

## ❖ GENERAL DUTIES FOR ALL CHAIRS

The following are general duties required of all committee chair:

- A. Keeps the membership informed of pertinent information in your area of responsibility by reports, as necessary in the Segue. These should be in the hands of the Segue Editor at least one month prior to the publication date (see publications, Section IV). All copy should be typed and emailed to PMTNM Segue Editor. Also, any forms or other materials which need to be sent to the entire membership should be included in the Segue mailings.
- B. Keeps a complete record of monies received (if any), and all bills and expenses connected with your office. Turns in money, bills and expense record to the PMTNM Executive Secretary-Treasurer monthly. Expense forms are available from the PMTNM Executive Secretary-Treasurer.
- C. Attends Board meetings and sends report (preferably by email) to the PMTNM Executive Secretary-Treasurer one month prior to the spring and Fall Board meetings.
- D. Keeps a handbook of duties for your chair up to date with any material included which would be of help to your successor.

## ❖ DUTIES OF THE ADVERTISING MANAGER

(See Advertising and Exhibits Policies, in Section XI)

- A. Solicits advertising and exhibits. A form letter, rate sheet and contracts are prepared and sent to 75-100 prospects on July 15 each year. Prospects are selected from previous lists and other professional journals. Current advertisers and exhibitors are sent a personal letter. Determines from conference chairpersons whether or not "showcases" will be offered.
- B. Sends the webmaster the current year advertising rates to be posted on the web.
- C. Sees that contracts are appropriately signed; acknowledges receipt of orders.
- D. Submits billings, acknowledges receipt of payment, forwards money to Executive Secretary-Treasurer; submits billings before November 1 to those who sent partial payment.
- E. Works with SEGUE Editor to see that all ads are included; works with conference chairpersons regarding ads in conference program and exhibit space.
- F. Makes sure that advertisers receive all copies during their contract period; sends Conference Program to advertisers as needed; sends "thank you" letter to exhibitors.
- G. Prepares "Exhibitor" name tag or other identification system for exhibitors to be admitted to certain conference activities. (May request assistance from the PMTNM Executive Secretary/Treasurer)
- H. Reviews guidelines set forth by the Federal Government for advertising in publications of non-profit corporations and sees that they are met.
- I. Attends Board Meetings and sends typed report to the PMTNM Executive Secretary-Treasurer.
- J. Additional duties are listed under the General Duties for all Chair (see section above.)

## ❖ DUTIES OF THE ARCHIVIST

- A. Compiles and presents an annual yearbook and table display reflecting the activities and records of PMTNM, its members and music students.
  - 1. The yearbook will begin with conference coverage from the previous year and carry through up to the current conference (roughly Nov. to Oct.).
  - 2. The yearbook shall consist of pictures, articles, programs, forms, Segue issues, etc. mounted and preserved using archive-safe paper, glue, and plastic sleeves in a 3-ring notebook.
  - 3. The current yearbook and previous year's yearbook shall be presented at conference in conjunction with a table display in the designated display room. The table display will feature a four-panel professional display board (owned by PMTNM and kept by the

archivist). Table cloths and extra props are helpful in establishing a theme for visual display.

4. The current Teacher of the Year will be featured on one of the panels. The PMTNM lettering should be boldly displayed on another panel. It is up to the creative endeavor of the archivist to present the table display in an artistic, professional manner.

- B. Dismantles the display board after conference and ensures that the yearbooks are in safe keeping. Files all extra leftover articles, etc. by year.
- C. Submits all receipts for material purchased, along with an official cost worksheet and reimbursement form, to the PMTNM Executive Secretary-Treasurer.
- D. May attend Board meetings as an ex-officio member.

### ❖ DUTIES OF THE BUDGET COMMITTEE

- A. Meets before the Fall Board Meeting each year to prepare a budget for the coming year and presents it to the Board for approval. It should be based on expenditures necessary for the effective operation of the organization including the following expenses:
  - 1. State Conference
  - 2. Student Activities
  - 3. Publications and Records
  - 4. Administration
  - 5. Other Miscellaneous Expenses
- B. Examines the previous year's budget and compares it with the accountant's financial statement for the year, at which time recommendation for necessary increases or decreases in various areas may be made along with additions made necessary by new projects. Projected income from dues and any other source such as State Conference receipts and student related programs should be estimated and a balance between income and expenditures achieved.

### ❖ DUTIES OF THE COLLEGE STUDENT CHAPTERS CHAIR

(See Section X for program details)

- A. Contacts members in college and university cities and encourages them to organize a College Student Chapter.
- B. Sees that each PMTNM College Student Chapter has a PMTNM member as sponsor.
- C. Membership dues by each individual student member are to be sent directly to MTNA National office or the student may enroll online at [www.mtna.org](http://www.mtna.org).
- D. Keeps the Southwest Division Student Chapters Chair informed of accomplishments and suggestions.
- E. Attends Board Meetings and sends requested reports to the PMTNM Executive Secretary-Treasurer.
- F. Additional duties are listed under the General Duties for All Chairs, Section VII.

### ❖ DUTIES OF THE COMPOSITION COMMISSIONING CHAIR

(See Section X for program details.)

- A. If requested by Board selects a composer to write a work from PMTNM not to exceed 15 minutes in the medium of his/her choice. This composer's work should be a credit to the stature of the state organization.
- B. The Chair contacts the composer and explains the commissioning program of MTNA and cites involvement of other notable composers. This should be done two years in advance of the conference at which the performance is to be premiered.
- C. Upon receipt of the composer's acceptance, the committee proceeds with item "B" on the requirements for MTNA-PMTNM Composition Commissioning Program, to be found in Section XI.

- D. The composition should be submitted to the PMTNM state chair two months before the conference.
- E. Works with the Conference Chair in making arrangements for a time and place for a public performance of the Composition at the State Conference. (The composer arranges for a person or persons to perform the composition during the State Conference.)
- F. Gets bio, photo and program from commissioned composer and sends these to the Conference Chair for SEGUE and printed concert programs.
- G. Attends Board Meetings and sends requested report to PMTNM Executive Secretary-Treasurer.
- H. Additional duties are listed under the General Duties for All Chair, Section VII.

## ❖ DUTIES OF CONFERENCE CHAIR

### STATE PRESIDENT

- A. Initiates Teacher of the Year award at Spring Board meeting.
- B. Writes greetings for conference program and Segue.
- C. Appoints the Student Ensemble Recital Chairperson and any other special project chairs.
- D. Invites guests for head table at Conference Banquet:
  - 1. Selects person to give invocation.
  - 2. Chair of Music Dept. of College Facility if used.
  - 3. Makes housing, meal, & transportation for all guests, if attending.
  - 4. Arranges banquet & recital tickets for all guests with Executive Secretary/Treasurer.
  - 5. Presides at banquet and introduces guests.
  - 6. Presents Teacher of the Year award.
  - 7. Communicates any of the state needs for workshop time to Conference Chair.
  - 8. Sends thanks you notes to clinician, representative, Music Dept. Chair, Conference Chair, etc.
  - 9. Prepares agenda for Sunday Membership Breakfast
  - 10. After conference, gets brief conference report from Conference Chair.

### CONFERENCE CHAIR(S)

(This is a temporary, non-voting member of the Board who should attend board meetings and keep the board apprised of Conference plans.)

- A. Prepares skeletal program
  - 1. Uses old conference programs as guides
  - 2. Leaves blank spaces for who will be responsible for each event
- B. Prepares one sheet for each job, using handbook guidelines.
- C. Sets up first meeting as soon as possible
  - For local association members.
  - For neighboring associations as needed.
  - Determines who will take on all needed jobs.
  - Distributes job descriptions.
  - Brings approximate budget amount after consultation with PMTNM Executive Secretary-Treasurer.
  - Discusses proposed budget for various events and the need to keep expenses low.
  - Discusses conference program for ideas.
  - Makes deadlines for all information for final program.
  - Confirms Segue and printing deadlines.
  - Mails out schedule revisions as timing and events become firm (Date each revision)
  - Confirms with competition chair for time needs.
  - Determines Host for Tertulia. Set time and place.
  - Indicates time of opening and closing of exhibits.

- Confirms with State Composer Chair for length of concert
- Adjusts beginning of Clinician Recital so there isn't big gap between.
- Confirms with President times of Board meeting and Sunday full membership meeting.
- Obtains student's day schedule from Student Activities Chair.
- Sets dates for further meetings as needed to get information for the overall schedule.
- Coordinates with Segue editor and program printer.
- Checks with PMTNM President: greetings, names of guests, program notes.
- Determines who will print various concert programs (Clinician, Composer, Student Winners and Student Ensemble)
- Sends that person details by mutually decided deadline.
- Sets post-conference meeting to prepare brief report on what worked, problems encountered, etc. for next Conference Chair.
- The following are the suggested chairpersons. Depending on the number of volunteers, several jobs may have to be done by the same person. Choosing the Clinician and Workshop Presenters is frequently done by Conference Chair. It is encouraged that each committee chair coordinate programs for the Conference Chair.

### **SITE MANAGER**

- A. Obtains preliminary program from chairperson for site time and piano requirements.
- B. Acquires sites for each event according to its requirements.
- C. Secures auditorium and practice for concerts (Composer and Clinician, Student Winners)
- D. Secures auditorium for auditions and practice.
- E. Secures practice space before Competitions.
- F. Secures Master Class space.
- G. Secures rooms for workshops and other program events.
- H. Sets up registration space at entrance.
- I. Sets up exhibition space which should be located in a central traffic location.
- J. Sees that microphones are available where needed.
- K. Works with Piano Manager to insure that pianos are located properly.
- L. Provides a clear, large map for the Conference Issue of SEGUE and Program Book (include hotel and motel locations and prices from Hotel Manager.)

**NOTE:** University and College facilities should be used if available. Churches and civic auditoriums sometimes have excellent instruments and space. It is always best if the activities can be in one place, but in some cities this is impossible. Stay in touch with PMTNM Executive Secretary/Treasurer for additional guidelines.

### **HOTEL-MOTEL MANAGER**

- A. Contacts hotels to set aside numbers of rooms. Secures room rates.
- B. Hotels and motels should be affordable and convenient. Ask Hotel contact if any complimentary rooms are available for booking a certain number of conference rooms
- C. Banquet facilities are generally available so coordinate with Banquet Manager
- D. Sends information on locations and prices to Site Manager.

### **BANQUET MANAGER**

- A. Makes meal arrangements in late spring, early summer. Stays in close contact with Executive Secretary-Treasurer for number of attendees and Site Manager for facilities.
- B. Conference Banquet:
  1. Gets approximate number of attendees from Executive Secretary-Treasurer.
  2. Contacts State President for head table choices and makes place cards.

3. Gets locals to do table decorations. The number depends on number of people divided by the number of people at each table,
4. Arranges for mic if at all possible (noisy restaurant space is too difficult for speakers and check noise level during busy hours)
- C. Student Activities Banquet:
  1. Gets number of attendees from Executive Secretary-Treasurer.
  2. Arranges for the menu. Remember to keep it as inexpensive as possible, cafeteria style food suitable for students.
  3. Arranges for microphone
  4. Obtains local volunteer entertainment if time is available.
  5. Asks local association to make inexpensive take-away decorations from tables.
  6. Checks with Student Activities Chair for programs, head table arrangement, place cards, etc.
  7. Gets two local students to do the invocation and another to act as Master of Ceremonies. Informs Activity Chair and PMTNM Executive. Secretary-Treasurer for free meal tickets.
- D. Board Meeting Dinner: Thursday Evening
  1. Coordinates with State President for number of attendees.
  2. Arranges catering or gets local teachers to do potluck dinner.
  3. Finds someone to volunteer a home, or restaurant could be used.
- E. Sunday Morning Membership Breakfast:
  1. Checks numbers with Executive Secretary-Treasurer.
  2. Considers choice for non-egg eaters: cereal or pancakes.
  3. Keeps this as inexpensive as possible.
- F. Tertulia: Arranges for reception with local teachers at a museum, or a volunteer's home.
- G. Hospitality Cart:
  1. Discusses possibilities for snacks around lunch time at conference site and during the competitions. This is optional.
  2. Contacts a local money making organization to see if they would like to do the cart.
- H. Student Reception:
  1. Cookies and punch after concerts are provided by a local organization or a neighboring organization.

### **ADVERTISING and EXHIBITS**

- A. Finds local advertisers, chamber of commerce, for ads and donations (pencils, pads, leaflets, etc.) for registration bag. (Refer to Advertising Manager)
- B. Contacts local music stores to arrange for exhibit. (Refer to Advertising Manager)
- C. Is responsible for locking exhibit room at night and unlocking in morning. Available to exhibitors when they arrive and leave to answer questions and direct them as needed.
- D. Checks with PMTNM Advertising Manager as to number of tables needed.

### **PUBLICITY**

- A. Local: Newspapers, TV, Radio
- B. Writes pre-convention article and set up interviews.
- C. Two weeks ahead announces the clinician and student concerts. Provides bios and ticket price if any.
- D. One week ahead writes an article about local students entering competition.
- E. Writes post-conference article and interviews with local student winners,
- F. Works with PMTNM Segue Editor, Conference Chair for pre-conference issue.
- G. Obtains bios, pictures, titles, descriptions and programs from the Clinician and Workshop Chairperson to include with conference program.

**CLINICIAN**

- A. Obtains a clinician as soon as possible, as wasted time can be your enemy.
- B. Gets recommendations from former chair and passes on any candidates you did not use. Asks state and local people for ideas and PMTNM President for information.
- C. Writes letters.
- D. Describes conference, gives dates.
- E. Secures from the spring board meeting as to what we would like from clinician.
- F. Payment (clinician pays own hotel room unless someone volunteers to house him/her)
- G. Checks with Executive Secretary-Treasurer as to the going rate for the four needs:
  - 1. Recital, Master class, Lecture, Judging for MTNA Performance Competitions and/or Honors. (Work with Competition chair if you need to schedule the Clinician to judge. Be considerate of Clinician time.) Get someone else for any of these four events if the Clinician cannot do them all.
  - 2. Clinicians usually do not judge on both days. Stays in close touch with Executive Secretary-Treasurer.
  - 3. Requests outline of talk and sample recital program. (Gets firm program for Segue)
- K. Asks for bio, picture, final recital program, title and description of talk and firms the deadline. Sends all of this information to Publicity Chair.
- L. Contacts Executive Secretary-Treasurer to send formal contract to Clinician so there is no question as to specific fees or duties for this conference.

**❖ WORKSHOP PRESENTERS & PRESIDERS (INCLUDING CLINICIAN)**

- A. Determines number and length of time of workshops from overall schedule. Sends all conference information to Segue editor for the July/August issue.
- B. Calls around for ideas and volunteers. Workshop clinicians are not paid.
- C. Determines subjects for workshops:
  - 1. In place of one workshop, suggests everyone go to listen to the competitions.
  - 2. Organizational meetings should be coordinated with the PMTNM president.
  - 3. Subjects other than piano: voice, violin, etc.
  - 4. Publishers showcase
  - 5. Student oriented-check with Student Activities Chair
- D. Gets bios, pictures, titles and description for program from workshop presenters before deadline.
- E. Gets a teacher to preside for all events. Sends their names to Publicity Chair along with workshop presenter's bios, etc. for program and Segue.

**PIANO MANAGER**

- A. Works with Site Manager in determining availability and condition of pianos. Excellent pianos are needed for the Clinician Recital and the Competitions.
- B. Acquires pianos if needed and arranges for delivery.
- C. Finds good tuner and coordinates.

**COMPETITION COORDINATOR**

- A. Be the liaison with State Competition Chairs to help meet their needs.
- B. Be available to help State Competition Chairs set up competitions.

**❖ DUTIES OF THE HANDBOOK CHAIR**

- A. Works with the Executive Secretary-Treasurer to keep the Handbook up to date. When additions or revisions are needed, has the copy published on the web page. It is very important that actions taken by the PMTNM Board and general membership, as well as new MTNA rulings, be reflected in updated information for the PMTNM Handbook which will be published on the web page
- B. Attends Board Meetings and sends requested report to the PMTNM Executive Secretary-Treasurer.



C. Additional duties are listed under the General Duties for All Chairs, Section VI.

### ❖ **DUTIES OF INDEPENDENT MUSIC TEACHERS FORUM CHAIR**

- A. Requests, from the State President or Conference Chair, a time for an IMTF session to be held at the State Conference. Such sessions may be in the form of panel discussions on subjects directly relating to independent teachers, so that they may share their possible solutions to mutual problems (studio and tuition policies, released time for lessons and school credit, financial management, tax deductions and requirements, continuing education, pedagogical or psychological problems directly related to young children, improving the professional image of the IMT). Or these sessions may take a workshop form in which concrete solutions to these or other related problems may be presented by an individual or panel.
- B. Establishes liaison with local chapter presidents and requests them to devote some part of a local meeting or program during the year to the above subjects, relating concerns of IMT's or their solutions back to you.
- C. Relates these concerns, solutions or discussions to the Southwest Division Chair of IMTF, so that he/she may share them with other state IMTF chair in the division and nation. Is prepared to assist the Division Chair in any requests for information he/she may have (licensing and zoning, number of IMT's in state membership, survey information, etc.). Is prepared to disseminate to your state officers or membership (via the PMTNM Segue and web page) any information sent to you for that purpose by the Division Chair.
- D. Encourages a positive working relationship with college music teachers and public school music teachers.
- E. Attends Board Meetings and sends requested reports to the PMTNM Executive Secretary-Treasurer.
- F. Additional duties are listed under the General Duties for All Chairs, Section VII.

### ❖ **JOYCE WALKER STUDENT FOUNDATION CHAIR**

(See Section IV for Joyce Walker Student Foundation Scholarship details.)

- A. Works with the Student Activities Chair, the Executive Secretary-Treasurer, the PMTNM President, and the Board in promoting programs and overseeing distribution of the scholarship awards.
- B. Presents scholarships to Joyce Walker Student Foundation recipients at the State Conference Student Winners Recital or appoints someone to do so.
- C. Works with the Executive Secretary-Treasurer on investment of the principal and other financial decisions related to the fund.
- D. Attends Board Meetings and sends requested reports to the PMTNM Executive Secretary-Treasurer.
- E. Additional duties are listed under the General Duties for All Chairs, Section VI.

### ❖ **DUTIES OF THE LOCAL ASSOCIATIONS CHAIR**

- A. Serves as the liaison between the state and national organizations for the local associations. Identifies all the local associations in the state and communicates to them any programs of interest that PMTNM or MTNA is sponsoring.
- B. Where no local group is functioning in an area with enough PMTNM members, the chair encourages these teachers to form a local association.
- C. Shares ideas for programs directly with local groups and through the PMTNM Segue and web page.
- D. Encourages local groups to reach out to non-member teachers and to inform them of the benefits of certification and membership.
- E. Attends Board Meetings and sends requested reports to the PMTNM Executive Secretary-Treasurer.

- F. Additional duties are listed under the General Duties for All Chairs, Section VII.

### ❖ **DUTIES OF THE MTNA PERFORMANCE COMPETITIONS CHAIR**

(See Section IX for program details.)

- A. Specific duties for this position are set in the MTNA Handbook for MTNA State Competition Officials that is published every year.
- B. All competition information is found in the April/May issue of the American Music Teacher publications or by going to [www.mtna.org](http://www.mtna.org) for information.
- C. Makes sure that students and parents fully understand that each state winner obligated to compete in Division and National should they win the successive competitions.
- D. Gives names of the Joyce Walker Foundation award winners to the Executive Secretary-Treasurer on the form provided. Gives information to typist for recital programs for the student winner's recital.
- E. Notifies the PMTNM Executive Secretary-Treasurer of names and addresses of student winners' who will be traveling to the Division Auditions.
- F. Attends Board Meetings and sends requested reports to the PMTNM Executive Secretary-Treasurer.
- G. Additional duties are listed under the General Duties for All Chairs, Section VII.

### ❖ **DUTIES OF THE STUDENT COMPOSITION CONTEST CHAIR**

(See Section IX for program details.)

- A. Secures judge(s) for the contest.
- B. Follows guidelines for state composition chairs as outlined on MTNA website.
- C. Arranges with the State Conference Chair and the first place winners to have their compositions performed at the state conference and receive the Joyce Walker Composition award.
- D. Writes thank you notes to the judges.
- E. Attends Board Meetings and sends requested reports to the PMTNM Executive Secretary-Treasurer.
- F. Additional duties are listed under the General Duties for All Chairs, Section VII.

### ❖ **DUTIES OF THE NOMINATING COMMITTEE**

- A. Prepares a roster of candidates.
- B. Asks each candidate if he/she will accept the nomination, after informing each candidate of his/her duties as defined in the Handbook.
- C. Presents the roster of candidates to the PMTNM President and the Executive Secretary-Treasurer at least 15 days and preferably 21 days before the opening date of the annual State Conference.
- D. Presents a report to the Board. Once the Board recommends the slate, the membership votes at the State Conference Business Meeting.

### ❖ **DUTIES OF THE PEP CHAIR (Performance Evaluation Program)**

(See Section IX for program details.)

- A. These blanks may also be accessed at [pmtnm.net](http://pmtnm.net).
- B. Receives application forms and collects fees. (See Current Fee Schedule: PEP Section III). Sends fees to Executive Secretary-Treasurer.
- C. Secures judges for each Audition and sends judges guidelines. (Judges should be from another city if possible and will be paid according to the Current Fee Schedule: Section III, PEP Judges.)
- D. Sends necessary materials and information to run the PEP Audition to the local chair.
- E. Keeps supplies of "Judges Guidelines", repertoire sheets, ribbons, certificates, etc., ordering and revising as needed.



- F. Attends Board Meetings and sends requested reports to the PMTNM Executive Secretary-Treasurer.
- G. Additional duties are listed under the General Duties for All Chairs, See Section VII.

#### ❖ **DUTIES OF SEGUE EDITOR (Newsletter)**

- A. Serves as the information liaison between the state and the local associations.
- B. Forwards Segue to the Webmaster for online publication.
- C. Elicits information from pertinent chairs.
- D. Attends Board Meetings and sends requested reports to the PMTNM Executive Secretary-Treasurer.
- E. Secures three bids prior to printing.
- F. Edits the PMTNM Segue to ensure that it is factual, in good taste and is a professional publication.
- G. Sees that the PMTNM Segue is mailed to all PMTNM members including College Student Chapter members (with an extra copy going to the Archivist and the Executive Secretary-Treasurer). Sees that each State MTA President and SW Division President receives one copy of the PMTNM Segue a year (usually after the list of new presidents is printed in the American Music Teacher around March).
- H. Keeps two copies of all PMTNM Segue and PMTNM Rosters in a permanent file.
- I. Sees that the PMTNM Student Activities programs and PEP program are listed in the winter issue of Segue. Sees that Conference Registration Forms are sent with the fall issue.
- J. Sends the Roster out with the winter issue of the Segue.
- K. Attends Board Meetings and sends requested reports to the PMTNM Executive Secretary-Treasurer.
- L. Additional duties are listed under the General Duties for All Chairs, Section VII.

#### ❖ **DUTIES OF THE PMTNM MEMORIAL OUTREACH FUND CHAIR**

(See Section IV for PMTNM Memorial Outreach Fund details.)

- A. Keeps abreast of the status of funds available for Outreach Program.
- B. Supervises the processing of requests for funds and acts as the liaison between requesting party, Board, and the Executive Secretary-Treasurer.
- C. Develops creative and innovative ideas for increased teacher and student community outreach projects.
- D. Attends Board Meetings and sends requested reports to the PMTNM Executive Secretary-Treasurer.
- E. Additional duties are listed under the General Duties for All Chairs, Section VII.

#### ❖ **DUTIES OF THE SCHOLARSHIP CHAIR**

- A. Works with the Scholarship Committee in reviewing applications and selecting qualified recipients.
- B. Presents the scholarships at the State Conference or asks a member of the committee to do so.
- C. Is responsible for publicity and promotion pertaining to the scholarships' activities.
- D. Works with the PMTNM Executive Secretary-Treasurer regarding the scholarships' funds and disposition of the awards.
- E. Attends Board Meetings and sends requested reports to the PMTNM Executive Secretary-Treasurer.
- F. Additional duties are listed under the General Duties for All Chairs, Section VII.

**❖ DUTIES OF THE STUDENT HONORS PROGRAM CHAIR**

**(See Section XI for program details.)**

- A. Selects judges for the State Student Honors Program.
- B. Orders certificates and awards for first, second, and third place state winners. Orders seals for certificates and has Student Honors Rating Sheets printed.
- C. Makes advance arrangements for the State Honors Auditions (time and place) with the Conference Chair.
- D. Sets the deadline for District Winners forms and fees as soon as the State Conference dates are set.
- E. Sends the District Application Forms, Acceptance of Conditions for Participation forms, and combined District and State Fees form at least three months prior to State Chair's deadline.
- F. Sends schedule of place and time of State Conference to the District winners and teachers and the District Vice Presidents.
- G. Sends fees to the Executive Secretary-Treasurer. (See Current Fee Schedule: Student Honors, Section III.)
- H. Announces winners and presents certificates and awards following the State Auditions and at the Student Winners' Recital.
- I. Gives information to typist for recital programs for the Student Winners' Recital.
- J. Writes Student Honors news article for Segue.
- K. Attends Board Meetings and sends requested reports to the PMTNM Executive Secretary-Treasurer.
- L. Additional duties are listed under the General Duties for All Chairs, Section VII.

**❖ DUTIES OF THE PMTNM WEBMASTER**

- A. Serves as the liaison between the state and national for the latest information for publication on the web.
- B. Communicates with the Segue Editor and State President for information which needs to appear in both places.
- C. Attends Board Meetings and sends requested reports to the PMTNM Executive Secretary-Treasurer.
- D. Additional duties are listed under the General Duties for All Chair, Section VII.