

LOCAL CHAPTER PRESIDENT GUIDELINES

MEMBER OF THE ISMTA ADVISORY COUNCIL

- As a Local Association President, you are also a member of the ISMTA Advisory Council.
- Each president is expected to attend the Advisory Council meetings. Your input is essential to policy decisions and the future direction of the organization.
- The Advisory Council meets once a year in the fall at the time of the State Conference and immediately before the conference begins. The Advisory Council may decide to meet more than once a year if it is deemed necessary.
- If you are unable to attend one of the meetings, you may send a representative who can participate in your place.

BOARD REPORTS

- Prior to each State Conference, please send a report about the activities of your local association to the ISMTA Vice President of Local Associations. Currently that person is Dr. Iliia Radoslavov iradosla@iwu.edu. These board reports will be shared with other local presidents at the Presidents Meeting at the Conference.
- Please include information about membership, AIM, certification numbers, activities and concerns of your local association in your board report.
- Each president will receive a copy of the chapter reports from all other chapters.

MAY – NEW CHAPTER OFFICERS

- Each Local President, either outgoing or current, should send a list officers for the coming year to:
 - o ISMTA Vice President – Local Associations (Local Association Chair)
 - o ISMTA State President
 - o ISMTA Administrative Assistant Chris Goldston info@ismta.org

MAY OR JUNE

- Each Local President, either outgoing or current, should send a list committee chairs (as soon as positions are filled) for the coming year to the following people:
 - o Send Local Membership Chair's name to the State Membership Chair.
 - o Send Local Certification Chair's name to the State Certification Chair
 - o Send Local AIM Chair's name to the State AIM Chair.

JUNE – CHAPTER MEMBER OF THE YEAR

- By June 10, send information about your chapter's Member of the Year to the ISMTA VP - Local Associations (the Local Association Chair).
 - If your chapter selects a Member of the Year, submit a photo and short biography to the ISMTA Administrative Assistant for publishing in the ISMTA State Conference booklet.
 - If no Member of the Year is chosen by your chapter, notify the Local Association Chair and the Administrative Assistant that no Member of the Year was chosen for your chapter.

AUGUST – CHAPTER PROGRAMS

- Send your local program list to the VP– Local Association Chair.
- Have your Local Program Chair send your full list of programs for the year to the ISMTA Administrative Assistant to be sent to members via eblast.

SEPTEMBER – CHAPTER YEARBOOKS

- Send one copy of your chapter’s Yearbook to the ISMTA President.
- Send one copy to the Local Association Chair, or bring the yearbook to the State Conference.
- Send one copy to the ISMTA Administrative Assistant.

AT THE STATE CONFERENCE EACH FALL

- Attend the Local Association Presidents’ meeting. Be ready to discuss local association concerns and share ideas about solutions.
- Bring several copies (10-12) 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 website. 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:
 - o ISMTA VP– Local Association Chair
 - o ISMTA President

QUESTIONS OR CONCERNS

- If you have questions, concerns, or suggestions about anything during the year, please contact the ISMTA Local Association Chair