FWMTA

Job Description

President

June:

* Meet with new board members.
* Fill any job vacancies.
* Work with chairpersons to secure dates for events.
* Choose delegates for Convention (see Bylaws).
* Prepare to host Honors Festival.
* Review budget with Treasurer and then approve budget at Board meeting

July:

* Check with Vice President of Student Activities to get updated forms.
* Consult with Vice President of Programs to secure meetings (see Bylaws).
* Fill out TMTA online form with board & chairperson information.
* Update Website Calendar, Forms/Events.

August:

* Update Membership on Website.

January:

* Hold Board meeting

February:

* End of 2nd Year – appoint nominating chair for the selection of new board members (see Bylaws).

April:

* Submit FWMTA ad for Convention brochure.

May:

* Request Committee Reports from VP of Student Affiliate and Activities

June:

* Hold Board meeting

Other duties:

* Read updates from TMTA and distribute pertinent info to members
* Assist/check-in with chairs on events (consult calendar monthly)
* Consult VP of Programs on meetings.
* Write articles for newsletter and edit with Newsletter chair. Approve before sending to membership
* Attend MTNA and TMTA conferences as available