

CSMTA LOCAL ASSOCIATION PRESIDENT'S TIMELINE

Form #3

June:

- CSMTA State Conference:
 - Bring your MTA poster
 - Leadership Training
 - Local MTA Presidents Meetings
 - Advisory Council Mtg.
 - General Membership Mtg.
 - Local Association Luncheon
- Send in website form (#4 in Packet) to CSMTA -- Fill in on line
- Submit 2 copies of every recital program to VP for Student Activities
 - MTNA maintains an agreement with ASCAP on the behalf of Local and State MTA's so that their associations may perform pieces without having to pay royalty/etc fees.
 - Sending copies of your association's festival/ recital programs supports this agreement.
 - Ask your Student Activity VP or Chair to do this mailing for you.
- Ask your newsletter editor to include VP for Local Associations on your MTA newsletter mailing list:

July:

- Schedule your monthly meetings / programs for your MTA group.

August:

- Fill out Form #5 on-line with info about your meetings/programs by August 15 (it will auto file)

September:

- CSMTA Board Meeting time and date TBA
- Have your by-laws changed in the last year? If so, send a copy of your most recent by-laws to VP for Local Associations
- Work on filling out Matching Grant Application (due Oct. 1) Form #10

October:

- CSMTA Matching Grant Application Due on Oct. 1st-send to CSMTA Treasurer
- MTNA Performance and Composition Competition

November:

- Send updates of your local MTA monthly meetings in Form #5 on-line by Nov. 15th (auto file)

- Have your local MTA Membership Chair/VP verify that all members have paid dues for your Local Association, CSMTA and MTNA.
- Have your treasurer contact MTNA national office if your local association dues will be increasing for the following year.
 - MTNA will request your association's dues information for the next year. Please be prompt in replying; this helps them set up membership invoices for the following year.
- If you are President of the CSMTA Local Association of the year, you will need to send in the form and letter from the CSMTA President. Check with the VP for Local Associations for more information.

December:

- Enjoy the holidays

January:

- Advisory Council Meeting: Time and Place To Be Announced
- Interested in applying for some financial assistance for your MTA's special project? Check with the MTNA Foundation website for their matching Grant application.
- Discuss possible nominations for CSMTA Teacher of the Year Award. (See attached form # 7.) Form is due to CSMTA President-Elect by March 20th.

February:

- N & N deadline for April newsletter is February 15th.
- Begin preparing poster for the CSMTA Conference.
- A science display board works well as it is free-standing. Include pictures and recital programs from your student and teacher activities and any other information regarding unique aspects of your MTA. This poster will be displayed alongside other MTA posters at the State Conference. Be sure to contact the VP for State Conference to indicate your poster's presence so that a spot will be reserved for your board.

March:

- Ask your Chairs and VP's to begin preparing reports of their activities for the year. These reports will be helpful when preparing your End of the Year report.
- Nomination for CSMTA Teacher of the Year Award is due by March 20th President-Elect.
- Discuss your local MTA contribution to the MTNA Foundation.
- Start Looking for the IRS E-File card in your mailbox.
- MTNA National Conference

April:

- Advisory Council Meeting--Date and Location to be announced

- Contact VP for Conferences regarding:
 - Volunteering to be a presider at a CSMTA Conference Session
 - Sponsoring a state conference reception for evening concerts
 - Reserving a spot for your local association poster
- Prepare/complete End of Year Report for CSMTA. (See Form # 8 on-line auto file)
 - This Report is due by May 1st to VP for Local Associations
 - This report is the basis for consideration for the CSMTA Local Association of the Year Award which will be presented at the State Conference local Association Luncheon.
- Fill out Form #6 on-line Your New Board Information will auto send

May:

- End of Year Reports are due May 8th (See form # 8 fill in on-line auto send.)
- Submit a list of your new officers via---- form #4 on-line. Due May 8th.
- Finalize your MTA Poster for conference.