Web Editor & Educational Technology

I) General
   a) Serve on the AMTA Board, attending all meetings and making reports as required.
   b) Keep accurate records of expenses and submit these to the Treasurer for reimbursement. Be sure to keep track of expenses to assist in billing out Budget Request Form for the next year.
   c) Fill out Budget Request Form for next year's expenses to the Treasurer by July 1.
   d) Likely expenses:
      i) Annual web hosting and site maintenance fees from our website designer and site host (EverWeb: www.everweb.com)
      ii) Additional web pages, web structure revisions, conference online registration and other aspects which require more complex editing take place at the hosting-company level.

II) Website editing and maintenance
   a) The Web Editor has access to website editing via a file currently on the editor's iCloud drive and on EverWeb servers.
   b) It is important to keep all operational information for the organization as up to date as possible. This includes, but is not limited to:
      i) Audition information & schedules [MTNA State Event & AMTA District & State events]
      ii) Conference Schedule, Online Registration and all other matters related to Conference
      iii) All publications including but not limited to:
         (1) Current and past newsletters (the SoundBoard)
         (2) The Member Handbook
         (3) The Constitution, Bylaws and other Business items
         (4) Information and Forms involving such business as Local Association Grants, Local Associations, Collegiate Chapters, Teacher of the Year, and Composition Opportunities for students and member university faculty.
   c) The Web Editor may enlist or appoint other Board to maintain current records.
      (1) Updating pdf forms is a crucial and difficult job and while the Web Editor may elect to assist in the creation/editing of those forms, this is really out of the purview of the Web Editor.
      (2) Active solicitation of information, especially audition and application due dates, is an important part of the Web Editor position. Information can be gleaned from:
         (a) Discussion in Board meetings
         (b) Emails, solicited and unsolicited, from auditions chairs at all levels, local association presidents, other Board members, and from the membership as a whole.

III) *Educational Technology:*
   a) The Web Editor may elect to offer information (either through their own information/knowledge or through organization of people with this knowledge) to the

membership related to any technology that might assist teaching and learning. This could be offered in the form of:

    i)   Conference workshops

    ii) Local Association meetings and workshops

    iii) Articles in the SoundBoard

b) Topics might include:

    i)   Using different platforms (laptop, tablet, phone) in teaching or tutorial assistance

    ii) Ear training, theory, music and piano literature software resources, which can include software for various devices and online tutorial opportunities

    iii) Online learning setup