

AMTA Certification Chair – duties

- I. Serve on the AMTA Board attending all meetings and making reports on certification.
- II. Keep an up to date list of all nationally certified AMTA members.
- III. Place a “certification report” in each issue of the Soundboard.
- IV. Keep a list of all members who are working toward certification. This information is sent from the national office.
- V. Introduce and present certification pins to all newly certified members at the banquet during the annual conference.
- VI. When possible, place an article with a picture of the newly certified members in the Soundboard.
- VII. Timeline
 - A. Place a “certification report” in each issue of Soundboard.
 - B. February or March -order certification pins from the national office.
 - C. Request reimbursement for the pins from the AMTA Treasurer (Quarterly Financial Report form).
 - D. Annual Conference Banquet - present certification pins to newly certified members.