

Jacksonville Music Teachers Association Altruistic Position Manual of Procedures

Altruistic by definition is an adjective that describes a person who is unselfishly concerned for or devoted to the welfare of others.

General JMTA Definition:

An altruistic board member will handle any correspondence on an as needed basis. This person may also be required to send flowers or handle any other special needs as they arise on behalf of JMTA.

Time Required:

This is not a time consuming position. One has to be readily available to send cards, e-mails, flowers, etc..., when the need arises. This takes very little time and requires very little expense to fulfill the job requirements for this position. All expenses are reimbursed by the JMTA Treasurer.

Specific Responsibilities:

If asked to send a card, purchase an appropriate card and send on behalf of JMTA through snail mail. You may wish to keep a stock of various cards (Thank You, Get Well, Congratulations, Sympathy, blank) on hand that can be readily used when called upon to write any type of correspondence. When sending any correspondence through snail mail, a stamp is also required. Therefore, you will need to keep stamps on hand to help fulfill this position. Keep a binder with all materials and this Manual of Procedures. This should be passed on to the next chairperson. If you have to vacate the position and there is no new chairperson immediately appointed, then pass this on to the current JMTA President.

Reports:

Report at each General and Board Meeting all activities you did under your position since the last meeting. If you are unable to attend a meeting, email your report to the JMTA President at least 48 hours prior to the meeting. Submit a final report to the President by the May meeting describing all activities done since the prior summer. File these reports in your binder for reference.