



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 website handbook along with VP Publicity/VP Student Activities/VP Membership by August 15.
- 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 (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.
- 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.
- Purchases and presents thank you gifts for board members at May meeting