**PRESIDENT**

Revised by Michael Dean 2022

**Bylaws Article VII –Officers**

**Section 1.** **A.** The President shall preside at meetings of the Association and shall call and preside at meetings of the Executive Committee and the OMTA Board. With OMTA Board approval the President shall form all special committees as needed, shall serve as a member ex-officio of all committees except the Nominating Committee, and shall perform all other duties appropriate to the office.

**“Duties appropriate to the office” are far-reaching.**

1. Appoint Committee Chairs, if not specified by office, and members of committees. This takes place during 1st year of term. The 2nd year of term, the President-elect appoints Committee Chairs in months before taking the Office of President. This takes place in consultation with present Chairs.

2. Make policy decisions in consultation with Executive Committee.

3. Local Associations should notify the President and the Vice President of Membership when a member passes away. This person will be memorialized at the Membership Meeting at the annual state conference.

 Local Associations should notify the President when an OMTA member has lost a parent, spouse, or child. The President sends a sympathy card to the family stating that a donation to the MTNA Foundation will be made in that person’s name.

 At the end of each fiscal year OMTA sends to the MTNA Foundation a donation of $750.00 in memory of OMTA members, member’s parents, spouses or children who have passed away. This donation is in support of the Oklahoma MTNA Foundation Fellow (January 2016).

 4. Maintain a close relationship with the members of the Association.

1. Respond to all direct correspondence in a timely manner.
2. Attend State and Local Association Meetings, when possible.

5. Liaison between the state and MTNA

1. Attend the MTNA conference and be present at meetings of the State Presidents Advisory Council and the South Central Division Meeting.
2. Attend the annual MTNA Leadership Summit, usually held in September.
3. Maintain a close working relationship with the officers of MTNA, forwarding to them all information about the activities, policies and changes in the Association.

6. Following Board Meetings, update the Policies and Procedures (in conjunction with

 Recording Secretary) to include action taken at the Board Meeting (include date of decision). Send the revision (dated) to the Vice President for Communications to be posted on the website.

7. Attend Committee Meetings, when possible, as Ex. Officio of each Committee, other than the nominating committee.

**Specific Duties**

**June (or Conference Month)**

1. OMTA Conference

* 1. Preside at meeting of the Executive Committee held prior to OMTA Board meeting. Prepare report of your activities for distribution. Prepare agenda to have at the meeting. Include a calendar of events for the coming year.
	2. Preside at meeting of OMTA Board.

(No later than 3 weeks before a scheduled board meeting, send out a call for board reports and proposals. No later than 1 week before a scheduled Board Meeting, send out electronic Board Reports).

Bring sympathy, thank you, etc. cards to Board Meetings for specific members

 1. In odd-numbered years ask for suggestions for Nominating Committee.

 2. Announce the $750.00 annual donation to the MTNA Foundation.

 3. Set the date and place for January Board Meeting.

 4. Assist the President-elect in obtaining suggestions for next conference guest

 artist/clinician, and the planning of the State Conference.
C. Preside at OMTA Membership Business Meeting. Following the meeting, make any changes to the bylaws that were voted upon at the meeting.

1. Attend as many conference sessions as possible.
2. Be available to the membership.

2. Following each Board Meeting, update the Bylaws, and Policies and Procedures (in conjunction with Recording Secretary) to include action taken at the Board meeting and Membership meeting (include date of decision). Send revised bylaws and P&P to the VP for Communications to be posted on the website.

3. If needed, consult with MTNA Competitions Chair to select piano judge for OMTA/MTNA competitions and if needed, help Chair secure judges for other areas.

4. When leaving office, update Officer Responsibilities and send revisions the Immediate Past President so he/she can include it with the updated OMTA document.

5. Update material for the Webmaster:
 A. Leadership/Committees

 B. Calendar of Events

 C. Bylaws

 D. Policies and Procedures

6. Membership Constant Contact: (June 15-July 1)

 A. President’s letter

 B. Recap of the Conference

 C. Recap of the Conference OMTA Board meeting and policy changes.

7. Select site and finalize contract for January Board Meeting, if not done earlier. Send out Constant Contact to the board to “save the date” for the winter board meeting.

8. Update Officer changes (including local association presidents), Competition Chair changes, competition information, State Conference information, etc. on the MTNA website Oklahoma state portal. In years of Officer changes, outgoing President should walk the incoming President through the process.

9. Request Website Hosting Fee from our OMTA Patron, currently Mike and Wanda Gilliam.

10. Become a “Signer” on the OMTA Bank Accounts

**September**

Attend MTNA Leadership Summit. See MTNA website for details for applying for MTNA State Affiliate of the Year and select a Local Association to nominate at the Summit.

**October**

**November**

1. Attend OMTA/MTNA competitions.

 A. Act as a timekeeper, host to piano adjudicator, and to others if needed. If unable to attend,

 arrange for an OMTA Executive Committee Member to take your place. Notify
 Competitions Coordinator.

 B. Announce winners (via Constant Contact) as coordinated with the Competitions Coordinator and VP for Communications.

2. *The Commissioned Composer Chair will initiate sending three copies of the commission*

*contract to the composer for signature, along with a stamped envelope addressed to the OMTA President. The President should receive the contract from the composer no later than Dec. 1. (If not, contact the Commissioned Chair.) President checks contract for completeness and accuracy of information, signs all three copies and forwards them to the MTNA Executive Director. One copy is filed at MTNA headquarters, one is mailed to the composer and one is returned to OMTA President to be filed. (2008).* In recent years this has been done electronically, and is managed by the Commissioned Composer Chair and MTNA.

4. Announce via Constant Contact the MTNA conference, along with Oklahoma presenters. Reserve two tables at the MTNA Conference Gala. This includes OMTA Fellow seating requirements. You may also make arrangements for OMTA attendees to have breakfast or lunch together.

**December (late)**

1. Send letter and request for agenda items and board reports to Executive Committee and OMTA Board for January meetings. Send complete agenda to Executive Committee and OMTA Board one week prior to meetings. (No later than 3 weeks before a scheduled board meeting, send out a call for board reports and proposals. No later than 1 week before a scheduled Board Meeting, send out electronic Board Reports).

Bring sympathy, thank you, etc. cards to Board Meetings for specific members.

Board Reports come from:

President

President-elect

Vice President for Membership

Vice President for Auditions and Competitions

Vice President for Local Associations

Vice President for Communications

Treasurer

Investment Accounts Administrator

Immediate Past President

Collegiate Chapter Chair

Independent Music Teachers Forum Chair

College Faculty Forum Chair

Historian

OMTA Fellows Chair

MTNA Foundation Chair

Commissioned Composer Chair

 Sate Achievement Chair

2. Inform the OMTA membership of any OMTA presenters scheduled for the MTNA Conference.

**January**

1. Preside at meeting of Executive Committee.

2. Preside at meeting of OMTA Board.

 A. Set dates for following fiscal year.

 B. In odd-numbered years, begin asking Committee Chairs for recommendations for

 members of committees for next fiscal year.

1. Following Board meeting, update Bylaws, and Policies and Procedures (in conjunction with Recording Secretary) to include action taken at Board Meeting (include date of decision). Send any revisions to the VP for Communications to be put on the website.
2. If needed, consult with Senior Competitions Finals Chair concerning out-of-state judges for

 the Senior Competition Piano Finals. The Finals Chair will secure the judges.

**February**

Contact MTNA for list of OMTA members who have registered for the MNTA Conference. Notify attendees of Oklahoma meal details.

**March**

1.Send to membership via constant contact (March 15)

 A. President’s letter

B. Any items which require a vote of the full membership at the State Conference Membership Business Meeting. (Changes to the Bylaws must be voted upon by the members. Policies and Procedures are voted on by the OMTA Board.)

2. Attend MTNA conference. This includes participation in the State Presidents Advisory Council, the presentation of a written report at the South Central Division Meeting, and attending the Annual Membership Meeting and Committee Meetings on behalf of State Officers who are not at the conference. Be present at the competition of each Oklahoma student.

**April**

1. Send letter for Conference Program Book to President-elect. Request a letter for the program book from Gary Ingle and current MTNA president.
2. Confirm with Immediate Past President, OMTA Fellow Chair, and Vice President for Membership that the OMTA Awards, 50 year Membership Awards, and Distinguished Teacher Awards have been ordered.

**May**

1. Send letter and request for reports and agenda items for meetings preceding the state conference to Executive Committee and OMTA Board. Send complete agenda to Executive Committee and OMTA Board one week prior to meetings. (No later than 3 weeks before a scheduled board meeting, send out a call for board reports and proposals. No later than 1 week before a scheduled Board Meeting, send out electronic Board Reports).

Bring “sympathy”, “thank you”, etc. cards to Board Meetings for specific members.

Board Reports come from:

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Immediate Past President

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Independent Music Teachers Forum Chair

College Faculty Forum Chair

Historian

OMTA Fellow Chair

MTNA Foundation Chair

Commissioned Composer Chair

 State Achievement Chair

2. *Upon receipt of the commissioned composition (due at least four weeks prior to the premiere performance), the OMTA Commissioned Composer Chair notifies the OMTA President. President notifies the MTNA Executive Director that all is in place for the premiere of the composition at the conference and requests that MTNA’s portion of the agreed-upon commission be sent to the OMTA Treasurer. OMTA may expect to receive the check within 4 weeks. President also should request that the OMTA Treasurer prepare check for the OMTA portion of the commission so that entire amount will be able to be awarded to the Commissioned Composer at the State Conference.*

3. Attend State Achievement Audition

\*Some information stated above may be included in the “From the President” portion of *Soundwave* rather than in a separate letter via Constant Contact

\*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. All requests must be accompanied by receipt.

\*It is the responsibility of each Officer and Chair to keep the list of duties for his office updated. At the completion of each term, revise the President’s page in the “Responsibilities” and send the revision to the Immediate Past President for distribution to the VP for Communications. Please keep a flash drive or electronic folder of pertinent files to pass on to the next Officer at the end of term.