

FMTA MEMBER DUES

Active members.....	\$20.00
Associate and senior members.....	\$10.00
Student members.....	\$5.00
Patron (Business/Institutional) members ...	\$10.00
Lifetime Members.....	Free

STUDENT ENTRY FEES

All entry fees are non-refundable.

Non-member Teacher Entry Fee	\$100.00 + regular student entry fee
Achievement Day	\$16.00
Winter Festival 2020	\$30.00

Sonatina Festival:

Piano

I-V	20.00
VI	25.00

Instrumental

Elementary (through grade 6)	20.00
Junior (grades 7-8)	20.00
Senior (grades 9-12)	20.00

Vocal

Senior Class	20.00
Advanced Class	20.00

FMTA Job Descriptions

President

Summer (or earlier):

- Selects date, time, and location for Executive Board meeting in early summer (or earlier) to make plans for upcoming year.
- Works with treasurer to prepare budget for coming year and works with chairs/board for their input and approval.
- Works with board to choose meeting time and location for monthly meetings.
- Works with board and vice president for programs to select programs for coming year.
- Assures that this information is sent to CSMTA's *Notes & News* as requested.
- Appoints chairs for all events/committees and is an ex-officio member of all committees except the nominating committee.
- Arranges with Colorado Christian University (or other venue) for events/dates. (See manila folder, "Facilities Use Agreement" in president's file box for contact information).
- Arranges with MTNA for insurance for events venues by going to: forms @mtna.org and scrolling down to General Liability Insurance

All Meetings:

- Writes agenda for and presides at local association meetings. Provides copies of agenda for each member.
- Learns how to preside following Robert's Rules of Order. May write a script to use which allows for the smooth running of the meeting and for ease in approving of motions.
- Reads FMTA bylaws and standing rules frequently.
- Encourages all members who wish to make a motion to put the motion in writing and give a copy to the president and the secretary. If necessary, a recess could be taken until the maker of the motion puts the motion into written form.
- Proofs minutes of meetings within a week of the meeting and arranges for the secretary to make corrections, if necessary, and to send proofed copy to website manager for posting on the website.

On-Going:

- Attends CSMTA Executive Board meetings four times a year, including one during the CSMTA annual conference.
- Submits information to CSMTA chairs as requested.
- Receives information sent by MTNA and sends it to the appropriate FMTA vice president/chairs.
- Invites the CSMTA President to an FMTA meeting unless the president sends information saying they will be coming at a specific time.
- Asks newsletter editor to send a copy of each newsletter to the CSMTA president.
- Checks with treasurer to be sure dues renewal notice is sent (in Nov./Dec.) to MTNA per their request and that the tax filing has been done at the appropriate time (see treasurer's job description). Maintaining the 501-C-3 non-profit status is very important to FMTA; thus the filing of an e card is crucial to keeping this status.
- Responds to inquiries requesting information about FMTA.
- Completes forms for CSMTA Local Association Chair as requested. This chair provides packet with information needed/dates.
- Collects two recital programs from each event and sends them to appropriate CSMTA officer. They collect programs from each local association and then sends them to MTNA who will pay the royalties involved.

Spring

- Works with treasurer to prepare budget for upcoming year.
- Asks someone to install officers at May meeting.

Vice President for Programs

- Selects programs for September, October, November, January, February (usually a Master Class), and April. The CSMTA annual conference is a good resource for program ideas.
- Seeks approval from Executive Board for program speakers and master class instructor.
- Works with executive board to set honorariums for speakers.
- Sends location, time, presenter and program to CSMTA *Notes & News* editor by mid-July or as requested by the editor.
- Forwards same information to FMTA yearbook editor and to VP for Membership for inclusion in new FMTA brochure.

- Prepares monthly notice of programs for the FMTA newsletter.
- Requests checks from treasurer for speakers.
- Introduces speakers and gives them a thank you note with their honorarium.
- Concludes each program with a verbal thank you.
- Presides at FMTA meetings when president is not available.
- Arranges for a gift to be presented to the outgoing FMTA president.

Vice President for Membership

On-Going

- Makes FMTA membership appealing and accessible to potential new members by:
 - promptly returning phone calls/emails of interested persons
 - providing meeting information as requested; if possible, offer them a ride
 - refers persons to MTNA, CSMTA, and FMTA website.
- Keeps current copy of FMTA directory in membership file.
- Puts names of new members into the FMTA newsletter

Spring

- Contacts local colleges and universities who might like to start student chapters so MTNA and CSMTA can be promoted with their students. If students are members of MTNA during their college years, their first year after graduation is 50% of MTNA/CSMTA dues.
- Reminds members of their dues renewals at April and May meetings.
- Writes articles for FMTA newsletters reminding members their dues must be paid by July 1st to have their names in the next year's directory.
- Receives MTNA membership list via FMTA Treasurer. Keeps list available to verify (as requested) if a member's dues have been paid. Primary months to receive dues via MTNA are May, June, July and August.

Summer

- Receives list of programs from VP for Programs and updates FMTA brochure, arranges to have it printed, and places copies at Rockley Music Center.
- Works with president to gain access to MTNA portal which contains the most current information on paid memberships. (This access is granted by MTNA to the president and treasurer).
- Gives courtesy call or email to remind members if their dues haven't been paid.

Meetings

- Introduces guests and new members at meetings. Provides them with FMTA, CSMTA and MTNA brochures and other helpful information.
- Provides mentors for new/old members as requested. This is VERY important! (See section on Mentors)
- Provides name tags at meetings, arriving early to set these on a table.
- Reminds members if their contact information changes they should inform FMTA website manager and MTNA.
- Works with president to present ideas at monthly meetings which will encourage members to become acquainted with each other.

Vice President for Publicity

- Updates Events and Information on social media such as Facebook etc.

Secretary

- Attends membership meetings and FMTA board meetings to record minutes. Within five days send copy of minutes to president for approval before sending to the web master for posting on the FMTA website.
- Minutes are legal documents and are never destroyed. They must be 'bound' in binders at the end of every year. This will allow easy access in the event information is needed.
- Assists the president in carrying out duties as assigned.
- Prepares minutes as directed by Robert's Rules of Order.

Procedure for the Writing of Minutes

Information which can be placed in the heading or in the first paragraph:

- 1) Kind of meeting – regular, annual, special
- 2) Name of the organization
- 3) Date, time and place of the meeting

Next statement (paragraph) indicates the presence of a quorum and the fact that the regular presiding officer and secretary were present, or if necessary, their substitutes.

Next statement (paragraph) states action taken on the previous meeting's minutes-approved, or approved as corrected. Corrections are made in the margin or by striking the errors and correcting with red pen.

The main body of the minutes will include:

- 1) Financial balances on accounts as reported by the treasurer. The treasurer's full written report is then attached to the minutes.
- 2) All motions, the maker of the motions, and the final disposition of each motion – adopted, rejected or postponed. Discussion is not recorded in the minutes – on the action taken.
- 3) Reports of officers/chairs are summarized with the full written report attached to the minutes.
- 4) The name of the guest speaker may be added but no summary of the remarks.
- 5) Announcements are NOT included in the minutes. Because minutes (when approved) are legal documents, minutes should be fairly brief and include only information that would be important to know in the next year or longer.

The last paragraph states the hour of adjournment. The secretary then adds his or her name. The use of "Submitted by..." is no longer used. When the minutes are approved at the next meeting, the date is written and the secretary adds his or her initials.

Treasurer

- Maintains Employer ID # 84-0960984
- Is responsible for all FMTA finances, including paying expenses and depositing checks in a timely manner.
- Learns how to access MTNA portal which lists current paid members.
- Prepares monthly reports for all accounts, showing all financial activity since the last report and balances all accounts with bank statements. Presents copy to president and secretary.
- When an event/activity makes a profit, \$1/student entry is transferred into the Scholarship CD.
- Secures bank signature cards when the president and secretary change positions.

- Prepares an annual budget based on prior year's budget, asking chairs of events and the president for input. Budget should include donations to organization as approved by FMTA: i.e. Colorado Symphony Orchestra and MTNA Foundation Fund.
- Uses monthly statements to prepare an annual report which is then presented to a review committee. Fiscal year is July 1 – June 30.
- Receives membership list and dues from MTNA and sends copies of list via email to VP for Membership and the president.
- Responds to MTNA request for dues verification in November.
- Files a Form 990-N (e-postcard) with IRS. This ensures FMTA remains a 501-C-3 organization. This e-postcard is due every year by the 15th day of the 5th month after the close of the tax year. Should an e-card not be sent for three years, FMTA will lose its 501-C-3 status.
Login ID #84096098401 Password – Consult with past treasurer
- As of 2/2015 FMTA has three bank accounts:
 - a checking and a savings account are with 1st Bank
 - a CD account for scholarships is with US Bank, 12340 W. Alameda Pkwy, Lakewood, CO

Achievement Day Chair

The specific details for AD are kept by the AD Chair.

- Works with executive board to choose date and location for AD.
- Keeps deadline and event dates in front of FMTA members.
- Invites members and their students in other local associations to participate.
- Works with webmaster to update entry forms as needed.
- Works closely with co-chair to train for position as future chair.

Sonatina Festival Chair

The specific details for the SF are kept by the SF Chair.

- Works with executive board to choose date and location for SF.
- Keeps deadline and event dates in front of FMTA members.
- Works with webmaster to update entry forms as needed.
- Works closely with co-chair to train for position as future chair.

Winter Festival Chair

- Works with executive board to choose date and location for FF.
- Assists FMTA members in choosing a theme for the festival.
- Announces the theme via the FMTA newsletter by May so students have the summer to prepare a selection(s).
- Works with membership to determine if adjudicators will be used for the current year's festival.
- Arranges for adjudicators to be present and write comments.
- Works with website manager to update entry forms as needed.
- Works closely with co-chair to train for position as future chair.
- Arranges with treasurer to write checks for the adjudicators and the venue as needed.
- Prepares festival program and sends information to teachers.
- Arranges for participating teachers to assist with the day's activities.
- Arranges for program to be designed and printed.

Holiday Recitals Chair

- Sets weekend date with Our Saviour's Corner of Hope contact to schedule fundraising recitals.
- Encourages members to volunteer their students to play for an hour or half hour on assigned weekends.
- Encourages teachers to sign up during the August meeting.
- Places announcements in FMTA newsletter about open hours for recitals.
- Maintains Excel spreadsheet or other computer file with list of teachers/recitals. Sends to teachers to verify their time slots as needed.
- Arranges for flyer to be designed and then distributed to teachers with pertinent information about this fundraising activity.
- Arranges with FMTA treasurer to collect donated money from fundraiser.

Cares & Congrats Chair

- Sends get well, sympathy and thinking of you cards to members of FMTA.
- Asks members to alert chair when a need arises.
- Keeps receipts for expenses and presents to the treasurer as needed or in May for reimbursement.
- Asks president if taking flowers would be appropriate, such as for a memorial service for an FMTA member.

Certification Chair

- Achieves MTNA certification and maintains that status.
- Keeps themselves fully informed on current requirements for MTNA certification.
- Becomes comfortable with Certification page on the MTNA website.
- Writes articles for FMTA newsletter promoting certification as requested.
- Keeps members aware of MTNA certification application procedures and timelines involved by giving brief information at monthly meetings.
- Forms self-help groups for members interested in becoming certified. Helps organize the first meeting of this group.
- Reminds members that when their certification process is completed, FMTA will award them one-half of the certification fee.
- Connects those working on certification with already certified teachers, as requested.
- Asks newly certified members to write an article for the CSMTA *Notes&News* publication.

Community Outreach Chair

- Serve as liaison between FMTA and foothills area organizations such as nursing homes, rehabilitation facilities, veterans' groups, and other community events centers.
- Announce such opportunities in the FMTA monthly newsletter.
- Work closely with V.P. of Publicity to promote special events. Also networks with CSMTA's administrative assistant to publicize more broadly.
- Coordinate and schedule students and teachers at each venue.
- Seek to serve the community and to promote FMTA to the public in our area.

Historian

- Keeps notebook of FMTA Newsletters. Notebook also contains first page of each yearbook which lists officers and events.
- Keeps scrapbook of photos of FMTA events.
- Makes posters as needed for special events or conferences.
- Sends copies of local publicity to CSMTA historian as requested.

Hospitality

- Maintains basket of coffee, tea, cups, hot water pot, etc. to bring to FMTA meetings.
- Purchases items as needed and gives receipts to the FMTA treasurer in May (or earlier) for reimbursement.
- Asks teachers in August to choose a meeting for which they would like to bring refreshments.
- Reminds teachers a week before their chosen month.
- Works with Event chairs to provide basket of coffee items/refreshments/lunches as needed.

Librarian

- Collect and organize donated music and resource materials such as DVD's, CD's, and reading materials into a systematic lending library.
- Bring the library to at least three meetings during the calendar year.
- Create and update an inventory list on the FMTA website for teachers to preview and request materials.
- Bring requested items to the next general meeting for teachers to check out.
- Organize donated new or used music. FMTA teachers may purchase the music for a donation; proceeds go to the FMTA scholarship fund.

Mentoring Chair

FMTA members may be encouraged to be a mentor by the Vice President for Membership or by a Mentor Chair.

- Mentors may be assigned to new (or long-time) members as requested by the Vice President for Membership or by a Mentor Chair.
- Serves as a mentor for one year or as requested by the mentee.
- Contacts new or requesting member as soon as possible.
- Discusses information already presented to new member and answers any questions the new member might have.
- Invites new member to have coffee/lunch to become better acquainted.
- Acquaints the new member with FMTA student activities and activities for teachers, such as PRP and the Performance Group.
- Assists with completing student entry forms for activities.
- Acquaints new member with MTNA and CSMTA activities and programs, especially the conferences which provide opportunities for professional growth.
- Encourages new member to not be hesitant in participating in activities as quickly as they feel comfortable.

- Informs new member about certification and how they can obtain information about this project.
- Keeps log of contacts made with mentee and gives this information to mentor chair.

Newsletter Editor

- Newsletter Editor requests those persons wanting information to be printed in the monthly newsletter to present written material by noon on the first Wednesday of the month.
- Compiles and edits all submitted articles into a Newsletter format and publishes it to a PDF file, and emails it to the Website Editor.

Website Editor

- Website Editor posts the Newsletter when received from the Newsletter Editor each month and sends an announcement to members when the newsletter has been posted on the FMTA website.
- Website Manager maintains and updates the FMTA website and posts information as requested.
- Website Manager arranges for annual fees to be paid for maintaining website

Performance Group Chair

- Maintains list of homes where the performance group will meet each month.
- Passes a sign-up sheet for homes at the May meeting or makes phone calls during the summer to secure homes.
- Sends lists of homes and number of pianos available to the FMTA newsletter editor by late July.
- Informs members that meetings are usually held the second Friday of each month. Exceptions to this will be well advertised in the FMTA newsletter.
- Invites all FMTA members at the August and September meetings to become a part of this group.
- Phones members who have shown an interest in this group to remind them of the meeting and location.
- Encourages members to notify hostess of their attendance. Hostess usually serves coffee and a snack.
- Encourages performance group to run 10:00 – 11:30 AM.
- Encourages all varieties of ensembles and music including pedagogical repertoire and should be 10 minutes or less so all have an opportunity to perform.
- Encourages FMTA members to attend even if they will not be performing.
- Allows comments on pieces which are encouraging and show support for the performer.
- Reminds all members about the FMTA May Musicale and encourage them to perform.
- Reminds other local associations that the performance group is open to all CSMTA members.

PRP Chair

- Arranges for members to meet to discuss books as chosen by the CSMTA PRP seminar leader.
- Chooses dates and location for meetings and puts announcements in the FMTA newsletter.
- Informs members of books to be read and how to obtain them.
- Reminds members of seminar leader's notes which will have been printed in the July issue of CSMTA's *Notes & News*.
- Invites members of other local associations to join FMTA members for these discussions.

Scholarship Chair

- Reads standing rules for scholarship applicants.
- Works with president who appoints committee members to help with selection process.
- Selects application deadline and informs FMTA members via newsletter.
- Works with website manager to update entry forms as needed.
- Plans committee meeting to select winners and financial award to be given.
- Writes letter to each winner selected.
- Announces winners in FMTA newsletter.