

Pennsylvania Collegiate Music Educators Association
State Executive Board Contract- Technology Coordinator

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 **Technology Coordinator** 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. Maintain and update the PCMEA website and social media outlets.
3. Assist board members in accessing PCMEA Google and Zoom accounts.
4. Assist board members in accessing and posting on social media accounts.
5. Collect and organize election polls and accompanying data.
6. Post all PCMEA meeting minutes on the PCMEA website and social media outlets.
7. Guide the Board with any additional technological pursuits.
8. Attend Transfer of Power Meetings at the start and end of the term.
9. 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.

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.

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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_____