

LOCAL CHAPTER PRESIDENTS GUIDELINES

MEMBER OF ISMTA ADVISORY COUNCIL

- As a Local Association President, you are also a member of the ISMTA Advisory Council.
- The Advisory Council meets twice a year, during the annual State Conference in the fall and again in the spring. Each president is expected to attend both of the semi-annual Advisory Council meetings. Your input is essential to policy decisions and the future direction of the organization. Extra meetings may be called and scheduled in addition to these two annual meetings.

BOARD REPORTS

- Prior to each Advisory Council meeting, send a report about the activities of your local association to the ISMTA Local Association Chair. You will receive a deadline reminder.
- Please include information about membership, AIM, certification numbers, activities and concerns of your local association.
- Each member will receive a comprehensive packet of reports from officers, directors, local presidents, and committee chairs

LOCAL ASSOCIATION PRESIDENT EXPECTATIONS

- Oversee your local association activities, including meetings, with support of local association board members.
- Actively communicate with the State Board any ideas or concerns for your chapter.
- Submit any proposed changes to local association bylaws to ISMTA President and Board.
- With local association membership chair, maintain and grow membership for your association.

MAY – New Chapter Officers

- The Local President, either outgoing or current, should send a list of officers for the coming year to:
 - ◊ ISMTA Local Association Chair
 - ◊ ISMTA State President
 - ◊ ISMTA Administrative Assistant

MAY OR JUNE – New Local Committee Chairs (as soon as positions are filled)

- Send Local Membership chair's name to the State Membership chairman.
- Send Local Certification chair's name to the State Certification chairman.
- Send Local AIM chair's name to the State AIM director and to the State Theory Chair.

JUNE OR JULY – Chapter Member of the Year

- By a date specified by the ISMTA President, send information about your chapter's Member of the Year (MOY) to the ISMTA Local Association Chair, the ISMTA President, and the ISMTA Administrative Assistant.
- If your chapter selects a MOY: Have that person submit a photo and short biography to be published in the next ISMTA State Conference booklet. This person will be honored at the Annual ISMTA Banquet that occurs each year at the State Conference.
- If no MOY is chosen by your chapter, notify ISMTA that "No MOY was chosen by (chapter name) this year".
- ISMTA waives the banquet fee for Local Association MOYs. ISMTA encourages local associations to reimburse their MOYS for the cost of conference registration, to help offset the expense of attending the conference.

JUNE OR JULY – ISMTA Teacher of the Year

- Encourage members of your chapter to apply themselves or nominate others for the ISMTA Teacher of the Year. Information will be sent out about the Teacher of the Year program by the ISMTA President every June. The chosen ISMTA Member of the Year will be honored at the Annual ISMTA Banquet that occurs each year at the State Conference.

AUGUST – Chapter Programs

- Send your local program list to the ISMTA Local Association Chair.
- Have your Local Program Chair send your full list of programs for the year to the ISMTA Administrative Assistant.

SEPTEMBER – Chapter Yearbooks

- Send one copy of your chapter yearbook to ISMTA Local Association Chair.