

Pennsylvania Collegiate Music Educators Association
State Executive Board Contract- Secretary-Treasurer

This document will serve as evidence of the signees knowledge of the terms and responsibilities of the elected position. Regardless of election results, an officer-elect cannot assume the elected position until they have signed the contract, acknowledging their understanding of the responsibilities and duties of the position.

Breaching this contract will result in dismissal from office pending review of the State Executive Board and the State Executive Board Advisor.

Below are the responsibilities and duties of the Secretary-Treasurer as stated in the Policies Document of the Pennsylvania Collegiate Music Educators Association

1. Serve on the PCMEA Executive Board and attend the PMEA Summer Conference and Annual Spring Conference.
2. Work alongside the Advisor, President, and President-Elect of the PCMEA Executive Board in organizing and keeping track of the budget.
3. Provide monthly update of the PCMEA budget to the PCMEA State Board.
4. Get PMEA State Board approval of and preside over all PCMEA (state) fundraisers.
5. Seek out grants, awards, and financial partners for funding for advancement of PCMEA and music education.
6. Keep minutes at all meetings and submit these to the PCMEA Executive Board and PMEA State Board within one week.
7. Assist the President in communication with the members.
8. Maintain ongoing communication with the President.
 - a. Turn in documentation by due dates requested by the President
 - b. Perform other duties as designated by the President.
9. Attend transfer of power meetings at the start and end of term.
10. Preserve an updated archive of active chapters and their respective regions, their respective advisors and chapter officers/members who wish to be on the PCMEA State Board's contact list.

Any exceptions to the responsibilities listed above must be addressed with the Advisor of the State Executive Board and President. Failure to do so will be considered a breach of contract.

By signing this form, I certify that I will fulfill the responsibilities and duties of my elected position. I understand that failure to uphold the terms of this contract will result in my dismissal from office.

X _____

Date