

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 the our website designer and site host (Handmade Designs: <https://handmadedesigns.com/index>)
 - 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 (primary contact: Heidi Leben: heidi@handmadedesigns.com).
- II) Website editing and maintenance
 - a) The Web Editor has access to website editing via <http://almta.org/admin/>, using a password provided by Handmade Designs.
 - 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; the Web Editor can set passwords so that individual Board Members can have access to and maintain information in their areas. Currently, these posts have access to and are vital to providing current information:
 - i) Membership Chair, in communication with the National MTNA Office and State Treasurer, receives current information regarding membership. The Membership Chair then updates the online Membership Directory.
 - ii) The Conference Chair, with assistance from the Web Editor, updates current conference information. Online registration setup is established by Handmade Designs.
 - iii) The State Auditions Chair has access to all information, schedules, and forms related to the operations of all AMTA District and State auditions, and with the assistance of the Web Editor, this information is kept as current as possible.

- (1) Updating pdf forms is a crucial and difficult job. Those forms are found at: <http://almta.org/audition-forms.php> 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