

# CSMTA Handbook for Local Association Presidents Local

## Membership Requirements

Local association members must join CSMTA and MTNA. It is not an option for members to *only* join a local association. In order for local associations to remain affiliated with MTNA, they must guarantee that 100% of their members have joined at the state and national levels. For confirmation of this rule, refer to the MTNA Bylaws Article IV, Section 1 and to CSMTA Bylaws, Article VII, 3.

## CSMTA Meetings

Local association presidents are automatically members of the CSMTA Advisory Council. The Advisory Council meets with the Executive Board four times during the year: June (at conference), September, January, and April. You will receive notification of the meeting date and location from the CSMTA Secretary. Generally these meetings are held on Saturdays and at the CSMTA State Conference in June. At these meetings only Executive Board members may vote, but the Advisory Council may provide input.

## Leadership Training

Local MTA presidents are invited and encouraged to attend the leadership training at CSMTA State Conference.

## Conferences

As president of the local MTA, you are a vital link in communication, support, and inspiration between the local, state, and national organizations. Please make every effort to attend the state and national conferences.

## Liability Insurance

Liability insurance for events held by your local association is available through MTNA. If the event venue requires insurance authorization, you may obtain this form on the MTNA website at [www.mtna.org/member-resources/insurance-services/](http://www.mtna.org/member-resources/insurance-services/). MTNA will in turn verify the insurance for the event site. This insurance has a total value of \$3 million.

## Monthly Program Report and Notes & News

Monthly program information for the upcoming year must be sent to the Notes and News editor no later than **August 10**. Therefore, program decisions must be made in June and July. Please use the online Monthly Programs Form on the CSMTA website at [www.comusicteachers.net](http://www.comusicteachers.net) in "For Members- LA President's Packet."

When changes in your local MTA programs or officers occur, notify both the *N&N* editor as well as the VP for Local Associations. Additional announcements and informative articles may be sent to the *N&N* editor by the 15th of the month for the next *N&N* Newsletter.

## Year End Report

The Local Association Year End Report is due May 1. Plan ahead and ask various members of your MTA board to supply the information needed. This report is submitted through the CSMTA website ([www.comusicteachers.net](http://www.comusicteachers.net)) in "For Members -> LA President's Packet" and is the basis for selection of the CSMTA Local Association of the Year.

## Grants

Each local association may apply for a matching grant through CSMTA as well as MTNA. Refer to the online guidelines and deadlines:

MTNA Deadline CSMTA Deadline  
[www.mtnafoundation.org](http://www.mtnafoundation.org)

January 1

[www.comusicteachers.net](http://www.comusicteachers.net) Select *For Members* -> *Grants & Awards* October 1

## Awards

CSMTA Handbook for Local Association Presidents. Page 1

Each local association may nominate an outstanding teacher for CSMTA Teacher of the Year Award. Visit the CSMTA website for application information. The deadline date is March 20. Go to [www.comusicteachers.net](http://www.comusicteachers.net) and click on "For Members ->Grants & Awards"

A committee selects the **CSMTA Local Association of the Year**, announcing the award at the Local Association Luncheon at state conference. The Local Association of the Year receives a plaque to be displayed all year at meetings, recitals, and other events. This association may choose to be nominated for the MTNA Local Association of the Year.

The **MTNA State Affiliate of the Year Award** recognizes the state MTA that makes the most significant contributions to the music teaching profession through participation in MTNA national programs and additional programs established within its state. It is important that each local association notify the **Notes & News** editor to contribute articles regarding outreach within the community.

For more awards, visit both the national and state websites.

## Local MTA Newsletters

Include the VP for Local Associations on your newsletter distribution list.

## Requests to the Local Association Presidents

You will sometimes be asked to forward information from MTNA or CSMA to your members. You may choose to do so by email, newsletter, or announcements at local meetings.

Local Associations are encouraged to contribute to the Colorado Fellow MTNA Foundation Fund by sending contributions directly to the CSMTA Treasurer or donating online at [www.mtnafoundation.org](http://www.mtnafoundation.org).

Local Associations are also invited to help support the CSMTA Conference Concert Receptions with small donations.

## Reminder to send in two copies of each recital program by June 1

Ask your Student Activities Chair to keep two copies of each local association recital program. At the end of May, mail these programs to the CSMTA VP for Student Activities. This allows CSMTA, through MTNA, to maintain its status with ASCAP. All printed materials, including programs, newsletters and newspaper articles, must indicate that your local association is affiliated with CSMTA and MTNA.

## Timeline and Deadlines for CSMTA Local Association Presidents

### June

- Submit two copies of every recital program to CSMTA VP for Student Activities by June 1. MTNA maintains an agreement with ASCAP on behalf of local and state MTAs so that their associations may perform pieces without having to pay royalties or fees. Sending copies of your association's festival and recital programs supports this agreement. Ask your Student Activity VP or Chair to do this mailing for you.

- Ask your newsletter editor to include CSMTA VP for Local Associations on your MTA newsletter mailing list.

### July

- Schedule monthly meetings and programs for your MTA group.
- Begin preparing a poster for CSMTA Conference.
  - A free standing science display board works well.
  - Include pictures and recital programs from your student and teacher activities and information illustrating unique aspects of your MTA.
  - This poster will be displayed with other MTA posters at the state conference. Contact VP for State Conferences to reserve a place for your board.

### August

- Submit the **Monthly Program Form** online with information about your meetings and programs by **August 10**
  - Go to [www.comusicteachers.net](http://www.comusicteachers.net) and click on "For Members -> LA President's Packet"

### September

- CSMTA Board Meeting
- Have your bylaws changed in the last year? If so, send a copy of your most recent bylaws to the VP for LocalAssociations
- If desired, complete Matching Grant Application (due October 1st). Go to [www.comusicteachers.net](http://www.comusicteachers.net), click on *ForMembers -> Grants & Awards*

### October

- CSMTA State Conference: Bring your MTA poster
- Send CSMTA Matching Grant Application to CSMTA Grants Chair by October 1.
- Colorado MTNA Performance and Composition Competition
- Attend Leadership Training/Local Association President's Meeting
- Attend the Advisory Council Meeting
- Attend the General Membership Meeting
- Attend the Local Association Luncheon

### November

- Ask your local Membership VP or Chair to verify that all members have paid dues for your local association, CSMTA and MTNA.
- Interested in applying for some financial assistance for your MTA's special project? Check the MTNA Foundation website for the matching grant application, due in January.

- Ask your treasurer to contact the MTNA national office if your local association dues will increase for the following year.
- MTNA will request your association dues information for the next year. Reply promptly so MTNA can prepare membership invoices.
- If you are president of the CSMTA Local Association of the Year and desire to apply for the MTNA Local Association of the Year, go to [www.mtna.org/programs/awards/award-applications/local-association-of-the-year-award/](http://www.mtna.org/programs/awards/award-applications/local-association-of-the-year-award/). Check with VP for Local Associations for assistance.

## January

- Advisory Council Meeting
- MTNA Foundation Fund Grant application is due in early January.
- Discuss possible nominations for CSMTA Teacher of the Year Award. Nominations are due to CSMTA
- President-Elect by March 20. For Teacher of the Year Criteria, visit [www.comusicteachers.net](http://www.comusicteachers.net) and click on *For Members -> Documents & Forms*

## February

- No Tasks

## March

- Ask your Chairs and VPs to begin preparing reports of their activities for the year. This information will be helpful when preparing the End of the Year Report.
- Nomination for CSMTA Teacher of the Year Award is due by March 20. Go to [www.comusicteachers.net](http://www.comusicteachers.net) and click on "For Members ->Grants & Awards"
- Start looking for the IRS E-File card in your mailbox.
- MTNA National Conference

## April

- Advisory Council Meeting
- Contact VP for Conferences to:
  - volunteer to be a presider at a CSMTA Conference Session
  - sponsor a state conference reception for evening concerts
  - reserve a spot for your local association poster
- Prepare **Year End Report**. Go to [www.comusicteachers.net](http://www.comusicteachers.net) and click on "For Members -> LA President's Packet"
  - This report is due by May 1 to the VP for Local Association
  - This report is the basis for selecting the CSMTA Local Association of the Year Award which will be presented at the State Conference Local Association Luncheon.

## May

- **Year End Report** is due May 1. Go to [www.comusicteachers.net](http://www.comusicteachers.net) and click on "For Members -> LA Presidents Packet."
- Submit the **Local Association Officers Form** online at [www.comusicteachers.net](http://www.comusicteachers.net). Click on "For Members -> LA President's Packet"

## **Questions, Concerns, Suggestions**

Contact the CSMTA VP for Local Associations:

Amy Erhard - [amy@altitunes.net](mailto:amy@altitunes.net)

## **CSMTA Contacts**

President: Dr. Emily Book McGree, NCTM - [Emily.McGree@du.edu](mailto:Emily.McGree@du.edu)

President-Elect: Ben Raznick - [benraznickmusic@gmail.com](mailto:benraznickmusic@gmail.com)

Past President: Dr. Andrew Cooperstock, NCTM - [cooperstock@colorado.edu](mailto:cooperstock@colorado.edu)

Vice President for Membership: Nazila Nekooraad - [nekooraadnazila@gmail.com](mailto:nekooraadnazila@gmail.com)

Collegiate Chapters: Dr. Jennifer Hayghe - [jennifer.hayghe@colorado.edu](mailto:jennifer.hayghe@colorado.edu)

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