

Sample Chapter Job Descriptions

PTG chapters are subordinate bodies, chartered under the PTG Bylaws. The purpose of chapters is to implement the mission, objectives and principles set forth in Article III of the PTG Bylaws and Article II of the PTG Organizational Policies.

Effective PTG chapters inspire individuals to strive for and maintain high levels of performance. They do this by providing training opportunities, preparing individuals to take RPT exams, and promoting PTG and its members in the area served by the chapter. Choosing motivated, responsible, and dedicated leaders is critical to the success of an effective PTG chapter. Ideal individuals are those of integrity who demonstrate good judgement and model the principles of the Piano Technicians Guild.

Board of Directors

The chapter's Board of Directors is responsible for the supervision, control and direction of the chapter. Duties include development of an annual budget, long range planning, leadership development and membership recruitment. The chapter bylaws should state the length of the term of office and the number of consecutive terms which may be served. All chapter members are eligible to serve as chapter leaders except for positions that may involve RPT exam materials or administration of exams.

A chapter board of directors often includes the following offices:

- President
- Immediate Past President
- Vice President (may also be the designated President-elect)
- Secretary
- Treasurer (may be a combined position with Secretary)
- Program Chairman
- Other Directors

President

This individual is responsible for leading the chapter and shall be its official spokesman. The chapter president functions as an ex-officio member of all committees except for the nominating committee. The chapter President:

- shall be head of the chapter and official spokesman
- presides at chapter meetings
- stands as Chairman of the Board (if any)
- appoints and provides charges for all committees
- signs and makes all contracts and agreements in the name of the chapter at the recommendation of the Board of Directors and the vote of the members
- fills any vacancy in an elective office (with consent of the majority of the Board) to serve until the next chapter election, provided the filling of such vacancy is deemed necessary to accomplish the proper transaction of chapter business; advise all members of such appointment.
- enforces all PTG Bylaws and perform all the duties incident to the position of President as required by law.
- shall be an ex-officio member of all committees with a vote and shall not be counted in the quorum at any meeting
- shall inform members of the dues payment deadline and facilitate members' compliance with the bylaws requirements and notify the RVP of any dues extension that may be needed
- accept/generates motions to change the national Bylaws

A chapter president should be a member who is committed to abiding by the PTG Code of Conduct and should possess good communication and interpersonal skills. A successful President will direct, coach, support, and delegate at the right time and to the right degree. This individual should be an experienced leader willing to take on this important responsibility.

Vice President

This individual is responsible for assisting the President in the discharge of his or her duties and may temporarily or permanently assume the President's duties when the President is unable to serve. The Vice President functions as an ex-officio member of all committees except for the nominating committee. Duties may include:

- coordinating the work of all standing committees
- keeping the President informed of committee progress and problems
- assisting the President in other ways as needed
- functioning as Program Chairman

A chapter Vice President must be a member who is committed to abiding by the PTG Code of Conduct and should possess good communication and interpersonal skills. This individual should be an experienced leader willing to take on this important responsibility.

Secretary

This position is responsible for documenting the activities and business of the chapter. Because of the recordkeeping functions of this office, a chapter Secretary has an important role in making sure the chapter operates effectively. A typical chapter Secretary will:

- keep a written record of the minutes (Board and Chapter minutes)
- announce meeting and other notices pertinent to the chapter
- call the roll at meetings
- be the custodian of chapter records, property, and inventory and make them available when needed
- notify the PTG home office of any and all changes in chapter elected officers
- attend to all correspondence and keep a record and file thereof
- notify committees of their appointment and of the business referred to them
- authenticate by a signature all the business-- acts, orders, and proceedings-- of the chapter
- record votes cast and enter them into the record when needed

The person who holds the position of chapter Secretary should have good communication and organizational skills. They need to be able to maintain accurate and complete records. The Secretary and Treasurer positions are sometimes combined into one office.

Treasurer

The chapter Treasurer is obliged to keep current and accurate records of chapter funds, and be prepared to report the financial condition of the chapter at each meetings. Two of the most important responsibilities of the chapter Treasurer are to promptly deposit all money received and to make all disbursements by check. Doing so protects the Treasurer and provides a verifiable record of all transactions. The chapter Treasurer will:

- have charge of all the funds and securities of the chapter
- deposit all funds in the name of the chapter in a bank or trust designated by the chapter (Board)
- keep a written record of all financial transactions of the chapter
- keep current and accurate records of chapter financial activity and be prepared to report on the financial condition of the chapter at each meeting or at any other time that such information may be required
- shall make a full financial report annually at a regular chapter meeting
- make payments as directed by the chapter (Board)

- provide written financial reports to the President and Secretary
- may be bonded if the chapter so desires
- secure a federal not-for-profit ID number for the chapter

The person who holds the position of chapter Treasurer should have good organizational skills and be comfortable working with financial transactions. They need to be able to maintain accurate and complete records. The Secretary and Treasurer positions are sometimes combined into one office.

Immediate Past President

The chapter Immediate Past President shall be a member of the chapter Board of Director (if the chapter has one) for a period of one year and no more than two consecutive years following the term of office (unless chapter bylaws say otherwise). The Immediate Past President shall have voting privileges in all matters taken up by the Board. This position helps provide administrative continuity.

Succession Plan

The ongoing development of new leaders is an important duty of chapter boards. The benefits of a leadership development program include the prevention of leader burnout, increased meeting attendance because of higher member involvement, and the opportunity for candidates to try leadership skills in different settings. Some chapters choose to designate the position of Vice President as President-Elect.

Recruiting as many different people as possible to serve on committees is the most common way to identify potential leadership candidates. A successful committee experience requires clearly stated goals and expectations and the leadership of a capable committee chairman.

Many chapters also have the following positions or committees. Committees may either be identified as “standing” or “special.” Special committees usually operate only when needed (i.e. special projects, elections). Many of these committees have overlapping roles or shared goals and should be encouraged to work together on projects and activities that affect more than one group.

Programs--responsible for choosing subjects for technical or informational sessions, identifying potential presenters, and coordinating sessions by securing necessary materials and making sure the meeting space is appropriate for the presentation. For longer seminars and workshops the Program Committee may also be responsible for pre-planning, site selection, budgeting, registration and publicity.

Newsletter Editor--responsible for gathering information about chapter events and members, publishing the chapter newsletter, and distributing it via mail or internet to members and others interested in chapter activities. This person should have good written communication skills and be committed to producing a timely, effective communication piece. Experience in desktop publishing is preferred.

Membership--responsible for recruiting new members and retaining current members. The Membership Committee should identify potential members and follow-up on visitors and prospects. Activities may include hosting a yearly open house, monitoring individual member attendance, volunteer recognition, and awards. Individuals on this committee should be active members of the chapter who have good communication skills.

Examinations (can be divided into technical and tuning)--responsible for working with members to upgrade to Registered Piano Technician. Duties include planning exam preparation and screening activities and scheduling exam opportunities. This committee may offer exam prep group sessions or match RPTs with members in mentorships. Committee Chair and members must be RPTs.

Publicity--responsible for publicizing and promoting chapter activities to members and others with similar interests in the chapter area. The publicity committee may also be responsible for promoting the profession of piano technology and selection of a technician through community exhibits, community presentations, press releases, news articles and other activities. Target audiences include music teachers, students, institutions, music stores, piano owners and musicians. Individuals on this committee should have some marketing knowledge and skills in addition to good oral and written communication skills.

Nominating

Elections for chapter officers take place during April, May or June of each year. Members can nominate candidates before a set deadline or nominate from the floor during the annual meeting. Submitting names to a Nominating Committee instead of making nominations from the floor is the best way to ensure candidates are both qualified and willing to serve. Members of the Nominating Committee are elected in a business meeting at the beginning of the calendar year. The Nominating Committee's job is to:

- identify potential candidates for chapter offices
- verify qualifications and willingness of candidates
- make recommendations to the membership

Members of the Nominating Committee include any member. They should be able to evaluate candidates fairly and objectively.

Chapter Members

PTG chapter members also have a role in developing a strong, responsive organization. Besides chapter offices, there are many more opportunities to get involved through standing and special committees. The first step is to attend as many meetings and educational programs as possible. The second step is to support the chapter by becoming involved in organizing or leading its activities.

Some ways to be involved:

- organize meetings that are interesting and informative
- promote PTG and PTG membership to other technicians in the area
- provide instruction through chapter technical sessions, seminars and other learning events
- participate in community events that promote PTG and PTG membership
- encourage members to attend regional and national events
- encourage member interaction through scheduled social events
- reach out to teachers and dealers with annual/regular formal and informal contacts
- provide ways for new members to achieve RPT status (exam information, training, mentoring)
- provide expenses for a delegate to represent the chapter at Council
- provide for officer/delegate training (parliamentary procedure, Roberts Rules, Bylaws, etc.)
- participate in strategic, long-range planning