

Colorado State Music Teachers Association

Local Association President's Responsibilities

Form # 1

Local Association Presidents:

Below are some topics and information you should find helpful. Please read through this sheet more than once, and keep this as a reference to serve you in your presidency. Plan for continuity; pass this information on to your next president.

Local Membership Requirements:

Local Association Members must have 100% affiliation in State and National MTA. There has been some confusion in the past regarding membership requirements. Local association members must join CSMTA and MTNA. It is not an option for members to *only* join a local association. In order for local associations to remain affiliated with MTNA, they must guarantee that 100% of their members have joined at the State and national level. For confirmation of this rule, refer to the MTNA By-Laws Article IV, Section 1 and to CSMTA By-laws, Article VII, # 3.

CSMTA Meetings:

As a local association President, you are automatically made a member of the CSMTA Advisory Council. The Advisory Council meets with the Executive Board four times during the year: June(at conference), fall, January, and April. You will receive notification of the date and location from the CSMTA Secretary. Generally, these meetings are held the second or third Saturday of the month and at the CSMTA State conference in June. At these meetings only Executive Board members may vote, but the Advisory Council may provide input and announcements.

Leadership Training:

As the local MTA President, you are also invited and encouraged to attend the leadership training workshops at CSMTA State Conference.

Conferences:

As President of the local MTA, you are considered a vital link in communication, support, and inspiration between the local, state, and national organizations. Please make every effort to attend the state and national conferences.

Liability Insurance:

Each local MTA President needs to be aware of the application for liability insurance for events that are held by your local association. If the event venue requires insurance authorization, you may obtain this form on the MTNA website. MTNA will in turn verify the insurance for the event site. This insurance has a total value of \$3 million.

CSMTA Notes and News Quarterly Newsletter:

Monthly program information for the upcoming year needs to be sent to the Notes and News editor no later than August 15th. That means working on your programs throughout June and July. Please see the attached form to clarify and help organize your information.

When changes in your local MTA programs or officers occur, be sure to notify both the N & N editor as well as the VP for Local Associations. Additional announcements and informative articles may be sent to

the N & N editor by the following deadline dates:

May 15th for the July edition

August 15th for the October edition

November 15th for the January edition

February 15th for the April edition

Year End Report:

In the Spring, you will receive notification of your year-end report deadline (May1). Please be attentive to the information and the deadline date. Plan ahead and ask various members of your MTA Board to supply the information you will need.

Grants:

Each local association has the opportunity to apply for a **matching grant** through CSMTA as well as MTNA.

Please refer to each organization's guidelines and deadlines online:

MTNA: www.mtnafoundation.org

CSMTA: www.comusicteachers.net

Deadline January 1

Deadline October 1

Awards:

Each local association may nominate an outstanding teacher for **CSMTA Teacher of the Year Award**. The criteria for CSMTA Teacher of the Year Award is found in Form #7 of the online Presidents Packet. Deadline date is March 20th.

CSMTA selects an association to be given the **CSMTA Association of the Year award**. This association will be the CSMTA nominee to MTNA for national association of the year. CSMTA local association of the year is chosen by a committee and receives a plaque to be displayed all year long at meetings, recitals, and other events. Form #8, the CSMTA Local Association End of Year Report, is the basis for the Local Association of the Year Award which will be presented at the State Conference Local Association Luncheon.

The MTNA State Affiliate of the Year Award recognizes the state MTA that makes the most significant contributions to the music teaching profession through participation in the MTNA national programs and additional programs established with its state. It is important that each local association notify the *Notes and News* editor to contribute articles regarding outreach within the community.

For more grants and awards, please visit both the national and state websites.

Local MTA Newsletters:

Be sure to include the VP for Local Associations on your newsletter email tree or mailing tree list.

Requests to the Local Association Presidents:

You will be requested to pass on information from time to time to your members. You may choose to do so by email, newsletter, announcements at local meetings, or all three.

Local Associations may wish to contribute to the Colorado Fellow MTNA Foundation Fund by sending contributions directly to the CSMTA Treasurer.

Local Associations are also invited to help support the CSMTA Conference Concert Receptions with small donations.

Reminder to send in two copies of each recital program by June 1st:

Have your student Activities Chair keep 2 copies of each and every program recital. At the end of May, these programs should be mailed to the CSMTA VP for Student Activities. By doing so, we are able to maintain our status with ASCAP through MTNA. Be sure to always note that your organization is affiliated with CSMTA and MTNA when printing programs, newsletters, articles for papers, etc.

Questions, Concerns, Suggestions:

Feel free to contact the CSMTA VP for Local Associations.

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