

Local Associations Chair

The job of Local Associations Chair involves serving as a liaison between the ten Local Associations and the AMTA Executive Board. The most important task is determining who the president of each association is and keeping their contact information current in the Soundboard and on the AMTA Web Page. This can primarily be accomplished through group emails.

July

1. Contact each Local Association President from the previous year and request the following:
 - a. name of current president
 - b. phone number of current president
 - c. email address of current president
2. Give updated information to the AMTA President, Web Editor and Soundboard editor.

August

1. Contact all Local Association Presidents and share with them the following:
 - a. Each of them is a member of the AMTA Executive Board.
 - b. Encourage them to attend the meetings that occur in September, January (e-meeting), June (at the conference).
 - b. Schedule a judges workshop with the AMTA clinician if they haven't had one in recent years
 - c. AMTA offers grants up to \$100.00 to local associations for workshops/events for professional growth of its members—full details are on the AMTA website.
2. Consider the possibility of a local association being nominated for the MTNA Local Association of the Year Award. Information is on the MTNA website.

September

1. Obtain new member information from AMTA 2nd Vice-President (membership).
2. Contact appropriate Local Association President and encourage that a mentor be assigned to the new members within that association.
3. Attend the Executive Board meeting. Submit reports as requested.
4. Once the next Soundboard deadline is known, encourage each Local Association President to submit a brief article outlining activities that have or will be occurring in their association.

October

1. Contact (email) the Local Association Presidents to confirm that the president is the same as in August or obtain the new president's information. Many associations have meetings in late August or September and elect new officers.
2. Send any changes to the AMTA President, Web Editor, and Soundboard editor before the November Soundboard deadline.

November

December

January

1. Participate in the Executive Board e-meeting. Submit reports as requested.
2. Once the next Soundboard deadline is known, encourage each Local Association President to submit a brief article outlining activities that have or will be occurring in their association.

February**March****April**

1. Contact (email) Local Association Presidents requesting \$50 for refreshments for conference hospitality. The checks should be made to AMTA and sent to the Treasurer. Follow up with phone calls for those not received in a few weeks.

May**June**

1. Attend the AMTA conference.
2. Attend the Executive Board meeting at the conference. Submit reports as requested.
3. Preside over the Local Association Presidents lunch meeting at the conference. Facilitate swapping of information on the following:
 - a. programs
 - b. fund raisers
 - c. workshop clinicians
4. Once the next Soundboard deadline is known, encourage each Local Association President to submit a brief article outlining activities that have or will be occurring in their association.

As Needed

1. Be the liaison between the AMTA President and the Local Association Presidents.