

## **PPMTA Co-Presidency, 2021-2022**

Duties in the handbook shall be carried out as follows:

### **Travel Schedules to be Determined:**

- Attends Colorado State Music Teachers Association annual conference.
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- Attends CSMTA Advisory Council Meetings as the PPMTA representative (Optional).

### **Co-President, Dee Boatman:**

- Schedules and reserves all meeting places and dates.
- 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.
  - 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 (Ten (10) 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.

### **Co-President, Angelia Frame:**

- Submits required information to CSMTA and MTNA throughout the year.
- Creates group email address list for membership communications.
- Communicates regularly with membership via Mail Chimp eBlasts.
- Forwards via eBlast all Board and General Meeting minutes and coming Agendas.
- Forwards Secretary all pertinent information for archival electronically.

### **Shared Duties:**

- Review and guide board in updating Bylaws and Standing Rules annually.
- Edit PPMTA handbook along with VP Publicity/VP Student Activities/VP Membership.
- Monthly, Dee and Angelia will collaborate to create Board and General Meeting Agendas— including items for consideration and anticipate problems.
- Choose nominating committee for next year's officers in March (one from current executive board, one from membership at large, and one other).
- Appoint annual audit committee (Treasurer and two other members).