

Certification Board Chair

General duties:

- Maintain current job description and Manual of Procedure to be passed along to successors.

Specific duties are:

- Maintain and demonstrate a positive attitude concerning the FSMTA Certification program and the MTNA Certification program.
- Attend a meeting of the Certification Board during the State Conference.
 - Members of the Board include: Certification Chairs from each District, and Credentials Committee members (Board Chair and 3 other members).
- Provide copies of FSMTA Certification Handbook as requested.
- Be prepared to answer questions from certification candidates about FSMTA and MTNA Certification programs.
- When candidate has been approved:
 - Arrange for Certification presentation at a special meeting at the District/Local level.

A suggested time-table for duties follows:

November

- Plan to attend the State Conference.
- Attend Certification Board meeting during Conference.