

PMTA
JOB DESCRIPTION
HANDBOOK
REVISED 6/1/07

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PRESIDENT JOB DESCRIPTION

Elected Officer Duties: The Executive Committee, within the limits of the Bylaws, shall determine policies of the Association with recommendations from the Board of Directors, Standing and ad hoc Committee Chairs, and individual members. It shall actively pursue the purposes of the Association and shall have discretion in the disbursement of all funds of the Association. It may adopt such rules and regulations for the conduct of Association business as shall be deemed advisable, and may, in the execution of powers granted, appoint such agents as it may consider necessary.

The **President** shall be the principal elected officer of the Association and shall preside at all meetings of the Association, the Executive Committee, and the Board of Directors. He or she shall recommend for appointment by the Board of Directors all standing and ad hoc committees as required by the Bylaws or as he or she may deem beneficial to the Association. The President shall serve as a member *ex officio* of all committees except the Nominating Committee. He or she shall perform such other duties applicable to the office and as prescribed by the parliamentary authority adopted by the Association.

General:

- member communication via phone, email, mail
- seeking/recruiting replacement officers/boards
- oversee two general membership meetings per year
- write four columns for PMTA newsletter
- attend/prepare reports for Eastern Division and National Leadership Summit
- assist all officers/chairs as needed

Calendar

- November: (post conference)
- Review Financial status with Treasurer
- Newsletter column due Nov. 20
- Advise national office of new Board members.

December:

- Proofread the newsletter.
- Prepare a short report for Eastern Division for conference in January.
- Discuss with second VP conference ideas (keynote speaker, artists, student artists, clinicians, etc)

January:

- Attend the Eastern Division Conference.
- Give your report Friday evening at the Eastern Division meeting.
- Newsletter column due Jan 20
- Plan June PMTA Leadership Summit/Board meeting. Get info into newsletter, encouraging LA presidents to attend.
- Confirm announcement of LA Grant Program.

February

- Proofread the newsletter.
- In your second year, work with the Immediate Past President to come up with a new slate of officers to be announced at the June meeting.

March

- Attend the MTNA Conference
- Take notes or keep programs of interesting events to include in the April 20 newsletter. Write down Eastern Division winners and specifically Pennsylvania competition winners if there are any.

April

- June summit/board meeting info mailed to everyone (directions, maps, call for agenda items, schedule).
- Plan meeting with Pres-Elect and First VP.
- Newsletter deadline April 20

May

- Proofread the newsletter.
- Prepare the agenda and reports for the June meeting.

June

- Conduct the annual PMTA Board Meeting or Leadership Summit if it is the second year. Plan the meeting with the input of the President-Elect and the Second Vice President.
- Review LA Grant Applications

July

- Prepare the new state officer list for National. National will send you the proper paperwork.
- Newsletter is due July 20.

August

- Write the President's Welcome Letter for the conference booklet.
- Have a photo taken if you don't already have one. Digital is OK.
- Send your photo and signature to the Executive Assistant.

September

- Attend the Leadership Conference in Cincinnati in your first term of office. In your second term the,President -Elect will attend just as you did when you were President-Elect.
- Send out the Board Meeting announcement and ask for agenda items.

October

- Late in the month, set the agenda.
- Check in with the President-Elect to be sure everything is going well with the competitions.
- Prepare the President's report for the Board Meeting.
- In the second year, if the slate of officers is set, prepare and order new stationery and brochures to pass out at the November Board Meeting. If there are delays in the new officer list, ask the new incoming President to order the stationery and brochures and to pass them out later or mail them to officers who need them immediately.

November/Conference:

- Preside over Thursday evening Board meeting, General membership meeting, Banquet
- Make announcements as necessary throughout the weekend.

PRESIDENT-ELECT

Revised 2005

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The President-Elect shall assume all duties of the President in the absence of that officer, shall coordinate the MTNA competitions and assist the President as needed. He or she may perform such other duties as applicable to the office as requested by the President and Board of Directors to the office as prescribed by the parliamentary authority adopted by the Association.

General

- Oversee student activities including DSPF and competitions
- Chair MTNA competitions
- Appoint Coordinators or DSPF Chairs as needed
- Second year, attend MTNA Leadership Summit

MTNA Competitions: Complete instructions, guidelines, rules, regulations, forms, letters and deadlines are found in the MTNA Handbook mailed in August; in the April/May AMT; and online at MTNA.org. Decide with your coordinators how you are going to delegate responsibilities. (i.e. Chair: scheduling, student communication. Coordinators: securing judges, judge communications) Establish timetable that will work with all performance coordinators. Review composition coordinator's job and deadlines as well.

Jacobs Music Chamber Music Competition: Takes place the same Friday as the MTNA Competitions. Complete instructions, registration, guidelines found at pamusicteachers.org. This is not an MTNA event. You are responsible for finding a judge, scheduling, communication with judge and with entrants, doing certificates (contact Administrative Assistant) If the event takes place, Jacobs receives a free full page ad in the program.

PMTA Keystone Piano Competition: Takes place Sunday of conference weekend. Complete instructions, registration, guidelines found at pamusicteachers.org.

Conference Planning

Dec: Send hosting site coordinator a copy of the site requirements for the MTNA competitions. (see conference prospectus)

Mar/April: Discuss with Pres and VP whether to include an MTNA Student winner as a guest artist at the next conference. If so, make contact, confirm arrangements, discuss fee/expenses. (Generally we cover travel/hotel/food.)

Summer: Work with Development Director to obtain financial sponsors for competitions to cover prize money.

Sept: Communicate with Administrative Assistant re names of individuals volunteering to assist with monitoring.

Sept: Confirm room assignments with site coordinator re rehearsals Thursday evening, times available Friday; winner's recital time.

Oct: Prepare competition program. Prepare work schedule with coordinators. Schedule monitors.

Nov: Prepare Board report. Host the winner's recital; thanks school, site coordinator, music department; introduce each coordinator to present winners.

Post Conference:

Newsletter deadline Nov. 20. Article to include all winners, alternates and HMs: student name, teacher name and school if YA.

Travel Grants

These are offered if the PMTA budget can support them. A letter/application is given to all winners following the conference. The small stipend will assist with travel expenses to Division and National competitions.

First Vice President/State Conference Chairperson

Updated 2005

Elected Officer Duties: The Executive Committee, within the limits of the Bylaws, shall determine policies of the Association with recommendations from the Board of Directors, Standing and ad hoc Committee Chairs, and individual members. It shall actively pursue the purposes of the Association and shall have discretion in the disbursement of all funds of the Association. It may adopt such rules and regulations for the conduct of Association business as shall be deemed advisable, and may, in the execution of powers granted, appoint such agents as it may consider necessary.

The **First Vice President** shall preside in the absence of the President and President-Elect and shall be responsible for planning the annual conference. He or she may perform such other duties as applicable to the office as requested by the President and Board of Directors and as prescribed by the parliamentary authority adopted by the Association.

.....To oversee the organization of the annual state conference including site determination, clinician/guest performers contracting, workshop scheduling. The following serves as a general timeline:

NOVEMBER/DECEMBER:

- Discuss with Board availability of funds for guest artist and any other clinicians; contact publishing companies or local music businesses who might assist with funding determine if there will be a commissioned work; desire for MTNA Student Artist.
- Contact College Coordinator (with Conference Prospectus in hand!) to determine room availability and specifications for workshops, performances, competitions, meal/catering services; hotel facilities (and transportation/shuttle between hotel and college if necessary); parking, handicap access; guest artist(s) suggestions; college faculty interest in presenting workshops; college department faculty recital (if desired) and/or entertainment for banquet.
- Contract a guest artist: establish fees in accordance with current budget; determine venues (performance on college artist series, workshops, masterclasses, etc) provide written contract with artist. (PMTA generally provides hotel, meals, travel in addition to remuneration);
- Contract with hotel re block of rooms and special conference rate for PMTA members; request brochure, maps, contact info for inclusion in spring newsletter.
- Prepare forms for February newsletter, including Call for Clinicians (see samples); send to newsletter editor.
- Deadline for proposals is May 1st. Send letter or email confirmation of receipt to all applicants by May 20th with a note that participation will be confirmed by mid-June. (See file sample).
- any info on fall conference that you have (i.e. guest artist/clinician bios)
- keep extra copies of Call for Clinicians on hand to mail to anyone who requests one.

FEBRUARY/MARCH

- Decide on meals with assistance of College Coordinator, including:
 - Beverages (tea, coffee, juice) for Saturday and Sunday am and pm;
 - Friday: lunch (no speakers, informal) and pre-concert dinner (quick, no speakers); artist reception - depending upon funding availability and host school schedule, an artist's reception may be scheduled for Friday after the performance.
 - Saturday: IMT Luncheon (served; speakers). banquet (entertainment?)
 - Sunday: informal lunch
- Decide with college coordinator whether alcohol is available and if desired.
- Establish meal costs (include gratuity), and descriptions for Conference Registration Form.
- Confirm with College Coordinator:
 - Room requirements;
 - Artist program (who will print program, are tickets required).
 - Determine (with 1st VP) whether there will be a Student Artist event.
 - CONFERENCE REGISTRATION FORM: (consult with Administrative Assistant)
 - Featured artists/clinicians;
 - Brief workshop descriptions that are available;
 - Registration fees (determined by the Board);
 - Meal choices;
 - General workshop descriptions;
 - General info on hosting university;
 - Hotel info including, phones, rates, directions;
 - Alternate hotel accommodations;
 - Travel directions to hotel and to university.

APRIL/MAY

- Review workshop proposals with two other members (include President-Elect) and send out letter of confirmation/denial to everyone. That letter will also include request for bios and photos. (See file sample.)
- Send to AA as received: workshop titles and descriptions, bios, photos.
- Send to Newsletter Editor: workshop titles and descriptions, clinician names for next newsletter.

- Decide on any student events for Sunday.
- AA and DD will be working on ad solicitation and potential exhibitors. Confirm all complimentary ads or exhibit space with them now.

JULY/AUG/SEPTEMBER

- CONFERENCE HANDBOOK INFO: Prepared by Administration Assistant with the following information:
- Clinician, artist, performer, speaker bios and black/white photos;
- Workshop, masterclass, exhibitor descriptions;
- Schedule of events;
- workshop presiders;
- College info;
- Advertisers (done by AA) (hosting university gets *full page* ad at **no cost**);
- Competition schedule (done by 1st VP);
- Acknowledgments of any funding sources (i.e. Jacobs Music);
- Thank you page;
- PMTA President's message;
- Artist's program, faculty recital program (if any); notes on commissioned work (if any); (Consult with PMTA AA re costs, layout, # programs, etc).
- Request College Site Coordinator to prepare any necessary directional signs; establish registration area with several tables and chairs; establish exhibitor area, unloading instructions, student help.

NOVEMBER

- Meal counts generally due to university catering services one week prior to event;
- Contact PMTA Treasurer for checks for artists, performers, etc.
- *ADMINISTRATION ASSISTANT WILL PREPARE:*
- Handbook; Conference Folders; Meal tickets; Evaluation forms; Nametags; Recital ticket (if required)

POST-CONFERENCE

- Thank you notes to University Dean of Music, music chair, college coordinator, clinicians, exhibitors, speakers, artists, student assistants.
- Newsletter review article.
- Submit any expenses to President for approval.
- Organize files to turn over to next chair, keeping 4 years worth of records.

Secretary/Historian
Updated 2005

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The secretary shall record minutes of the Executive Committee, Board and Association meetings, maintain files of reports from various offices, distribute copies of minutes in legal form to all members of the Executive Committee and Board of Directors, and perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.

This is a two-year job. High points of discussions are recorded since the meetings are so far apart. Attendance for each Board meeting is kept on a separate sign-in sheet.

Responsibilities for this position include:

- Attend June and November Board meetings and take minutes; read minutes from previous meeting
- Pass around an attendance sheet for all present to sign. These names are recorded in the minutes.
- Attend business meeting at the conference and take minutes;
- Prepare minutes after both meetings. Two-three weeks before next meeting, mail previous meeting minutes to board members;
- Keep a set of reports from both Board meetings submitted by each committee chairperson. Those who do not evidence a report, the minutes simply state "*No Report*". Those who are absent but send a report, the minutes state "*Report on File*".
- Keep in contact with the president as the need arises.
- Minutes include all motions made and their votes to either pass or fail

Note: The minutes from previous meetings should be held for review instead of sending them to the archives immediately; they are used for research in some instances.

The ***Historian*** (this position has been grouped with the Secretary position) is responsible for collecting the Yearbooks, Newsletters, Composition booklets and Conference booklets along with writing up a year-end summary of all the important highlights.

Treasurer
Updated 2007

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The Treasurer shall be responsible for overseeing in cooperation with the President, all financial affairs of the Association; shall chair the Finance Committee; shall be responsible for the preparation of periodic reports to the Executive Committee, a written annual report to the entire membership; and shall perform such other duties applicable to the office prescribed by the parliamentary authority adopted by the Association.

Responsibilities for this position include (in addition to Article VI, Sect. 5):

- Make sure all requests for reimbursement are authorized by president;
- Write checks for reimbursement;
- Deposit all checks into bank account;
- Update Quicken file for all credits and debits;
- Balance checkbook monthly according to bank statements;
- Complete Competition Balance sheet (due to Nationals by Dec. 15);
- Prepare financial reports twice yearly--for summer board meeting and
- Conference board meeting;
- Prepare tax forms for IRS for each fiscal year (forms due Nov. 15);
- Review investment accounts twice yearly.

PMTA FINANCE COMMITTEE

The PMTA Finance Committee will consist of the President, Treasurer and several Past-Presidents as well as an outside adviser with financial expertise (in an advisory capacity only; no authority or voting privileges). The Committee will periodically review the organization's finances and report to the Board of Directors with any suggestions for change. The review should take place before the two scheduled Board Meetings.

Immediate Past-President
Updated 2005

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The Immediate Past President shall serve as an adviser to the President, chair, the Nominating Committee and shall perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.

- In charge of the Teacher of the Year Award and Distinguished Service Award. Post a call for nominations in the summer Newsletter. Elicit more information about the candidates if necessary. Make a decision by September 15. (Form a small committee if there are several candidates for the awards).
- Order award plaques.
- Put together the slate of officers for the summer meeting of every other year. (2003, 2005, 2007 etc.) Begin making inquiries in a timely fashion so that the slate is complete to be presented at the summer meeting and voted on at the business meeting at the PMTA State Conference.

Arts, Awareness and Advocacy
Updated 2005

- Help to implement the MTNA National Arts, Awareness and Advocacy (AAA) project and campaigns.
- Forward any information that places music education in peril in Pennsylvania or illustrates successful advocacy efforts to the National AAA Chair.
- Contribute articles about music advocacy efforts in the state newsletter.
- Encourage local associations to elect AAA chairs and publish this list in your State Newsletter.
- Disseminate information from the National Chair to the local PA AAA chairs about music advocacy issues education and the annual AAA project.
- Prepare and send an annual report, requested by the National Chair in the early spring, concerning activities of the state committee throughout the previous year.
- Ask to speak or arrange speakers at the annual State Conference about music advocacy, or the AAA Committee, its mission, programs and projects.
- Be willing to speak to interest groups about the mission of the AAA committee and to encourage advocacy in the communities of the state.
- Clip and retain articles about arts advocacy in Pennsylvania. Build a library of materials that can be used by members for Arts Advocacy. Buy the MTNA Community Outreach and Education for the Arts Handbook.
- Contact your State Commission for the Arts for a listing of arts advocacy organizations in your state. This is the best source of information concerning the status of arts in your area. They are there to serve you and they should know about MTNA as well.
- Encourage networking by maintaining communication with other advocacy groups in the states: MENC, NAMM, the State Coalition for Music Education and so forth.

Certification
Updated 2005

PROMOTE CERTIFICATION

- Promote the MTNA Professional Certification Program within PMTA via the newsletter, phone, email, speaking engagements, etc. Plan to do a presentation or panel discussion at each PMTA convention.
- Answer any questions regarding the MTNA Professional Certification Program
- Recruit candidates for MTNA Professional Certification
- Encourage retention of NCTM's through the MTNA Professional Certification Renewal Program

TEST ADMINISTRATION

- Make arrangements for site, date, room and time for administering MTNA Proficiency and Certification Examinations at the PMTA Conference and other venues as directed by the National Certification Commission (NCC). Notify MTNA by November the date for testing at the PMTA conference for the following year. Testing can now also be arranged by appointment at any public institutions such as colleges.
- MTNA will notify the state chair of eligible test candidates. The chair must follow up with the certification candidates with necessary details for taking examinations as directed by the NCC.
- Administer examinations as directed by the NCC
- In the event you are unable to do the test administration, make arrangements with a PMTA local certification chair, another PMTA officer or NCTM to administer and monitor the examinations and provide substitute administrator/ monitor with the necessary materials/ information for the task.

LIAISON TO LOCAL CERTIFICATION CHAIRS

- Encourage local chapters to select local certification chairs
- Serve as liaison to local association certification chairs
- Secure local chairs to act as mentors, when requested, for candidates applying for MTNA Professional Certification

College Faculty Membership

Updated 2005

The job of the College/University Chair is to invite all university faculty within the state in public and private colleges and universities to become members of PMTA. In order for this to happen, the chair must coordinate with the Membership Chair to check on new members from the faculty lists as well as send invitations through email and in hard copy to prospective members.

The Chair must educate the prospective members about the benefits of PMTA & MTNA for themselves and their students. Faculty members are often unaware of the requirements for competitions and should have access to past programs for examples in their respective areas.

The Chair should encourage new faculty members to take an active role in PMTA. One way would be to invite new faculty to present workshops at conferences. Request outlines of their workshops to give to the PMTA Conference Chair.

The Chair should try to link new faculty members with a mentor who is active in PMTA to assist them as they learn about our organization and to encourage their participation at the local level as well.

Collegiate Student Chapter Chair

Updated 2007

"The PMTA College Student Chapter Chairperson shall act as an advisor to assist in the organization of any college student chapter in the state. The Chair will help foster increased awareness of and interest in creating/building student chapters in Pennsylvania. The Chairperson will also work closely with the National Office to expedite the process of beginning new student chapters."

- Encourage colleges and universities to develop student chapters.
- Encourage existing student chapters to pursue new projects.
- Encourage communication between chapters and students statewide.
- Administer the Dorothy Hubley Scholarship for student chapters to attend the state conference. Due on May 1, the application can be taken to the June board meeting and approved for the coming conference. Students are asked to assist with the conference in some manner. Discuss with the conference chair the role the student chapter receiving the scholarship will play in the conference.
- Select potential candidates for the MTNA StAR Award (deadline June 1; see info on MTNA website)
- Select potential candidates for the MTNA Collegiate Chapter of the Year Award (deadline Feb 1; see info on MTNA website)
- Develop other projects and initiatives as appropriate.

MTNA StAR Award

The *Student Achievement Recognition Award (StAR)* is given to outstanding music students who intend to teach professionally in an independent or collegiate music studio. Faculty and administrators select recipients on the basis of excellence in academic achievement, successful teaching experience and demonstrated leadership abilities. StAR Award recipients receive a complimentary one-year MTNA membership, which includes educational and networking opportunities, professional growth and a subscription to *American Music Teacher*.

MTNA Collegiate Student Chapter of the Year Award

Each year MTNA recognizes an outstanding collegiate chapter and its members for showing an exceptional level and depth of activities. Every MTNA collegiate chapter is encouraged to apply for this award. The winning chapter will not only be recognized at the MTNA National Conference, but also will receive a \$500 prize provided. It's easy to apply! Just submit the following materials about your chapter activities:

- A typed annotated list of chapter activities for the year.
- Materials supporting these activities such as programs, invitations, fliers, budget and outcome reports, newspaper articles and so on. You may submit any number of activity descriptions.

As you write your activities, please consider the following award criteria:

- Student membership involvement: Did the majority of members participate?
- Contribution to the benefit or growth of the chapter: How did the activities build chapter membership and participation?
- Contribution to and involvement with other musical organizations and the general community: How did chapter activities benefit your school, other organizations and/or the community?
- Creativity: Were activities a result of new concepts or lessons learned from past attempts?
- Attainment of goals: How did activities meet educational, membership, fund-raising, outreach or other goals for the chapter, community or campus?

Send all application materials to MTNA National Headquarters. Application materials must be postmarked by February 1.

COMPETITIONS – PERFORMANCE
CHAIR AND COORDINATORS DIVISION OF DUTIES

This outline of the division of duties for the State Competition Chair and Competition Coordinators was designed with a three-fold purpose: 1. that the state competition chair has a clear understanding of running the competitions before taking over the presidency; 2. efficiency of the workload; 3. clear assignment of duties so that the 4-man “competition team” works and communicates effectively. To that end, here is a suggested operational manual.

State Competition Chair keeps (and passes on to next chair) the Competition Supply Box to include:

- Clipboards
- Notebook with dividers for registration
- 5 working stopwatches (more??)
- Mechanical pencils
- Tape – scotch and masking
- Pens/markers
- Music Release forms

YEAR 1 Chair Duties

Set audition/rehearsal schedule in rooms suggested by site coordinator – send draft to coordinators for approval and send final. Remember to update coordinators if there are changes
Email student audition/rehearsal times and location

YEAR 2 Chair Duties

Set audition/rehearsal schedule in rooms suggested by site coordinator – send draft to coordinators for approval and send final. Remember to update coordinators if there are changes
Hire judges – 9 piano judges almost always needed; string, ww, ch. music as needed
Send final roster to coordinators

Send follow-up USPS letter including times of rehearsal/audition, place and time for registration, directions to and map of site, hotel information, winner’s recital information

Send judges confirmation packet including a letter, guidelines for performance judges, repertoire requirements for specific level, category and instrument, schedule with time of orientation, adjudication, balloting and approximate time for announcing results, copy of performance comment sheet, list of repertoire, map and directions

OTHER CHAIR DUTIES

- Organize monitor schedule with assistance from the Local Association President(s)
- Request checks for judges honorarium and winners in advance from treasurer – distribute to coordinators on or before competition day. **see fee schedule in addendum
- Man the registration table – open 1 hour prior to 1st scheduled rehearsal time. Arrange for replacements as needed (board meeting, assisting coordinators in opening/closing a competition, etc.)
- Oversee competition winners recital

The 3 coordinators will choose one of the following categories: Judge/Student Coordinator, Program Coordinator or Competition Site Coordinator. Duties may be divided between coordinators as long as duties are CLEARLY communicated.

Judge/Student coordinator
Depending on the year, do EITHER judges or students as outlined in chair duties above. Chair ALWAYS sets complete audition schedule – coordinator takes over from there and does all competitors in all levels/categories

Program Coordinator
Utilize program info from website to generate:
1. program for program book – forward to Admin. Ass’t
2. master program without timings divided by category/level for competition doors –

Competition Site Coordinator
Prepare winner/alternate packets including letter(from handbook) with appropriate division chair and coordinator info filled in, division competition hotel information and directions to division competition site, accompanist fee form – distribute to

- | | | |
|----|---|--|
| | forward to appropriate coordinator to hang at competition | appropriate coordinator |
| 3. | master program with timings by category/level for judges info packet – forward to appropriate coordinator and chair | Prepare JR/SR/YA coordinator packets including multiple copies of guidelines for judges, ballots, judges decision sheets, monitor duty sheets, guidelines for opening/closing a competition, |
| 4. | registration notebook divided by category – forward to chair | LOTS of competition door signs (consider bright colored paper), extra paper |
| 5. | judges comment sheets by category/level – print and bring to competition to distribute to appropriate coordinator | Arrive at competition site the day before and hang rehearsal schedule signs on appropriate doors 1 hour before 1 st scheduled rehearsal |

All coordinators must agree on a time to meet the day/night before competitions to exchange and assemble materials for the following day.

All coordinators update their category on the web for winners/alternates, etc. immediately following competitions

ADDENDUM

Judges fee schedule: Performance judges are paid \$75 for the first hour, and \$25 for each additional hour payable in half hour increments, rounded up. Lunch or other breaks not included in compensation.

Parking fees and lunch, if any, are covered by PMTA. Overnight hotel stays are not covered unless the competition must run for two days. Extra money for travel/mileage is possible – discuss with chair/coordinators/president before offering.

Winners honorarium: Young Artist \$125
 Senior \$100
 Junior \$75

COMPETITIONS - COMPOSITION

Updated 2005

Complete instructions, timetables, guidelines, rules, regulations, forms, letters and deadlines are found in the MTNA Handbook mailed in August; in the April/May AMT; and online at MTNA.org. Decide with your chair and coordinators how you are going to delegate responsibilities. (i.e. Chair: scheduling, student communication. Coordinators: securing judges, judge communications) Establish timetable that will work with all performance coordinators. Review composition coordinator's job and deadlines as well.

November

- Observe the aspects of the competition as closely as you can with your predecessor. Begin to think about the areas you will need to cover and things to be done to improve the procedure for next year.
- The current coordinator should send in the reports to National before you officially take office. A report should be sent to Competition Chair as well.
- Make sure the Competition Chair has your correct contact information including email. National has asked that all coordinators have access to email and the Internet.

FOLLOW THE TIMETABLE ESTABLISHED IN THE MTNA HANDBOOK. MAKE NOTE OF ALL DEADLINES.
Some details to remember...

JUDGES

- The current allowable honorarium is \$200 per judge.
- The competition coordinator may not serve as an adjudicator.
- They need not be from Pennsylvania. They should be composers with teaching experience, preferably on the collegiate level.
- Confirm in writing with a letter of thanks. Include information concerning the approximate arrival date of the scores to be evaluated; length of time expected to complete the adjudication, or approximate number of scores expected; the postmark date set to return the scores (October 15 is suggested; National sets a November date, but because our winners are invited to play at our state conference in November, we need to notify them as soon as possible). *See samples.*
- Request bio information for conference program;
- Any other pertinent information

MTNA WEBSITE ACCESS

- MTNA will provide you with website access information late summer.

STATE CONFERENCE WINNER'S RECITAL

- Winners (only) are invited to perform at the state conference competition winner's recital.
- Be present to announce all winners and introduce those who are there to perform. Present them with certificates and checks.

AWARD CHECKS

- Checks for the winners will be available at the conference via State Treasurer. However, to expedite things, email her with the winner's names, levels, teachers names ahead of time.
- Award amounts are determined annually based upon what's available in the treasury and if we managed to obtain some outside funding.

CERTIFICATES

- MTNA provides you with blank certificates for all students, which you will complete. For ease, consider making up name clear labels ahead of time.

DSPF

- All composition winners and Honorable Mentions are invited to perform at DSPF Showcase Recitals. It is the teacher's responsibility to confer with his/her student and then contact the DSPF Chair of the student's intentions.

MEETINGS

- You are not required to attend the PMTA Board meeting or Leadership Summit; but are welcome.

NEWSLETTER

- Make note of deadlines so you can have a brief article in each promoting the composition event.

EXPENSES

- Begin a file for all receipts for costs incurred. At end of event, send all receipts along with PMTA Funding Request Form (download from website) to the State Treasurer.

PROCESSING ENTRANTS

- Follow the MTNA Handbook Guidelines explicitly.
- If recordings are received, verify that the accompanying score is for electronic composition according to the definition set by National. If not, retain the recordings; do not forward them to the judges, but simply keep them and return to teachers with manuscripts after adjudication is completed.
- Check the website to verify that each entrant has paid and their application approved by National.
- Keep containers that the scores arrived in to use in the return mailing. Mark each with the entrant's code in pencil.
- It may be helpful to have a set of manila envelopes for each judge, one for each level, and organize the scores by level and code number.
- Names and identifying marks will no longer need to be covered on any music. We trust that the judges are ethical and professional.
- Keep a list for yourself, which includes entrants' names and teachers' names.
- Make a separate list for the judges that **do not** include entrant and teachers' names.
- **Judges DO NOT receive copies of the applications or students'/teachers' names.**
 - Prepare Judges packets. Each packet should include:
 - Personal letter
 - List of composition titles and their corresponding codes.
 - A copy of Guidelines for Composition Judges.
 - One complete set of scores with one Composition Competitions Comment Sheet attached
 - One Composition Reporting Form.
 - Return label
 - Return postage for **U.S. Priority Mail** only.
 - Return delivery confirmation form (inform judges that they must have this scanned at the post office before shipping).
- Send packets to Judges through **U.S. Priority Mail with Delivery Confirmation Receipt ONLY** or hand deliver. (U.S. Priority mailing boxes are available free at the post office.)
- Confirm receipt of packages through USPS website or by contacting judges.
- Prepare a list of all entrants' names, and category to send to teachers (postal or e-mail) to confirm to them that all entries have been received and placed in proper category. Include information about expected date for announcing winners and date of winners' recitals.

POST-PROCESSING

- Send to each 1st place winner a personal letter congratulating him or her and requesting his or her performance at the State Conference. Winners will receive Judges Comment sheets from their teacher.
- Send copies of both these letters to each winner's teacher along with the Judges' Comment Sheets. Include a list of the Winners, title of winning compositions and corresponding teachers' names. **DO NOT** include checks or winners' certificates; they should be presented at the Conference.
- Be sure to get a personal response from each winner's teacher as to whether or not the student will be playing at the Winners' Recital. *A performance of the winning compositions is requested but not required at the State level.* (First place winners may opt to play at the Dorothy Sutton Regional Finals if travel the state conference is prohibitive.)
- Return all materials to teachers of entrants not declared a 1st place winner. Include cover letter, Judges' Comment Sheets and certificates.
- The MTNA Director of Competitions provides certificates that should be handed out.
- Complete info requested on the MTNA competitions management website.
- Send winner information to President-Elect/Student Competition Chair to be used in the recital program. Include the student names, teachers' names, and titles of compositions.
- Send funding request to state president with receipts for all incurred expenses.

Send announcement to PMTA newsletter with names of all winners, teachers of winners, all participants and all teachers of participants.

Composer Commission
Updated 2005

Mission Statement – from the MTNA website

MTNA is dedicated to encouraging the creation of new works by American composers and annually assists its affiliated state associations in the generation and performance of new music through the national composers commissioning program. A newly commissioned work receives its premiere performance at the conference of the State MTA.

Statement of Philosophy

To further promote and recognize outstanding contributions to American music, MTNA annually has its state affiliates submit their commissioned works to a panel of recognized composers for selection of the MTNA-Shepherd Distinguished Composer of the Year. The new work of the selected composer is presented in a performance during a general session at the next MTNA national conference, and the composer is proclaimed the MTNA-Shepherd Distinguished Composer of the Year. The selected composer also receives a check at that time for \$3,000, funded by Sylvia Shepherd, MTNA member from California.

REFER TO MTNA WEBSITE FOR LATEST GUIDELINES

Conference Site Coordinator
Updated 2005

Responsibilities for this position include:

November-January

- Discuss conference artist with the conference chairperson and the hosting college's willingness to help with fees and expenses.
- Set up conference hotel with conference rate. Reserve a block of rooms. Determine if conference rate includes continental breakfast.
- Inform conference chair if music department will present a faculty recital (optional)

January-February-March

- Give conference chairperson a list of all available rooms and recital halls for the three days of the conference. Be very specific about which rooms are available which days.
- Choose a room or space for exhibitors. Exhibitors like to be very visible and close to the action. Try to find as big a space as possible. Inform conference coordinator the size of exhibitors' tables and how many will fit in the exhibitors' room, and if your college provides cloths for tables.
- Contact conference hotel about availability of space for board meeting, Saturday banquet, and certification breakfast. Get a packet of meal choices for Saturday banquet, choose meals, and send to conference chairperson along with appropriate telephone numbers for food services.
- Find two additional hotels/motels for optional choices for conference. Provide rates and telephone numbers.
- Arrange meal and dining space with your college. Choose all menus for Friday luncheon and Pre-Concert Dinner, Saturday IMT luncheon and Sunday luncheon. Discuss prices for meals with conference chair or president. Remember to add extra to the fees for tax, gratuity, and to cover meals for conference artists and non-member clinicians. Send all meal choices, prices and telephone number for college food services to conference chairperson.
- Send a map with directions to school and a map of the campus to conference chairperson.

April 1

- Deadline for Registration Form
- Hotel rates, telephone numbers, directions to hotel, and from hotel to college;
- Directions to hosting college;
- Paragraph description of hosting college;
- All menu information and costs.

Summer

- *June 1* Deadline for Booklet
- Descriptive info regarding school and music department;
- Faculty recital program (if one is being scheduled);
- Room number and location information;
- Parking and permit information
- Campus map and driving directions
- Primary and alternate hotel information, addresses, maps
- Restaurant list

Conference Weekend

- Signs on campus - teachers request that they be "BIG" and color-coded for various events, if possible
- Registration table personnel
- Student helpers and monitors
- Clinician equipment needs (list from conference chair)
- Pianos tuned
- Procure school or music department representative (usually department chair) for welcome on Saturday
- Campus prints
- Conference Artist program
- Faculty recital program
- Master class program
- Bulletin boards for posting messages, changes in programs, and competition winners
- Phone access
- Secretarial help or office help during the days of conference
- Photocopying availability
- Custodial and maintenance

Set up all rooms for competitions, recitals, artist recital and reception, workshops and clinics, and exhibitors.

Dorothy Sutton Performance Festival

Updated 2005

Supervise the activities of both the DSPF Local Preliminary Auditions, and the State Level Festivals. Refer to DSPF records for specifics.

Local Preliminary Auditions

Work with the chapter chairs.

Provide and update all forms and theory tests.

Note: Details included in the Local Chairs' Manual.

State Level Festival

Select and work with the State Area Coordinators.

Provide and update all forms.

Manage the funds to run the State Festival.

Purchase supplies, materials, certificates, and medals. Reimburse Area Coordinators upon receipt of approved expenses incurred at the Area State Festivals.

Supervise the printing and distribution of all certificates and medals.

Keep the PMTA members informed about the DSPF through the PMTA Newsletters.

Schedule judges, students, and volunteer teacher assignments.

Prepare mail out to all teachers.

Note: Other miscellaneous responsibilities are listed in the DSPF Manual.

STATE AREA COORDINATORS' RESPONSIBILITIES

Work with the DSPF Chairperson to coordinate the Area Festivals.

Confer with the Local Chapter Presidents to set the date and location of the State Area Festival -send this information to the DSPF Chairperson prior to April 10 each year.

Schedule the number of rooms and recital halls needed to accommodate each area festival.

Select and supervise Co-chairs to help in the following areas:

Judges

Processing

Recitals

Site scheduling

Volunteers.

Note: Details are listed in the manual for the DSPF Area Coordinators.

FOUNDATION

Each year the DSPF makes a donation of \$1 per registered student to the MTNA Foundation. These funds could be used to honor a PMTA member as a Foundation Fellow (minimum of \$1000 required). Prior to each DSPF, the Board of Directors (or appointed committee) should decide who to honor with that particular year's donation.

Independent Music Teachers

Updated 2005

The State IMT Chairperson serves as a resource of information for those teachers who maintain independent studios. The responsibilities of this position include:

- Liaison between the state, division, and national IMT representatives. This person shall represent the state on the national level and attend meetings of IMTs that are held during the national conference;
- Be informed on issues related to zoning, licensing and taxes on services within our state;
- Be familiar with the content of various publications available from MTNA National Headquarters and have an awareness of how they relate to our state;
- Plan for a session to be presented relating to IMT topics of interest at the state conference;
- Contribute columns regularly for the state newsletter;
- Attend national conference programs that are aimed specifically at the IMT. If not in attendance, the chair should send a representative.
- Encourage the IMT to attend local workshops, state conferences and the national conference;
- Understand current requirements for National Certification and work with the State Certification chairperson to promote certification of the IMT;
- Gather views from and share ideas with the state membership on concerns, problems, and business issues relating to the IMT;
- Prepare an annual report to submit to the National IMT chair;
- Maintain a file to be passed to the next State IMT chair.

Local Association

Updated 2005

Specific Jobs/State

- PMTA Local Association Matching Grants:
- Info mailed January; deadline May
- State Conference: Open for suggestions. Possibilities include...Schedule an LA Issues Forum; Work with IMT Chair for luncheon presentation; Arrange display area for each local association in registration area
- Other possibilities: Write an LA focus article for quarterly newsletter; Solicit LA presidents to write one.
- Stay in touch with LA presidents to discuss problems, etc.

Specific Jobs/National

- MTNA Local Association Matching Grants:
- Disseminate information to local presidents and encourage them to take advantage!!
- Disseminate any timely information that comes from National LA Chair such as Newspaper.
- Report to National Chair due in June; form mailed from national office.

Membership/Mentoring

Responsibilities combined effective November 2006

Updated 2007

The responsibilities for the membership chair are as follows:

- Serve as the liaison between the state and the MTNA National Membership Chair.
- Complete dues forms as requested by national office.
- Provide member information updates to Administrative Assistant and webmaster in a timely fashion. This info includes: addresses, telephone numbers, teaching area(s), e-mail addresses, local association (if applicable), state, district they live in, and certification status (if applicable), etc.
 - Write article for PMTA newsletter For the Record to introduce new members, listing their name, Local Association and contact info.
- Contact non-renewing members to remind them to renew or find out why they haven't.
- Upon receipt of new member info from MTNA, send them: welcome letter, current print newsletter, PMTA Member Resource Book, conference info, LA info, my information to contact with questions. Inform Administrative Assistant and Webmaster of info to be added to PMTA database. Also forward into to Mentoring Chair.
- In the fall, request LA presidents or membership chair for list of current member info to compare to state records.
- Prepare Board reports for the November and June meetings as requested by the President.
- Keep receipts and expense record to submit to PMTA for reimbursement.
- Serve as liaison for out-of-state individuals seeking teachers within PA. Refer them to specific member or to the LA President in their area.

The PMTA Mentoring Program Coordinator shall serve as a resource person providing information, upon request, to local chapter presidents concerning the expansion and strengthening of existing mentoring programs and the implementation of new mentoring programs.

The PMTA Mentoring Program Coordinator shall serve as a liaison between MTNA National Headquarters and local chapters.

The coordinator shall communicate information from National Headquarters concerning mentoring to local chapter presidents and communicate to National Headquarters collective questions and concerns about mentoring arising from the local chapters.

In attempting to meet the requirements of the position of PMTA Mentoring Program Coordinator, the coordinator shall:

- send to each local chapter president at the beginning of the fiscal year a letter of introduction and an explanation and description of the role of the PMTA Mentoring Program Coordinator;
- explore the desirability and feasibility of including a mentoring panel or roundtable discussion session at each annual State Conference; and
- communicate quarterly with National Headquarters to inquire about mentoring program initiatives and disseminate information regarding same to local chapter presidents in a timely fashion.

MTNA Foundation
Updated 2005

The PMTA Foundation Chair is the state liaison with the National Foundation. Quarterly state donor reports and updates on MTNA Foundation programs are received from the National Chair.

The State Foundation Chair's main function is to encourage the state members to support the National Foundation. This is usually accomplished by a fundraiser of some sort held at the State Conference. In the past the fundraisers have been raffles of artwork and gift certificates awarded at the conference banquet.

The State Foundation Chair is also responsible for sending a state donation to the National Conference's "State Pride Drawing". Specific directions are sent from the National Headquarters for this event.

MusicLink Coordinator
Updated 2005

The MusicLink state coordinator is responsible for overseeing the state MusicLink program.

These responsibilities include:

- Assisting local associations interested in starting a MusicLink program...for LessonLink and StudyLink introduce the program at local meetings
- guide local coordinators in strategies to connect with schools, parents.
- explain the process of the program, including forms needed for documentation.

- Maintaining communication with active MusicLink programs
 - periodically get updates of progress, possible problems, personal stories that can be used for publicity.
 - inform teachers and coordinators of grant and camp scholarship opportunities
 - remind coordinators of deadlines for program forms, student evaluations.

- Keeping program documentation
 - keep accurate records of all student files sent from local coordinators
 - send information on new links, local coordinators to the national MusicLink Foundation office

- Promoting financial, business connections to assist in the growth of the program
 - oversee expenses of the program
 - maintain a budget line for MusicLink expenses at the state level feeding into this budget monies from grants or donations.

- Serving as contact for national MusicLink information
 - disseminate information from national to state and local associations
 - present MusicLink sessions or meet with coordinators at state conference.
 - provide information of state progress, link updates to the national coordinator for national documentation and program publicity

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Development Director
Updated 2005

The Development Director (DD) supports the activities endorsed by the Executive Board and the Board of Directors of PMTA. These activities include: the annual state conference, the Dorothy Sutton Performance Festival, the Keystone State Competitions, scholarship support (travel grants) for state competition winners, and participation in projects associated with the MTNA. Sources of revenue for the organization include: dues, entry and registration fees, advertising fees for the state conference program and the newsletter, and support from businesses and allied organizations. The DD would pursue activities directly related to providing funding for these activities of PMTA.

- The DD is directly responsible to the PMTA President. The President will consult with the Executive Board of Directors and communicate those discussions and decisions to the DD.
- The President and the DD will work together to establish a yearly time-line for the completion of projects and activities. This timeline will be done six months in advance.
- The DD will provide two yearly reports to the Board of Directors at their meetings in June and November. These reports should include: a list of the planned objectives, activities completed toward the accomplishment of these objectives, and plans for the next six month period.
- PMTA will compensate the DD at the rate indicated in a yearly contract. All compensation (hourly fees, travel expenses, mileage, office expenses) will be outlined in the yearly contract to be signed by the President and the DD. Should PMTA find it necessary to discontinue the position of DD, the PMTA President will notify the current DD of the decision 6 months before the contract will expire.
- Potential Activities might include:
 - Identify funding needs of PMTA:
 - Survey membership for desired activities and programs
 - Consult with board concerning the level of funding currently available.
 - Consult with local organizations concerning their projects that need funding.
 - Identify sources of support for various activities and/or projects.
 - Develop database of current contributors.
 - Develop database of potential contributors with input from membership and local chapters.
 - Communicate with membership and businesses.
 - Inform potential contributors of the need for their contributions and the projects their contribution will support.
 - Identify ways that PMTA can meet their needs and provide support for them, i.e. advertising in conference booklet, newsletter, WebPage, conference exhibit space.
 - Serve as a liaison between PMTA and contributing sponsors.
 - Follow through with arrangements made with contributing sponsors
 - Assist administrative assistant in meeting requests of advertisers for the conference booklet and/or newsletter.
 - Coordinate needs of conference exhibitors with the Vice President for Conferences.
 - Assist businesses at conference. Coordinate setup activities and monitor their needs during the conference.
 - With communication and assistance from the Board of Directors, develop long-term funding strategies and campaigns.

ADMINISTRATIVE ASSISTANT

Major Responsibilities:

Membership – Maintain current addresses, etc.
Theory Tests Dorothy Sutton Certificates
Conference – Booklet, registration, On-site support, Advertising
Miscellaneous – letters, handbook, leadership summit, etc.

MEMBERSHIP

Keep track of renewal memberships when received from Membership Chair. Also add new members to the database. Be sure to include local association if applicable. Some requests are received for an individual chapter membership.

THEORY TESTS – DOROTHY SUTTON

Knowledge of music is necessary for this assignment. All work is done using Finale and Word. Instructions with changes will be given to you from Dorothy Sutton Chair.

You will receive certificates to be printed from the DSPF Chair. Once printed, they should be sorted as follows:

- 1) Chapter
- 2) Then by teacher
- 3) Then by student.

Depending on how you receive them, they may already be sorted so then all you have to do is mail them. Use 10x13 envelopes and put teachers' addresses on the envelope (may be provided by Chair).

CONFERENCE

The annual conference is held at various colleges/universities throughout the state the first weekend in November. If you are requested to work at the registration desk, plan to arrive on Thursday afternoon so you know where to set up, and also to do last minute adjustments to the folders, etc. Unless otherwise instructed, plan to be there through Sunday afternoon.

Pre-Conference Advertising

August

At this time, advertising letters are sent to previous advertisers along with a copy of the ad they placed in the previous year's booklet. Also include the rates as well as a deadline to receive ad copy. At this time, you may also receive a list of potential new advertisers from the area where the conference is being held. Also send them a letter, mission statement, rates and deadline. You should be in touch with the Director of Development to determine if changes are to be made to the letter.

As checks come in, keep track of payment date and check number. Also keep the ad to be taken to the printer. I use a 3-ring binder and clear plastic sheets to keep everything clean and easy to look at. In some cases, especially with colleges, they will request an invoice. Invoicing should be done after the conference when a copy of the booklet is sent along with a thank you letter.

If you don't hear from everyone (especially those who have advertised in the last 3 years), you should place a follow-up phone call as a reminder. Even better is an email if you have the address. I just remind them of the deadline and include the rates and ask them to let you know if they are interested. At this point it is not critical to have the actual ad, but you should know how much space to reserve if they are interested.

Advertising checks should be mailed to the Treasurer. I usually would send a stack instead of 1-2 at a time.

Booklet

Sometime in September, you will receive all the information to be included in the booklet from the Conference Chair. This includes bio's of participants as well as photographs. Be sure to check with the chair if they want any changes from the previous year's booklet. Make changes accordingly. When all the ad spaces have been reserved, you should begin assigning a spot in the booklet. Proofread carefully and double check times and dates for each event. When you think you have corrected all the errors, send copies to Conference Chair and any other people the chair indicates as proofreaders. Make changes/corrections they indicate. NOTE: Generally the information regarding competitions gets here late, but if everything else is ready, the printer can proceed and just add that information when you have it. This has not been a problem in the past, but you should discuss with the printer ahead of time. You should also have a deadline with the printer so that they can have the booklet done in time for the conference. Discuss the number to order with the conference chair.

When the booklet is approved for printing, take the ads and photographs (clearly marked) to the printer. When the booklet is printed, put a copy in a folder for each registrant.

Registration

While you are working on the booklet, you will be receiving registrations. I generally put them aside until the booklet is ready to go to the printer. There is plenty of time for registration when the booklet is done, however, you may be requested to supply the names of those members attending who volunteer to help introduce a workshop. That info can be forwarded as it comes in.

Registration includes recording the name, attendance, local chapter, meals, and any other miscellaneous information. Those members/clinicians presenting a workshop do not pay a registration fee, but they must pay for hotel and meals. Registration fees will be provided by Conference Chair. Keep track of amount paid and the check numbers. A separate check is requested for Registration and Meals, but if you receive one check, that's okay. Just compare amount needed to the amount of the check.

Check with the chair if there are any special needs for the conference. These might include parking vouchers, tickets for the Friday night concert, etc. Conference Chair would know of any of these requirements. You should know so that this information can be confirmed to the registrant.

About 2-3 weeks before the conference, send a confirmation to each registrant that includes all the meals they paid for, registration paid and any special needs they may have. Include any information they may need before they check in at the registration desk such as a campus map. They should notify you if they have any changes. Check with Conference Chair on when deadline is to accept meals. No meal reservations are accepted on site.

Checks are sent to Treasurer. Again, I usually wait till confirmation is sent. If someone must cancel, the check can just be returned. If you receive late registrations, I have taken them along to the conference and given them to the treasurer if she is going to be there.

Unless you are instructed otherwise from the Conference Chair, you should purchase at least 150 folders with 2 pockets; possibly be able to add pages that are 3-hole punched, but that is an option. You will also need to purchase 3x5 labels (size doesn't matter, but should be large). You will also need to purchase nametags. Again, **ONLY PURCHASE** if directed to do so by Conference Chair. Sometimes these things are provided by sponsoring college.

As the registration info is entered in the computer, place the registration form inside a folder and use a paper clip to put the envelope on the outside. Using boxes that have alphabetical dividers, place the folder behind the correct letter. This will make it easier to put in alphabetical order later.

When you are sure you have the majority of registrations, print labels (in alphabetical order) with registrant name. As you take the labels off, and find the appropriate folder, the folders will then be in alphabetical order as you place them behind the dividers. When the folder has the name on it, the envelope can also be placed inside or discarded. Add any other literature that was provided by the college, conference chair, merchant, etc. Do this for each registrant.

Meals are printed on labels and placed on the back of the nametag. I include at least the last name so you have the right meals on the right nametag. I even print a label that says NO MEALS so there is no confusion as to whether or not it was missed.

Take all folders and left-over information along to the conference. There are always on-site registrations, and they will need to receive the same information. In addition to the folders, I also take a membership listing to verify that on-site registrations are paid members.

The Conference Chair will give you a deadline for giving meal counts. This information should be entered with the registration and then totaled and given to the conference chair in a timely manner. I also take a listing of the meal counts with me in case of questions.

Once on-site, main responsibility is to work at registration desk and help out with other miscellaneous assignments that come up.

Post Conference

A thank you letter should be sent to each advertiser along with a booklet. Also include an invoice if one has been requested. Keep track of all post-conference checks received and send them to the Treasurer.

MISCELLANEOUS

This can include mailing letters or the job description handbook (done every 2-3 years) or any other task that you are requested to do.