

Vice President of Membership

Manual of Procedures

Duties:

In absence of President, the Vice-President shall perform all the duties of the President.

The VP shall serve as chairperson of Membership. The VP may appoint a chairperson to the committee of Provisional Membership.

General Procedures:

The VP of Membership should have their updated contact information listed on both jaxmta.org and the state directory so inquiries concerning membership are not delayed. Changes in contact information of the VP should be sent to the JMTA President and the State Membership Chair.

The VP of Membership should have all contact information for the State Membership Chair, and update their records as needed. The State Membership Chair is available to answer any membership questions you may have.

Each spring, the VP of Membership should update their files with the current year's applications and dues amount. You should also check the membership section on the website, jaxmta.org, and submit any changes to the website administrator.

The membership year is July 1- June 30. New members can apply as early as April, as soon as the new year's forms are available. Renewals can also be sent in as early as April.

All members must have applications or renewals processed prior to entering any students in local, state, or national events.

The VP of Membership is expected to submit a report at each General and Board Meeting. Reports will include new members that have joined, along with some brief info about them. Also submit this information to the Communications Chair for inclusion in the High Notes. Any other pertinent information may be in your report, such as dues amount change or reminder of renewals. If you cannot be in attendance at a meeting, a report should be emailed to the JMTA President by the Monday prior to the meeting date. A Year-End Report should also be submitted to the JMTA President in May summarizing all Membership activity for the year.

End of Term Procedure:

When the current JMTA President is leaving office, it is the responsibility of the Vice President to present the President with a gift to thank them for their service. There is a budget line item for this. The gift is presented to the President, on behalf of the membership, at the May meeting which ends their term.

Processing New Members:

You are expected to keep in contact with prospective members, from first inquiry to introducing them at their first meeting. Answer all membership questions in a timely manner. All communications should be responded to within 48 hours of receiving.

New Member Packet—email to prospective members the following:

- Applicant Letter with current year's information
- Link to membership form on the FSMTA website
- Biographical Information sheet
- New Member Talent Survey

New Members will fill out the online form, which is submitted to the State Membership Chair. Let the applicant know it will take a few weeks to process. The State Chair will send to you a copy of the online form submitted. Ask the applicant to separately send you the Bio sheet (you will use this information to introduce them at a meeting and on High Notes).

File the Application, Bio, and Survey in your folder.

Submit abbreviated bio information to High Notes editor. Also, submit name and email to be added to Communications list.

Be sure new member knows of our website, jaxmta.org, our Facebook page, www.facebook.com/JaxMTA, and the state website, fnta.org. Invite new member to attend an upcoming meeting. If a mentor program is in place, partner the new member with a JMTA Mentor member.

Member Renewals:

As you receive renewal information from the Treasurer, copy these to your files. Use this information in your monthly report to tell us how many current members there are.

Each person's membership number is listed on this form.

Current Member Information Change:

If any of a current member's contact information changes, submit the change to the State Membership Chair. If the email has changed, also submit that to the Communications Chair for updating the email list.

Remind the member to update their information on their next renewal form.

Membership Types:

Active—Member has a degree with a major in the field of music. Must provide copy of diploma or transcript with application. Exception: College and University Professors do not need to provide documentation.

Provisional—Member does not have degree in the field of music. Member has three years to pass requirements to become an Active member. Provisional members may enter students in events, but may not hold office.

Collegiate—Member is a full time student at a college or university.

Inactive Members:

Each fall you will receive (from the State Chairperson) a summary of members that have not renewed that year. Check this against your received renewals for inaccuracies. Send the exit questionnaire to the members that have not renewed. Take their applications out of the “Active” folder, mark “Inactive _____ (year)”, and place in the “Inactive” folder. If these members reinstate their membership in the future, you may move their application from the “Inactive” to “Active” folder. If their information has changed, ask them to resubmit a JMTA application for our files.

Deceased Members:

Keep track of those members that pass away within each year. Include these names on your Year-End Report. Also submit these names to the State Membership Chairperson at year’s end (summer).