

## AMTA Second Vice President (Membership)

I. Serve on the AMTA Executive Board attending all meetings and making full reports as required.

### II. Membership lists

- A. Keep an up to date list of members, accessed from the national MTNA State Portal <http://members.mtna.org/MTNAPortal/Login.aspx?ReturnUrl=%2fMTNAPortal%2fState%2f>
- B. Keep the AMTA President updated on current membership.
- C. Keep the AMTA Membership Directory updated.
- D. Set up a group contacts list in email for sending out information to the membership. (Apple Mail does not allow more than 100 names in an email group; Gmail does permit large numbers; thus, it is recommended to use that program.)
- E. Send out email reminders to members who have not renewed by July 1. If members do not renew by October 1 of that year, they will not be eligible to enter students in that year's auditions
- F. Send a list of members who are qualified to enter students in that year's auditions to the District Chairs in October.
- G. New members may enter students in the auditions if dues have been paid one month prior to the audition date.

### III. Timeline

- A. All dues (MTNA, AMTA & local) are due by July 1 each year. As renewals are sent to the AMTA treasurer, he/she will forward that information to the Membership Chair, who then updates the membership lists in the AMTA Membership Directory and the email group list
- B. September 1 – send out reminders to members who have not renewed, informing them that the deadline for entering students that year is October 1.
- C. October 1 – send out the list of “delinquent” members to all District Chairs.
- D. Remind District Chairs that new members may enter students if dues have been paid one month prior to the audition date.