

VICE PRESIDENT/PROGRAM COORDINATOR
Gateway Arch East Music Teachers Association
Submitted by Gill Cerbin

VICE PRESIDENT:

- To stand in for the President as necessary

PROGRAM CHAIR

- Draw up annual Program Calendar – Sample attached.
- Contact keynote speakers to present at monthly GAEMTA meetings.
- Ensure topics are in line with Antitrust Compliance Guide.
- Arrange dates, location, and fees.
- Issue and have signed the Presenter's Agreement if possible – Sample attached.
- Facilitate travel and arrange hotels where necessary.
- Liaise with Treasurer for reimbursement.
- Promote Program in GAEMTA Handbook and local institutions such as McKendree University, SIUE, SWIC, and Lewis and Clark College.
- Introduce the speaker at the GAEMTA meetings, with a short bio.