth of a child, get well, etc.) as directed by the President.
- Forwards meeting attendance reports to Secretary for electronic archival.

Fourth Vice President for Publicity

Job Summary: *Publicizes meetings, concerts, student events, public events, speakers, workshops, and lectures. May write press releases, letters, and advertisements. Member of the Executive Board.*

Essential Functions:

- Acts as initial point of contact for prospective members and refers them to VP/Membership.
- Welcomes and invites non-members.
- Serves as Handbook Editor, manages PPMTA Facebook page, and website.
- Takes pictures at all PPMTA functions or appoints someone to do so; assures picture/video consent forms are on file.
- Determines potential school, retail, and community contacts which could benefit from PPMTA's services, such as receiving lists of qualified accompanists for schools and/or notices of free public concerts for students and/or teachers.
- Researches public TV, radio, and newspaper contacts; may provide direct mailing to teachers and/or deliver bulletins to stores.
- Publicizes specific PPMTA events through the PPMTA website and the CSMTA *Notes & News* quarterly publication.
- Coordinates with membership chair, as necessary, to eliminate duplication of effort.
- Forwards Secretary copies of Handbook and other historical documents for electronic archival.

PPMTA Job Descriptions – cont'd

Treasurer

Job Summary: *Responsible for payment of all bills authorized by the Association. Shall keep an itemized account of all receipts and disbursements and shall present an official report to the Association upon request. Member of the Executive Board.*

Essential Functions:

- Provides monthly financial reports to board and makes them available for review by the general membership.
- Prepares full, written financial report annually.
- Prepares annual budget.
- Reconciles bank statements.
- Reimburses members for expenses.
- Pays all other bills (programs, judges, facilities, etc.).
- Receives and processes all monies (dues, festival fees, donations, late fees).
- Forwards copies of MTNA membership rosters to VP/Membership, President, and Webmaster.
- Prepares and mails notices to any member whose dues are delinquent and/or who owes a late fee.
- Maintains historical accounting records.
- Prepares any required tax statements.
- Maintains records on Microsoft Xcel computer program.
- Facilitates annual audit.
- Forwards reports to Secretary at year end for electronic archival.

Secretary

Job Summary: *Keeps minutes of all meetings, maintains files of reports from various offices, and distributes copies of minutes to all members of the Executive Board. Member of the Executive Board.*

Essential Functions:

- Takes minutes of Board and General Meetings.
- Transcribes minutes and forwards to President for review and distribution.
- Assures that decisions and motions made and passed are accurately described for future reference.
- Reads the minutes at future board and general meetings, upon request.
- Maintains records of the organization, including all by laws, special rules, minutes, program handouts, and festival programs.
- Prepares secretary book for incoming secretary and mentors him/her.

PPMTA Job Descriptions – cont'd

Festival Chairperson

Job Summary: *Coordinates festival activities from planning stage through final report.*

Essential Functions:

- Follows all Standing Rules regarding festivals.
- Coordinates festival locations, dates, and times with VP/Student Activities.
- Provides Handbook Editor with description of festival, entry form, and any other information by August 1 deadline.
- Attends Board Meetings prior to festival to keep Board apprised of progress/problems. Attends first Board Meeting after festival with summary and written final report.
- Confirms membership is active for each teacher participating in the festival – returns any entry forms with cover letter explaining reason for return/ineligibility.
- Schedules students for audition/recital times and forwards this information to appropriate teachers.
- Hires judges, submits check requests to Treasurer, and gives checks to judges (\$40/hour; \$80 minimum if judging less than 2 hours).
- Assesses and collects student entry fees (\$15 non-competitive events; \$25 competitive events) and submits to Treasurer with a requisition for deposit.
- Prepares all related documentation (entry forms, adjudication forms, programs, room rosters, teacher job assignments, etc.); includes “PPMTA is a 501(c)(3) nonprofit organization, which is affiliated with the Colorado State Music Teachers Association and Music Teachers National Association” on all programs.
- Gives three sets of programs to the PPMTA VP/Student Activities along with any music release forms from the festival.
- Prepares final accounting report for all festival expenses/income and forwards to treasurer with receipts, communicates outcome to board and general membership.

PPMTA Job Descriptions – cont'd

Community Outreach Specialist

Job Summary: *Develops relationships and contacts with community leaders with the goal of providing music performances and activities that enrich the lives of our students and the lives of the people in the community, ultimately heightening community awareness of PPMTA and its music programs.*

Essential Functions:

- Recommends community activities that:
 - Promote the art of music and the advancement of music education;
 - Heighten the appreciation of music among the people of the community - these activities could include presenting music programs at such places as libraries, nursing homes, assisted living, hospitals, senior centers, malls, etc.
- May collaborate with VP/Student Activities and Festival Chairs to develop community events.
- Develops relationships with community leaders to determine event possibilities.
- Serves as contact person for venues and determines if pianos, supplies, etc. are necessary for an event.
- Coordinates community events with PPMTA teachers and students who are invited to participate on a volunteer basis.
- Provides Executive Board with proposals and updates.
 - Budget requirements, if any
 - Manpower requirements
 - Other important information
- Completes Year End Summary in May and forwards to President.

Benefits for participating students:

- The joy of sharing talents and expertise with others;
- Strengthens students' resumes and college applications;
- Personal growth and increased confidence in performing;
- Opportunity for solo performances as well as ensemble performance;
- Exposure to new music, new instruments;
- Building friendships through music activities.

Benefits for teachers:

- Participation on a voluntary basis;
- Realizing the benefits listed above in their studio;
- Easy exposure to new venues;
- Students being inspired to go to new heights.

PPMTA Job Descriptions – cont'd

MTNA Professional Certification promotes excellence in the field of music by encouraging life-long study to raise individual music teachers' levels of competency, effectiveness and professionalism. The designation of NCTM, Nationally Certified Teacher of Music, identifies to the public the applied music teachers who have met the standards set by MTNA.

PPMTA Certification Coordinator

JOB DESCRIPTION: *Serves as point of initial contact for PPMTA teachers who are interested in becoming MTNA Certified in their area (s) of expertise, provides guidance throughout the process, and assures they receive any fee refund which may be available through PPMTA or CSMTA.*

- May personally mentor a teacher involved in the certification process or find a mentor for them.
- Discusses whether Administrative Verification (college/university faculty) or Teacher Profile Project is the appropriate process for the teacher and may:
 - Refer them to the Certification portal on the MTNA website;
 - Refer them to teachers who have been through the process;
 - Refer them to the Certification Application on PPMTA's website.
- Upon receipt of a teacher's MTNA certification, notifies:
 - VP/Publicity to add NCTM after their name in Handbook and Directory;
 - PPMTA President so that a congratulatory acknowledgement is made through e-blasts to the general membership and a ceremony is held at an upcoming PPMTA General Meeting.
 - Participates in Congratulatory Ceremony with President.
 - Treasurer to reimburse teacher upon receiving notice of certification. The reimbursement will be given at the Ceremony.
- May coordinate a presentation on the certification process as teachers express interest.
- Keeps track of numbers of PPMTA teachers who are certified and in what area they are certified (piano, flute, etc.).
- CSMTA will fund one-half of the MTNA Teacher Certification fee for a member of the Colorado Local Association with the highest percentage of members present at the CSMTA Conference. When this occurs, the PPMTA Certification Coordinator will ensure the following guidelines are followed:
 1. The Local Association with the highest percentage of members registered for conference by May 1 will be in charge of communicating the availability of this funding to its members, and of choosing the recipient of these funds.
 2. The President from that Local Association will communicate the name of the chosen recipient to the CSMTA Certification Chair.
 3. The chosen recipient must start the certification process between June 5 and December 31.
 4. In order to receive these funds, the recipient must send a copy of the MTNA Certification fee receipt to the CSMTA Certification Chair.
 5. These funds will be paid to the recipient within a month of the CSMTA Certification Chair's receiving the fee receipt.
- Communicates as necessary with the State Certification Chair.

PPMTA Job Descriptions – cont'd

PPMTA Funding Development Specialist

Job Summary: *Researches opportunities, brainstorms ideas for funding, and makes recommendations to the Executive Board. May coordinate with others to organize events and campaigns to raise money and other kinds of donations.*

Essential Functions:

- Writes grants as needed where available.
- Assists VP/Student Activities in finding reasonably priced event locations, piano rentals/movers, etc.
- Researches what other MTAs do for funding such as the following:
 - Amazon Smile;
 - King Soopers cards sales;
 - Teachers presenting a class series and offering it to teachers and others in the region, a portion of proceeds go to PPMTA;
 - Teachers' direct personal donations;
 - Large programs or festivals (multiple piano festivals, etc.);
 - Teachers available to coach students by Skype/FaceTime, etc., a portion of fees goes to PPMTA;
 - Add a "Donate" button on our website;
 - Ensemble Festivals have made us some money in the past.
- Coordinates with others to implement ideas.
- Tracks Donations and submits interim and end of year reports to Executive Board.