

PTG Chapter To Do List

- ❑ Schedule chapter meetings & technicals. Chapters are required to meet at least three (3) times a year. Members need at least 10 days advance notice of any meeting where chapter business will be conducted.
- ❑ Be sure chapter funds are deposited in a federally insured depository. The account must say “Piano Technicians Guild, Inc.” and the local chapter name.
- ❑ Process member applications. If you receive applications through the Home Office, contact applicants and prospects as soon as possible to invite them to a meeting. If you receive forms directly from the applicant, send completed, approved applications to the Home Office for final processing.
- ❑ Develop new RPTs. Appoint a chapter member to be in charge of RPT exam preparation, pre-screening, and testing. Involve all RPTs in mentoring candidates and giving written exams. Help candidates find testing sites.
- ❑ Elect chapter officers in the spring. PTG bylaws require chapter officers to be elected annually and they should take office in April, May, or June of each year. The chapter president and vice-president must be RPTs. The chapter secretary should also forward the new officer list to the Home Office as soon as possible.
- ❑ Select a delegate and alternate for the annual Council meeting. Delegates and alternates must be RPTs. Delegate forms are mailed to chapters in the early spring and Council books mailed to delegates a few months before the annual convention.
- ❑ Review chapter bylaws annually. They should be consistent with PTG bylaws, but should also include voting rights of members, chapter dues, new member application procedures, and any other local privileges and obligations. Send a copy to the Home Office whenever changes are made.
- ❑ Read the Leader Letter. Published several times throughout the year, the Leader Letter is distributed to all chapter leaders and PTG committee members. It contains reminders about chapter deadlines, scholarship opportunities, upcoming events, and a wide variety of forms. Check the PTG web page for back issues.