

## RMTA EXECUTIVE COMMITTEE JOB DESCRIPTIONS

Revised September 2025

### RMTA PRESIDENT

- Know your Bylaws
- 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 needed, especially for student festivals.
- 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 SECRETARY

- Take all meeting minutes, whether in-person or online, and keep with historical records.
- 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.
- Receive "Friends" donations and inform President.
- 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.
- Track and invoice RMTA sponsors and friends. (IUCF, 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.
- Keep record of clearances and renewals Create brief report of financial activity for all meeting, including fiscal year-end report.

### 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.