

RMTA EXECUTIVE COMMITTEE JOB DESCRIPTIONS  
Revised at the Executive Committee planning meeting June 19, 2024

**RMTA PRESIDENT**

- Oversee planning of events including contracting and corresponding with clinicians and judges, arranging and confirming event locations, confirming and obtaining EC approval of all requested fees, obtaining General Liability Certificates from MTNA, publicity, apply for grants as appropriate.
- Prepare and advertise agendas for all meetings while in contact with officers and chairs. Mail/email agenda and last meeting minutes to officers prior to the scheduled meeting to save time.
- Prepare periodic newsletters to the membership.
- Prepare periodic reports to State President for the PMTA Board meetings in June and November.
- Sit on Reading Musical Foundation Scholarship Committee to help oversee RMTA scholarship process. (Or appoint a representative.)
- Attend state conferences whenever possible
- Delegate responsibilities as appropriate
- Appoint standing, ad hoc, temporary chairs as needed
- Keep RMTA website up to date in collaboration with web master.
- Notify MTNA and PMTA of change of officers and contact information.
- Send welcome letter to new members.

**RMTA VICE PRESIDENT**

- Assist President and other officers as needed
- Chair Nominating Committee

**RMTA SECRETARY**

- Take all meeting minutes, whether in-person or online.
- Mail two copies of all event programs or flyers to MTNA at end of season (required for liability insurance)
- Send notices of RMTA events to the PMTA President for posting on website (refer to PMTA website for guidelines)
- Serve as Historian by gathering, preserving and displaying when appropriate, all documents and artifacts relevant to the history of the Association

**RMTA TREASURER**

- Write checks, balance checkbooks, make deposits.
- Receive dues rebate checks from MTNA and deposit into checking account.
- Create brief report of financial activity for all meeting, including fiscal year-end report.
- Maintain database of membership and distribute the list to the membership. Member renewals are accessed via the MTNA website State Portal with your member number and last name.
- Keep record of clearances and renewals
- Track and invoice RMTA sponsors and friends. (IUCC, RMF and Yocum are free)
- Communicate with PMTA or MTNA Membership Chairs as necessary regarding changes in dues increases.
- File IRS Form 990 by April 15 annually. Consult an accountant if needed.
- Maintain/renew 501c3 status with MTNA. MTNA will contact you.
- Renew PA Sales Tax Exemption Number. PA Dept of Labor will contact you.

**NON-EC PAID POSITION - RMTA WEBMASTER**

- Receive and maintain website content in communication with the President.
- Make required backend updates and revisions as needed.
- Submit all hosting invoices to the Treasurer.
- Submit periodic invoices to Treasurer for services rendered.