MTNA FOUNDATION CHAIR

Revised 2022

**Bylaws Article VII – Officers Section 4**: Special duties of officers and elected board positions shall be found on the website.

**TIMELINE OF DUTIES FOR MTNA FOUNDATION CHAIR**

**For OMTA Conference**

1. Prepare a color photo and bio of the current (who was honored in March at the MTNA conference) and new (selected at the winter board) Fellows for display in the exhibit area. You should also display the names and photos (if possible) of all the previous MTNA Fellows to help people with the nomination process. Provide nomination forms for the next Fellow and a basket or box for members to contain their nominations. Although there is not a formal nomination form, it has been beneficial to create a form to allow people an opportunity to submit the names of the individuals, nominating them for the following year, while they are visiting the table at the conference. Make sure to include an area on the form for a brief statement of why this person deserves the honor.
2. If on-line donations have not already funded the MTNA Fellow Fund (donations may be made on-line after the Fellow is selected at the Winter Board meeting), you’ll need to collect funds during the conference. If funds need to be collected, plan to be at the table during stated “visit the exhibits” times in the conference program. Provide a box for people to leave checks for donations when you are not there. Make sure you are able to provide a receipt, if requested. Keep track of who has donated, amount, method of payment (especially important if they pay in cash and want a receipt). Donor information, including name, amount, and address, will need to be sent to the OMTA President and MTNA so they can acknowledge the donation.
3. If funding is not complete before the conference, arrange with the President-elect for times to promote the MTNA Foundation, especially at the first conference luncheon and at the banquet. Announce at the closing luncheon/business meeting that the Fellow has been funded, if that is the case.

**June**

Send checks received (if any) for MTNA Foundation Fellow at OMTA Conference to the MTNA Foundation at the MTNA National Office. Currently, this is the address - confirm that this has not changed before mailing:

MTNA Foundation, Attn. Jennifer Thomason

Music Teachers National Association

1 West 4th Street

Suite 1550

Cincinnati, OH 45202

An annual, one-time donation to the MTNA Foundation, minimum of $750.00, is sent to MTNA in honor of all memorials. If there are over 30 family or member memorials an additional $25.00 will be included for each person. The Foundation Chair is responsible for asking the Treasurer to complete an online payment of $750.00 to MTNA Foundation, in honor of all OMTA memorials. It is easiest for the OMTA Treasurer to consolidate the donations received on-line with the OMTA donation.

There is a “comment” box at the bottom of the MTNA Fellow Information Form in which the Treasurer will state that OMTA- MTNA Foundation Chair will mail the list of memorials, including family contact names and addresses so that MTNA can send a card acknowledging the donation to the family. The list of memorials is generated by the OMTA President prior to the board meeting in the spring. Request the list and make sure you have the contact information needed.

If you are leaving office, prepare flash drive of relevant computer files and make arrangements to transfer files to incoming MTNA Foundation Chair. Another method may be used for transferring electronic files if convenient for both outgoing and incoming MTNA Foundation Chairs.

Check accuracy of website information and arrange to have website updated if there are any policy changes that have occurred during your term of office.

**October**

Send reminder to OMTA Board members that nominations for the next Foundation Fellow are due by November 1. There is not a formal nomination form—submit the name of the individual and a brief statement of why this person deserves the honor.

**November-December**

If more than three nominations are received, the Committee should narrow the field to just three nominees. No more than three nominees are to be presented on a ballot at the winter board meeting. The award does not have to be given each year.

**January**

1. Prepare report for the OMTA Board Meeting.

2. Prepare ballots for the MTNA Foundation Fellow voting at the January Board Meeting. Should there only be one nominee, which often happens, the board will only need to vote to approve the nominee, and ballots will not be needed.

3. Remind OMTA President that OMTA sponsors two tables for the MTNA Foundation Gala at the MTNA National Conference. Check at the Board Meeting to see how many people are planning to attend the Gala and ask if those in attendance are aware of any others in the membership who plan to attend the Gala. Make sure the Treasurer pays for Gala tables.

**February**

Following the January Board Meeting contact the new MTNA Fellow and ask for the photo and bio listed below. Submit the online form for the next MTNA Foundation Fellow from Oklahoma. This is found at <http://www.mtnafoundation.org/fellow-program/fellow-information-form>. You will need the information below before completing the form. Once this has been submitted and processed, it will be possible for people to donate to the new Fellow’s Fund directly through MTNA, instead of through the OMTA website. If OMTA does continue to receive donations after the Treasurer has mailed the donation check, those donations need to be sent to MTNA before the deadline passes.

 **Information Needed to Complete the Form:**

* Contact information for Fellow
* Fellow bio (100 words)
* Fellow photo (color jpeg wallet-sized preferred)
* Information for person serving as contact for Fellow (that is you, as the state MTNA Foundation Chair)
* Payment Information (choose the option where you are not having to send in the full funding amount at the time of the nomination)

3. OMTA provides a $500 grant to help with expenses for the MTNA Foundation Fellow chosen by the OMTA Board, unless the Fellow is not able to attend. This is a good time to request the OMTA treasurer to send the check for $500 to that person so that they have the money prior to the conference. **Clarification:** If other individuals or associations have also elected to fund an MTNA Fellow, that is fine, and the OMTA membership may certainly be contacted and encouraged to contribute. But such Fellows are not eligible for the grant of $500.

MTNA pays for one Gala ticket for each Foundation Fellow.

**February**

1. Check with the Foundation Fellow chosen by the OMTA Board to make sure s/he has registered for the conference, is attending the gala and has received the $500 grant from OMTA.

**March**

Attend the MTNA Conference and Gala, if at all possible.

**When available following national conference**

From website emailed by MTNA official photographer (usually sent several weeks after the conference): Order photo of the Oklahoma Fellow receiving his/her award. Have framed for presentation to the Fellow at the OMTA state conference.

**May**

1. Update the Foundation Fellows poster, video, or other means of chosen display, as needed. Make sure the list of Fellows on the OMTA website is updated.

2. It is nice (though not required) to have a picture and bio of the next Foundation Fellow available for display at the MTNA Foundation table in the exhibit hall.

\*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.