

# MANUAL OF PROCEDURES

## PROGRAMS

### Chairperson duties

1. At the first summer board meeting, seek suggestions from members for ideas of upcoming programs. Recent presenters at FSMTA conferences may be asked. Reflect on effectiveness of past year's presentations.
2. At the second summer board meeting, present a tentative list of programs for approval by the board.
3. There are generally 7 programs presented per year. The JMTA Programs Chair does not need to do any planning for the District Meeting.
4. When programs are approved, contact local venues to book dates and times. Check with presenters for any special needs they may have.
5. Ask presenters to provide bio and description of program, which you will forward for publication in the High Notes.
6. The program for the April or May meeting is traditionally the winners of the concerto and scholarship competitions. Contact the chairperson for each of these events to schedule the students.
7. The programs may be given by JMTA members or others outside of the membership.
8. There is no pay for presenting a program. However, JMTA will give a gift card to the presenter as a token of our appreciation. Other monies may be distributed for travel expenses if the presenter is coming from out-of-area. Contact JMTA Treasurer for current budgeted amounts. Prepare a card (with gift card inside) to be given to the presenter at the meeting.
9. Send the schedule of programs to the JMTA President, District President and the High Notes chairperson.
10. Program chair should be present to introduce the presenter at each meeting. Other committee members may do this when the chair is absent.