COLLEGE FACULTY FORUM (CFF) CHAIR

Revised 2018

OMTA Bylaws Article VII – Duties of Officers

 **Section 9.** The responsibilities of the offices of Parliamentarian, IMTF Chair, CFF Chair, Historian, and MTNA Foundation Chair shall be set by the OMTA Board.

The CFF Chair serves as the liaison between the MTNA CFF Chair

and Oklahoma college and university faculties.

1. In consultation with the President-elect, establish CFF meetings at state conference.
2. Survey college faculty for items for the agenda.
3. Notify all college faculty who are members of OMTA of meeting times and agenda items.
4. Check with OMTA President-elect concerning a CFF session at the state conference. Presentations may also be shorter Spark Talks, Lightning Talks, or a recital of faculty members. If desired, select several college faculty members to be on a proposal review committee**.**
5. Communicate with members of the CFF proposal review committee to determine guidelines and parameters for upcoming CFF sessions.
6. Initiate a call for proposals with appropriate deadline. **This should take place early in the fall,** With help of review committee, select presenter(s) for CFF session.
7. Notify President-elect and presenter(s) of selection.
8. Encourage college music faculty within state to:
9. Join MTNA/OMTA.
10. Attend CFF sessions at national conference.
11. Actively participate in MTNA/OMTA meetings and activities.
12. Encourage college faculty to submit articles to *American Music Teacher.*
13. As possible, maintain ties with Local Associations.

F. As possible, maintain involvement with Collegiate Chapter activities or events at the district and state levels.

4. Keep national CFF Chair and OMTA President apprised of CFF activities and/or professional concerns at state level.

5. Attend OMTA Board meetings usually held in January and preceding the OMTA state conference in late May or early June. Prepare a digital report for each meeting on your activities and plans for CFF meetings and/or sessions at the state conference.

\*Check *Policies and Procedures* for more information

\*Expenses incurred by this office may be reimbursed by digitally submitting (via OMTA website) the *OMTA Officer Expense Form* with paid receipts to the OMTA Treasurer.

\*It is the responsibility of each Officer and Chair to keep the list of duties for his office updated. Each time a change is made, email the revised page to the President for distribution to the VP for Communications. Please keep a flash drive of pertinent files to pass on to the next Officer at the end of term.