

LOCAL CHAPTER PRESIDENTS

MEMBER OF ISMTA BOARD

- As a Local Association President, you are also a member of the ISMTA governing board.
- Each president is expected to attend both of the semi-annual board meetings. Your input is essential to policy decisions and the future direction of the organization.
- The board meets twice a year in April and November. The fall meeting is immediately prior to the annual conference.
- If you are unable to attend one of the meetings, you may send a representative in your place with a letter of proxy. The appropriate form is at the end of this document.

BOARD REPORTS

- Prior to each board meeting, send a report about the activities of your local association to the central office. You will receive a deadline reminder.
- Please include information about membership, AIM, certification #'s, activities and concerns of your local association.
- Each board member will receive a comprehensive packet of reports from officers, directors, local presidents, and committee chairs.

MAY – New Chapter Officers

The Local President, either outgoing or current, should send a list of officers for the coming year to:

- ISMTA 2nd Vice President
- ISMTA State President
- ISMTA Central Office

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 chairman.

JUNE – Chapter Member of the Year

- By June 10, send information about your chapter's Member of the Year to the ISMTA 2nd Vice President and the central office in Champaign.
- If your chapter selects a MOY: Submit a photo and short biography to be published in the next ISMTA newsletter.
- If no MOY is chosen by your chapter: Notify ISMTA that "No MOY was chosen by (chapter name) this year".

AUGUST – Chapter Programs

- Send your local program list to the 2nd Vice President
- Have your Local Program Chair send your full list of programs for the year to the Newsletter editor and ISMTA Central Office.

SEPTEMBER – Chapter Yearbooks

- Send 1 copy of your Local Association Yearbook to the ISMTA President
- Send 1 copy to ISMTA 2nd Vice President.
- Send 1 copy to the ISMTA Central Office for the files.

April 24, 2014

AT THE STATE CONFERENCE IN NOVEMBER

- Attend the Presidents' Local Association luncheon or have someone represent your group. Be ready to discuss local association concerns and share ideas about solutions.
- Bring several copies (10 – 12 are recommended) of your chapter's yearbook or membership and program lists to the conference to share with other local association presidents.

DURING THE YEAR

- New members may join MTNA, ISMTA, and their local association by visiting the MTNA site. Paper membership applications should be sent directly to MTNA.
- Remind members frequently to send address changes to MTNA. MTNA will forward the changes to ISMTA.
- Send copies of your local newsletter to:
 - ISMTA 2nd Vice President
 - ISMTA President
 - MTNA National Headquarters, Attn: President and Executive Director. Send newsletters via email to mtnanet@mtna.org

QUESTIONS OR CONCERNS

If you have questions, concerns, or suggestions about anything during the year, please contact ISMTA's 2nd Vice-President.

LETTER OF PROXY

I, _____ President of _____

Local Association, appoint _____ to be my

representative and assume all of my functions at the ISMTA Board meeting on _____.

Signed,

Date
