

Duties of Committees and Committee Chairmen

Duties of Committees and Committee Chairmen

From the PMTNM Handbook

Source Documents

This markdown document is derived from the following PDF sources:

- **Section VII: Chair Duties (2014)** - Original source document
- **PMTNM Handbook Complete (2014)** - Complete handbook with all sections

VII - Duties of Committees and Committee Chairmen

◆ GENERAL DUTIES FOR ALL CHAIRMEN

The following are general duties required of all committee chairmen:

A. Keeps the membership informed of pertinent information in your area of responsibility by reports, as necessary in the PMTNM NEWSLETTER. These should be in the hands of the Newsletter Editor at least one month prior to the publication date (see publications, Section IV). All copy should be typed and emailed to PMTNM Newsletter Editor. Also, any forms or other materials which need to be sent to the entire membership should be included in the PMTNM NEWSLETTER mailings.

B. Keeps a complete record of monies received (if any), and all bills and expenses connected with your office. Turns in money, bills and expense record to the PMTNM Executive Secretary-Treasurer monthly. Expense forms are available from the PMTNM Executive Secretary-Treasurer.

C. Attends Executive Board meetings and sends report (preferably by email) to the PMTNM Executive Secretary-Treasurer one month prior to the spring and Fall Board meetings.

D. Keeps a handbook of duties for your chairmanship up to date with any material included which would be of help to your successor.

◆ DUTIES OF THE ADVERTISING MANAGER

(See Advertising and Exhibits Policies, in Section XIII)

- A. Solicits advertising and exhibits. A form letter, rate sheet and contracts are prepared and sent to 75-100 prospects on July 15 each year. Prospects are selected from previous lists and other professional journals. Current advertisers and exhibitors are sent a personal letter. Determines from conference chairpersons whether or not "showcases" will be offered.
- B. Sees that contracts are appropriately signed; acknowledges receipt of orders.
- C. Submits billings, acknowledges receipt of payment, forwards money to Executive Secretary-Treasurer; submits billings before November 1 to those who sent partial payment.
- D. Works with Newsletter Editor to see that all ads are included; works with conference chairpersons regarding ads in conference program and exhibit space.
- E. Makes sure that newsletter advertisers receive all copies during their contract period; sends Conference Program to advertisers as needed; sends "thank you" letter to exhibitors.
- F. Prepares "Exhibitor" name tag or other identification system for exhibitors to be admitted to certain conference activities. (May request assistance from the PMTNM Executive Secretary-Treasurer)
- G. Reviews guidelines set forth by the Federal Government for advertising in publications of non-profit corporations and sees that they are met.
- H. Attends Executive Board Meetings and sends typed report to the PMTNM Executive Secretary-Treasurer.
- I. Additional duties are listed under the General Duties for all Chairmen (see section above.)

VII - Duties of Committees and Committee Chairmen

Duties Of The Archivist

- A. Compiles and presents an annual yearbook and table display reflecting the activities and records of PMTNM, its member and music students.
 1. The yearbook will begin with conference coverage from the previous year and carry through up to the current conference (roughly Nov.-Oct.).
 2. The yearbook shall consist of pictures, articles, programs, forms, newsletters, etc. mounted and preserved using archive-safe paper, glue, and plastic sleeves in a 3-ring notebook.
 3. The current yearbook and previous year's yearbook shall be presented at conference in conjunction with a table display in the designated display room. The table display will feature a four-panel professional display board (owned by PMTNM and kept by the archivist). Table cloths and extra props are helpful in establishing a theme for visual display.
 4. The current Teacher of the Year will be featured on one of the panels. The PMTNM lettering should be boldly displayed on another panel. It is up to the creative endeavor of the archivist to present the table display in an artistic, professional manner.

- B. Dismantles the display board after convention and ensures that the yearbooks are in safe keeping. Files all extra leftover articles, etc. by year.
- C. Submits all receipts for material purchased, along with an official cost worksheet and reimbursement form, to the PMTNM Executive Secretary-Treasurer.
- D. May attend Executive Board meetings as an ex-officio member.

Duties Of The Auditing Committee

- A. Makes a complete audit of the books prior to (if possible) or during the State Conference. All figures in the ledgers, journals, check book, receipts, and vouchers should be checked.
- B. Makes a report at the State Conference Business Meeting.

Duties Of The Budget Committee

A. Meets before the Spring Board Meeting each year to prepare a budget for the coming year and presents it to the Executive Board for approval. It should be based on expenditures necessary for the effective operation of the organization including the following expenses:

1. MTNA and Southwest Division Affiliation
2. State Conference
3. Student Activities
4. Publications and Records
5. Administration
6. Other Miscellaneous Expenses

B. Examines the previous year's budget and compares it with the treasurer's financial statement for the year, at which time recommendation for necessary increases or decreases in various areas may be made along with additions made necessary by new projects. Projected income from dues and any other source such as State Conference receipts and student related programs should be estimated and a balance between income and expenditures achieved.

VII - Duties of Committees and Committee Chairmen

Duties Of The College Student Chapters Chairman

(See Section X for program details)

- A. Contacts members in college and university cities and encourages them to organize a College Student Chapter.

- B. Sees that each PMTNM College Student Chapter has a PMTNM member as sponsor.
- C. Membership dues (by each individual member) are to be sent directly to MTNA National office or the student may enroll online at www.mtna.org.
- D. Keeps the Southwest Division Student Chapters Chairman informed on accomplishments and suggestions.
- E. Attends Executive Board Meetings and sends requested reports to the PMTNM Executive Secretary-Treasurer.
- F. Additional duties are listed under the General Duties for All Chairmen, Section VI.

Duties Of The Composition Commissioning Chairman

(See Section XII for program details.)

- A. Works with committee in selecting a composer to compose an original work in the medium of his/her choice for PMTNM. This composer's work should be a credit to the stature of the state organization.
- B. The Chairman, the Committee or the State President contacts the composer and explains the commissioning program of MTNA and cites involvement of other notable composers. This should be done two years in advance of the conference at which the performance is to be premiered.
- C. Upon receipt of the composer's acceptance, the committee proceeds with item "B" on the requirements for MTNA-PMTNM Composition Commissioning Program, to be found in Section XII.
- D. The composition should be submitted to the PMTNM state chairman two months before the conference.
- E. Works with the Conference Chairman in making arrangements for a time and place for a public performance of the Composition at the State Conference. (The composer arranges for a person or persons to perform the composition during the State Conference.)
- F. Gets bio, photo and program from commissioned composer and sends these to the Conference Chair for the PMTNM NEWSLETTER and printed concert programs.
- G. Attends Executive Board Meetings and sends requested report to PMTNM Executive Secretary-Treasurer.
- H. Additional duties are listed under the General Duties for All Chairmen, Section VII

DUTIES OF CONFERENCE CHAIRMEN: PMTNM

State President

- A. Initiates teacher of year award at Spring Board meeting.
 - B. Writes greetings for conference program and newsletter.
 - C. Appoints the Student Ensemble Recital Chairperson and any other special project chairs.
 - D. Invites guests for head table at Teacher Banquet
1. Selects person to give invocation.

2. Chairman of Music Dept. of College Facility if used.

3. National Representative if being done.

VII - Duties of Committees and Committee Chairmen

4. Arranges for housing, meals, etc.

5. Escorts from plane, and at convention

6. Calls Executive Secretary-Treasurer to arrange for tickets for all guests.

7. Presides at banquet.

8. Introduces guests.

9. Presents teacher award.

10. Communicates any of the state needs for workshop time to Conference Chair.

11. Sends thank you notes to clinician, representative, Music Dept. Chair, Conference Chair etc.

12. Prepares agenda for Sunday Membership Breakfast

13. After conference, gets brief conference report from Conference Chair.

Conference Chairperson

(He/she is a temporary, non-voting member of the Executive Board who should attend board meetings and keep the board apprised of Conference plans.)

A. Prepares skeletal program

1. Uses old conference programs as guides

2. Leaves blank spaces for who will be responsible for each event

B. Prepares one sheet for each job, using handbook guidelines.

C. Sets up first meeting as soon as possible

- For local association members.
- For neighboring associations as needed.
- Determines who will take on all needed jobs.
- Distributes job descriptions and discuss.
- Brings approximate budget amount after consultation with PMTNM Executive Secretary-Treasurer.
- Discusses proposed budget for various events and the need to keep expenses low.
- Discusses conference program for ideas.

- Makes deadline for all information that you must get for final program.
- Confirms newsletter and printing deadlines.
- Mails out schedule revisions as timing and events become firm (Date each revision)
- Checks with competition chair for time needs.
- Allows enough time between events.
- Are they in same room or in different building?
- Breaks for snacks, lunch.
- Time to go back to hotel to prepare for Banquet.
- Determines Host for Tertulia. Set time and place.
- Indicates time of opening and closing of exhibits.
- Checks with State Composer Chair for length of concert (starts usually 7:30)
- Adjusts beginning of Clinician Recital so there isn't big gap between.
- Checks with President for times of Board meeting and Sunday full membership meeting.
- Obtains student's day schedule from Student Activities Chair.
- Sets dates for further meetings as needed to get information for the overall schedule.
- Coordinates with Newsletter editor and program printer.
- Checks with PMTNM President: greetings, names of guests, program notes.
- Determines who will print various concert programs (Clinician, Composer, Student Winners and Student Ensemble)
- Sends that person details by mutually decided deadline.
- Sets post-conference meeting to prepare brief report on what worked, problems encountered, etc. for next Conference Chair.
- The following are the suggested chairpersons. Depending on the number of volunteers, several jobs may have to be done by the same person. Choosing the Clinician and

4

VII - Duties of Committees and Committee Chairmen

Workshop Presenters is frequently done by Conference Chair. It is encouraged that each committee chair coordinate programs for the Conference Chair.

Site Manager

- A. Obtains preliminary program from chairperson for site time and piano requirements.
- B. Acquires sites for each event according to its requirements.
- C. Secures auditorium and practice for concerts (Composer and Clinician, Student Winners)
- D. Secures auditorium for auditions and practice.
- E. Secures practice space before Competitions.
- F. Secures Master Class space.
- G. Secures rooms for workshops and other program events.
- H. Sets up registration space at entrance.
- I. Sets up exhibition space which should be located in a central traffic location.
- J. Sees that microphones are available where needed.
- K. Works with Piano Manager to insure that pianos are located properly.
- L. Provides a clear, large map for the Conference Issue of PMTNM Newsletter and Program. (Include hotel and motel locations and prices from Hotel Manager.)

NOTE: University and College facilities should be used if available. Churches and civic auditoriums sometimes have excellent instruments and space. It is always best if the activities can be in one place, but in some cities this is impossible. Stay in touch with PMTNM Executive Secretary-Treasurer for additional guidelines.

HOTEL-MOTEL MANAGER

- A. Contacts hotels to set aside numbers of rooms. Secures room rates.
- B. Hotels and motels should be affordable and convenient. Conference hotel often gives a complimentary room per a certain number of conference guests. Ask hotel manager for details.
- C. Banquet facilities are generally available so coordinate with Banquet Manager
- D. Sends information on locations and prices to Site Manager.

BANQUET MANAGER.

- A. Makes meal arrangements in late spring, early summer. Stays in close contact with Executive Secretary-Treasurer for number of attendees and Site Manager for facilities.
- B. Teacher's Banquet
 1. Gets approximate number of attendees from Executive Secretary-Treasurer.
 2. Contacts State President for head table choices and makes place cards.
 3. Gets locals to do table decorations. The number depends on number of people divided by the number of people at each table,
 4. Arranges for mike if at all possible (noisy restaurant space is too difficult for speakers and check noise level during busy hours)

C. Student Activities Banquet

5. Gets number of attendees from Executive Secretary-Treasurer.
6. Arranges for the menu. Remember to keep it as inexpensive as possible, cafeteria style food suitable for students.
7. Arranges for microphone
8. Obtains local volunteer entertainment if time is available.
9. Asks local association to make inexpensive take-away decorations on tables.

VII - Duties of Committees and Committee Chairmen

6. Checks with Student Activities Chair for: programs, head table arrangement, place cards, etc.
7. Gets two local students to do the invocation and another to act as Master of Ceremonies. Informs Activity Chair and PMTNM Executive. Secretary-Treasurer for free meal tickets.

D. Board Meeting Dinner -Thursday Evening.

1. Coordinates with State President for number of attendees.
2. Arranges catering or gets local teachers to do potluck dinner.
3. Finds someone to volunteer a home, or restaurant could be used.

E. Sunday Morning Membership Breakfast

1. Checks numbers with Executive Secretary-Treasurer.
2. Considers choice for non-egg eaters: cereal or pancakes.
3. Keeps this as inexpensive as possible.

F. Tertulia

1. Arranges for reception with local teachers at a museum, or a volunteer's home.

G. Hospitality Cart

1. Discusses possibilities for snacks around lunch time at conference site and during the competitions. This is not strictly necessary.
2. Contacts a local money making organization to see if they would like to do the cart.

H. Student Banquet

1. Cookies and punch after concerts are provided by a local organization or a neighboring organization.

ADVERTISING, EXHIBITS, GOODY BAGS

- A. Finds local advertisers, chamber of commerce, for ads and donations (pencils, pads, leaflets, etc.) for registration bag. (Refer to Advertising Manager)
- B. Contacts local music stores to arrange for exhibit. Refer to Advertising Manager.
- C. Is responsible for locking exhibit room overnight and unlocking in morning. Be available to exhibitors when they arrive and leave to answer questions and direct them to exhibit space.
- D. Checks with PMTNM Advertising Manager as to number of tables needed.

Publicity

- A. Local: Newspapers, TV, Radio
- B. Writes pre-convention article and set up interviews.
- C. Two weeks ahead announces the clinician and student concerts. Provides bios and ticket price if any.
- D. One week ahead writes an article about local students entering competition.
- E. Writes post-conference article and interviews with local student winners.
- F. Works with PMTNM Newsletter Editor, Conference Chair for pre-conference newsletter.
- G. Obtains bios, pictures, titles, descriptions and programs from the Clinician and Workshop Chairperson to include with conference program.

Clinician

- A. Obtains a clinician as soon as possible, as wasted time can be your enemy.
- B. Gets recommendations from former chairman and passes on any candidates you did not use. Asks state and local people for ideas and PMTNM President for information.
- C. Writes letters.
- D. Describes conference, gives dates.

VII - Duties of Committees and Committee Chairmen

- E. Secures from the spring board meeting as to what we would like from clinician.
- F. Payment (clinician pays own hotel room unless someone volunteers to house him/her)
- G. Checks with Executive Secretary-Treasurer as to the going rate for the four needs:
- H. Recital, Master class, Lecture, Judging for Junior/Senior Performance Auditions. (Work with Competition chair if you need to schedule the Clinician to judge. Be considerate of Clinician time.) Get someone else for any of these four events if the Clinician cannot do them all.
- I. Clinicians usually do not judge on both days. Stays in close touch with Executive Secretary-Treasurer.
- J. Requests outline of talk and sample recital program. (Gets firm program for Newsletter) Be tactful about requesting that the talk be non-commercial if clinician is connected with a publishing house.
- K. Makes choice. (Write to all you have contacted.)

1. Writes to selected Clinician and ask for needs.
2. Do they need to be met at airport?
3. Gives directions if he/she is not met.
4. Gives cost of hotel unless someone is putting him/her up.
5. How many complimentary banquet tickets are needed? (Arrange with Executive Secretary-Treasurer)
6. How much time do they need for practice?
7. Asks for bio, picture, final recital program, title and description of talk and firms the deadline. Sends all of this information to Publicity Chairman.
 - L. Contacts Executive Secretary-Treasurer to send formal contract to Clinician so there is no question as to specific fees or duties for this conference.

WORKSHOP PRESENTERS AND PRESIDERS (INCLUDING CLINICIAN)

- A. Determines number and length of time of workshops from overall schedule.
- B. Calls around for ideas and volunteers. (workshop clinicians are not paid)
- C. Determines subjects for workshops:
 1. In place of one workshop, suggests everyone go to listen to the competitions.
 2. Organizational meetings should be coordinated with the PMTNM president.
 3. Subjects other than piano: voice, violin, etc.
 4. Publishers showcase
 5. Student oriented-check with Student Activities Chair
- D. Gets bios, pictures, titles and description for program from workshop presenters before deadline.
- E. Gets a teacher to preside for all events. Sends their names to Publicity Chair along with workshop presenter's bios, etc. for program and Newsletter.
- F. Composer concert is presided by the State Composition Chair.
- G. The Clinician program is presided over by the State President.

Piano Manager

- A. Works with Site Manager in determining availability and condition of pianos. EXCELLENT pianos are needed for the Clinician Recital and the Competitions.
- B. Acquires pianos if needed and arranges for delivery.
- C. Finds good tuner and coordinates.

Competition Coordinator

A. Be the liaison with State Competition Chairs to help meet their needs.

B. Be available to help State Competition Chairs set up competitions.

VII - Duties of Committees and Committee Chairmen

DUTIES OF THE CONTINUING EDUCATION BOARD (FORMERLY CERTIFICATION) (See Section IX for program details.)

A. Jointly reviews progress of members working toward Professional Status by a variety of means, such as independent study, correspondence courses, private instruction, workshops, college classes or other materials agreed upon by the Continuing Education Chairman and the applicant.

B. Periodically reviews and updates PMTNM Continuing Education Program.

Duties Of The Danfelser Scholarship Chairman

(See Section IV for the Byrdis W. Danfelser Piano Scholarship details.)

A. Coordinates the Byrdis W. Danfelser Piano Scholarship Committee in reviewing applications and selecting scholarship recipients.

B. Presents the scholarship at the State Conference Student Banquet or asks a member of the committee to do so.

C. Is responsible for publicity and promotion pertaining to the scholarship activities.

D. Works with the Executive Secretary-Treasurer regarding the scholarship fund and disposition of the award.

E. Attends Executive Board Meetings and sends requested reports to the PMTNM Executive Secretary-Treasurer.

F. Additional duties are listed under the General Duties for All Chairmen, Section VII.

Duties Of The Group Piano Chairman

A. Provides information and items of interest pertaining to group piano.

B. Stimulates members with news of group piano.

C. Investigates all news items pertaining to group piano.

D. Writes items for the PMTNM NEWSLETTER highlighting group piano.

E. Suggests possible group piano workshops to State Conference Chairman.

F. Is active in group piano affairs in the state and at the national level.

G. Attends Executive Board Meetings and sends requested report to the PMTNM Executive Secretary-Treasurer.

H. Additional duties are listed under the General Duties for All Chairmen, Section VII.

Duties Of The Handbook Chairman

- A. Works with the PMTNM Executive Secretary-Treasurer to see that each new member and each new college student member receives a copy of the PMTNM Handbook.
- B. Works with the Executive Secretary-Treasurer to keep the Handbook up to date. When additions or revisions are needed, has copies reproduced and sent to the members through the PMTNM NEWSLETTER. It is very important that actions taken by the PMTNM Executive Board and general membership, as well as new MTNA rulings, be reflected in updated pages for the PMTNM Handbook. Ideally, revised pages should be included in the winter PMTNM NEWSLETTER. (The year to begin in January should be indicated in lower left corner of page to indicate update.) Members should be asked to replace the old pages with the new. Handbooks on hand should also be updated.
- C. Keeps a complete record of all members receiving the Handbook and additions or revisions.

8

VII - Duties of Committees and Committee Chairmen

- D. Sends additional or replacement copies of the Handbook upon request. (A charge is required. See Current Fee Schedule: Section III.)
- E. Works with the PMTNM Executive Secretary-Treasurer to have more Handbooks printed as needed.
- F. Attends Executive Board Meetings and sends requested report to the PMTNM Executive Secretary-Treasurer.
- G. Additional duties are listed under the General Duties for All Chairmen, Section VI.

❖ DUTIES OF THE INDEPENDENT MUSIC TEACHERS FORUM CHAIRMAN

- A. Requests, from the State President or Conference Chair, a time for an IMTF session to be held at the State Conference. Such sessions may be in the form of panel discussions on subjects directly relating to independent teachers, so that they may share their possible solutions to mutual problems (studio and tuition policies, released time for lessons and school credit, financial management, tax deductions and requirements, continuing education, pedagogical or psychological problems directly related to young children, improving the professional image of the IMT). Or these sessions may take a workshop form in which concrete solutions to these or other related problems may be presented by an individual or panel.
- B. Establishes liaison with local chapter presidents and requests them to devote some part of a local meeting or program during the year to the above subjects, relating concerns of IMT's or their solutions back to you.
- C. Relates these concerns, solutions or discussions to the Southwest Division Chairman of IMTF, so that he/she may share them with other state IMTF chairmen in the division and nation.

D. Is prepared to assist the Division Chairman in any requests for information he/she may have (licensing and zoning, number of IMT's in state membership, survey information, etc.).

E. Is prepared to disseminate to your state officers or membership (via the PMTNM NEWSLETTER) any information sent to you for that purpose by the Division Chairman.

F. Works closely with the state Public Relations Chairman so that the efforts, achievements and professionalism of the independent teachers in the state organization are given ample public recognition.

G. Encourages a positive working relationship with college music teachers and public school music teachers.

H. Attends Executive Board Meetings and sends requested reports to the PMTNM Executive Secretary-Treasurer.

I. Additional duties are listed under the General Duties for All Chairmen, Section VII.

❖ JOYCE WALKER STUDENT FOUNDATION CHAIRMAN

(See Section IV for Joyce Walker Student Foundation Scholarship details.)

A. Works with the Student Activities Chairman, the Executive Secretary-Treasurer, the PMTNM President, and the Executive Board in promoting programs and overseeing distribution of the scholarship awards.

B. Presents scholarships to Joyce Walker Student Foundation recipients at the State Conference Student Winners Recital or appoints someone to do so.

C. Works with the Executive Secretary-Treasurer on investment of the principal and other financial decisions related to the fund.

VII - Duties of Committees and Committee Chairmen

D. Attends Executive Board Meetings and sends requested reports to the PMTNM Executive Secretary-Treasurer.

E. Additional duties are listed under the General Duties for All Chairmen, Section VI.

Duties Of The Local Associations Chairman

A. Serves as the liaison between the state and national organizations for the local associations.

B. Identifies all the local associations in the state and communicates to them any programs of interest that PMTNM or MTNA is sponsoring.

C. Elicits information from local associations about their successful programs.

- D. Where no local group is functioning in an area with enough PMTNM members, the chairman encourages these teachers to form a local association.
- E. Shares ideas for programs directly with local groups and through the PMTNM NEWSLETTER.
- F. Encourages local groups to reach out to non-member teachers and to inform them of the benefits of certification and membership.
- G. Attends Executive Board Meetings and sends requested reports to the PMTNM Executive Secretary-Treasurer.
- H. Additional duties are listed under the General Duties for All Chairmen, Section VII.

DUTIES OF THE MTNA JUNIOR/SENIOR AUDITIONS CHAIRMAN

(See Section XI for program details.)

- A. All duties pertain to state level competition. District Auditions in both Junior/Senior Performance categories have been abolished.
- B. Supplies Junior and Senior Performance Audition contestants with necessary information.
- C. Arranges to hold the Junior/Senior Performance Auditions during the State Conference of each current year. All Junior and Senior Performance Audition contestants will participate in the Auditions, which are generally held on Saturday. If the facilities permit, the audition may be open. The State Chairman will select the judges for the audition and counsel them in using the PMTNM Junior/Senior Performance Audition rating sheets. (If the State Chairman has a student or relative entered in the auditions, he/she shall designate a disinterested person to select the judges.) The judges will choose one winner and one alternate in the Junior/Senior level for each category entered in the Competition.
- D. Serves as a member of the Student Day Activities Committee in planning the State Student Day during the State Conference, and in coordinating all student programs.
- E. Promptly contacts the Southwest Division Junior/Senior Performance Auditions Chairman and gives him/her the names of the PMTNM Junior and Senior High winners. Contacts with the Divisional Chairman should be kept up so that the Junior/Senior Auditions Chairman may help the students in any way before the Division Auditions. The winners and their teachers should be kept up to date on any information that pertains to them for the Divisional Auditions.
- F. Makes sure that students and parents fully understand--before entering State competitions--that if he or she is a winner, they must be prepared and willing to go on to Division and National should they win the successive competitions.

G. Gives names of the Joyce Walker Foundation award winners to the Executive Secretary-Treasurer on the form provided. Gives information to typist for recital programs for the student winners recital.

10

VII - Duties of Committees and Committee Chairmen

H. Announces winners and presents awards at the State Conference Winners Recital or appoints another person to do so if unable to attend. (Presents Walker Foundation awards if requested to do so by the Joyce Walker Foundation Chairman.)

I. Notifies the PMTNM Executive Secretary-Treasurer of names and addresses of student winners who will be traveling to the Division Auditions.

J. Orders rating sheets, certificates, trophies, plaques, and medals as needed.

K. Attends Executive Board Meetings and sends requested reports to the PMTNM Executive Secretary-Treasurer.

L. Additional duties are listed under the General Duties For All Chairmen, Section VII.

Duties Of The Nominating Committee

A. Prepares a roster of candidates.

B. Asks each candidate if he/she will accept the nomination, after informing each candidate of his/her job and what it entails (using the Handbook).

C. Presents the roster of candidates to the PMTNM President and the Executive Secretary-Treasurer at least 15 days and preferably 21 days before the opening date of the annual State Conference.

D. Presents a report to the Executive Board at their Conference Board Meeting. The Board then votes to recommend the slate of officers to the membership at the State Conference Business Meeting.

E. Presents the report at the State Conference Business Meeting for voting by the membership.

Duties Of The Pep Chairman

(Performance Evaluation - General Auditions--See Section XI for program details.)

A. Sends out application blanks with the January PMTNM NEWSLETTER.

B. Receives application forms and collects fees. (See Current Fee Schedule: PEP Section III). Sends fees and bills to Executive Secretary-Treasurer.

C. Secures judges for each Audition and sends judges guidelines. (Judges should be from another city if possible and will be paid according to the Current Fee Schedule: Section III, PEP Judges.) Sees that the judges are paid.

D. Sends necessary materials and information to run the PEP Audition to the local chairman.

E. Keeps supplies of application forms, judging forms, "Judges Guidelines", repertoire sheets, ribbons,

certificates, etc., ordering and revising as needed.

F. Serves as a member of the Student Activities Committee in planning the State Student Day during the State Conference, and in coordinating all student programs.

G. Works with the PEP Committee in setting up a judging seminar (which must be attended by all members wishing to become judges in the PEP Auditions), and on repertoire requirements and/or a syllabus.

H. Attends Executive Board Meetings and sends requested reports to the PMTNM Executive Secretary-Treasurer.

I. Additional duties are listed under the General Duties for All Chairmen, See Section VII.

Duties Of The Pmtnm Memorial Outreach Fund Chairman

(See Section IV for PMTNM Memorial Outreach Fund details.)

A. Keeps abreast of the status of funds available for Outreach Program.

B. Works with the Outreach Committee and the PMTNM Executive Board in matters pertaining to guidelines and distribution of the PMTNM Memorial Outreach funds.

VII - Duties of Committees and Committee Chairmen

C. Supervises the processing of requests for funds and acts as the liaison between requesting party(ies), the Outreach Committee, and the Executive Board, and in particular with the Executive Secretary-Treasurer. D.

Develops creative and innovative ideas for a) increased teacher and student participation in bringing the joy of music to others; and b) encouraging new members by offering opportunities for musical participation in

other than competitive performance at our state conference. E. Presides at an Outreach presentation at our state conference. F. Attends Executive Board Meetings and sends requested reports to the PMTNM Executive

Secretary-Treasurer. G. Additional duties are listed under the General Duties for All Chairmen, Section VII.

◆ DUTIES OF THE PMTNM NEWSLETTER EDITOR

A. Investigates the method of printing and selects a company to do the printing that will produce an excellent newsletter at a reasonable price. B. Edits the PMTNM NEWSLETTER to ensure that it is factual, in good taste

and is a professional publication reflective of PMTNM. C. Sees that the PMTNM NEWSLETTER is mailed to all PMTNM members including PMTNM College Student Chapter members (with an extra copy going to the

Archivist and the Executive Secretary-Treasurer). Sees that each State MTA President receives one copy of the PMTNM NEWSLETTER a year (usually after the list of new presidents is printed in the American Music

Teacher around March). D. Keeps two copies of all PMTNM NEWSLETTERS and PMTNM Rosters in a permanent

file. E. Consults with the President on the number of extra copies needed each time. F. Sees that the PMTNM Student Activities programs, STEP program and PEP program are listed in the winter issue of the newsletter.

Sees that Conference Registration Forms are sent with the fall newsletter. G. Assists the PMTNM Executive Secretary-Treasurer on the printing of the Roster and sends it out with the winter issue of the PMTNM

NEWSLETTER. (Includes an extra copy to the Archivist, two extra copies to the PMTNM Executive Secretary-Treasurer, and an extra copy to members who have paid for extra listings.) Sends copies of the Roster to new members along with the most recent issue of the PMTNM NEWSLETTER. H. If also serving as Advertising Manager for the PMTNM NEWSLETTER, see Duties of the Advertising Manager in this section. I. Attends Executive Board Meetings and sends requested reports to the PMTNM Executive Secretary-Treasurer. J. Additional duties are listed under the General Duties for All Chairmen, Section VII.

◆ **DUTIES OF THE STUDENT HONORS PROGRAM CHAIRMAN**

(See Section XI for program details.)

A. Serves as a member of the Student Activities Committee in planning the State Student Day during the State Conference, and in coordinating all student programs. B. Selects judges for the State Student Honors Program. C. Orders certificates and awards for first, second, and third place state winners. D. Orders seals for certificates and has Student Honors Rating Sheets printed. E. Makes advance arrangements for the State Honors Auditions (time and place) with the Conference Chairman.

VII - Duties of Committees and Committee Chairmen

F. Sets the deadline for District Winners forms and fees as soon as the State Conference dates are set.

G. Sends the District's Application Forms, Acceptance of Conditions for Participation forms, and combined District and State Fees form at least three months prior to State Chair's deadline.

H. Sends schedule of place and time of State Conference, including judges' names, to the District winners and teachers and the District Vice Presidents. Practice rooms are available and warm up time on the instrument to be used is provided before the piece is performed.

I. Sends fees to the Executive Secretary-Treasurer. (See Current Fee Schedule: Student Honors, Section III.)

J. Announces winners and presents certificates and awards following the State Auditions and at the Student Winners Recital. Presents Joyce Walker Student Foundation awards at the recital if requested to do so by the Walker Foundation Chairman.

K. Gives information to typist for recital programs for the Student Winners Recital.

L. Writes Student Honors news articles for the PMTNM NEWSLETTER.

M. Attends Executive Board Meetings and sends requested reports to the PMTNM Executive Secretary-Treasurer.

N. Additional duties are listed under the General Duties for All Chairmen, Section VII.

DUTIES OF THE PUBLICITY/PUBLIC RELATIONS CHAIRMAN

A. Directs and helps execute PMTNM's public relations, promotion and publicity programs.

B. Is available to District Vice Presidents for assistance with public relations matters. (The District Vice Presidents serve as Publicity Chairmen for their districts.) Instructs them in proper publicity methods and acquaints them with available communications media in the state.

C. Seeks out information from PMTNM officers and committee chairmen concerning programs they are directing; information they receive from the national and division offices; important dates and pertinent information concerning auditions, contests, festivals, concerts, etc.

D. Attends Executive Board Meetings and sends requested reports to the PMTNM Executive Secretary-Treasurer.

E. Additional information may be found in Section XVI.

DUTIES OF THE STEP CHAIRMAN Scale and Theory Evaluation Program. (As of this writing STEP Activities are being held only at the local and not at the state level.)

A. Keeps the theory and scale contest requirements sheets and old examinations and sends them to members on request. Reproduces additional copies as needed. A fee is charged for sample tests and study sheets. (See Current Fee Schedule: STEP, Section III)

B. Proposes revisions to the theory and scale contest requirements, presents them to the Executive Board, publicizes them in the PMTNM NEWSLETTER and presents them to be voted on by the membership at a conference meeting.

C. Prepares and sends the application to the State Newsletter Editor to be included with the winter issue of the PMTNM NEWSLETTER

D. Receives the applications and STEP fees (see Current Fee Schedule: STEP, Section III). Sends the fees to the State Executive Secretary-Treasurer.

E. Keeps an itemized record of income and expenses to be included in a report at the annual conference.

VII - Duties of Committees and Committee Chairmen

F. Prepares written examinations, grading keys, oral theory questions and judges' instructions before March 1. Distributes the exams, instructions and a list of the exams to local STEP chairmen or teachers as they are ordered. Checks to be certain all examination materials are returned. Grades the exams and records the grades on the applications. Returns the exams to the teachers as soon as possible.

G. Orders local STEP certificates; signs and sends them with the exams.

H. Keeps a record of teachers, students, levels, number enrolled for exams or contests, grades on written exams and winners.

I. Orders the state STEP awards.

J. If there is a State STEP Day: Announces in the fall newsletter that local STEP events must be completed by Oct. 8 and materials returned by Oct. 14 to the state chairman. Gives Oct. 21 as the deadline for reporting to the STEP Chairman names, levels and contests for students competing on the State STEP Day. Asks teachers whose students are participating, College Chapter members and other teachers to judge. Two judges are assigned to most contests. Prepares oral theory questions and flashcards, judges' instructions and judging sheets for orals and scales, envelopes for required scales and for blank pieces of paper used for seating order,

lists of students participating with room numbers and the time of each contest and large envelopes for each judge's materials. Arranges a meeting of judges before the contests for instructions and clarification of rules. Records winners of the orals, scales and written exams in triplicate for the Student Activities Chairman and Newsletter Editor and retains one copy. Prepares awards and presents them at the Student Activities Banquet.

K. Serves as a member of the Student Activities Committee to plan the State Student Day during the State Conference and to coordinate all student programs.

L. Attends Executive Board Meetings.

M. Additional duties are listed under the General Duties for All Chairmen, Section VII.

Duties Of The Student Activities Chairman

A. Serves as chairman of the Student Activities Committee which coordinates all student programs and plans the activities for State Student Day.

B. Takes care of ordering certificates and PMTNM Student Activities forms.

C. Sees that the PMTNM Student Activities forms are included in the January PMTNM NEWSLETTER.

D. Is responsible for the mechanics for State Student Activities Day. Arranges for the registering of students for all events. Sees that all students attending conference are presented with a certificate during the Student Banquet.

E. Works with the Conference Chairman on arrangements for a speaker and/or other entertainment for the Student Banquet. Arranges for head table guests, and obtains students to participate at the banquet: (1) as master of ceremonies, and (2) to give the invocation (in consultation with the conference chairman).

F. Takes care of preparing programs for the Ensemble Program and the Student Banquet.

G. Coordinates the State Student Winners Recital, which includes the winners of the Composition Contest, the State Student Honors program, and the State Junior/Senior Performance Auditions. Works with Conference Chair to arrange for a reception after the recital.

H. Sends thank you notes to those who helped with all State Student Day activities.

I. Attends Executive Board Meetings and sends requested reports to the PMTNM Executive Secretary-Treasurer.

J. Presents any special requests to the board.

K. Additional duties are listed under the General Duties for All Chairmen, Section VII.

VII - Duties of Committees and Committee Chairmen

Duties Of The Student Composition Contest Chairman

(See Section XI for program details.)

A. Secures three qualified judges for the contest or notifies the MTNA National Competition Coordinator prior

to the competition that the state association can supply only one judge. (Under no circumstances are two judges to be used.)

B. Receives and numbers the compositions for judges. Works with the national competition dates and the PMTNM State Conference Chairmen.

C. Notifies the winners. Returns the manuscripts, along with the judges' comments to the contestants' teachers.

D. Arranges with the Conference Chairman and the first place contestants to have their compositions performed at the state conference. Also sees that the winning contestants receive awards at the state conference.

E. Writes thank you notes to the judges.

F. Serves as a member of the Student Activities Committee in planning the State Student Day during the State Conference and in coordinating all student programs.

G. Attends Executive Board Meetings and sends requested reports to the PMTNM Executive Secretary-Treasurer.

H. Additional duties are listed under the General Duties for All Chairmen, Section VII

Duties Of The Young Artist College Auditions Chairman

(See Section X for program details)

A. Notifies the colleges and universities in the state of the Auditions. Encourages teachers to become members of PMTNM and enter their students in the Auditions.

B. Supplies College Auditions application forms to interested teachers.

C. Sets the time and place for the College Auditions making sure they are held at least one week before the date of the PMTNM Conference or in conjunction with the state conference.

D. Secures qualified judges for the Audition. (A fee, if any, should be agreed upon in advance.) If the Chairman has a student playing in the Auditions he/she should designate a disinterested person to select the judges.

E. Administers the Audition and announces the winner(s). If unable to attend, designates someone to administer the Audition.

F. Follows the instructions provided by national for the State Collegiate Artist Performance Competition Chairman.

G. Keeps the winner(s) and his/her teacher(s) up to date on any information that pertains to him/her for the State Conference Winners Recital.

H. Supplies the person in charge of the State Conference Winners Recital program with the names of the performer and composition to be played.

I. Sends names of the Joyce Walker Foundation award winners to the PMTNM Executive Secretary-Treasurer on the form provided.

- J. Announces winners at the State Conference Winners Recital or appoints another person to do so if unable to attend. Presents Walker Foundation awards if requested to do so by the Joyce Walker Foundation Chairman.
- K. Notifies the PMTNM Executive Secretary-Treasurer of names and addresses of student winners who will be traveling to the Southwest Division Auditions.
- L. Attends Executive Board Meetings and sends requested reports to the PMTNM Executive Secretary-Treasurer.
- M. Additional duties are listed under the General Duties for All Chairmen, Section VII.