

Independent Music Teachers Forum Chair Job Description

1. Serve on the AMTA Executive Board, attend the meetings, and make reports as needed.
2. Promote and support the IMTF program from the MTNA Chair and send information to the AMTA membership as needed. Try to include an article for the Soundboard regularly.
3. Voice concerns of individual teachers to the membership and help find solutions to those areas...such as zoning issues.
4. Discuss studio policies and procedures for the Independent Teacher. Continue to work and communicate with The State Board of Education to achieve a program of Public School Credit for students of certified teachers, if possible.
5. Work with the Certification Chair in obtaining any news about public or private school credit for students who study with the certified independent teacher. The public schools do not allow this and occasionally a home school group will have this option.
6. Preside at an IMTF meeting at the AMTA State Conference if there is a need for this meeting.
7. Answer all emails or other mailings pertaining to any issue concerning the private independent music teacher.
8. Communicate and cooperate with the AMTA local association chair and all local association presidents.
9. Attend the MTNA National Conference if possible and the AMTA State Conference.
10. Keep accurate records of expenses and submit to the AMTA Treasurer on an AMTA Quarterly Financial Report for reimbursement. Fill out a Budget Request Form for next year's expenses and submit to the Treasurer.
11. Keep records in order to give to the next appointed IMTF Chair.
12. There is no specific deadline of what to do when, just answer all requests in a timely manner and encourage other instrumental teachers to participate and join AMTA.