

## **JMTA PRESIDENT MANUAL OF PROCEDURES**

### **General responsibilities:**

- Preside at all JMTA meetings
- Serve as Antitrust Compliance Officer for JMTA
- Be familiar with the JMTA Constitution/Bylaws
- Supervise all program planning and projects of the association
- Oversee the financial integrity of the association, including the filing of tax forms
- Attend events sponsored by the association
- Communicate any information from FSMTA/MTNA with local membership
- Serve as a member of the FSMTA District 4 Executive Board
- In years when District 4 hosts a special event, assist District 4 President with committee chair selection or as needed

### **Immediately following election:**

- Fill committee positions, usually ask outgoing chair if they wish to continue or look for new chair - remember only active, dues paid members can fill these positions
- Complete any needed paperwork for Community First Credit Union with Treasurer and outgoing President
- Send updated list of JMTA officers to FSMTA VP for Local Associations including office name, email address, postal address and phone contact number

### **During summer months:**

- Preside at all JMTA Executive Board meetings
- Prepare agenda for June Executive Board meeting to be published a few days before the meeting. At this meeting a proposed budget is begun, programs from previous year are evaluated
- Prepare agenda for August Executive Board meeting to be published a few days before meeting. At this meeting the proposed budget must be approved for presentation to general members in September. Program schedule is confirmed if possible for entire year

### **Monthly during school year:**

- Prepare an article for the High Notes called "President's Pen"
- Review minutes from previous month JMTA meeting
- Prepare JMTA meeting agenda and email to communications chair to publish a few days before scheduled meeting

### **Fall of the year:**

- Attend the FSMTA State Conference including the meeting of the District/Local Association Presidents - submit an electronic report on the prior year's activities before this meeting to FSMTA VP of District/Local Association per their direction