



# 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

## 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.
- 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.

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## Second Vice President for Student Activities – cont'd

- 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.