**OMTA Vice President for Local Associations**

**Responsibilities**

(Revised April 2022)

**Fall Semester**

Compile an email address list of the local association presidents, using the OMTA website. Send a brief introductory email and let them know that you are available if they have questions or concerns about their local association that need to be brought to the attention of the OMTA board. If you notice that the website listings need to be updated, bring that to the attention of the person listed as president. Be sure to keep the e-mail addresses updated during your term(s) of office.

If there is an issue that comes up, inform the OMTA President, who will then decide which committee needs to deal with it, or if it is a matter for the OMTA Board. Attend all board meetings and be sure that local association presidents know they are invited.

**Spring Semester**

In late April or early May, e-mail the presidents and ask them to send you their yearly report. The OMTA President will inform you of the deadline for submitting reports via email. Encourage local presidents to attend the OMTA State Conference, and ask them to do the same for their local association members. You will often have to send at least one or two reminder e-mails about sending yearly reports. A sample e-mail is included in the files.

**Spring Executive Committee and Board Meetings**

Compile the reports into one report for the Executive Committee and OMTA Board. One hard copy should be placed in the files.

**MTNA Conference**

If you attend the national conference, be sure to attend the Local Associations Forum meeting. Take note of any ideas that other locals from across the country have found to be effective and include those in your annual report.