



# PPMTA Job Descriptions

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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

## 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.
- No programs at **September** (Meeting & Welcome Back Brown Bag Lunch), **December** (General Meeting & Holiday Potluck Brunch), **March** (Town Hall Meeting) and **May** (Meeting & Year-End Potluck Brunch/Officer Installation) meetings.
- Contacts prospective presenters concerning topics, overview of programs, fees, and biographies.
- Provides President and VP Publicity with program presenter names, program titles and dates by August 1 (when President sends the information to CSMTA).
- Provides Board with overview of programs for the year at first meeting in September.
- Provides President and VP/Publicity program overviews, bios, and photos for e-blasts, Facebook page and website, as soon as possible, but no later than one month before date of program.
- Assures that plates, napkins, plastic flatware, and water bottles are available when potluck meals are served (usually only at Graner Music).
- 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.
- Helps presenter set up any equipment or handouts. If any tech equipment is needed, have advanced plans. Check with Charlotte, other PPMTA members for help and advice.
- Introduces presenter at meeting.
- Submits check requisition to Treasurer at least two weeks before meeting and gives check to presenter in person at the meeting (\$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.
- Purchases and presents thank you gift for President at May meeting.