

**II. Operation of Governing Bodies**

- Administrative Committee
- Executive Board
- General Membership (General Session)

**III. Officer Responsibilities**

- President
- President-Elect
- Treasurer
- Vice-President for Professional Activities
- Vice-President(s) for Conventions
- Vice-President for Membership
- Secretary
- Past-President

**IV. State Chairperson Responsibilities**

- General Information for all State Chairs
- Specific Information for State Chairs

- MTNA Foundation
- Student Scholarships and prizes
- Kilian Foundation
- Chapin Fund
- Archivist
- Independent Music Teachers Forum
- College Faculty Forum
- Certification
- Pedagogy File
- New Music Review
- Citations
- Lecture Forum
- Judges/Speakers/Performers Bureau
- Video Library
- State Competitions
- Kilian Competition
- Student Composition Contest (all levels)
- Empire Competition
- MTNA Auditions (3 levels = 3 chairs; a 4<sup>th</sup> for chamber music)

- Student Chapters
- Music Theory
- Early Childhood
- Music Therapy
- Educational Technology
- Piano
- Voice
- Orchestral Instruments
- Organ
- Group Instruction
- Webmaster
- Newsletter
- Community Outreach/Education
- Music Link
- Advertising / Public Relations
- MTNA Commissioned Composer
- Mentoring
- State Festivals
- Directory

**V. State Standing Committees**

- A. Finance
- B. Long-range planning
- C. Local Association / Student Chapters
- D. Grants
- E. Certification
- F. Citations
- G. Lecture Forum
- H. Convention
- I. Membership
- J. Chapin Fund
- K. Auditions & Competitions
- L. State Festival

**VI. Conduct of the Nominating Committee**

**VII. Conduct of Ad-Hoc (Special) Committees**

**VIII. Conduct of Local Associations - A handbook for the operation of Local Associations**

**IX. Mini Handbooks**

- Certification, Competitions, Conventions

**X. Fiscal Policies** (grants, prizes, fees, foundations, “all policy information”)

**XI. Forms**

**XII. Historical Data:** Conventions, Citations, Commissions, Presidents

## **II. CONDUCT AND OPERATION OF GOVERNING BODIES**

### **1. OPERATION of the ADMINISTRATIVE COMMITTEE**

**Composition of the Administrative Committee:** The composition of the Administrative Committee is described in the NYS MTA Constitution Article IV, section 1. All members, with the exception of the President, are voting members of this governing body. This allows for a total of seven votes.

**Meetings:** The Ad-Com meets before, and whenever necessary (or possible) after, all Executive Board meetings. The minimum meetings will be twice yearly; once in Fall (Convention) and once in Spring. The Ad-Com may meet at additional times during the year, as may be mutually agreeable.

**Quorum:** The quorum establishing minimum attendance for the conduct of business by this Ad-Com is stated in the Constitution Article IV, section 3. It shall be the policy of this committee that in cases of any special meeting (additional times as outlined above) that the President (or President-elect if presiding) be required to conduct a telephone attendance poll 72 hours prior to this meeting. Should attendance be insufficient to attain quorum, the special meeting is to be cancelled or postponed. All office should remain sensitive to this concern and be responsible in reporting their capability for attendance in the initial planning stages and again when they may endure any changes for personal reasons.

**Voting:** One more than half, but no less than 3 votes in favor, must be cast in order to make a ruling. This is basically 'majority' rule.

**Funds:** The Ad-Com does not have a budget. It may petition the Executive Board to approve some or all expenses of any additional meeting as specified under **Meetings** above. Examples of these costs may include rooms for attendees or a cost of meeting rooms if applicable.

**Meeting Attendees:** All Ad-Com meetings are closed meetings unless the committee members present and voting agree to admit (an) attendee(s). Any officer present may petition the Ad-Com to admit an individual Committee Chair(s), or entire memberships of a State or Ad-Hoc Committee to present information to the Ad-Com or to be present for planning, discussion, general input on matters particular to their involvement, knowledge or expertise.

**Rules of Order:** The President (or President-Elect in place of the President) shall plan (agenda), preside over and facilitate this meeting. The President may appoint a Parliamentarian as provided for in the Constitution Article VII sections 5 and 6.

**Specific Responsibilities of the Administrative Committee:** The following is a list of specific responsibilities outlined within the Constitution and Bylaws. It is provided here with the intention that quick references may be made to those concerns about which the Administrative Committee has the capacity to rule.

- Proposal of state dues for approval by Executive Board (Constitution Article I, section 1)
- Review of petition to form Local Association, or their regular renewal (Constitution Article II, section 1);  
specific requirements that are later outlined (Bylaws Article VII)
- Recommendation to terminate a Local Association made to the Executive Board (Constitution Article II, section 2)
- Determination of policies and disbursement of funds, rules and regulations for conduct of business (Constitution Article IV, section 2)
- Submission of items of business to Executive Board by mail (Constitution Article V section 5)
- Approval of appointments (Constitution Article IV, section 2)
- Determines annual meetings of the Association (Constitution Article VII, section 1) This is the Convention. In setting the convention date and location, the Ad-Com should be guided by the wishes of the Executive Board and Local Associations Committee. In the proposal of all dates, the President must agree to be able to be present before the date may be considered. The President should supply the Vice-President for Conventions with several possible dates as part of the process. A final date for the Convention may be set by phone and approved by a majority vote of the Ad-Com.
- May recommend revision of the Constitution for approval by the Executive Board and General Membership of NYSMTA (Constitution Article X)
- Shall consider appointments for vacancies in any office as recommended by the President (Bylaws Article V, section 7)
- Shall review budgets delivered by the Finance Committee (Bylaws Article VIII, section 1)
- Shall submit specific goals to be investigated or developed by the Long-Range Planning committee (Bylaws Article VIII, section 2)
- Shall consider policies submitted for review by the Certification Committee, or shall submit suggestions regarding Certification policy for review by that Committee (Bylaws Article VIII, section 5)
- May suggest a Citation to the Citations Committee (Bylaws Article VIII, section 6)
- Shall approve all State chairpersons and Committee members outlined and prescribed in the Bylaws and more fully discussed herein. (Bylaws Articles VIII and IX)
- May approve termination of a State Chair appointment as recommended by the President (Bylaws Article IX, section 6)
- Approves Local Association Governing Documents (Bylaws Article VII, section 1)
- May recommend an amendment of the Bylaws by the Executive Board (Bylaws Article X)
- May recommend a specific citation or specific recipient of the annual citation.

--Must approve all program proposals prior to presentation before the Executive Board for their approval.

This includes programs such as State Grants, Certification, State Festivals and competitions, etc.

**Solving Problems within the Administrative Committee:** It is possible that issues requiring broad consideration, or those not easily resolved at the Administrative Committee level, may need to be referred to the Executive Committee for their consideration. Business of the Administrative Committee should be on-going and the President should articulate this through regular communication with the Ad-Com members. Efficiency within the Ad-Com can be guaranteed by utilizing the regular formation of subcommittees with defined responsibilities. Development of a subcommittee to review Local Association governing documents serves as an example of this.

**Planning the Ad-Com Meeting:** The President is responsible for planning the Ad-Com meeting. The planning of a regular meeting prior to an Executive Board meeting requires the following:

1. Discussion and action on items of business submitted by the Executive Board or individual members. Plan to report any policy changes or recommendations made to the Ad-Com, possibly continuing from paper and telephone correspondence.
2. Discussion reflecting upon the articulation of business within the scope of officer responsibilities as reflected by the administrative flow chart. See the following:
  - A. Reports: V-P-Professional Activities  
V-P-Conventions  
V-P-Membership  
President-Elect  
Treasurer
  - B. Communication regarding cooperative areas within the flow chart, particularly where two officers work with same Chairpersons.
  - C. Recommendations, revisions, proposals growing out of discussion
  - D. Committee submissions, e.g. Finance delivers budget, Certification suggests revisions, etc.
3. Presentation of items of new business submitted for discussion by any officer.
4. Overview of proposals which the Ad-Com may be presenting to the Executive Board for their approval and consider any planning which may be needed as a part of this presentation.
5. Anticipation of upcoming Executive Board matters which may require some fore-thought or consideration before surfacing at the Board meeting. Plan to discuss these matters.
6. Solicit lists of committee and chairperson appointees.
7. Seasonal agenda items.
8. Call for written officer reports (as in 2A above), new business (as in 3 above) and appointees (as in 6 above) about two months prior to the Administrative Committee meeting. The agenda for the Ad-Com should be structured very much according to the plan outlined above.

A suitable time period for this meeting should be 1 ½ to 2 hours if efficiently run and planned for. The agenda order may be altered. At fall business meetings (Convention), the Ad-Com may agree to reconvene after the Executive Board meeting for immediate follow-up. Serving on the Ad-Com implies that unless you are the Vice-President for Conventions, you should expect to meet while convention sessions may be in progress in order to continue or complete the work of the Ad-Com.

#### **Seasonal Agenda Items and Appointments**

**Fall Ad-Com Meetings:** Ad-Com must discuss spring business meetings every fall. The committee must discuss the following:

- date/location (President makes all arrangements and may solicit help from a Local Association member in the locality if desirable)
- schedule of meetings; Ad-Com, Executive Board, Committees
- any special formats

**Spring Ad-Com Meetings:** Ad-Com must discuss Fall Convention, the date/location of which should generally have been set. The committee must discuss the following:

- schedule of meetings; Ad-Com, Executive Board, committees
- articulation of special areas of cross-concerns as they affect the coverage of interest areas at the convention, publicity, etc.
- approval of annual budget submitted by the Finance Committee (specifically the Treasurer)

**Election Year Nominations:** In the fall of Election years (even-numbered years) the Ad-Com must approve the following appointments (or re-appointments). The President-Elect is responsible for proposing these nominees prior to assumption of office at the close of the Convention. This process is streamlined below and accurately reflects the Bylaws of NYS MTA.

- 1) Approve a Certification (co)Chair(s). May not serve more than two consecutive two-year terms.
- 2) Approve Local Association representatives to the Certification Committee. Serve two-year terms, no limits, these appointees suggested by President-Elect in concert with State Certification Chair nominee and Local Association Presidents.
- 3) Approve a Citations chair. May not serve more than two consecutive two-year terms.
- 4) Approve two Citation committee members at-large, limited to two consecutive two-year terms. These appointees suggested by President-Elect in concert with State Citations Chair nominee.
- 5) Approve a Lecture Forum Chair. Serves two-year terms, no limits.

- 6) Approve two Lecture Forum Committee members at-large who serve two-year terms, no limits. These appointees as suggested by President-Elect in concert with State Lecture Forum Chair nominee.
- 7) Approve a Chapin Fund Chair. Serves two-year terms, no limits.
- 8) Approve two Chapin Fund Committee members at-large, limited to two consecutive two-year terms, the appointees as suggested by President-Elect in concert with State Chapin Fund Chair nominee.
- 9) Approval of all other State Chairperson appointments to the Executive Board as identified in Bylaws Article IX, section 1, all submitted by the President-Elect, and chosen in concert with officer-elects who will be responsible for coordinating the work of specific chairs (as reflected by the Administrative flow chart).

## **2. OPERATION of the EXECUTIVE BOARD**

**Composition of the Executive Board:** The composition of the Executive Board is described in the NYS MTA Constitution Article V, section 1. All members, with the exception of the President, are voting members of this governing body. Additional appointments to the Executive Board may be made by the President and are to be approved by the Administrative Committee as provided for in the NYS MTA Bylaws Article IX, section 4. Some confusion always exists with respect to the following concerns and this information is intended to provide necessary clarifications:

--Chairpersons of **STANDING Committees** are either Officers or State Chairs and are required to be Board members.

--Chairpersons of **AD HOC** or **SPECIAL** Committees must be members of the Board. If the chair nominee is not a Board member, he/she must be appointed to the Board, his/her service being the term of the Committee's work.

--Committee members of **STANDING, AD HOC** or **SPECIAL** Committee do not have to be and are not members of the Executive Board unless they also currently serve as Officers, Past-Presidents, Local Association Chairs or State Chairs. This applies particularly to all At-Large Member appointments that may be made beyond the scope of the current Board at that given moment in time.

--The following descriptions supply information about certain committee and program representatives who are not intended to be Executive Board members:

- 1) any Local Association Certification Chairs (On Certification Committee)
- 2) any Local Association New Music Review or Pedagogy File program chairs/representatives
- 3) any Local Association membership chairs (on Membership Committee)
- 4) any Local Association Chairs for Publicity/Advertising, Newsletter, Community Outreach, or Web site (possibly also working on membership committee)
- 5) any chairperson (and all members) of an on-site committee developed annually as needed (due to rotating locations) for the purposes of hosting the Kilian Competition
- 6) any additional support members of a committee to help with the operation of MTNA auditions beyond the actual MTNA Auditions Chairperson for each level of competition (all of whom are Board members, e.g. hospitality, monitors, etc.
- 7) any chairperson (and all members) of an on-site committee developed annually as needed (due to changing locations) to function as a Local Convention Chairperson and committee for contact, articulation, etc. of details pertinent to success of the Convention.

**Meetings:** The minimum meetings will be twice yearly; once in fall (Convention) and once in spring. The Ad-Com sets the date for the convention and fall meetings. The Executive Board agrees, by majority vote (or agreement of verified attendance of personnel most crucial to the conduct of current business) on a date for the annual spring business meeting. This is done at the time and place of the prior fall Executive Board meeting and should be a regular agenda item for fall Executive Board meetings. In the proposal of all possible dates, the President must agree to be able to be present before the date may be investigated or discussed. The President should supply the Executive Board with several possible dates as part of the process. The date with the greatest (majority) support is usually the date that is set. The President should always review all proposed dates with the Ad-Com prior to presenting these possibilities to the Board. The President makes all arrangements and may solicit help from a Local Association member in the locality if desirable. (See Conduct and Operation of Ad-Com; fall Ad-Com meetings)

Special meetings of the NYS MTA Board may be called by the President, or upon the request of not less than fifteen members of the NYS MTA Board, or upon a signed petition from one-hundred active members of the Association. The Board shall approve the date of any special meetings by majority vote. This provision for any special meetings is guaranteed through the Constitution Article VII, section 5.

**Quorum:** The Quorum establishing minimum attendance for the conduct of business by this Board is stated in the Constitution Article V, section 4. It shall be the policy of this board that, in cases of special meetings (as outlined above), the President be required to conduct a telephone attendance poll 72 hours prior to the meeting, said poll to be implemented by the officers contacting all State Chairpersons for whom they are responsible according to the Association flow-chart. Should attendance be insufficient to attain quorum, the special meeting is to be cancelled or postponed. All Board members should remain sensitive to this concern and be responsible in reporting their capability for attendance in the initial planning stages and again when they may endure changes for personal reasons.

**Voting:** Majority rule of those present and voting. Generally there has never been any provision allowing for voting by proxy. A vote of two-thirds is required for any Amendments to the Bylaws (Bylaws, Article X)

**Funds:** The Executive Board does not have a budget. If any fees must be paid to secure meeting space, it is understood that it is the responsibility of the Association to provide for the space. Such a fee would be considered a miscellaneous expense.

**Meeting Attendees:** NYS TMA Executive Board meetings are open meetings with the understanding that only Executive Board members may cast ballots.

- 1) Upon motion and subsequent majority approval, the Board may agree to go into Executive Session.
- 2) Upon motion and subsequent majority approval, the Board may invite a speaker, leadership workshop presenter, etc. to conduct or facilitate a segment of the meeting for an intended purpose.
- 3) The Board must admit and welcome the presence and participation of any MTNA Delegates or Representatives (National or Divisional) to a Board meeting when said delegate has been arranged for, or requests attendance.

**Rules of Order:** The President (or President-elect in place of the President) shall plan (agenda), preside over and facilitate this meeting. The President may appoint a parliamentarian as provided for in the Constitution Article VII, sections 5 and 6. The Board shall generally follow Roberts Rules of Order.

**Specific Responsibilities of the Executive Board:** The following is a list of specific responsibilities outlined within the Constitution and Bylaws. It is provided here with the intention that quick references may be made to those concerns over which the Executive Board has the capacity to rule.

- Approval of state dues as proposed by the Ad-Com (Constitution Article I, section 2)
- Ratifies any action of the Ad-Com concerned with suspension or termination of any affiliated Local Association (Constitution Article II, section 2)
- Recommendation on policy and membership concerns made to the Ad-Com (Constitution Article V, section 2)
- Rescinds by a two-thirds vote any decision of the Ad-Com (Constitution Article V, section 3)
- Responds to any mail ballot from the Ad-Com (Constitution Article V, section 5)
- Determines annual Spring Business Meeting date (Constitution Article VII, section 5)
- Shall approve dates for any special meetings by majority vote (Constitution Article VII, section 5)
- May recommend revision of the Constitution for approval by the General Membership of NYS MTA (Constitution Article X)
- Shall elect four members (to serve with the Immediate Past-President) on a Nominating Committee at the annual Spring Business meeting in odd-numbered years. (Bylaws Article V, section 1)
- Approves any Presidential Appointee to replace a vacated officer position (Bylaws Article V, section 7)
- Assigns matters of concern to the Long-Range Planning Committee (Bylaws Article VIII, section 2)
- Approves all Local Association Grant Program Proposals (Bylaws Article VIII, section 4)
- May suggest a citation to the Citations Committee (Bylaws Article VIII, section 5)
- May recommend in the Convention proposal process (Bylaws Article VIII, section 8)
- Shall approve all State Chairpersons and Committee members outlined and prescribed in the Bylaws, and more fully discussed therein.
- Must approve an amendment of the Bylaws (Bylaws Article X)
- Must responsibly review the decision of the Ad-Com by examination of minutes, proposals, and reports produced by the Ad-Com.

**Planning the Executive Board Meeting:** The President is responsible for planning the Executive Board meeting. The planning of a regular meeting requires the following:

- 1) The President should make a written call for State Chair reports, New Business, and Appointees about two months prior to the Executive Board meeting.
- 2) Discussion and action on items of business submitted by the Ad-Com or general members.
- 3) Seasonal Agenda Items.

A suitable time period for this meeting should be 2 ½ - 3 hours if efficiently run and planned for. The agenda order may be altered. The exact meeting time is arranged by the President and Vice-President for the Convention as part of the convention program. It is possible that serving on the Executive Board may preclude attendance at a particular session if scheduling requires Board meetings to be placed at time against a convention offering.

## **OUTLINE OF REPORT CONTENT THROUGH AGENDA STRUCTURE**

**SECRETARY** Presentation of minutes

**PRESIDENT** News from National or Division:

- rulings, programs, etc.
- dates for events, locations
- issues brought to States
- issues State might consider bringing to National

Additional matters pertinent to office

- place election of Nominating Committee on Spring agenda for odd-numbered years

Regular matters:

- appointees
- rulings of Ad-Com since last Executive Board meeting; a report of Ad-Com
- issues brought by Ad-Com to Board for approval or review

**PRESIDENT-ELECT** News from Local Associations, Student Chapters:

(Local Association Committee Report, Student Chapter Chair Reports)

- activities – dates for events, location
- concerns brought to the Board on behalf of the Local Association Committee (feedback, recommendations, issues)

Grant Committee: (Reports)

- activities
- submitted proposals, presentations and subsequent action to approve requested funding

State Chairs: (Report)

- Judges/Speakers/Performers Bureau
- Videotape Library
- State Competitions Chairperson(s): Kilian, MTNA
- State Festivals

**TREASURER** Economic report, recommendations and concerns

Finance Committee:

- policy
- proposals
- actions
- budgets

State Chairs:

- MTNA Foundation
- State Scholarships
- Kilian Fund
- Historian
- Chapin Fund (Committee Report)

**V-P CONVENTIONS** Program Report, Convention Committee Report

Auditions Committee (Reports)

- State Competitions Chair - MTNA Collegiate, High School, Junior High School
- MTNA Student Composition report

State Chairs: (Report)

- MTNA Commissioned Composer
- Theory
- Early Childhood
- Music Therapy
- Educational Technology
- Instruments/Voice

**V-P MEMBERSHIP** Membership Report, retention, recruitment, renewal

Membership Committee:

- contact with local representatives
- progress with publicity/advertising

State Chairs (reports)

- Newsletter
- Directory
- Publicity/Advertising
- Webmaster
- Community Outreach

**V-P Professional Activities** Programs, participations, policy development, promotion

State Chairs: (reports)

- IMTF
- College Faculty
- Pedagogy (committee report)
- New Music Review (committee report)

Certification Committee (report)

- program proposals; news
- newly certified members

Citations Committee – chair report

Lecture Forum Committee – chair report

**Past President** Long-Range Planning Committee Report

Nominating Committee Report (Nominations Chairperson)

**Seasonal Agenda Items and Appointments**

**Fall Executive Board Meetings** – Executive Board must approve date of a spring business meeting every fall. The committee will receive proposed dates offered by the President. (The President should usually discuss possibilities with the Ad-Com prior to proposing dates. (See: Operation and Conduct of Ad-Com)

The Executive Board must also approve any Local Association Grant proposals remaining for the current fiscal year (Said grant funds are released prior to 12/31 of the current year.)

**Spring Executive Board Meetings** – In odd-numbered years, the Executive Board must elect a Nominating Committee (Bylaws Article 5, section 1). **All nominees must be present or have given their consent to be elected to the Nominating Committee.** The Executive Board must also approve any Local Association Grant Proposals requested for funding at the outset of the coming fiscal year. (Said grant funds are released after 7/1 of the current year.)

**Election Year Nominations** – In the fall of election years (even-numbered years), the Ad-Com must approve the following appointments (or re-appointments). The President-Elect is responsible for proposing these nominees prior to assumption of office at the close of the Convention. This process is streamlined below and accurately reflects the Bylaws of NYS MTA.

- 1) Approve one Long-Range Planning Committee members at-large  
-limited to two consecutive four-year terms.
- 2) Approve two Grant Committee members at-large  
-limited to two consecutive two-year terms
- 3) approve two Certification Committee members at-large  
-limited to two consecutive four-year terms

In the Spring of an election year it is customary for the Chairperson of the Nominating Committee to present a proposed slate for the endorsement of the Executive Board. This is a current and past practice of NYS MTA. It is understood that a slate may change between the Spring Meeting and the final printing 30 days before the election.

### **3. OPERATION of ANNUAL GENERAL SESSION MEMBERSHIP MEETINGS**

**Concept of the General Membership Meeting:** The provision of this meeting is intended to fulfill the requirement of the State Association to schedule an annual open meeting for the entire membership of NYS MTA. This annual meeting is guaranteed by the NYS MTA Constitution Article VII, section 1. It is designed to allow for the President (and possibly guest speakers) to address the general membership, and for the President to report upon the activities of the Administrative Committee and Executive Board, or perhaps to include an Award/State Committee presentation or short performance as well. Most importantly, the President will permit the general membership to bring forward items for consideration, action or development by the State Association. This meeting will also provide the forum for officer elections and ratification of any Constitutional Amendments. This meeting can also be known as the General Session.

**Scheduling the General Session:** This meeting is scheduled at the time and place of the annual Convention. This Annual Membership meeting is best scheduled at a time during the Convention after which both the Administrative Committee and Executive Board have met and adjourned on items of business upon which the President will need to report. As provided for in the NYSMTA constitution Article VII, section 1, notice of this meeting shall appear in the official association publication (Newsletter) at least thirty (30) days prior to the time appointed. This is generally accomplished by inclusion of the meeting time and location within the preview of the Convention program printed in the pre-Convention Newsletter issue. The actual date and time for the meeting is determined by the V-P for Conventions in cooperation with the President.

**Quorum:** The Quorum establishing minimum attendance for the conduct of business by the general membership of NYSMTA is stated in the Constitution Article VII, section 2. It is necessary to meet this quorum when conducting an election of officers and/or entertaining and voting upon motions of business items or constitution revisions.

**Funds:** There is no budget for this meeting. Any expense with respect to space or special accommodations during the meeting are generally considered an expense of the Convention.

**Meeting Attendance:** All annual General Membership meetings are open meetings. Officers of the Association are expected to be present.

**Voting:** If any votes are taken, those voting must be members in good standing of the NYS MTA. Majority rule is the measure for determining a ruling except that a two-thirds (2/3) vote is required to amend the Constitution.

**Rules of Order:** The President (or President-Elect in place of the President) shall plan (agenda), preside over and facilitate this meeting. The President may appoint a Parliamentarian as provided for in the Constitution Article VII, sections 5 and 6.

**Agenda:** Every General Membership meeting will minimally require the following agenda items:

1. Call to Order. President Welcoming Address
2. Secretary presents minutes of last annual General Membership meeting. Membership moves and votes to approve.
3. President reports upon the current business and future of the State Association. The President also reports upon important Division and National business and announces upcoming State, Division and National events or activities.
4. President calls for membership to bring forward items for consideration, action or development by the State Association (as in an open forum).
5. Closing Comments – President recognizes contributions of staff, possible presentations (Awards, etc.); Adjournment.

**Elections:** NYS MTA officer elections are conducted in even-numbered years and must be included within the agenda of these meetings. The entire election process is governed by all specific regulations outlined in the NYS MTA Bylaws Article V, section 2. Elections generally follow this procedure:

- A) President calls upon the Chairperson for Nominations to present the slate.
- B) Nominations Chair thanks the Committee and announces the Slate of Officers for the next two-year term of office.
- C) The President asks if there are any nominations from the floor.

- D) The President conducts a vote, given sufficient quorum. If there is more than one nominee for an office, election by members must be by secret ballot, and each office voted upon separately. In the event of an uncontested slate, the President may recommend election by general consent. In this case, the President asks the Secretary to cast one (1) ballot for the entire slate.
- E) The President calls for recognition of the new Officers and thanks the Nominations Chair and Committee.

### III. OFFICER RESPONSIBILITIES

#### PRESIDENT

Article VI section 1 of the Bylaws of the New York State Music Teachers Association offers a general description of these responsibilities. The obligations of the office of President are more clearly articulated within the following outline of responsibilities and duties offered herein:

#### Required Attendance:

**NYS MTA events** – two weekends per year, once in fall and once in spring, and additionally as determined by the Administrative Committee or Executive Board. The President should be present at all meetings of the Administrative Committee, State Executive Board and General Membership of NYS MTA held during these two weekends. The President should also attend all other committee meetings held throughout these weekends as might be possible, since the President is basically an ex-officio member of all State Committees. The President of NYS MTA presides at all meetings of the Association, and does not vote on issues placed before the governing bodies of NYS MTA.

**MTNA events** – one weekend in January for purposes of representing NYS MTA at the Eastern Division (meetings/conferences/auditions); one weekend and portion of the following week in March or April for the purposes of representing NYS MTA at the National Convention (meetings/conferences/auditions); and one weekend in September for the purposes of attending the National State Presidents Summit as scheduled by MTNA.

#### Required Tasks:

NYS MTA tasks: The following are specific responsibilities.

- 1) Chairs all meetings of the Association, specifically the Administrative Committee, State Executive Board, and General Open Membership Meetings. Meeting dates are arranged by the President in dialogue with the Administrative Committee (see *Conduct and Operation of Governing Bodies*). May appoint a Parliamentarian if he/she deems it useful or necessary.
- 2) Must be thoroughly familiar with the *Conduct and Operation of Governing Bodies* section of this handbook as most responsibilities of the President are connected with maintaining these committees as functional entities of NYS MTA.
- 3) Prepares the agenda for all meetings of the committees mentioned in number one (1) above. In the process of this preparation, the President should follow all provisions of policy and procedures as set forth in the *Conduct and Operation of Governing Bodies* section of this handbook. All agenda information is given in detailed nature there. It is important to gather information and prepare the agenda well ahead of time. Getting as much done as possible prior to a meeting will help the meeting flow smoothly – also, try to gain a personal and complete understanding of all proposals prior to their presentation.
- 4) Appoints all committee chairs – which is mostly done when preparing to assume the Presidency – but there are often vacancies, or new temporary posts which require such appointments. In soliciting these new chairpersons, the President should consult with (and include as often as possible) the respective elected officer responsible for working with this chairperson.
- 5) Keeps as informed as possible on all problems and issues involving Office and Committee Chairs. Assists in the articulation of roles and decision-making among these.
- 6) Responds to all mail and telephone calls as promptly as possible.
- 7) Is responsible for becoming familiarized with and enforcing/following NYS MTA policy and procedures as outline in this handbook.
- 8) Keeps the Administrative Committee and the Executive Board at work between meetings, contact is by phone, mail or email and is concerned with:
  - a) communicating/relaying information pertinent to the committee
  - b) articulation and guidance in the interactions of Officers (on-going and odes not always involve the whole Ad-Com)
  - c) on-going discussion and resolution of pending issues – developing proposals to shape or place into action when the meeting finally does occur.
- 9) Maintains regular communication with all officers and committee chairs
- 10) Reports to the Administrative Committee and the State Executive Board, as well as the General Membership of NYS MTA all information regarding the programs and policies of MTNA generated by the National Office throughout the year, or culled from meetings at the MTNA convention or Eastern Division conferences.
- 11) Is responsible for all informational mailings to the membership of the governing bodies of NYS MTA (Ad-Com and Exec. Board) notifying them of meeting time, date and location as well as arrangements for lodging and proposed agenda items. The President is responsible for selection of a site for the Spring Business Meeting and coordinating the schedule of all regularly convened committees (Certification, Local Associations, etc.) whenever this must occur. This

will be done in contact with the Vice-President(s) for Conventions when scheduling all Fall meetings which take place at the Convention.

- 12) Is responsible for verification of student attendance at MTNA Division and MTNA National Competitions and submits the names and addresses of these students to the Treasurer within two weeks of the close of each event in order that the competing student become eligible for a travel grant.
- 13) Is responsible for a written "Presidents Message" which must be submitted for publication in each issue of the State Newsletter.
- 14) Prepares a "welcome message" for publication in the State Convention program (*President's Welcome and Acknowledgements*)
- 15) Provides input as necessary via the newsletter.
- 16) Reviews, corrects, and approves release of all reports and minutes compiled by the Secretary. The President must do this in a timely fashion as the Secretary is required to provide minutes at least three (3) months prior to meetings. The President should provide a cover letter with these minutes, possibly giving a pre-agenda and notification of the next subsequent meeting as mentioned in both number three (3) and eleven (11) above.
- 17) With respect to the presentation of minutes at all meetings of the governing bodies of the Association, the President may entertain a motion to dispense with reading of the minutes providing that he/she asks "Are there any corrections to the minutes," before voting on the motion to dispense with reading them (see *Responsibilities of the Secretary #5 a. and b.* within this same handbook).
- 18) The President's job also includes attention to the following areas of activity within the State as the situation on occasion may dictate:
  - a. Certification
  - b. IMTF
  - c. Scholarship/Foundation
  - d. Auditions
  - e. Conventions
  - f. Membership
  - g. Local Associations
  - h. Directory/Newsletter Publications
- 19) The NYS MTA President is responsible for verification that insurance is obtained for all State events such as the Convention competitions (Kilian, Empire, MTNA, etc.) sponsored by the State Association. Insurance is obtained through MTNA.
- 20) Visits Local Associations as a guest speaker when possible/necessary/invited.

**MTNA Tasks:** The following are specific responsibilities.

1. Annual report to the National Association Board of Directors, copies to the Division President if requested.
2. Communicates all information received from the National office to the appropriate person(s) within the State Association.
3. Represents the concerns, wishes and opinions of the State Association at the Division and National meetings.
4. Ensures that State Chairs entrusts with National responsibilities (e.g. MTNA Auditions Chairs, Commissioned Composer, IMTF, College Faculty Forum, MTNA Foundation, Local Association and Student Chapters, etc.) respond to National correspondence with necessary action/reports as required by MTNA.
5. Completes all obligations associated with responsibility to MTNA as outlined in the MTNA State Presidents Handbook (supplied by National) which contains deadlines for reports and other duties pertaining to MTNA. There are regular mailings and correspondence from MTNA that will generally require immediate response, generally by mail. These deadlines are usually within two to three weeks and require immediate action.

**Reimbursable Expenses:** Includes are costs are regular telephone, postage, printing (copies), supplies (envelopes and paper) as necessarily included in the administration of these duties. The following expenses are generally granted for travel and lodging of the President to National and Eastern Division Meetings:

**Eastern Division** Airfare + room – two nights (no taxes, no meals, no registration fees)

**MTNA Convention** Airfare + room – five nights (no taxes, no meals, no registration fees)

**MTNA Summit** Any expenses not covered by National (no taxes, no meals). The National Association generally absorbs most of the expenses involved in attending the Summit.

Airfare to Eastern Division and the MTNA Convention should be the lowest fair obtainable between the required destinations. There is no reimbursement for travel, room, etc. at State events such as the NYS MTA Convention or State Spring Business Meeting. All officers and chairperson attend these events at their own expense.

**Addendum:** Things a President must remember to do.

1. Speak at the Convention Banquet and thank the V-P for Conventions/Local Coordinator and all competition chairs, presenters, etc. for their valuable contributions and effort.
2. Host a reception (possibly in your room) for the officers and chairpersons who have made your year successful.

3. Select a member, chair, or officer to be a recipient of a “service award” – the more regularly we recognize effort, the more readily our chairpersons put forth the effort! Give this in a public forum – at the banquet or a general membership session of the Convention.
4. Maintain active contact with your Board. Hearing from you makes them feel important – always thank people for serving along with you during your term.
5. Advise the incoming President-Elect on sensitive National or State issues and the shape that they have been taking over time. It is also possible that you may help the President-Elect in determining the composition of his/her Executive Board by knowing and advising upon the relative competency of nominees for these positions.
6. Use the Past-Presidents (all of whom remain on the Executive Board) to your best advantage. They can supply a tremendous amount of historical relevance, past practice and detailed experience that can help make your term more successful. These people can also possibly serve as chairpersons if willing to do so.
7. When attending the National Convention it is incumbent upon the President (who is representing the State Association) to attend convention sessions relating to the MTNA sponsored programs for which we have state chairpersons. These would include IMTF, College Faculty Forum, Foundation, Membership, Certification, etc. The President should report upon the work of these areas to the Administrative Committee and also to the specific state chair responsible for the area.

## **PRESIDENT-ELECT**

Article VI section 2 of the Bylaws of the New York State Music Teachers Association offers a general description of these responsibilities. The obligations of the office of President-Elect are more clearly articulated within the following outline of responsibilities and duties offered herein:

**Required Attendance:** Two weekends per year, once in fall and once in spring, and additionally as determined by the Administrative Committee or Executive Board. The President-Elect should be present at all meetings of the Administrative Committee, State Executive Board, and General Membership of NYS MTA held during these two weekends. The President-Elect is a voting member of all governing bodies of NYS MTA. It is highly recommended that the President-Elect attend the MTNA Eastern Division Meetings and MTNA National Convention during this term of service in order to become more acquainted with the business of the National and Divisional levels of MTNA. It is the obligation of the President-Elect to substitute for the required attendance of the NYS MTA State President should he/she be unable to attend any of the aforesaid National/Divisional functions. If MTNA continues the practice of sponsoring a Summit for all State Presidents, the President-Elect may need to substitute for the NYS MTA President at these as well. Should MTNA find it acceptable, the President-Elect should definitely attend any such Summits when held in the fall just prior to assuming the office of President.

**Required Tasks:** The following are specific responsibilities

1. Serves as the Chairperson of the Local Associations Committee (Bylaws, Article VIII, Section 3) and maintains a file of reports submitted by Local Association Chairpersons at all meetings of this committee. The President-Elect also maintains a file of all current Local Association governing documents (Constitutions, By Laws, etc.) which are in force. It is incumbent upon the President-Elect to advise the Local Association Chairpersons in the operation of their respective organizations, and to report to the Administrative Committee and Executive Board the concerns or suggestions of the Local Association Chairpersons as well as the actual activities of these organizations. The President-Elect must be thoroughly familiar with the work and structure of this committee as outlined in the By Laws as well as the State Committee Section of this handbook. The President-Elect must be familiar with the mini-handbook for Local Associations as well.
2. Serves as the chairperson of the Grant Committee for Local Association Grants (Bylaws, Article VIII, Section 4) and maintains a file of all applications, correspondence and reports appropriate to the Grant process. The President-Elect shall guide the Local Associations in developing proposals which can be successfully realized by their organizations. The President-Elect must be thoroughly familiar with the work and structure of the committee as outlined in the By Laws as well as the State Committee Section of this handbook. The President-Elect is responsible for distribution and assistance in processing of Grant application/proposal forms and project completion report forms upon request by Local Association Chairperson or grant applicants.
3. Assists, guides and reports upon (to the Administrative Committee and President as necessary) the work, plans and concerns of the following areas: Judges/Speakers/Performers Bureau, Videotape Library, State Competitions (Kilian, Empire), State Festivals, Local Associations and Student Chapters. The President-Elect should become completely familiar with their responsibilities as outlined in this handbook.
4. Coordinates activity of all areas listed in number three (3) above as outlined under Coordinated Responsibilities to be found later within this same job description.
5. May serve as a State Chair in any capacity while simultaneously holding an officer position (see Bylaws Article IX, Section 5). This may be a very favorable arrangement particularly when the President-Elect is willing to chair one of the areas for which the office is already responsible (listed in number three (3) above).
6. Must assist the President in planning meeting *agendae* for the Administrative Committee and Executive Board as outlined within the Conduct and Operation of Governing Bodies section of this handbook. The President-Elect is responsible for polling all chairs listed in number three (3) above with respect to:
  - A. Opinions regarding issues before the Administrative Committee, Executive Board, or as directed.
  - B. Determining Attendance for Executive Board meetings at fall (convention) or spring business sessions.

7. Performs any additional tasks as determined by MTNA, including but not limited to:
  - Provides necessary networking between the national local associations chair and all local association presidents with the state.
  - Duplicates correspondence from the national local association chair, including the annual report form and the quarterly *MTNA Local Association Newspaper*, to send to each local association president.
  - Assures that the national local association chair and the state local association chair are included in the state association and local association mailing lists in order to receive newsletters and other correspondence.
  - Submits an annual report to the national local associations chair, as well as the names and addresses of local association presidents.
  - Establishes close communication with local association presidents through regular mailings.
  - Provides assistance to local presidents whenever needed.
  - Schedules annual visits to local association meetings.
  - Meets with the local association presidents during the state convention.
  - Answers all communications promptly.
  - Keeps files up-to-date.
  - Attends state and national conventions.
  - Encourages the affiliation of new local associations within the state.
  - Carries out all responsibilities of the state local associations chair as designated by the individual state constitution, bylaws, and standing rules.
8. See that all Local Associations have Certification, Membership and New Music Review/Pedagogy Chairperson who work with respective State Chairs.
9. Assists and counsels Local Associations with their organizational structure and development:
  - A. Programs, workshops, recitals
  - B. Adherence to By Laws and State Guidelines
  - C. Internal Administrative duties and problems

The President-Elect must continue to monitor the Local Associations while respecting their diversity and uniqueness.
10. In preparation for semi-annual Local Association Committee meetings, the President-Elect should send all Local Association Chairpersons an agenda describing topics to be discussed and acted upon, also requesting submission of additional topics for discussion (new business) as desired on the part of the Local Association Chairs.

**Coordinated Responsibilities:** The required task of assisting, guiding, and reporting upon the work, plans and concerns of specific State Chairs is more clearly articulated with this section of the job description. For ease in reference to these duties, the Chairs are listed in two separate categories.

- A. Judges/Speakers/Performers Bureau, Videotape Library, State Competitions (Kilian, Empire) and State Festivals
- B. Local Association Chairpersons and Student Chapter Chairpersons.

**I. The Convention:** With respect to (B) as listed above, the President-Elect will work with these chairpersons and the V-P for Conventions in order to help shape convention programs to reflect the interests and wishes of the grass roots membership which the Local Association and Student Chapter Chairs truly represent. In addition to suggesting and reviewing convention session topics, the actual location of the Convention and Selection (rotation) of Hosting Local Associations and Coordinators should be discussed and shared.

**II. Local Associations:** With respect to (A) as listed above, the President-Elect is responsible for working with these State Chairs in order to promote interest in and usage of these resources at the local level and by individual members. This includes the development of member participation as Judges, Speakers and Performers. As noted on the flow chart, the President-Elect may be called upon to work with the V-P for Professional Activities in order to promote activities of IMTF, College Faculty, Certification, Pedagogy File, New music Review and Music Link at the Local Association levels. The President-Elect may be called upon to work with the V-P for Conventions to promote interest in areas of Theory, Early Childhood Education, Music Therapy, Educational Technology and resources of voice, piano, group instruction, etc. in the Local Associations. The President-Elect may be called upon to work with the Treasurer in order to promote interest in areas of the MTNA Foundation, development of student scholarships, Kilian Foundation, Chapin Fund/Grant, and collection of Historical Data at the Local Association level. Finally, the President-Elect may be called upon to work with the V-P for Membership in order to articulate usefulness, exactness or resources of the Web site, Newsletter, Directory, Publicity/Advertising network, Community Outreach program and Advocacy at the Local Association level.

**III. Publicity:** With respect to both (A) and (B) as listed above, the President-Elect is responsible for working with these State Chairs and the V-P for Membership to promote interests and activity in these areas through publicity at State and Local levels. This would include the President-Elect seeking articles for submission to the State Newsletter/or for release through Local Newsletters) from these State Chairpersons, for example:

1. Talented members providing interesting programs at Local Association meetings who are emerging as resourceful Judges/Speakers or Performers.
2. New videotapes, rules for lending and interest in usage of the videotape library – including video-reviews.
3. Promotion of State Competitions such as the Kilian or Empire Competitions – including not only pertinent information about these, but articles about the winners, contestants, and successful preparation of entrants for these in order to encourage participation in them.
4. Encourage Local Associations and Student Chapters to regularly submit (to the State Newsletter) and share among themselves (for publication in their Local Newsletters) reports of articles highlighting successful activities.

As the flow chart implies, the President-Elect and the V-P for Membership should ideally work together in order to promote the work of all State Chairpersons comprising the entire NYSMTA Executive Board through publicity, notification etc. for the benefit of each and every member of the Association.

**Reimbursable Expenses:** Included are costs for **duplication and postage** incurred in mailing of all business conducted by the President-Elect, as well as **telephone** costs incurred in the administration of these duties.

**Responsibilities of President-Elect in Preparation for Assuming office as President:**

Prior to becoming President, the President-Elect must develop his/her Executive Board. The object is two-fold:

1. To enter the office of President with an already formed and approved Board so that the next Directory published accurately reflects the State chairpersons and committee memberships working with the President in the first year of the term;
2. To have these people in place so that work can begin (and continue) throughout the more active and productive winter months directly following a fall election. In the month immediately following the spring business meeting of an even-numbered (election) year, the President-Elect should begin working closely with other nominated officers on the slate to secure State Chairpersons and all standing committee appointments. Many of these can grow out of existing reports and people currently in service who may agree to continue, but sharing in discussion with nominated officers guarantees a greater level of commitment and fosters an overall spirit of teamwork. There is much to remember when assembling the NYS MTA Board and establishing the membership of the Standing Committees. The most important concerns are that all appointments are required to reflect a geographical distribution throughout the State membership and that all term limitations/regulations must be adhered to.

Ideally, the process is best handled in this manner:

A. Select Chairpersons for Citations, Lecture Forum, Certification and Chapin. Once these individuals are in place, the President-Elect may work with each one in order to develop these four committees. These four Chair nominees and the proposed committee members are submitted by the President-Elect to the Ad-Com at its meeting prior to the election. This process is outlined as a Seasonal Agenda Item under the topic of Election Year Nominations within the Conduct and Operation of the Administrative Committee (page 9-10 currently). All pertinent information with regard to term limits and the number of committee members is outlined there. Re-appointments are perfectly acceptable in all cases where a term limit has not been exhausted. [This will take care of steps 1-8, page 9-10]

B. Select all other chairs as listed in Article IX section 1 in the Bylaws. These Chairperson nominees are also submitted by the President-Elect to the Ad-Com at its meeting prior to the election. [This will take care of step 9, page 10]

C. Once the chairs are in place, the President-Elect must select at-large members for Long Range Planning, Grant, and Certification Committees. These at-large members are approved by the outgoing Executive Board at its meeting prior to the election. This process is outlined as a Seasonal Agenda Item under the topic of Election Year Nominations with the *Conduct and Operation of the Executive Board* (page 13 currently).

All pertinent information with regard to term limits and the number of committee members is outlined there. Re-appointments are perfectly acceptable in all cases where a term limit has not been exhausted. [This will take care of steps 1-3, p. 13]

**SUMMARY**

The President-Elect must have composed the entire makeup of the incoming Executive Board and Standing Committee membership prior to the election.

Step A above is presented to the Ad-Com. These include term limits.

Step B above is presented to the Ad-Com. No term limits.

Step C above is presented to the Executive Board. These include term limits.

**TREASURER**

Article VI, section 6 of the Bylaws of the New York State Music Teachers Association offers a general description of these responsibilities. The obligations of the office of Treasurer are more clearly articulated within the following outline of responsibilities and duties offered herein:

**Required Attendance:** Two weekends per year, once in fall and once in spring, and additionally as determined by the Administrative Committee or Executive Board. The Treasurer should be present at all meetings of the Administrative Committee, State Executive Board, and General Membership of NYS MTA held during these two weekends. The Treasurer is a voting member of all governing bodies of NYS MTA.

**Required Tasks:** The following are specific responsibilities:

1. Serves as the Chairperson of the Finance Committee (Bylaws, Article VIII, Section 1) and maintains all official financial records of the Association. The Treasurer should be thoroughly familiar with the work and structure of the Finance Committee as outlined in the Bylaws as well as the State Committee section of this handbook.
2. Serves as a member of the Long-Range Planning Committee (Bylaws Article VIII, section 2), the Grant Committee (Bylaws Article VIII, section 4) and Convention Committee (Bylaws Article VIII, section 8). The Treasurer must be thoroughly familiar with the work and structure of these committees as outlined in the Bylaws as well as the State Committee section of this handbook.
3. Assists, guides and reports upon (to Administrative Committee and President as necessary) the work, plans, and concerns of the following areas: MTNA Foundation, student scholarship, Kilian Foundation, Chapin Fund and Historian. The Treasurer should become completely familiar with their responsibilities as outlined in the handbook.
4. Coordinates activity of all areas listed in number three (3) above as outlined under Coordinated Responsibilities to be found later within this same job description.
5. Assists the President-Elect in suggesting possible nominees for State Chair appointments listed in number three (3) above.
6. May serve as a State Chair in any capacity while simultaneously holding an officer position (see Bylaws, Article IX, Section 5). This may be a very favorable arrangement particularly when the Treasurer is willing to chair one of the areas for which the office is already responsible (listed in number three (3) above).
7. Must assist the President in planning meeting *agendae* for the Administrative Committee and Executive Board as outlined within the Conduct and Operation of Governing Bodies section of this handbook. The Treasurer is responsible for polling all chairs listed in number three (3) above with respect to:
  - a. opinions regarding issues before the Administrative Committee, Executive Board, or as directed.
  - b. determining attendance for Executive Board meetings at fall (convention) or spring business sessions.
8. Advises the Association on all fiscal matters with respect to regularly budgeted expenses, and the impact of changes to any current programs offered by the Association which are in part or completely funded by NYS MTA. The Treasurer must serve as a regular contact to all officers and State Chairs involved in arranging for payment of services supplied by outside vendors.
9. May be called upon to advise and guide a Local Association Treasurer on fiscal matters, however, a Local Association is financially autonomous.
10. Completes a term of service that coincides with the Fiscal Year, beginning on July 1 (following election at the annual session of the Association) in odd-numbered years and ending on June 30 (two (2) years later. This ensures a training period for a new Treasurer.
11. Performs the following tasks on a regular basis:
12. Records and deposits all receipts payable to NYS MTA in a timely fashion.
  - a) Records and pays all fees, disbursements etc. incurred by the Association and as regulated by policy, in a timely fashion.
  - b) Supervises the accountant hired by NYS MTA and arranges for the accountant to:
    - supply an annual audit of the Treasurers records based upon each individual fiscal year of operation.
    - prepare all IRS and legal documentation necessary on behalf of NYS MTA.
    - be available to the Treasurer for inquiry on behalf of the financial interests of the Association.
  - c) Gives a financial report to all governing bodies of NYS MTA at each meeting.
  - d) Recommends an annual budget to the Finance Committee for adoption by the Association at the spring business meeting for the next fiscal year. (See Finance Committee in the State Committee Section of this handbook.)

**Coordinated Responsibilities:** The required task of assisting, guiding, and reporting upon the work, plans and concerns of specific state chairs is more clearly articulated within this section of the job description. The Treasurer is responsible for coordinating tasks of the following State Chairs:

<b>MTNA Foundation</b>	<b>Chapin Fund</b>	<b>Historian</b>
<b>Student Scholarships</b>	<b>Kilian Foundation</b>	

- I. **Regular Publications:** With respect to the State Chairs listed above, the Treasurer will remain in contact with these chairpersons in order to guarantee the following occurs as needed or expected:
  - that the chairs for these areas solicit donations from the Associations membership through some kind of donation slip printed in each newsletter and directory. The Historian seeks donations of materials, particularly those necessary to help gather historical data.
  - that any pertinent news of these areas is presented in an article of interest for an occasional newsletter issue.
- II. **Conventions/Meetings:** The Treasurer shall remain in contact with these chairpersons in order to arrange for collection of donations at regular events of the Association including the convention and spring business meeting. The Treasurer will also be responsible for assisting in the securing of a booth or site for display (e.g. Historian) at an annual convention by contacting the V-P for Conventions in order to make necessary arrangements.
- III. **Local Associations:** The Treasurer shall work with these State Chairs and the President-Elect in order to encourage a greater level of participation by the Local Associations in order to publicize and encourage contribution to these funds.

## **VICE-PRESIDENT for PROFESSIONAL ACTIVITIES**

Article VI, section 5 of the Bylaws of the New York State Music Teachers Association offers a general description of these responsibilities. The obligations of the office of Vice-President for Professional Activities are more clearly articulated within the following outline of responsibilities and duties offered herein.

**Required Attendance:** Two weekends per year, once in fall and once in spring, and additionally as determined by the Administrative Committee or Executive Board. The Vice-President for Professional Activities should be present at all meetings of the Administrative Committee, State Executive Board, and General Membership of NYS MTA held during these two weekends. The Vice-President for Professional Activities is a voting member of all governing bodies of NYS MTA.

**Required Tasks:** The following are specific responsibilities:

1. Assists, guides, and reports upon (to Administrative Committee and President as necessary) the work, plans, and concerns of the following areas: IMTF, College Faculty, Certification, Pedagogy File, New Music Review, Citations and Lecture Forum. The V-P for Professional Activities should become completely familiar with their responsibilities as outlined in this handbook.
2. Coordinates activity of all areas listed in number one (1) above as outlined under Coordinated Responsibilities to be found later within this same job description.
3. Serves as a member of the Convention Committee (Bylaws Article VIII, section 8) and assists in shaping the annual convention with respect to concerns of all areas listed in number one (1) above.
4. May be called upon by the President-Elect to attend Local Association Committee meetings or by the V. P. for Membership to attend Membership Committee meetings. The attendance at these committee meetings will generally be required on an occasional basis due to coordinated responsibilities as mentioned in number two (2) above.
5. Guides, advises, oversees and reports on the work of the following State Committees outlined in the NYS MTA Bylaws: Certification Committee, Citations Committee, and Lecture Forum Committee. The V-P for Professional Activities should be thoroughly familiar with the work and structure of these committees as outlined in the Bylaws as well as the State Committee section of this handbook.
6. Guides, advises, oversees and reports upon the work of the following Local Committee outline in the Local Association activity guidelines offered within this handbook: New Music Review Committee, Pedagogy File Committee.
7. Assists the President-Elect in suggesting possible nominees for State Chair appointments listed in number one (1) above. The V-P for Professional Activities may also be called upon to assist the President-Elect and the following State Chair nominees in the selection process determining the make-up of these three Standing Committees: to help Certification Chair Nominee determine 2 members-at-large appointments, to help Citation Chair Nominee determine 2 members-at-large appointments, to help Lecture Forum Chair Nominee determine 2 members-at-large appointments. (N.B.) The V-P for Professional Activities is not restricted from serving as a member-at-large on any or all of these committees.
8. May serve as a State Chair in any capacity while simultaneously holding an Officer position (see Bylaws, Article IX, section 5). This may be a very favorable arrangement particularly when the Vice-President for Professional Activities is willing to chair one of the areas for which the office is already responsible (listed in number one (1) above).
9. Must assist the President in planning meeting agenda for the Administrative Committee and Executive Board as outlined within the Conduct and Operation of Governing Bodies section of this handbook. The V-P for Professional Activities is responsible for polling all chairs listed in number one (1) above with respect to:
  - a. opinions regarding issues before the Administrative Committee, Executive Board, or as directed.
  - b. determining attendance for Executive Board meetings at Fall (Convention) or Spring Business sessions.

**Coordinated Responsibilities:** The required task of assisting, guiding, and reporting upon the work, plans and concerns of specific State Chairs is more clearly articulated within this section of the job description. For ease in reference to these duties, the Chairs are listed in two separate categories.

A. Independent Music Teachers Forum, College Faculty Forum. Certification, Pedagogy, New Music Review

B. Citations, Lecture Forum

**I. The Convention:** With respect to (A) as listed above, Vice-President for Professional Activities will remain in contact with these chairpersons in order to arrange presentations at State Conventions as recommended by the Administrative Committee, Executive Board, Local Associations Committee, or general membership. It is understood that all five areas cannot possibly be represented regularly at every convention. Consideration should be given to a rotational exposure to these areas through sessions. There is always the possibility of an open booth or browsing area throughout an entire day for examination of materials, information distribution etc., when sessions are not provided. The Vice-President for Professional Activities must work with the V-P for Conventions in finalizing details for any sessions which are planned, coordinating times, arranging for special needs, and advising in the planning of the session.

With respect to (B) as listed above, the Vice-President for Professional Activities will remain in contact with these chairpersons in order to receive the recommendations of these two State Committees for annual presentations at the Convention. The V-P for Professional Activities must work with the V-P for Conventions in finalizing details for Lecture Forum sessions and the presentation of the annual Citation, particularly in coordinating times, arranging for special needs, and offering advisement in matters of planning.

**II. Local Associations:** With respect to (A) as listed above, the V-P for Professional Activities is expected to work along with the President-Elect (Chair of Local Associations Committee) in order to encourage and promote interest, participation, and activity in these areas within the work of the Local Associations. This may be facilitated by the participation of the V-P for

Professional Activities at occasional meetings of the Local Association Committee. The V-P for Professional Activities should encourage dialogue (and brainstorming) between the State Chairs listed in (A) above and the Local Association Chairs directed toward stimulation of interest and participation in the benefits or usage of these State/MTNA sponsored activities or resources. Local Associations should be encouraged to plan presentations to their membership or share in a panel (or general) discussion about these resources and programs. In short, the V-P for Professional Activities and the President-Elect are expected to guide the Locals with respect to development of these areas at the grass roots member level.

**III. Publicity:** With respect to both (A) and (B) as listed above, the V-P for Professional Activities is responsible for working with these State Chairs and the V-P for Membership to promote these areas through publicity at the State and Local levels. This would include the V-P for Professional Activities seeking articles for submission to the State Newsletter (or for release through Local Newsletters) from these State Chairpersons, for example:

1. Occasional news of IMTF, College Faculty
2. Conducting surveys pertinent to content of any specific area.
3. Promoting programs like Certification – perhaps by offering mention or commendation to newly Certified members, or general articles such as “Why Certification” or “Preparing for Certification”, etc.
4. Reviews of music in the New Music Review files or reviews of items contained within the Pedagogy File.
5. Perhaps a spotlight on the Citation Recipient in the Post-Convention Newsletter.
6. Possibly an annual article offered by a Lecture Forum presenter summarizing the Convention session.
7. Accumulation of all information necessary for publication in the annual Directory-advising in the planning, format, content, and ensuring that the data from the State Chairs is delivered to the V-P for Membership as well as the Directory Chairperson.

The V-P for Professional Activities will work along with the V-P for Membership in encouraging the Local Association Publicity Contacts to promote interest in these areas, particularly Certification, in the local community.

**Reimbursable Expenses:** Included are costs for duplication and postage incurred in mailing of all business conducted by this Vice-President, as well as telephone costs incurred in the administration of these duties.

#### **Time-Line**

Late Sept/early Oct – request reports for upcoming fall board meeting from chairs of New Music Review, Lecture Forum, Citations, Pedagogy, IMTF, Certification and College Faculty Forum.

October – request special reports/entries from committee for upcoming newsletter

7 days prior to Fall convention – collate reports from committee chairs and write VPPA report for Fall Board meeting

Fall convention – present summary of reports and provide copies for NYS MTA president, secretary and newsletter editor and meet with chairs of the committees listed above.

Late October – edit/revise reports/entries for upcoming newsletter

November 1 – deadline for submission of collated reports; Citation and Lecture Forum Calls for nominations and papers; and special reports from committees to Newsletter editor.

Early April – request reports from chairs of the following committees: New Music Review, Lecture Forum; Citations; Pedagogy, IMTF; Certification and College Faculty Forum.

7 days before Spring Board meeting – collate reports from committee chairs and write VPPA report for board meeting.

Spring Board Meeting – present summary of collated reports; meet with chairs of committees listed above.

Late April – edit/revise entries for upcoming newsletter.

May 1 – deadline for submission of materials for entry into upcoming newsletter to newsletter editor.

#### **VICE-PRESIDENT(S) FOR CONVENTIONS**

Article VI, section 3 of the Bylaws of the New York State Music Teachers Association offers a general description of these responsibilities. The obligations of the office of Vice-President for Conventions are more clearly articulated within the following outline of responsibilities and duties offered herein:

**Required Attendance:** Two weekends per year, once in fall and once in spring, and additionally as determined by the Administrative Committee or Executive Board. The Vice-President for Conventions should be present at all meetings of the Administrative Committee, State Executive Board, and General Membership of NYS MTA held during these two weekends. The Vice-President for Conventions is a voting member of all governing bodies of NYS MTA.

**Required Tasks:** The following are specific responsibilities:

1. Selects possible convention dates in consultation with the President. The Vice-President for Conventions then seeks a clear date at the site selected. The Ad-Com can help in date/site selection.
2. Selects convention site a year in advance and secures a contact person there, as well as a local chair in the Local Association where it is to be held. The local chair is usually the actual Local Association chairperson or someone selected after consultation with the Local Association chairperson.
  - a) Convention site: The following factors strongly influence selection of a convention site:
    - Need for a strong Local Association in the area to act as a host.
    - A willing facility and host faculty possessing and sharing necessary space, equipment and talent.
    - An accessibility to major roadways, airports, hotel accommodations and food consortium
    - Wheelchair and handicapped access
    - Sites should rotate geographically throughout the state – west, central, east and south (NYC area)
  - b) Contact person: a staff member at the host college or university; this may or may not be a member. This person will

act as an on site coordinator arranging for all physical space needs, instruments, technological tools/equipment, faculty participants and student helpers.

c) Local Chair: a member of the host Local Association who is responsible for enlisting help in making arrangements for the convention and working at it. These helpers include a registrar, reception for auditioning students, hosting a coffee hour, transportation assistance, and banquet decorations, etc. The registrar is the most important detail. This person will handle all registration for the convention, ordering of lunches and banquets, and early hotel registration if available. The registrar must staff tables at the hotel and college/university and prepare convention folders for each attendee including a program, meal tickets, evaluation form, note pad, etc.

3. Seeks input from all Local Association chairpersons regarding site and program arrangements in order that the convention reflect the needs and wishes of the general membership.
4. Consults with the chairpersons of all activity committees for required information in planning the convention. These chairpersons would include:
  - Lecture Forum, for scheduling selected presentations
  - IMTF, College Faculty, Certification (if interested in hosting a session) – these should rotate
  - Citation – for any details which may lead to special arrangements regarding the awarding of the annual citation.The Vice-President for Conventions should work with the Vice-President for Professional Activities in order to arrange sessions as recommended for the above.
5. Consults with chairpersons for Music Theory, Early Childhood Education, Music Therapy, Educational Technology, Voice, Piano, Orchestra Instruments, Organ and Group Instruction for suggestions about clinicians, speakers, topics, etc. (See *Coordinated Responsibilities* later in this job description.)
6. Makes contact with Treasurer and reviews formula for convention budget.
7. Makes contact with principal speakers and invites their participation. All topics are selected and the Vice-President for Conventions asks each presenter for biographical information and an exact description of the planned session. These will be printed in the State Newsletter that announces the convention, and the convention program. The Vice-President for Conventions must obtain written permission from speakers/performers who have agreed to be taped (audio or video), and must also obtain the exact legal name, address, phone number and social security number of any speaker receiving an honorarium of more than \$599. This information must be forwarded directly to the Treasurer who will have the accountant prepare a 1099 form for that tax year.
8. Arranges a hotel package including meeting rooms, presidential suite, group rate for members, banquet space and meal choices and, if planned, breakfast meeting arrangement. These require a tax-free form to be presented to the hotel and a clear understanding that any service/gratuity charges must be built into the overall per person charge that is published as part of the registration fees.
9. Makes contact with chairpersons for MTNA Commissioned Composer, all MTNA State Audition Chairs, MTNA Composition contest Chair, Empire Competition Chairs (if this competition is held concurrently with the convention) and any State Audition Coordinator if so appointed. The Vice-President for Conventions, in consultation with the contact person at the host facility, obtains rooms for auditions and practice, as well as audition reception (hospitality for competitors), and schedules performance of commissioned work.
10. Arranges space for any interested exhibitors, secures tables, etc. (any special needs) for these vendors.
11. Arranges space/scheduling for all workshop presentations, coffee hours, lunch area, etc. throughout the weekend.
12. Makes hotel reservations for guests, and reserves complimentary banquets as necessary (see Budget).
13. Remains in contact with Registrar to assure the following:
  - exact count of registrants
  - exact count of banquets breakdown by meal choice, complimentaries, too
  - preparation of information (directions, maps, etc.) to be sent out by Registrar to each registrant.
  - exact count of lunches/breakfasts
14. Arranges for box lunches as necessary -- price, delivery and choices as may be accommodated.
15. Organizes Newsletter copy including
  - a) hotel room registration for and phone number
  - b) convention registration for members/non-members including food selections/prices for banquets, lunches and breakfast, if applicable
  - c) overview of sessions/biographies information on presenters
  - d) travel directions/airport proximity/taxi info
  - e) audition deadlines, etc. (supplied by Auditions Chairs)
  - f) biographical information on commissioned composer
16. Sends newsletter copies to all speakers and program participants who are not members.
17. Invites Local Contact and host facility Music Dept. chairperson or college faculty representative to be a guest at the banquet.
18. Works with Auditions Chair and On-site Coordinator to enlist student help to monitor auditions.
19. Prepares and later reports upon, an evaluation form to be collected from each attendee at the close of the convention.
20. Arranges for printing of a convention program booklet that is placed in each registrant's packet. This must include:
  - A) President's message
  - B) Schedule/description of all events

C) Advertisements

D) Biographies of presenters, commissioned composer, performers, etc.

21. Arranges for a member or chairperson, etc. to introduce each speaker at his/her session and monitor the doorway to limit any possible interruptions.
22. Arranges for all video/audio taping of sessions for our videotape library. A member(s) usually donates his/her services in order to do the taping.
23. Must be thoroughly familiar with all information related to the convention as outlined in the Convention Mini-Handbook section of this manual.
24. Secures insurance from MTNA for the entire Convention weekend.

**Coordinated Responsibilities:** The required task of assisting, guiding, and reporting upon the work plans and concerns of specific state chairs is more clearly articulated within this section of the job description. For ease in reference to these duties, the chairs are listed in two separate categories.

A) Music Theory, Early Childhood Education, Music Therapy, Educational Technology, Voice, Piano, Orchestral Instruments, Organ and Group Instruction

B) MTNA Commissioned Composer, MTNA State Auditions chairperson and Overall Coordinator, and Student Compositions [also Empire Competitions if they remain an aspect of the convention program]

**I. The Convention:** With respect to A) as listed above, the Vice-President for Conventions will work with these chairpersons in order to help shape convention program sessions, interest areas, selection of participating speakers, performers, clinicians, etc. These chairs can also monitor sessions related to their area of expertise as mentioned in #21 above.

With respect to B) as listed above, the Vice-President for Conventions will work with these chairpersons in order to secure necessary space for the audition programs (with instruments as needed), a carefully planned schedule of times and room assignments without conflict, a session or concert for the presentation of the commissioned work, and a session, if desired, for examining the Student Composition contest entries.

**II. Local Associations:** With respect to A) as listed above, the Vice-President for Conventions is responsible for promoting feedback from the grassroots membership concerning the convention program content with respect to these interests. The chairpersons listed in A) above may survey the host local and surrounding associations or work with the Local Association chairpersons in order to promote interest in the convention. The President-Elect may call upon these chairpersons to attend a Local Association meeting along with the Vice-President for Conventions in order to facilitate these concerns.

**III. Publicity:** The V-P for Conventions works with all chairs, both A) and B) listed above, in order to promote interest in the offerings of the convention as well as participation in the auditions through well articulated articles and promotional items in our regular Newsletter issues. For example, an article on *Music Therapy* might be prepared by the Therapy chairperson and published in a newsletter issue prior to the convention in order to spark interest in the area. Or, stories of successful audition competitors may be featured in order to encourage participation. Endless articles could be prepared concerning student preparation for competitions/auditions.

**Reimbursable Expenses:** Included are costs for copies (duplication) and postage, telephone contact, and supplies (particularly for the registrar, e.g. folders, etc.), all costs incurred in the administration of these duties.

## **VICE-PRESIDENT for MEMBERSHIP**

Article VI, section 4 of the Bylaws of the New York State Music Teachers Association offers a general description of these responsibilities. The obligations of the office of Vice-President for Membership are more clearly articulated within the following outline of responsibilities and duties offered herein:

**Required Attendance:** Two weekends per year, once in fall and once in spring, and additionally as determined by the Administrative Committee or Executive Board. The V-P for Membership should be present at all meetings of the Administrative Committee, State Executive Board, and General Membership of NYS MTA held during these two weekends. The V-P for Membership is a voting member of all governing bodies of NYS MTA.

**Required Tasks:** The following are specific responsibilities:

1. Assists, guides, and reports upon (to Administrative Committee and President as necessary) the work, plans, and concerns of the following areas: Webmaster, Newsletter, Directory, Publicity/Advertising, and Community Outreach. The V-P for Membership should become completely familiar with their responsibilities as outlined in this handbook.
2. Coordinates activity of all areas listed in number one (1) above as outlined under Coordinated Responsibilities to be found later with this same job description.
3. Serves as the Chairperson of the Membership Committee (Bylaws, Article VIII, Section 9) and maintains all official records of regular membership renewal and member data. The V-P for Membership should be thoroughly familiar with the work and structure of the Membership Committee as outlined in the Bylaws as well as the State Committee section of this handbook.
4. May be called upon by the President-Elect to attend Local Association Committee meetings, or by the V-P for Conventions to attend Convention Committee meetings. The attendance at these committee meetings will generally be required on an occasional basis due to coordinated responsibilities as mentioned in two (2) above.
5. Assists the President-Elect in suggesting possible nominees for State Chair appointments listed in number one (1) above.
6. May serve as a State Chair in any capacity while simultaneously holding an officer position (see Bylaws, Article IX, section 5). This may be a very favorable arrangement particularly when the V-P for Membership is willing to chair one of the areas for which the office is already responsible (listed in number one (1) above).

7. Must assist the President in planning meeting *agendae* for the Administrative Committee and Executive Board as outlined within the *Conduct and Operation of Governing Bodies* section of this handbook. The V-P for Membership is responsible for polling all chairs listed in number one (1) above with respect to:
- A. opinions regarding issues before the Administrative Committee, Executive Board, or as directed.
  - B. Determining attendance for Executive Board meetings at fall (Convention) or spring business sessions.

**Coordinated Responsibilities:** The required task of assisting, guiding, and reporting upon the work, plans and concerns of specific state chairs is more clearly articulated with this section of the job description. The Vice-President for Membership is responsible for coordinating tasks of the following State Chairs:

**Webmaster  
Newsletter**

**Directory**

**Publicity/Advertising  
Community Outreach**

- I. Regular Publications:** With respect to the State Chairs listed above, the Vice-President for Membership will remain in contact with these chairpersons in order to guarantee the following occurs as needed or expected:
- that membership records used to produce directory data and/or mailing labels are accurate, up-to-date and consistent as maintained by the Directory Chair, Webmaster and Vice-President for Membership.
  - that membership mailing labels are generated (or a membership disk mailed, or an attachment sent via email) by the Directory Chair and/or V-P for Memberships and made available to the Newsletter Chair, or upon request by any officer of NYS MTA, or for purchase of Local Associations (or outside organizations if said purchase is granted by the Administrative Committee).
  - that the Advertising Chair supplies all copy-ready ads for publication by contract specification (number and nature of publications) to the appropriate chair:
    - Newsletter ads → Newsletter Chair
    - Directory ads → Directory Chair
    - Convention Program ads → Vice-President for Conventions
  - that all publications are proofread prior to final printing as outlined herein:
    - Directory → Directory Chair → Webmaster → Vice-President for Membership
    - Newsletter → Newsletter Chair → President → Vice-President for Membership
  - that all submissions which are not regularly printed or posted materials (e.g. special articles) are approved for publication by the President.
  - that all regularly submitted information – required matter – is supplied (to the Directory Chair, Newsletter Chair or Webmaster) by the Officer or State Chair responsible for doing so. All of this differs greatly depending on the format and nature of the publication, each of which is outlined within the specific state chair job description in this handbook.
  - that the Advertising/Publicity continues to develop more contacts or leads through recommendations brought forth by Local Associations (Vice-President for Membership works with President-Elect and Local Association Chairpersons to encourage this).
  - that the Community Outreach Chairperson develops this program in accordance with MTNA guidelines, and involves the Local Associations in doing so. (Again, the V-P for Membership works with the President-Elect and Local Association Chairpersons to encourage this.)

**Note Well:** NYS MTA does not advertise ‘per se’ or sell advertising space on the State web site.

**II. Local Association Representatives:** The Local Associations select, appoint, or elect their own Membership Chairs or Representatives. The Vice-President for Membership is responsible for ensuring that the following occurs:

- that these Local Membership Representatives will be involved in any plans or campaigns for membership development, recruitment or retention through discussion and involvement in the work of the Membership Committee (see State Committees).
- that State Chairs for Newsletter, Directory, Web site, Advertising/Publicity and Community Outreach are establishing necessary contact with the Local Representatives in order to verify or gather information.
- that Local Membership Representatives (with a copy sent to the Local Association President) receive a regular members listing update from the date beginning the Member year (July 1) to the point at which the Directory actually goes to print. These updates shall be supplied by either the Directory Chair or the V-P for Membership. In addition, the Directory Chair or V-P for Membership will be responsible for guaranteeing that all new members joining after the directory goes to print be listed in the very next newsletter under “directory updates.”
- utilize the MTNA Membership Recruitment and Retention Information packets. Pass along membership materials and files to new membership chairs.
- follow up any National Membership Campaigns with additional mailings, mentoring and personal contact.
- serve as a member of the state/local association Executive Board (subject to state constitution and bylaws)
- encourage your state association to work with other arts organizations, e.g. Alliance for Arts Education programs through the Kennedy Center.
- work with local music dealers

- a. Ask for permission to display state and national membership brochures.
- b. Ask to present a 'pitch' for MTNA at publisher, showcases or workshops (with permission of the dealer, presenter and publisher)
- work with Mentoring Chair and/or other members interested in mentoring to ensure that all new members are welcomed and involved.
  - a. Local and state chairs should communicate to ensure that all new members are assigned a mentor
  - b. Promote mentoring as a source of renewal points for MTNA Certification
- mentor your successor to ensure continuity
  - a. Provide an organized and up-to-date file of essential materials, duties and schedules

## **SECRETARY**

Article VI section 7 of the Bylaws of the New York State Music Teachers Association offers a general description of these responsibilities. The obligations of the office of Secretary are more clearly articulated within the following outline of responsibilities and duties specifically outlined herein.

**Required Attendance:** Two weekends per year, once in fall and once in spring, and additionally as determined by the Administrative Committee or Executive Board. The Secretary should be present at all meetings of the Administrative Committee, State Executive Board, or General Membership of NYS MTA held during these two weekends. The Secretary is a voting member of all governing bodies of NYS MTA.

**Required Tasks:** The following are specific responsibilities:

1. Takes and prepares minutes of all meetings of the Administrative Committee, Executive Board, and General Membership. The use of a tape recorder is suggested to aid in accuracy. All minutes are to be prepared and forwarded to the State President for proofreading within one (1) month of said meeting(s). After the State President recommends any necessary changes and approves their release, the Secretary sends the minutes and reports submitted at all meetings to the Administrative Committee and Executive Board of NYS MTA. The entire process outlined above must be completed within three months prior to the next scheduled meeting of any governing body.
2. Provides a form for the making of motions, seconds, and the result of each vote for a record of motions to be forwarded to the President and the Newsletter Chairperson (also V-P Membership). This record of motions is maintained on a separate sheet.
3. Records all mail votes taken within the Administrative Committee and Executive Board and includes results of said votes within minutes of the next meeting. This includes all mail votes ordered or initiated by the President of NYS MTA.
4. Maintains a record of all minutes of the governing bodies of NYS MTA as well as the record of motions reportable for each meeting as outlined in number two above.
5. Presents minutes of prior meetings before each governing body for their approval. A motion to dispense with the reading of the minutes may be made from the floor of any meeting provided that both conditions listed below have been met:
  - a. The minutes were actually distributed in writing for the membership of whichever body is concerned (three months prior to the meeting).
  - b. Corrections and/or additions have been noted in the minutes before the motion to dispense with their reading is acted upon.
6. Occasionally forwards a synopsis of business conducted at regular meetings for the Newsletter Chairperson (also V. P. Membership) for publication in newsletter issues following meetings. The record of motions outlined in number two (2) above be must regularly be submitted for such publication. A synopsis could highlight in-depth discussions and/or a request for member viewpoint and opinion.

**Reimbursable Expenses:** Included are costs for duplication and postage incurred in mailing of all minutes and reports, and telephone costs incurred in the course of preparing minutes and reports along with the President.

### **Time-Line**

Fall convention – attend AdCom and Executive Board meetings and take minutes.

10 days after Fall convention – distribute copies of minutes from AdCom and Executive Board meetings to members of AdCom and Executive Board.

November 1 – Forward copy of motions from Executive Board meeting to newsletter editor for publication in upcoming newsletter.

Spring Board meeting – attend AdCom and Executive Board meetings and take minutes.

10 days after spring Board meeting – distribute copies of minutes from AdCom and Executive Board meeting to members of AdCom and Executive Board.

May 1 – forward copy of motions from Executive Board meeting to newsletter editor for publication in upcoming newsletter.

## **PAST-PRESIDENT**

The Past-President of NYS MTA is not an elected officer of NYS MTA and does not have duties outlined within the Bylaws of the Association Article VI. The obligations of the Past-President are more clearly articulated within the following outline of responsibilities and duties offered herein:

**Required Attendance:** Two weekends per year, once in fall and once in spring, and additionally as determined by the Administrative Committee or Executive Board. The Past-President should be present at all meetings of the Administrative

Committee State Executive Board, and General Membership of NYS MTA held during these two weekends. The Past-President is a voting member of all governing bodies of NYS MTA.

**Required Tasks:** The following are specific responsibilities:

1. Assists and guides the President of the Association when he/she assumes office. This advice will be helpful with respect to all prior activity of MTNA-State relations as well as the regular on-going operation of NYS MTA.
2. Serves as Chairperson of the Long-Range Planning Committee (Bylaws Article VIII, Section 2) and should be thoroughly familiar with the work and structure of the Long-Range Planning Committee as outlined in the Bylaws as well as the State Committee Section of this handbook.
3. Serves as a member of the Nominating Committee (Constitution Article 5, section 1) and Grant Committee (Bylaws Article VIII, section 4). The Past-President must be thoroughly familiar with the work and structure of these committees as outlined in the Bylaws as well as the State and Nominating Committee sections of this handbook.

## **IV. STATE CHAIRPERSON RESPONSIBILITIES**

### **General Information for all State Chairs**

**Required Attendance:** Two weekends per year, once in fall and once in spring, and additionally as determined by the Administrative Committee or Executive Board. State Chairpersons should be present at all meetings of the Executive Board and General Membership of NYS MTA held during these two weekends. State Chairpersons must also attend meetings of various Standing Committees as outlined in Article VIII of the Bylaws. These meetings generally occur at times of Ad-Com or Executive Board meetings, but will engage in dialogue through telephone, e-mail or postal mail throughout the year.

**General Required Tasks:** The following concerns apply to all State Chairpersons:

- maintain a file of pertinent important material related to the interests of your area of interest
- maintain active communication with the officer responsible for your area of interest as outlined on the Organizational Flow Chart.
- become familiar with these General Responsibilities, as well as the Specific Responsibilities which follow.
- assist in suggesting suitable replacements or appointments as necessary.
- offer recommendations for the revision of this handbook job description as it suits your activity related to the area of interest.
- complete all necessary tasks outlined by MTNA if your area represents a nationally directed concern.
- submit a short semi-annual report (2 copies) to the President and Secretary for inclusion in the minutes of Board meetings.

**Budget** reimbursement for postage, telephone, printing and supplies (envelopes) as necessary. NO TAX can be reimbursed.

### **Specific Information for State Chairs**

#### **MTNA FOUNDATION**

1. Promotes and encourages contributions to the MTNA Foundation.
2. Publicizes all information available on the Foundation and encourages donations through a form in Newsletters and the Directory.
3. Publishes a list of contributors in the Newsletter.
4. Displays information at the State Convention.
5. Performs any additional tasks as determined by MTNA.
6. Forwards all checks collected for this purpose to the National Office. These checks must be made out to the MTNA Foundation or specific fund depending upon the current practice of MTNA. None of these checks should be designated for NYS MTA.

#### **STUDENT SCHOLARSHIPS AND PRIZES**

1. Promotes and encourages contributions to the NYS MTA Marvin Kahn Fund.
2. Publicizes all information available on the Fund and encourages donations through a form in Newsletters and the Directory.
3. Publishes a list of contributors in the Newsletter.
4. Proposes fund-raising ideas for approval by the Administrative Committee.
5. Sends acknowledgement cards to donors for contributions in memory of, or in honor of, individuals.
6. Seeks donations at the State Convention.
7. Forward all checks collected for this purpose to the NYS MTA Treasurer. These checks must be made out to NYS MTA with a lower left-hand corner memo marked "Marvin Kahn Fund".
8. Files regular reports with the NYS MTA Treasurer which include the names of all donors and the amounts given. Keep copies of these reports in your State Chair files.

#### **KILIAN FOUNDATION**

1. Promotes and encourages contributions to the Kilian Fund.
2. Publicizes all information available on the Foundation and encourages donations through a form in Newsletters and the Directory.
3. Publishes a list of contributors in the Newsletter.
4. Proposes fund-raising ideas for approval by the Administrative Committee.
5. Sends acknowledgement cards to donors for contributions in memory of, or in honor of, individuals.
6. Seeks donations at the State Convention.
7. Forwards all checks collected for this purpose to the NYS MTA Treasurer. These checks must be made out to NYS MTA with a lower left-hand corner memo marked "Heddy Kilian Fund".
8. Files regular reports with the NYS MTA Treasurer which include the names of all donors and the amounts given. Keep copies of these reports in your State Chair files.

## **CHAPIN FUND**

1. Promotes and encourages contributions to the Chapin Fund.
2. Publicizes all information available on the Fund and its annual recipient and encourages donations through a form in Newsletters and the Directory.
3. Publishes a list of contributors in the Newsletter.
4. Proposes fund-raising ideas for approval by the Administrative Committee.
5. Sends acknowledgement cards to donors for contributions in memory of, or in honor of, individuals.
6. Seeks donations at the State Convention.
7. Forwards all checks collected for this purpose to the NYS MTA Treasurer. These checks must be made out to NYS MTA with a lower left-hand corner memo marked "Elfriede Chapin Fund".
8. Files regular reports with the NYS MTA Treasurer which include the names of all donors and the amounts given. Keep copies of these reports in your State Chair Files.
9. Serves as chairperson of the Chapin Fund Committee (Bylaws Article VIII, Section 10)
10. Must be thoroughly familiar with, and responsible for, all duties outlined with respect to the Chapin Fund Committee in Section Five of this handbook.
11. Selects, in consultation with the President (actually President-Elect just prior to serving), two members at-large to serve on the Chapin Committee. Terms and approval of appointments as outlined in the Bylaws.
12. Selects, in consultation with the Chapin Committee, an annual recipient of the Elfriede Chapin Award. Maintains a complete list of recipients, and year of award, in the files.

## **ARCHIVIST**

1. Keeps the archives of NYS MTA: written records, photographs of events, Membership Directories, Newsletters, convention programs, news releases, from 1961 when the organization began.
2. Requests two copies of each publication listed above, one for archives, one for personal use.
3. Prepares a display of historical items of interest at conventions if appropriate.
4. Solicits items of historical significance for the organization from members via the Newsletter.

## **INDEPENDENT MUSIC TEACHERS FORUM**

1. Keeps the membership informed of information received from MTNA regarding the IMTF, primarily through the Newsletter.
2. Participates in the planning of convention sessions, formal or informal (booth or display of materials) at the State Convention that specifically addresses the needs and interests of the private studio teacher. The role of planning an IMTF session will be guided by the V-P for Professional Activities (who works with the V-P for Conventions to arrange sessions as recommended).
3. Works in consultation with the V-P for Professional Activities to promote concerns of the IMTF in Local Associations.
4. Communicates pertinent information to the national IMTF chair, including the name of your successor.
5. Contributes a column discussing an item of interest to the IMT for the state newsletter.
6. Attends national convention to represent your state at the IMTF meeting for state and local chairs, IMTF open meeting and IMTF related sessions. Send a representative if you are unable to attend.
7. Encourages all IMT's to become certified
8. Prepares and distributes to the membership, in collaboration with the state president, questionnaires or surveys to gather information on important issues or concerns that may arise.
9. Submits an annual report of IMTF activities in your state on request of the National IMTF Chair.
10. Communicates with the National IMTF Chair regarding any problems or concerns pertaining to occupational licensing, zoning or other legal matters.
11. Maintains a file including this statement of job description and copies of annual reports and *IMTF Newspage* to be passed on to the next state chair.

## **COLLEGE FACULTY FORUM**

1. Keeps the membership informed of all information received from MTNA regarding the College Faculty Forum, primarily through the newsletter and web site.
2. Participates in the planning of convention sessions, formal or informal (booth or display of materials), at the State Convention that specifically addresses the needs and interests of the College Faculty teacher. The role of planning a College Faculty session will be guided by the V-P for Professional Activities (who works with the V-P for Conventions to arrange sessions as recommended).
3. Works in consultation with the V-P for Professional Activities to promote concerns of College Faculty in Local Associations.
4. Encourages college music faculty within the state to:
  - a. join MTNA
  - b. attend College Faculty Forum sessions at national conventions
  - c. actively participate in MTNA meetings/activities
  - d. submit articles to AMT

- e. maintain close ties with Local Associations
5. Keeps the national chair apprised of College Faculty Forum activities and/or professional concerns at the state level.
6. Recommends college music faculty initiatives, projects, and/or services to the national chair.

## **CERTIFICATION**

### **A) MTNA National Certification**

1. Keeps the membership informed of all information received from MTNA regarding the National Certification program, primarily at Board meetings and through the newsletter.
2. Responds to any requests made by MTNA regarding Certification – performs any additional tasks as determined by MTNA.
3. Prepares a list of members newly certified by National for printing in the Newsletter and the web site.
4. Maintains an accurate list, for publication in the State Directory, of Nationally Certified members.

### **B) NYS MTA Certification**

1. Maintains all records of the NYS MTA Certification program.
2. Serves as chairperson of the Certification Committee (Bylaws Article VIII, section 5)
3. Must be thoroughly familiar with, and responsible for, all duties outlined with respect to the Certification Committee in Section Five of this handbook.
4. Selects, in consultation with the President (actually President-Elect just prior to serving), two members at large to serve on the Certification Committee. Terms and approval of appointments as outlined in the Bylaws.
5. Local Association Presidents should notify the Certification Chair with the names of the Local Certification Chair who will then serve on the Certification Committee. There are no term limits – (re-) appointments subject to the approval of the Administrative Committee.
6. Keeps the membership informed of all changes in the State Certification Plan through the Newsletter.
7. Participates in the planning of convention sessions, formal or informal (booth or display of materials) at the State Convention that specifically addresses the importance of Certification, the process for becoming certified, etc. The role of planning a Certification session will be guided by the V-P for Professional Activities (who works with the V-P for Conventions to arrange sessions as recommended).
8. Works in consultation with the V-P for Professional Activities to promote concerns of Certification in Local Associations.
9. Promotes the Certification Program with regular Newsletter articles.
10. Prepares a list of members newly certified by NYS MTA for printing in the Newsletter and on the web site.
11. Maintains an accurate list, for publication in the State Directory, of State Certified members.
12. Performs the following tasks in assisting a member obtaining certification:
  - sends information on State Certification upon receiving inquiries.
  - assists in completion of the application as may be necessary by inquiry.
  - sets up Pupil Demonstrations as needed.
  - checks submitted application material for accuracy and completeness before presentation to the NYS MTA Certification Board for approval.
  - informs applicants of the Boards' decisions.
  - prepares and sends Certificates.
13. Performs the following tasks in assisting a member renewing a certificate:
  - notifies members three months before their certification needs to be renewed.
  - identifies those renewals which qualify for Permanent status.
  - prepares and sends Certificates.
14. Forwards all checks collected for NYS MTA Certification to the Treasurer. These checks must be made out to N.Y.S.M.T.A. with a lower left-hand corner memo marked "certification".

## **PEDAGOGY**

1. Gathers information concerning the art of teaching as found in articles, bibliographies and reviews of new books and music as well as other pertinent data. Maintains these in the State Pedagogy File.
2. Sends to Local Association Pedagogy file chairs, or Local Association Presidents, copies of additional pertinent materials for their local files.
3. Keeps the membership informed of important trends in Pedagogy through newsletter articles.
4. Recommends possible speakers for Local Association programs upon request.
5. Interacts with other State Chairs in order to obtain most recent materials for the file (Certification, New Music Review, Videotape Library, Educational Technology, Music Therapy, Early Childhood Music and Theory, as well as Chairs in area of Piano, Voice, Orchestral Instruments, etc.).
6. Participates in the planning of convention sessions, formal or informal (booth or display of materials), at the state convention that specifically addresses trends or interests in pedagogy. The role of planning a Pedagogy session will be guided by the V-P for Professional Activities (who works with the V-P for Conventions to arrange sessions).
7. Works in consultation with the V-P for Professional Activities to promote the concerns of Pedagogy in Local Associations.

## **NEW MUSIC REVIEW**

1. Acts as liaison to publishers which includes writing letters (yearly) of request and thanks for materials which the State and Locals will review. Each publisher must be supplied with an accurate list of the Local Association New Music Chairs, or Local Association Presidents, including accurate mailing information for these individuals.
2. Assists Local Association Representatives in organizing their New Music Review Program.
3. Keeps the membership informed of important new publications, and provides review/critique of materials received by NYS MTA in the Newsletter.
4. May engage Local Association Representatives in gathering reviews mentioned in # 3 above.
5. May act as a liaison to solicit possible Exhibitors at State Conventions.
6. Participates in the planning of Convention sessions, formal or informal (booth or display of materials), at the State Convention that examines the New music. The role of planning a New Music Session will be guided by the V-P for Professional Activities (who works with the V-P for Conventions to arrange sessions as recommended).
7. Works in consultation with the V-P for Professional Activities to promote the concerns of New Music in Local Associations.

## **CITATIONS**

1. Seeks nominations for citations at Board meetings and via the newsletter (solicit recommendations), as well as through personal contacts, such as the President or other officers.
2. Serves as chairperson of the Citations Committee (Bylaws Article VIII, section 6)
3. Must be thoroughly familiar with, and responsible for, all duties outlined with respect to the Citations Committee in section Five of this handbook.
4. Selects, in consultation with the President (actually President-Elect just prior to serving), two members-at-large to serve on the Citations Committee. Terms and approval of appointments as outlined in the Bylaws.
5. Selects, in consultation with the Citation Committee, an annual recipient of the NYS MTA citation. Maintains a complete list of recipients and year of Citation, in the files.
6. Develops a file of nominations – “those recommended but not having received a citation as of yet” – for future consideration by an NYS MTA citation committee.
7. Submits a copy of the Text of the Citation to the State Archivist.
8. Develops an article or story featuring the citation recipient for publication in the Newsletter.
9. Works with the V-P for Professional Activities in making arrangements for the presentation of the Citation at the convention banquet. (The V-P for Professional Activities will represent this concern in planning the convention with the V-P for Conventions.)

## **LECTURE FORUM**

1. Seeks presentations for State Conventions via the newsletter as well as through personal contacts. A call for presentations should appear in all issues of the Newsletter.
2. Serves as chairperson of the Lecture Forum Committee (Bylaws Article VIII, section 7)
3. Must be thoroughly familiar with, and responsible for, all duties outlined with respect to the Lecture Forum Committee in section Five of this handbook.
4. Selects, in consultation with the President (actually President-Elect just prior to serving), two members-at-large to serve on the Lecture Forum Committee. Terms and approval of appointments as outlined in the Bylaws.
5. Selects, in consultation with the Lecture Forum Committee, presentations for the annual Convention.
6. Works with the V-P for Professional Activities, in making arrangements for the presentations at the Convention. (The V-P for Professional Activities will represent this concern in planning the convention with the V-P for Conventions.)

## **JUDGES/SPEAKERS/PERFORMERS BUREAU**

1. Seeks names of members wishing to serve the Association (mostly at Local Association levels) as an adjudicator, speaker or performer. Solicits applications for qualified volunteers through the Newsletter.
2. Opens communication with other Professional Organization (e.g. Guild, Federation, etc) for the purpose of finding qualified non-members who may be willing to serve.
3. Develops and updates a roster of experienced and qualified adjudicators, speakers and performers, making this available to the Local Association Presidents through the President-Elect.
4. Develops a form to be filled out by prospective adjudicators, speakers and performers which is also to be made available in this handbook, possibly the Newsletter as well once a year.
5. Works with the President-Elect to promote:
  - usage of this resource in the planning of Local Association activities
  - development of this list by evaluation and recommendation of the Local Association Presidents.

## **VIDEO LIBRARY**

1. Obtains videos on all topics of interest to the membership with funds budgeted for that purpose. Annual budgeted amounts should be verified with the treasurer prior to making purchases. All purchases should be obtained without tax.
2. Seeks recommendations for purchase from individual members, Local Association Presidents, or Executive Board.
3. Provides and maintains housing for the Videotape Library.

4. Seeks, by written request, donations of important videotapes for the Library.
5. Develops articles for the Newsletter that focus on new listings, reviews of videotapes, or solicits recommendations for purchase.
6. Develops a catalog of videos, with descriptions (and possible reviews), for distribution to the Local Association Presidents through the President-Elect.
7. Works with the President-Elect to promote use of the Videotape Library by individual members and Local Associations.
8. Develops a mailing-slip request form with a direct policy for the lending term and handling of tapes (which is reviewed and approved by the Administrative Committee each time it is revised).
9. Serves all members who request tapes for borrowing by processing all videotape lending as per policy. All mailing costs for the videotapes should be absorbed by the borrower.

### **STATE COMPETITIONS**

1. Serves as Chairperson of the State Competitions Committee (Bylaws Article VIII, section 11)
2. Must be thoroughly familiar with and responsible for all duties outlined with respect to the Competitions Committee in section Five of this handbook.
3. Selects, in consultation with the President and President-Elect, local coordinators to organize and run competitions that rotate through the State.
4. Assists all competition coordinators for specific levels of MTNA competitions and acts as a central clearing-house for all related information to these contests.
5. Works with President-Elect to promote interest in the competitions at the Local Association level.
6. Prepares necessary news releases and Newsletter material pertinent to the Competitions.
7. Works with on-site coordinators to secure necessary space and all arrangements for smooth operation of the competitions.
8. Works with on-site coordinators and V-P for Conventions to enlist student monitors for auditions.
9. Must be familiar with and responsible for all duties outlined with respect to Competitions set forth in the special "Handbook for Competitions" generated by the Competition Committee and reviewed by the Administrative Committee.
10. Secures insurance from MTNA for those competitions that are not part of the Convention.

### **KILIAN COMPETITION**

1. Presides, in the spring, over the Heddy Kilian Competition for high school voice and piano students, as well as first-year college vocal students.
2. Secures a site and sets a date for April or May.
3. Solicits students of NYS MTA members through the Newsletter and students of non-members through contacts and local newspapers.
4. Secures judges (at least two for each category).
5. Prepares application for release as a centerpiece for the Winter newsletter with all necessary details given in an article (to include entrance fee, regulations, directions to site, and deadlines, etc.)
6. Announces the winner and any honorable mention students in the Newsletter that most closely follows the competition.
7. Forwards all entrance fees to the Treasurer. These checks must be made out to NYS MTA with a lower left-hand corner memo marked "Kilian Competition".
8. Forwards names and addresses of all winners and honorable mentions, and judges, to the Treasurer for payment.
9. Contacts the winners to perform at the winner's concert at the NYS MTA Convention in the Fall and informs the Convention Co-Chairs and Competition Chair accordingly.
10. Additional reimbursable expense may include judge's lunch/hospitality. No tax may be paid.
11. Is responsible for any other duties outlined by the Administrative Committee or Competition Chair and Committee.
12. Maintains a file of all activity associated with the Kilian Competition.
13. Must be familiar with, and responsible for, all duties outlined with respect to Competitions set forth in the "Handbook for Competitions" generated by the Competitions Committee.

### **STUDENT COMPOSITION COMPETITION (see National's description)**

#### **EMPIRE COMPETITION**

**PURPOSE:** The ESC was instituted to provide a challenging alternative to the multi-tiered MTNA competition. The ESC is a single-tiered event taking place within NYS at the site of and during the NYSMTA Convention.

**GOAL:** The Empire State Competitions' goal is to provide access for the many talented and motivated young New York State performers to a high level competition at the High School and Collegiate levels in piano, voice and instrumental categories and to do so at an affordable cost to entrants.

#### **EMPIRE STATE COMPETITION COMMITTEE**

Members: State Competitions Chair, ESC High School Coordinator & ESC Collegiate Coordinator. Term of service is two years for each position with no limit on term renewals. As the competition expands additional positions may be added, such as a fund-raising chair, etc.

Chairperson: The ESC Competitions Chair will be the High School or Collegiate division coordinator. The basic function of this committee is to implement and develop the Empire State Competitions. Additional responsibilities include the following:

1. The ESC Committee will meet at least once a year to discuss the status of the competitions and to recommend changes to the competition as necessary. Usually this meeting will take place during the convention but may be scheduled as well during the Spring business meeting.
2. The ESC committee will maintain and update a mailing list of appropriate musical organizations and businesses. This will take place with the help of the President Elect and Chairs of Local Districts.
3. The ESC Committee is responsible for the creation and publication of the yearly competition brochure. This includes the rules and regulations pertaining to the competition as well as the competition application form and contact information.
4. The ESC committee is responsible for establishing and maintaining publicity for the ESC through the inclusion of the competitions' brochure and announcements in the Newsletter and on the website as well as distributing the brochures to the aforementioned mailing list.
5. The ESC committee is responsible for establishing and developing an endowment plan to support the underwriting of the competition costs and awards.
6. The ESC committee will work, in conjunction with the State Competitions Chair and the VP of Conventions, to establish the competition schedule and winners recital.

### **Empire State Competition Rules and Regulations**

**Eligibility:** Any New York State High School student (Grades 10-12) and New York State college student (not yet 27 years of age as of October 1st (of the particular competition year) is eligible to compete in the Empire State Competitions. Entrants must be a New York state resident or a resident student attending a school in New York state. Teacher membership in NYSMTA is not required. Concurrent MTNA competition entrants are not eligible.

**Fees:** Competition fees are established each year. Non-members are required to pay an increased fee relative to NTSMTA members.

### **Piano Category and Instrumental Category Requirements**

In all categories repertoire should demonstrate both sustained playing and technical agility. The entrants will choose repertoire from three (3) of the five (5) following categories, one work of which must be contemporary.

- 1) Baroque
- 2) Classical
- 3) Romantic
- 4) Impressionistic
- 5) Contemporary (required)

One composition or individual movement of a larger multi-movement work in each category fulfills the requirement.

Several short selections by the same composer may also be grouped together to form a category.

Concertos are not allowed in the piano category.

Repertoire for prepared piano or repertoire requiring additional equipment will not be accepted.

Memorization is required for all works in the piano category.

Memorization is not required for the instrumental category except for works that are originally for solo and orchestra.

- **High School Division**  
Pieces from three (3) stylistic periods totaling twenty (20) minutes. Audition time is fifteen (15) minutes.
- **Collegiate Division**  
Pieces from three (3) stylistic periods totaling thirty (30) minutes. Audition time is twenty (20) minutes.

### **Voice High School Category**

Four memorized selections in contrasting styles and languages, one of which must be in English.

### **Voice Collegiate Category**

Four memorized selections in contrasting styles & languages, one of which must be in English. In addition, two arias (one opera & one oratorio).

### **Coordinator Time Line**

- **Early September**
  - Proof competition applications for accuracy of information and competition registration payment
  - Confirm receipt of entrant application and entrant fee payment via e-mail or regular mail or phone
- **September** (after application deadline)
  - Report number of entrants in each category to State Competitions Chair in order for the State Competitions Chair to:
  - Determine the number and type of performance spaces needed
  - Determine number of judges needed
  - Determine amount of time needed in performance spaces
  - Determine competition and warm-up schedule
  - Establish a list of accompanists made available to the entrants
- **Late September /early October**
  - Contact entrants re competition and warm-up times and additional pertinent information re the competitions including hotel information and directions to the competition site

- **Early October**
  - Prepare programs for judges, monitors (with timings) and competition audience
  - Prepare certificates for entrants, 1st and 2nd place winners (3<sup>rd</sup> in high school piano)
- **At Fall convention in October**
  - Administer the competitions at the Collegiate level
  - Submit entrant fees to Treasurer
  - Submit competition results to Treasurer for payment of awards
  - Report amount of adjudication time to State competitions chair for payments to judges
  - Announce results of the competitions at the conclusion of each category and at the Convention Winner's Concert
  - Request that the winners write a letter of appreciation to the competition sponsor(s)
  - Present awards at the Winner's Recital and acknowledge competitions' sponsor(s)
- **Late October, upon completion of competition**
  - Mail checks and congratulation letters to winners in Collegiate & High School division
  - Write thank-you letters to the sponsor(s) of the competitions
- **November 1st**
  - Deadline for submission of Empire State Competitions Report and competition information for the upcoming year for the Winter Newsletter
- **March 1st**
  - Deadline for updated ESC application form and info for upcoming **ESC Collegiate & High School Competition**
  - Send ESC competition flyer to music schools and music departments in the State
- **May 1<sup>st</sup>**
  - email flyer to web site, high school music teachers listserve, to the newsletter, and other organizations, e.g. CNYFL-NATS

### **MTNA AUDITIONS (see National's handbook – 3 Chairs, possibly a 4<sup>th</sup> for Chamber Music)**

On-Site Coordinators work with Auditions Chair and V-P for Conventions to enlist student monitors.

### **STUDENT CHAPTERS**

1. Contacts members who teach in colleges and universities to encourage them to begin a student chapter, sending information regarding membership. Secure applications for membership from the Vice-President for Membership.
2. Invites faculty of important Colleges and Universities to join the Association in order to develop a student chapter.
3. Process the form for beginning a student chapter, found in this handbook.
4. Provides direction and guidance for sponsors of student chapters about possible activities for the chapter.
5. Prepares Newsletter articles about the activity of Student Chapters in New York.
6. Works with the President-Elect to promote interest in development of student chapters at various schools recommended by the Local Association Presidents, and V-P for Membership.
7. Maintains a file including application forms for each student chapter and activity reports collected from their sponsors.
8. Works with the President-Elect to recommend convention sessions relevant to student concerns that the President-Elect will bring to the Convention Committee for discussion and consideration.
9. Serves as a member of the Local Associations Committee (Bylaws Article VIII, Section 3)
10. Encourages student members to get involved in state conventions, communicate and collaborate with chapter members at other schools and attend local association meetings and events.
11. Fosters the development of student leadership.

### **MUSIC THEORY, EARLY CHILDHOOD, MUSIC THERAPY & EDUCATION, TECHNOLOGY, PIANO, VOICE, ORCHESTRAL INSTRUMENTS, ORGAN, GROUP INSTRUCTION**

1. Serve as resource persons for appropriate workshop programs in the Local Associations.
  2. Works with the President-Elect to promote interest in these concerns at the Local Association level.
  3. Writes an occasional newsletter article to promote the interests of their specific area to the entire State membership.
  4. Advise V-P(s) for Conventions on program possibilities in their respective subject areas.
  5. Serves as moderator or presenter for Convention sessions or workshop clinicians for Local Association programs.
  6. Reports to the membership at Executive Board meetings on outstanding programs in their subject area.
- Chairs of Piano, Voice, Orchestral Instruments, Organ and Group Instruction additionally assist in the recommendation and selection of judges for auditions in their performing area.

### **WEBMASTER**

1. Maintains, develops, updates all information posted on the NYS MTA web site.
2. Revises web site as recommended by the Administrative Committee or Executive Board.
3. Offers recommendations to Administrative Committee or Executive Board for re-design of web site.
4. Serves as a member of the Membership Committee (Bylaws Article VIII, section 9) and must be thoroughly familiar with, and responsible for, all duties outlined for the webmaster within the membership committee in Section Five of this handbook.
5. Establishes contact with Local Association representatives in charge of membership to ensure accurate member

listings, post Local Association news (if the local does not have a web site) and to publicize important information regarding an activity that a Local may sponsor.

6. Publicizes all information on the web site as directed by the Membership Committee, Administrative Committee and Executive Board.
7. Remains in contact with the Directory Chair in order to update the membership roster for the association.

## **NEWSLETTER**

1. Serves as Editor of the NYS MTA newsletter, which includes preparing and publishing three annual issues.

<u>Submission deadline</u>	<u>issue name</u>	<u>Dates</u>	<u>Numbering</u>
July 1	Convention	2002	Volume XL No. 1
Nov. 1	Fall/Winter	2002/03	Volume XL No. 2
May 1	Spring/Summer	2003	Volume XL No. 3
July 1	Convention	2003	Volume XLI, No. 1

2. Two to four weeks before the submission deadline the chair will mail or e-mail reminders to the chairs and officers responsible for submitting reports. The chair will confirm the names of the Officers and Chairs with the State President before sending out reminders. Officers and Chairs are listed in the Directory, except in election years (even-numbered years), when some of those positions change. The chair will complete editing within 2 weeks of the submission deadline.
3. Serves as a member of the Membership Committee (Bylaws Article VIII, section 9) and must be thoroughly familiar with, and responsible for, all duties outlined for the Newsletter Chair within the Membership Committee in Section Five of this handbook.
4. Offers recommendations to Administrative Committee or Executive Board for re-design of newsletter.
5. Revises newsletter as recommended by the Administrative Committee or Executive Board.
6. Establishes contact with President-Elect in order to publish Local Association news.
7. Publishes all information in the newsletter as directed by the Membership Committee, Administrative Committee and Executive Board.
8. Remains in close contact with the President and V-P for Membership in the preparation of each newsletter, as well as the Chair for Advertising.

### **General Outline of Content**

**Every issue:** Message from the President

Local Association News (Summary of reports from District Chairs) = President-Elect

Update of directory corrections & New Member Listings = VP Membership

Important Dates and Events (calendar) = President

Newly Certified members = Certification Chairs

Advertisements by Contract = Ad/Publicity Chair

Reports from various chairs = VP Professional Activities

### **Fall/Winter and Spring/Summer issues only:**

Call for Citations

Call for Papers (Lecture Forum)

Reports from State Chairs and Officers

Summary of Ad Com and Board decisions = President/Secretary

Video Library borrowing

New Music Reviews

Nominating Committee information (odd numbered years)

### **Fall/Winter issue only:**

Heddy Kilian Competition requirements and application

Convention highlights – how it was! = VP Convention & President

New Officers and Chairs (even years only) = President

### **Spring/Summer issue only:**

Empire State competition requirements and applications

Convention highlights – what it will be! = VP Convention

### **Convention issue only:**

President's Message = President, plus important dates (State, Division & National Conference dates, competition deadlines, grant deadlines, next Newsletter deadline)

All convention information = VP Conventions (overview of program clinician bios, hotel reservations, registration form, travel information and directions)

Slate of Officers/Nominating Committee (even years only) = Immediate Past-President

There will be a need to allow for the inclusion of articles of special interest from time to time, and for news from MTNA in addition to their annual Convention, Division Conference and competitions.

## **COMMUNITY OUTREACH/EDUCATION**

1. Serves as a member of the Membership Committee (Bylaws Article VIII, section 9) and must be thoroughly familiar

with, and responsible for, all duties outlined for the areas of Community Outreach within the membership committee in Section five of this handbook.

2. Follows issues within the State regarding advocacy for music education, to include:
  - a. Gathering printed material from State papers
  - b. Developing a file of all related material
  - c. Contacting Local Association Chairs and Local Outreach representatives regarding issues within their Local.
  - d. Preparing news releases, articles, etc. for the purpose of bringing attention to advocacy for music education.
3. Networks with sister organizations such as MENC, NAMM, etc. for cooperative information and action on issues of advocacy. Communicate with the National Chair any information that puts music education in peril in the Chair's state or that illustrates successful efforts in advocating. Communication is absolutely mandatory.
4. Disseminate information from the National Chair to the local COE chairs in the association within the state regarding issues about advocacy for music education as well as the annual project to the COE committee.
  - a. Help to implement the projects and campaigns prepared by the national Community Outreach and Education Committee.
5. Prepare an annual report about the activities of the state committee throughout the previous year. Send a copy to the National Chair.
6. Performs any additional tasks as determined by MTNA.

### **MUSIC LINK**

1. Is responsible for the promotion of and development of interest and participation in the Music Link program.
2. Should guide Local Associations interested in starting a Music Link program.
3. Should report to the V-P for Professional Activities and Executive Board on activities of Local Association and State Music Link programs.
4. Performs any additional tasks as determined by the national Music Link coordinator and sends information on new links and local coordinators to her/him.
5. Recommends possible occasional presentations or displays at the convention focusing on the value of Music Link.
6. Works in consultation with the V-P for Professional Activities to promote the concerns of Music Link in Local Associations and promote financial and business connections to assist in the growth of the program.
7. Provides information of progress and link updates to the national coordinator for national documentation and program publicity

### **ADVERTISING/PUBLIC RELATIONS**

1. Serves as a member of the Membership Committee (Bylaws Article VIII, section 9) and must be thoroughly familiar with, and responsible for, all duties outlined for the areas of publicity and advertising within the membership committee in Section Five of this handbook.
2. Develops, solicits and receives copies and oversees publication of ads in the Convention program, Directory and three Newsletters.
3. Maintains a list of regular advertisers and solicits names of potential advertisers from other publications in the field, through Local Association Chairpersons and membership representative contacts, and networking.
4. Sends letters and rate contracts to music businesses, schools, colleges and universities in June/July. These are mailed in care of a contact person at each facility, if known.
5. Follows up with letters and phone calls to likely advertisers if necessary.
6. Mails ad copy to the person in charge of each publication or, at the directive of the V-P for Membership, to any agent hired by NYS MTA for the layout and/or printing of the publication.
7. Receives all completed contracts and payments for advertisers and maintains a cumulative list of all monies received, as well as a file of the completed contracts. Forwards all checks to the Treasurer immediately upon receipt. All checks must be made out to NYS MTA.
8. Sees that names and addresses of advertisers are in the member data-base for inclusion in the list of regularly generated mailing labels so that the publications are sent to the advertisers. If and when this is not possible, the Advertising Chair must send the publication directly to the advertisers. The data-base for mailing labels is maintained by either the V-P for Membership and/or the Directory Chair.
9. Invites members, via the newsletter, to submit their business cards as an ad copy for the Directory.
10. Assists in publicity for the State Association by doing any of the following as necessary:
  - a. Sending notifications and information releases to all schools and businesses advertising in NYS MTA about our upcoming activities and on-going programs.
  - b. Sending notifications and information releases to all Local Associations regarding the activities of the State or National Association through contacts at local level.
  - c. Develops opportunities for NYS MTA to attain some positive exposure through occasional press releases or announcements (published and posted and/or radio).

### **MTNA COMMISSIONED COMPOSER (State Chair)**

There is no formal job description for this position. Rules and procedures are written in the State Presidents handbook and should be shared with the state chair. For all other concerns, please contact the national chair or MTNA national office.

## MENTORING

## STATE FESTIVALS

### DIRECTORY (this position may be held by the V-P for Membership)

1. Serves as a member of the Membership Committee (Bylaws Article VIII, section 9) and must be thoroughly familiar with, and responsible for, all duties outlined for the areas of the directory within the membership committee in Section five of this handbook.
2. Prepares a listing of **new** members (not renewals) for each issue of the newsletter welcoming these individuals to their Association in print.
3. Can be required to provide mailing labels or disk (or the V-P for Membership will do this) for mailing of all publications, used by any officer of the Administrative Committee, used by any Local Association, or for sale as approved by the Administrative Committee.
4. Prepares the Membership Directory from the current data base for publication in the fall of every given year. The following information must be gathered and checked for accuracy in the preparation of the annual directory.
  - State, Division, National Officers
  - District/Local Association Chairs
  - State Chairs and Committee Chairs
  - All Individual Member Listings
  - All Information for members included within prior publications of the directoryInformation should be verified by the President of NYS MTA, the President-Elect and V-P for Membership.
5. Keeps extra copies of directories and sends these, with a letter of welcome and the name of the appropriate District or Local Chairperson, to each new member. Notifies District Chair of new member (or V-P for Membership might agree to take the entire task printed herein if he/she has easier access to the extra directories.
6. Assists V-P for Membership in preparing updates of members from the beginning of the member year for distribution to Local Chairs and Local Association Membership Chairs, who should then begin to call those members not yet renewed and encourage them to renew immediately.
7. Offers recommendations to the Administrative Committee/Executive Board for the regular revision of the Directory.
8. Revises the Directory publication according to recommendations of the Ad Com or Executive Board.
9. Researches the best possible cost for producing the publication and offers this information for review by the V-P for Membership, the President and the Treasurer.

## V. CONDUCT OF STATE STANDING-COMMITTEES

### A. FINANCE COMMITTEE (Bylaws Article VIII, section 1)

Members: President, President-Elect and Treasurer

Chairperson: Treasurer [This committee works mainly by telephone, mail or email contact.]

Committee Responsibilities: The committee shall

- submit to the Administrative Committee for approval an annual budget based upon recommendations of the NYSMTA Treasurer. This budget shall be delivered prior to the commencement of any given fiscal year, and if at all possible, at the Spring Business Meeting.
- authorize the annual audit at the end of each fiscal year.
- be responsible for the financial records of the Association.
- develop, propose and review financial policy for consideration by the Administrative Committee.
- review aspects of all policy and program proposals brought to the Administrative Committee with respect to the financial implications of each item presented.

### B. LONG-RANGE PLANNING COMMITTEE (Bylaws Article VIII, section 2)

Members: Immediate Past-President, President-Elect, Treasurer, and two members at large.

Chairperson: Immediate Past-President [This committee works by telephone, mail, email and possibly two annually required meetings.]

This committee, at the will of the chairperson, may be convened as frequently as twice annually at the time and place of the Convention and Spring Business meetings. The chairperson is responsible for notifying the committee members of the meeting time which is arranged in consultation with the President of NYS MTA. The committee is responsible for the following concerns associated with matters of long-range planning or those referred by the NYSMTA Executive Board:

- prepare long-range planning strategies for membership of NYS MTA.
- review, develop, and propose structural and operational recommendations concerning the management of NYSMTA.
- be responsible for any other matters or tasks as assigned by the Administrative Committee or Executive Board.

**N.B.** The Long-Range Planning Committee may be expanded to include specified participants for defined terms of service by the appointment of the Long-Range Committee chairperson and approval of said appointments by the Executive Board. These appointments are very necessary for gathering input from a wider base of expertise when discussing implementation of long-term goals and developing new programs for NYS MTA. While not specified in the Constitution, this is an admitted past practice of NYS MTA.

### C. LOCAL ASSOCIATIONS COMMITTEE (Bylaws Article VIII, section 3)

Members: One Local Association Chairperson from each NYS MTA affiliated Local Association, State Chair for Student Chapters and President-Elect of NYS MTA

Chairperson: President-Elect of NYS MTA [This committee works by telephone, mail, email, and two annually required meetings.]

This committee is convened twice annually at the time and place of the Convention and Spring Business Meeting. The chairperson is responsible for notifying the committee members of the meeting time which is arranged in consultation with the President of NYS MTA. The most important focus of this committee lies in the mutual reporting of the events and concerns of our grassroots organizations, the Locals and Student Chapters. These should be summarized by the Chairperson and reported semi-annually to the Executive Board.

Committee Responsibilities: The committee shall

- promote and develop local activities through sharing of experience and information reflecting the activities within the Local Associations.
- assist in the establishment, guidance and participation of Student Chapter Organizations.
- make recommendations to the Executive Board and Administrative Committee of NYS MTA for the development and implementation of any proposals (or action pertinent to any concerns) relevant to the healthy operation of the Local Associations and Student Chapters of NYS MTA.
- advise in the development, promotion and location of each annual State Convention. The Local Association Chairpersons are obligated to reflect the input of their respective local memberships in these committee discussions. The Chairperson (President-Elect) is responsible for sharing these concerns with the governing bodies of NYS MTA and for working with the V-P for Conventions to help plan the Convention around the recommendations of the general membership as voiced through these Local Association Chairpersons.
- advise in the promotion of MTNA Auditions, State Festivals and State Competitions. Location of State Festivals and/or State Competitions, e.g. those rotating throughout geographical areas of the state, should also be a subject of discussion.
- brainstorm and develop strategies for promotion of member participation in the Locals, and particularly in the professional activities provided by MTNA and NYS MTA.

- discuss and develop programs for Local Associations implementation of member resources as the New Music Review, Videotape Library and Pedagogy File.
- share data regarding members in Local Associations who have served as qualified and available speakers, performers and judges in order to promote the concept of expertise within the membership and its utilization and potential for developing successful programs and resources at the local level.
- discuss any proposed formation of a new Local Association pertinent to any pending application on the part of any group of members petitioning NYS MTA to approve said application. The committee should discuss and report upon any and all negative and position dimensions of this proposal as it affects neighboring and contiguous Local Associations. Any recommendation made by this committee should be voice through the Chairperson (brought to Administrative Committee).

**N.B.** The Chairperson (President-Elect) receives and reviews all applications petitioning the approval and formation of new Local Associations in NYS MTA.

#### **D. GRANTS COMMITTEE** (Bylaws, Article VIII, section 4)

Members: Immediate Past-President, President-Elect, Treasurer, and two members at large.

Chairperson: President-Elect [This committee works mainly by telephone, mail and email contact.]

The basic work of this committee is to review, advise and recommend Local Association Grant applications for approval by the Executive Board. The Committee is responsible for the following concerns associated with Grants. The Committee shall:

- determine “to which Locals and” how much grant money” is awarded in each case.
- be empowered to make these determinations (as above) but the Executive Board must give final approval to each petitioning Local (on an individual basis) upon:
  - a. recommendation by the Grant Committee
  - b. presentation of the proposal to the Executive Board (at a meeting) by the Local.
- must adhere to all policy as outlined in Grant guidelines below.
- has the right to reject an application, but must supply a statement of why the application was rejected and must willingly review re-applications.
- is responsible for reporting all actions to the Administrative Committee and Executive Board. It shall be the responsibility of the Chairperson (President-Elect) to report upon the activity of this committee.
- maintains files in the hands of the President-Elect.

#### **GRANT GUIDELINES:**

1. up to \$1500 per year is to be made available as a total sum.
2. there is no minimum request.
3. it is expected that the committee will entertain more than one proposal yearly.
4. the manner of selection will be non-competitive, selection will be based upon the significance to the Local, merit of the project, and financial need.
5. proposal form(s) must be submitted by July 1 for the coming fiscal year, in triplicate – one copy each to the Past-President, President-Elect and Treasurer. (The President-Elect shall duplicate the proposal form for distribution to the at-large members.)
6. proposals must demonstrate worthiness of a project and direct benefits to Local and State membership.
7. funds will be released on/before 12/31 of the fiscal year in which the event is planned, according to the following presentation schedules. The Locals must present proposals in person to the State Executive Board according to this schedule:
  - a) at State Spring Business Meeting for funding by September 1
  - b) at Fall Convention Business Meeting for funding by January 1
8. proof of event must follow – The Local Association applicant must submit one report form for each activity held and send, with supporting materials, to the State President-Elect for the files.
9. all arrangements for insurance coverage of the event are to be made directly through MTNA, and this is the responsibility of the Local Association.
10. in order to be considered for an award of grant money, a Local Association must be operating in accordance with its own Bylaws.

**N.B.** Grant Proposal and Grant Reporting forms are located within the Forms Section of this Handbook.

#### **E. CERTIFICATION COMMITTEE** (Bylaws Article VIII, section 5)

Members: Certification chair(s), four members-at-large, Local Association representatives

Chairperson: Certification Chair(s) [This committee works by telephone, mail or email contact, and two annually required meetings.]

This committee is convened twice annually at the time and place of the Convention and Spring Business meetings. The chairperson is responsible for notifying the committee members of the meeting time which is arranged in consultation with the President of NYS MTA. The committee is responsible for the following concerns associated with Certification:

1. The committee shall approve all applicants for Certification as recommended by chair(s) and having met the requirements for their particular certificate successfully.
2. If the committee chooses to deny certification, it should supply a defense of this decision to the chairperson whose responsibility it will be to contact the applicant and assist them in a successful re-application, possibly with mentor guidance.
3. The committee shall develop, propose and review Certification Policies and fees for consideration by the Administrative Committee. All decisions of the Certification Board must be approved by the Ad-Com before they become official.
4. The committee shall revise the State handbook for Certification periodically to reflect any changes in policy or programs.
5. The committee is responsible for promotion of this program, specifically in assisting the chair(s) with development of Newsletter articles and Convention sessions.

**F. CITATION COMMITTEE** (Bylaws Article VIII, section 6)

Members: Citation Chair, two members-at-large

Chairperson: Citation Chair [This committee works mainly by telephone, mail or email contact.]

Each year the committee will select an individual to be honored by NYS MTA in the form of an annual Citation. This Citation is awarded on the basis of activities, accomplishments and record of service to the music profession that are outstanding.

**Terms of the Citation:**

1. Recipient need not be a member.
2. The recipient receives up to two free banquets at the Convention where he/she will be honored.
3. It is not a monetary award, and there are no further provisions for travel or lodging associated with the Citation.
4. There can be Special Citations recommended by the President (or Ad-Com) given in addition to the Annual Citation.

**Requirements for the Citation:**

1. Suggestions should be made in writing and should detail the reasons for the recommendation.
2. Recommendations should include persons with:
  - outstanding service to the music teaching profession by reason of leadership at State, Division, and/or National levels of MTNA and/or
  - outstanding contributions made to music and the arts through community, cultural and artistic activities. (This category includes non-members who have been a vital part of music and the arts over an extended period of time.)

**Committee Responsibilities**

1. The committee must represent geographic distribution throughout the State.
2. The committee must review all suggestions gathered in selection of an annual recipient.
3. The committee can solicit recommendations through the newsletter, but should make the requirements of the Citation clear when asking for input.
4. The committee shall select an individual to receive the award, and shall assist the Citations Chair in developing the language for the actual plaque as well as the presentation speech for the Convention.
5. The Citations Chair is then responsible for the following:
  - identify and review the selection with the President and President-Elect
  - make all necessary arrangements for the form and design of the Citation
  - submit a cost estimate to the Treasurer
  - present the honoree and read the Citation at the Convention\*

\* If the Citation Chair cannot be present, a member of the committee or any designee may be called upon to give the Citation. In cases when the recipient has not been able to attend, a presentation has still been made at the Convention.

**G. LECTURE FORUM COMMITTEE** (Bylaws Article VIII, section 7)

Members: Lecture Forum Chair & two members-at-large

Chairperson: Lecture Forum Chair [This committee works mainly by telephone, mail or email contact.]

Each year the committee will seek, evaluate and recommend papers (or proposals) for lecture (and performance) presentations at State Conventions. Members of the committee serve as readers and will be asked to offer critiques.

**Guidelines for Papers:**

1. Candidates may read a paper, do a lecture, perform a lecture-recital, or demonstrate a technique.
2. There is a time limit of about 25 minutes. Extra time will be allowed for audience questions.
3. Candidates must submit a detailed written document describing the presentation as they intend to give it.
4. Subjects may range from musical literature, teaching techniques, psychology of teaching, performance stress, to improvisation, and even the business side of the music profession.
5. Three copies must be sent to the Lecture Forum Chairperson by May 1 of any given year for review by the committee.

### **Committee Responsibilities**

1. Chairperson receives papers and sends copies to each of the members (serving as an editorial board) soliciting their critiques.
2. The committee determines which paper(s) will be selected for presentation at the convention.
3. The chairperson is responsible for contacting each candidate with respect to the fate of their proposal, and returns all critiques to the authors of the papers.
4. The chairperson for the Lecture-Forum will introduce the speaker(s) at the Convention\*
5. The committee should regularly discuss, revise, and refine the criteria for paper selection, and the chairperson should maintain a file of these suggestions for future usage.

\* If the Lecture Forum Chair cannot be present, a member of the committee or any designee may be called upon to introduce the Forum candidate(s).

### **H. CONVENTION COMMITTEE** (Bylaws Article VIII, section 8)

Members: President, President-Elect, V-P for Professional Activities, V-P(s) for Convention and Treasurer.

Chairperson: A V-P for Conventions [This committee works mainly by telephone and mail contact but can meet formally as may be scheduled or informally within the actions of the Administrative Committee.]

The basic work of this committee is to review, advise and approve proposals prepared by the V-P(s) for Conventions for each of the annual NYS MTA conventions they plan. The committee is responsible for the following concerns associated with the planning of each convention and this will be outlined by the obligation of each of its members:

President-Elect – must help to see that the convention is planned around the recommendations of the general membership as voiced within the Local Associations Committee. If there are active Student Chapters, their input should be considered as well. These membership recommendations should reflect shaping of the convention program, the actual convention location, selection of host locals and local coordinators.

V-P for Professional Activities – must inquire about arrangements made for presentation of Citations as needed by that committee and presentations of approved Lecture Forum submissions as part of the convention program. The V-P for Professional Activities must also advise upon the selection, nature and planning of sessions reflective of some of these areas annually: IMTF, College Faculty, Certification, Pedagogy, New Music Review. (see responsibilities of the V-P for Professional Activities with respect to conventions as outlined in detail in that section of this handbook.

Treasurer - must help to see that presentations, displays, or promotion of the areas of MTNA Foundation, Student Scholarships, Kilian Foundation, Archivist and Chapin Fund (as may be desired by the chairperson of these areas) have been arranged for. The Treasurer must also assist in guiding the development of the convention budget. The Finance Committee (President, President-Elect and Treasurer) are all members of the Convention Committee due to the budgetary concerns of holding a convention, and the need to support is proposal financially.

President – must serve to advise, assist and approve all recommendations considered by the V-P(s) for Conventions.

V-P (s) Conventions – responsible for all matters associated with the planning and running of each convention, the presentation of proposals to this committee as its chairperson, and may require other officers or state chairs to attend a meeting of this committee (for example the V-P for Membership to advise upon the publicity and notification of the convention).

### **I. MEMBERSHIP COMMITTEE** (Bylaws Article VIII, section 9)

Members: V-P for Membership, State Chairs for Newsletter, Publicity/Advertising, Directory, Community Outreach Activities and Webmaster.

Chairperson: V-P for Membership [This committee works mainly by telephone and mail contact.]

The basic work of this committee is to articulate communication within NYS MTA through regular publications such as the State Newsletter and Directory, as well as the web site. The Committee is responsible for the following concerns associated with membership:

1. establishing and maintaining publicity, advertising, community outreach and member recruitment programs through representatives or designated contact persons from each Local Association. (These Local Association membership representatives are selected, appointed or elected by the Local Associations.)
2. developing proposals for recruitment and retention of members to be shared with the Administrative Committee and the Executive Board. These proposals should reflect suggestions of the Local Association contacts who work at the grassroots level.
3. promoting all programs and activities of the Association through the Newsletter, Directory, and web site.
4. developing suggestions for revision or development of our publications and web site as needed to better serve our publicity requirements or the needs of the membership.

### **J. Elfriede CHAPIN FUND COMMITTEE** (Bylaws Article VIII, section 10)

Members: Chapin Fund Chair & two members-at-large

Chairperson: Chapin Fund Chair [This committee works mainly by telephone, mail or email contact.]

The Elfriede Chapin Fund has been established to award a monetary grant annually to one NYSMTA member. The recipient will use the grant to work on a special project that will benefit member-teachers. The project must be used to develop new

research developed during the grant. When the study is completed, the recipient must present his/her findings in a published article or presentation.

**Terms of the Award:**

1. Financial assistance of \$200.
2. The member would have two years to use the award.
3. If the member has not attended a convention at the end of two years, he/she must return the \$200 to NYS MTA.
4. If the award is not claimed, the monies would remain in the Fund.

**Member requirements for the award:**

1. The member should be a member in good standing of the Association who is actively involved in his/her Local Association.
2. The member should be 21 years of age or older.
3. The member should be actively teaching in the music profession.
4. The award shall be based on financial need.

**Committee Responsibilities:**

1. The committee must represent geographic distribution throughout the State.
2. The committee must design and make available an application form. Availability can be through Newsletter and Directory Publication and through Local Association Presidents. The form must stipulate all Terms and Member requirements listed above. All forms should be kept in a file by the chair.
3. The committee will confer and review applications. When members apply, the committee will contact the Local Association President where the applicant is a participant, and seek a recommendation and further indication that the applicant meets the requirements.
4. The committee will finalize a single selection annually, and the Chapin Fund Chair will contact the NYS MTA Treasurer for payment of the \$200 to the recipient prior to September 1 of any given year.

**N.B.** The NYS MTA checkbook will pay the \$200 prize until interest generated by the fund can cover the entire award.

**K. AUDITIONS AND COMPETITIONS**

**L. STATE FESTIVAL**

**VI. CONDUCT of the NOMINATING COMMITTEE**

**Composition of the Nominating Committee:** The composition of the Nominating Committee is described in the NYS MTA Bylaws, Article V, Section 1. All members, with the exception of the immediate Past-President, are elected by the Executive Board of NYS MTA in the Spring of odd-number years. These four elected members must be representative of differing geographical regions within New York State.

**Electing the Nominating Committee:** The President shall place the election of this committee on the agenda of the Executive Board Meeting held in the Spring of any odd-numbered year. The process for conducting this election is as follows:

1. The President calls for nominations (offered by the membership of the Board) to serve on the committee. No individual may nominate himself/herself. Each nominee shall be present and shall have given his or her consent to serve on this committee. The President shall seek a minimum number of four nominations, and there is no limit to the number of nominations that may be made by the membership of the Board.\*

\*The President Elect may not serve on this committee. Those considering holding office should decline nomination to this committee.

2. In the event that only four nominations have been offered, if these represent a suitable geographical distribution (President should ask if there are any objections), then it is possible to elect the committee as proposed.\* If there is an objection to the balance of representation, an additional nomination should be sought (particularly from a region of the State which may not yet be represented).

\* This may be accomplished with a single motion, and subsequent Board approval, to elect the committee as nominated.

3. In cases where more than four nominees have been offered for this election, the President shall request an election by written secret ballot, each member of the Board voting for only four of the nominees.\* The four nominees with the greatest number of votes shall serve on the committee, the remaining nominees to be ranked in order of the number of votes cast. In the event that a vacancy may occur, the nominees receiving the next highest number of votes in the balloting shall become the replacement member for service on the committee.

- In calling for the vote, the President is required to request that all voting participants respect the concern for geographical distribution when casting their ballot.

**Electing a Chairperson for the Nominating Committee:** The Nominating Committee elects its own chairperson. The election of a chair occurs at the Spring Business meeting immediately following the formation of the committee. The election of a chair can occur in either of two ways:

- A member of the committee interested in serving as chair should identify him or herself and, if this is agreeable to the rest of the committee, they may unanimously elect this individual without a formal election.
- In cases when there is no single identified candidate for chairperson (none or two), there must be an election by paper (secret) or straw ballot.

Any member of the committee may serve as the chairperson. The Immediate Past-President may volunteer or be elected, but is not necessarily intended to act as the chairperson. As soon as the chairperson is elected, the chair identifies him/herself to the President and the President subsequently reports the chairperson's name to the Executive Board prior to the adjournment of the Spring Business meeting.

**Responsibilities of the Chairperson for the Nominating Committee:** The chairperson is responsible for bringing the committee to a completed slate within a year of its formation. The chair must fulfill the following obligations:

- 1) coordinate by mail, email or telephone all contact within the committee, and nominees.
- 2) work with the P-E and the Nominating Committee in the final shaping of a proposed slate.
- 3) schedule a meeting of the nominating committee at the Fall Convention in odd-numbered years
- 4) provide a job description for any nominee.
- 5) Secure nominees and have them commit to that position on paper. Save the signed agreements.
- 6) present slate for Board endorsement at the Spring meeting of even-numbered years.
- 7) submit slate for publication in the Newsletter (30 days prior to the election) – Summer of even-numbered years.
- 8) announce slate and be present during election at the General Session – Fall of even-numbered years.

**(See Conduct and Operation of General Session membership meetings – ELECTIONS)**

It is necessary to identify all fixed and definite nominations (approved by Committee and the nominee) to the President-Elect as they are secured, which enables the President-Elect to begin consulting with the Officer nominee on specific chair and committee nominations related to his/her office.

**TASK OF THE NOMINATING COMMITTEE**

Formulate and present a slate of officers within a year. You are given a President-Elect. You must identify:

- a Vice-President (or co-VP's) for Professional Activities
- a Vice-President (or co-VPs) for Membership
- a Vice-President (or co-VP's) for Conventions
- a Secretary
- a Treasurer
- a new President-Elect

The current President-Elect should be consulted in the process of developing the slate, but the committee in its final authority will choose all of these officers.

Solicit suggestions of Board members or general members; plus a call for nominees in the Spring newsletter. (see **DECORUM**, next section) Develop a list (a file) of all suggested potential nominees offered by Board Members and the General membership of NYSMTA. This list is to be maintained and passed on as a resource to the next chairperson of Nominations.

The committee then discusses possible suitability of individuals as they match up to Officer positions, then determining who shall get which jobs.

It is desirable for the committee to reach a consensus (unanimous agreement) on the proposed slate. This reveals a stronger support for the slate than approval by vote.

**DECORUM for all Committee Members**

All committee members should listen openly to all suggestions. **All deliberations of the committee are strictly confidential.**

**GUIDELINES for BALANCING the SLATE**

Here are some simple concepts to guide the formation of a 'healthy' slate of officers for the Association.

Try to maintain some positions with a continuing or repeating term of service. This ensures some thread of consistency and history on the Administrative Committee.

- allow strong officers, when suitable and agreeable, to shift to different positions (an important step in developing potential Presidents).
- bring in some new personnel to stimulate fresh thought and cultivate leadership.
- present a final slate that is reflective of an equitable geographical distribution throughout the structure of the State Association. Represent as many Local Associations as possible.

**DISCUSSION within the committee**

Matters discussed by a Nominating Committee must remain confidential. Even when the deliberations are over, it is inappropriate to reveal the substance of discussions. It is important for the committee members to realize the sensitivity of their task. An important focus lies in this advice, whether within or outside the committee: always affirm the strengths or positive reasons why a particular candidate is agreeable or suited to an Office; always avoid discussion of any weakness or negative reasons why a particular candidate should be or was overlooked.

It is healthier to arrive at a slate that everyone can 'live with' rather than to propose a slate containing a particular nominee(s) that was vehemently opposed by some member(s) of the committee. If a committee is headed in the direction of the latter circumstance, the Chairperson must attempt to facilitate the direction of the decision toward a more mutually agreeable path.

## **VII. CONDUCT OF AD-HOC (SPECIAL) COMMITTEES and SUB-COMMITTEES**

### **Purpose of the Ad-Hoc Committee**

The purpose of an ad-hoc committee is to study a given issue and to yield a specific recommendation to the appointing governing body, or to carry out a specified task. At the presentation of its final report it automatically ceases to exist. A special committee should not be appointed to perform a task that falls within the assigned function of an existing standing committee (Roberts Rules). The NYS MTA has used ad-hoc within the province of standing committees in order to complete tasks (as in the development of handbooks, test, revisions, etc.) and these are always appointed or volunteered from within the standing committees themselves. These are really sub-committees by their nature. Sub-committees can function in an ad-hoc manner and the information included within this section of the handbook is valuable for their guidance as well. It has been an accepted practice in NYS MTA operation (since the late 1980s) to send some concerns to the Long-Range Planning Committee, as proposed and recommended by the Administrative Committee and Executive Board, which may belong in ad-hoc and/or an existing standing committee [example: Development of the Empire Competition did not go the Competition/Auditions Committee; it was referred to the Long-Range Planning Committee]

**Composition of an Ad-Hoc Committee:** The ad-hoc committee should be geographical in its representation of the regions within New York State (if it is a sub-committee this need not apply as certain tasks will require proximity for regular meetings – e.g. handbook revision). Its size should number three to five persons, though it could be one more or one less. An ad-hoc committee may be proposed with a pre-determined membership, or developed within an Executive Board meeting. Formation of ad-hoc committees may be recommended by a governing body, committee or the President of NYS MTA. In all cases, membership of the committee is either invited, nominated, or volunteering to serve but must always have given consent prior to consideration for approval. The President, subject to the approval of the Administrative Committee, has the authority to appoint all ad-hoc committees. (Constitution: Article VI) The prior statement does not regulate formation of sub-committees that are governed by the actions and assignments of the standing State Committee appointing them. A Standing Committee has the authority to develop an internal sub-committee, the ultimate responsibility of its approval is up to the Standing Committee chairperson.

Members of an ad-hoc committee need not be members of an existing governing body of NYS MTA. These may be grass-roots (at-large) members of the Association. Their consent may be given in writing if they are not present at a General Session or as a guest at an open Board meeting.

**Chairperson of the Ad-Hoc Committee:** The selection of a chairperson for an ad-hoc committee must be handled by the President of NYS MTA. The President may invite this chair to serve, ask for a volunteer, or allow the ad-hoc committee to elect or propose its own chairperson. Once a chairperson is selected, this chairperson must be approved by the Administrative Committee. (Constitution: Article VI)

**Responsibilities of the Ad-Hoc Committee Chairperson:** The chairperson of the ad-hoc committee becomes an active voting member of the NYS MTA Executive Board throughout the term of his/her service as chair of the committee (Constitution: Article V, Section 1). Therefore, a non-board member from the general membership is automatically a board member throughout service as the chairperson of an ad-hoc committee. This applies only to an ad-hoc committee chairperson [members of ad-hoc committees, other than the chair, are not members of the Executive Board of NYS MTA unless already in service as an officer or board member]. The chairperson of an ad-hoc committee ceases to be a member of the Executive Board when either the work of the committee has been completed or the chairperson has resigned from the post.

The ad-hoc committee chairperson must be responsible for the following:

1. Coordinate by mail/telephone/email all contact within the committee as necessitated by the task.
2. Report regularly to the President (and anyone else the President or Administrative Committee may request) upon the progress and spirit of work of the committee.
3. Present a report for review by the President and Administrative Committee.
4. Consider the feedback of the first review for possible revision if suggested and facilitate this process within the membership of the committee.
5. Continue to prepare a final proposal/report that has Administrative Committee and Presidential support.
6. Make oral presentation of final proposal to Executive Board as work of the committee terminates.

**Discussion within the committee:** Matters discussed within the ad-hoc committee should remain silent, and the job of articulating reports left to the chairperson. Members should not reveal proposals under discussion until the work of the committee has ended. Many good ideas that serve to shape a different proposal in the end are sacrificed when subject to too much reaction early on. Committees as such need to brainstorm without judgment, but may also solicit the recommendations of the governing bodies and general membership of NYS MTA. If a committee member senses a need to discuss the work of a committee, particularly when in conflict, he/she should go to either the ad-hoc committee chairperson or the President of NYS MTA for advice.

## **VIII. CONDUCT of LOCAL ASSOCIATIONS**

## **IX. MINI HANDBOOKS (Certification, Competitions, Conventions)**

### **CONVENTION HANDBOOK**

**RESPONSIBILITIES OF THE CHAIRS FOR CONVENTION** (Bylaws Article IV) The Chair(s) for Conventions serves as Program Chair(s) of the State Convention and performs such other duties as may be designated by the President and the Executive Board.

- Plans and manages the annual convention.
  - a. After consulting with the President, selects a convention site one year in advance, secures an On-Site Coordinator, and confirms the choice with the Chair of the District when the convention is to be held.
  - b. Selects speakers and workshop leaders after confirmation and consultation with the President.
  - c. Consults with State Treasurer in all convention budget matters.
  - d. Selects a Convention Registrar after confirmation/consultation with the District Chair and On-site Coordinator.
  - e. Works with Commissioned Composer Chair to provide arrangements for the performance of the commissioned piece at the convention.
  - f. Works with the Auditions Chairs to provide arrangements for the annual State Auditions.
  - g. Works with the Kilian Competition Chair to make arrangements for the invitation of Kilian winners to perform at the State Convention.
  - h. Arranges for preparation and printing of the convention program booklet and prepares convention information for the Spring and Fall newsletter.

#### **SUGGESTED TIMETABLE:**

##### **October-November**

1. Select the site of the convention for the following year. It is desirable to select upstate and downstate sites in alternate years. Selects a hotel.
2. Obtain an On-site Coordinator (usually a member of the local district) at the host college or university.
3. Meet with college or university department chair or dean and On-site Coordinator to arrange for appropriate dates to hold the convention.
4. Consult with President, District Chairs, previous year's Convention Chairs, Committee Chairs for suggestions about clinicians, speakers, and topics.
5. Make contact with principal speakers, particularly if nationally known, immediately after convention of present year to have financial and logistic arrangements in place as soon as possible.

##### **January**

1. Notify the District Chair regarding convention responsibilities: registration, transportation, and hospitality.
2. Complete contract with host hotel and makes arrangements for banquet (menus) and meeting facilities.
3. Make arrangements for the box lunches: hotel or university, and makes menu selections.
4. Contact local Visitor's Bureau for maps and visitor information.

##### **February-March**

1. Complete contacts with all speakers and clinicians, conference topics and other arrangements.
2. Obtain written permission from speakers to be videotaped for NYS MTA archival purposes.
3. Obtain biographical information and convention session descriptions from speakers for the Newsletter. Prepare copy for the first announcement of the convention sessions. **DEADLINE FOR NEWSLETTER CONVENTION TEASER: MAY 1.**

##### **April**

1. Settle room assignments with college/university with help of On-site Coordinator and obtain presiders for all sessions.
2. Arrange for all equipment needs including video/audio taping, overhead projectors, screens, mics, etc.

##### **June**

1. Organize Newsletter copy: includes hotel and registration form, food selections for banquet and lunches, overview of sessions, program schedule, travel directions and maps to both the hotel and convention site. Also may include information about AUDITIONS.

##### **July**

1. Prepare Newsletter material in final form for **July 15 DEADLINE.**
2. Work with Publicity Chair to arrange for vendors and exhibitors.

##### **August**

1. Make hotel reservations for outside paid guests and the national representative.

2. Arrange for complimentary banquet tickets as needed and reports information to registrar.
3. Arrange for transportation needs of guests to be met by the Local District.

#### **September**

1. See that Newsletters are sent to all speakers, the national representative (if necessary), and the college/university music chair or dean.
2. Check with Audition Coordinator as to whether all judges, monitors, accompanists and rooms have been secured.
3. Give printer camera-ready program as soon as it is ready, no later than four weeks before the convention or by the printer's deadline. Include letter of welcome from host school's dean or chair and artwork (usually provided by the school) for the front cover. Host school receives a free back cover ad.
4. Provide State Treasurer with Convention budget.

#### **October**

1. Check with registrar for final arrangements. Provides registrar with an evaluation form for the folders.
2. Check with On-site Coordinator for final arrangements.

#### **November**

1. Write thank-you notes to convention speakers and clinicians, and anyone who helped organize the convention as seems appropriate.
2. Provide State Treasurer with final copy of the budget.

### **RESPONSIBILITIES OF THE CONVENTION REGISTRAR**

Convention Chair will provide telephone numbers/email addresses for: Convention Chair, On-site Coordinator, hotel contact, State Treasurer

#### **Registrar checklist:**

1. Assemble Convention folder and include
  - Paper folder with name on the outside
  - Maps (city and campus)
  - Tourist's guide (possibly available from tourism office or chamber of commerce)
  - Regional brochures
  - Envelope with meal tickets
  - Pencil and notepad
  - Membership brochure if registrant is not a member (can be ordered from mtna.org)
  - Convention booklet (probably available only at the last moment)
  - Name tag
  - Evaluation form
2. Send confirmation letters (form provided or use your own)
3. Keep a record of registration (counts, meals, member Y/N, payment, check number).  
Make 3 copies: 1 for your records, 1 for the State Treasurer, 1 for the President
4. Give all checks to NYS MTA State Treasurer
5. Give meal counts to hotel one week in advance or according to hotel deadline.
6. Arrange for people to be at the registration table.

### **RESPONSIBILITIES OF THE DISTRICT CHAIR (for the Convention)**

1. Arranges for monitors for the Auditions (works with Audition Coordinator).
2. Arranges hospitality.
3. Works with registrar to supply staff for registration tables.
4. Works with Convention Chair to provide transportation for guest.
5. Works with Convention Chair(s) to publicize the Convention locally.

### **RESPONSIBILITIES OF THE ON-SITE COORDINATOR**

1. Serves as liaison between the Convention Chair(s) and the host school.
2. Assists in scheduling rooms for presenters and auditions.
3. Assists in organizing set-up and rooms for exhibitors and vendors.
4. Assists Commissioned Composer Chair in securing musicians to perform the commissioned work and assists in arranging a faculty recital, if applicable.
5. Arranges for pianos to be tuned or checked.

### **RESPONSIBILITIES OF THE AUDITION COORDINATOR**

1. Advertises the auditions in May and July newsletters.
2. Makes a master schedule of audition and rehearsal times.
3. Secures judges and accompanists in consultation with Judges Bureau Chair and District Chair.
4. Informs judges of orientation meeting time.
5. Sends master schedule to individual chairs. Includes Info Pack. (See #6 below)
6. Assembles Info Packet that includes information about parking, maps, building hours, lodging, etc.

7. Prepares certificates.
8. Fills in where needed the day of the auditions.
9. Evaluates the auditions and reports at the Board Meeting.

**X. FISCAL POLICIES (grants, prizes fees, foundations, "all policy information")**

**NEW YORK STATE MUSIC TEACHERS ASSOC. - GRANT PROPOSAL FORM**

**I. Name of District** \_\_\_\_\_

<u>Project Coordinator</u>	<u>Address</u>	<u>telephone/email</u>
<u>Person preparing proposal (if other than above)</u>	<u>Address</u>	<u>telephone/email</u>
<u>District Chair</u>	<u>Address</u>	<u>telephone/email</u>
<u>District Treasurer</u>	<u>Address</u>	<u>telephone/email</u>

**II. Describe your Project** – please include: 1) date of event(s) 2) nature of activities (workshop, master class, etc.)  
3) presenters (clinicians, performers, etc.) Attach additional sheets as necessary.

**III. Describe your participants – anticipate number and type in each category**

a) teachers \_\_\_\_\_ b) students \_\_\_\_\_ c) Community-at-large \_\_\_\_\_  
Members \_\_\_\_\_ Non-Members \_\_\_\_\_  
**Total** \_\_\_\_\_

**IV. Describe your plans for promoting the event.** Include planned publicity, press releases, mailings, flyers, etc.  
(Attach additional sheets as necessary)

**V. Discuss the significance of your proposal.** Why should NYSMTA assist in funding this project?  
(Attach additional sheets as necessary)

**VI. What is the amount of the Grant which your Local is requesting?** \_\_\_\_\_

**VII. Outline your projected costs and offer the following information:**

a) amount covered by District fundraising \_\_\_\_\_  
b) amount to be paid by the District \_\_\_\_\_  
c) amount covered by a co-sponsor (if any) [This is for projects developed in cooperation with other organizations.] \_\_\_\_\_  
d) amount of grant money already received/requested (other than NYSMTA) \_\_\_\_\_  
source: \_\_\_\_\_  
e) is the event free: Are there fees for any of the participants? Outline these by categories such as  
teacher, student, member, non-member, etc.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
f) what amount shall be paid to the presenter(s)? \_\_\_\_\_  
g) offer a project list of other expenses as outlined:  
publicity \_\_\_\_\_ telephone \_\_\_\_\_ printing \_\_\_\_\_  
travel \_\_\_\_\_ hospitality \_\_\_\_\_ postage \_\_\_\_\_  
supplies \_\_\_\_\_ site fees \_\_\_\_\_ tunings \_\_\_\_\_  
other \_\_\_\_\_ **Total** \_\_\_\_\_

**VIII. Attach a Treasurers Report.** This should be a comprehensive, detailed line-item report reflecting receipts and disbursements of the District over a period of one fiscal year. It must reflect the entire worth (assets) of the District including all checking and saving accounts, fund balances (if any), or other pertinent information. This report should clearly outline District receipts by item, e.g., dues (if any), student entry fees, teacher participation fees, advertising, etc., and disbursements by item (e.g., printing, postage, telephone, supplies, etc.). This report is a critical component of the application.

**IX. Request for MTNA insurance** has been made \_\_\_\_\_ date \_\_\_\_\_  
will be made \_\_\_\_\_ date \_\_\_\_\_

**Proposal to State Board** will be made at Spring Business Meeting for funding by 9/1 give date \_\_\_\_\_  
Fall Convention Meeting for funding by 1/1 give date \_\_\_\_\_



# CHAPIN FUND GRANT APPLICATION FORM

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

LOCAL ASSOCIATION \_\_\_\_\_

MEMBER SINCE \_\_\_\_\_

PROJECT DESCRIPTION \_\_\_\_\_

---

---

---

---

---

---

---

---

**Describe how this project or research will benefit other members.**

---

---

---

---

---

---

---

---

**Which method of presentation will you select for your project? Check one.**

\_\_\_\_\_ Newsletter/AMT article

\_\_\_\_\_ Presentation at state convention or local association(s)

**Mail to :**

**Barbara Woods NCTM**

**Rene Drive, Spencerport, NY 14559**

**Post-marked no later than September 19 2004.**



**XII. HISTORICAL DATA Conventions, Citations, Commissions, Presidents**