COLORADO STATE MUSIC TEACHERS ASSOCIATION

Affiliated with Music Teachers National Association

Job Descriptions

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PRESIDENT

- Presides at all CSMTA General Membership Meetings and at all meetings of the Executive Board and Advisory Council.
- Prepares Board Meeting agendas and proofreads the Board Meeting's minutes.
- Supervises all the affairs of CSMTA.
- Assures that all officers know their respective duties.
- Appoints chairs of standing committees and of special Committees, as needed, and performs all such other duties as are incidental to the office or required by the Executive Board.
- Serves as ex-officio member of all committees of CSMTA.
- Uses the MTNA State Portal to input new officer information immediately after the annual State Conference and inputs event updates.
- Serves as advisor to the Notes & News Editor and proofreader for all issues. Articles, other than reports and articles from CSMTA officers and chairs, must be approved by the President.
- Coordinates the activities of CSMTA with those of Music Teachers National Association (MTNA) and West Central Division (WCD). Attends the MTNA Leadership Summit, the MTNA Conference, and West Central Division meetings as requested.
- Serves as a member of the MTNA State Presidents' Advisory Council, which meets at the MTNA Leadership Summit and the MTNA Conference. Other incidental duties include, but are not limited to:
    - Appoints various CSMTA chair positions if they become vacant during term, after conferring with the appropriate vice president in charge of the position.
    - Confers with the Vice President of Conferences on possible conference presenters and performers as well as any logistic and/or financial concerns.
    - Assures that two members are elected at the state conference to serve with the Immediate Past President on the nominating committee.
    - Makes arrangements for the installation of officers for the next term.
    - Writes a letter of welcome for the CSMTA Conference booklet.
    - Visits each Local Association during term, if possible.
    - Arranges for biennial revision of official documents: Rules and Tools, Job Descriptions, etc.

- Serves on the Finance Committee which assists in the preparation of the CSMTA budget.

PRESIDENT-ELECT

- Attends all Executive Board and Advisory Council meetings.
- Succeeds to the office of the President, at the conclusion of the President's term of office.
- In the absence or incapacity of the President, performs the duties and exercises the powers of the President.
- Works closely with the President to learn the duties of the presidency to prepare to assume that office.
- Serves on the Finance Committee, assisting in the preparation of the CSMTA budget.
- Chairs the CSTMA Bylaws committee.
- Chairs the Long Range Planning Committee.
- Coordinates the CSMTA Teacher of the Year selection using past honorees to be on the committee. Sends the winner's information to MTNA for consideration for the MTNA Teacher of the Year. Purchases a plaque or gift to be presented at the conference gala for Teacher of the Year.
- Purchases a plaque or gift to be presented by VP of Membership at the conference gala for 50-year members.
- Purchases a plaque or gift to be presented at the conference gala for out-going President.
- Attends the MTNA Leadership Summit.
- Appoints all Advisory Council chairs and coordinators for their term as President. This process should be complete by September of the year assuming the presidency.
- Attends the MTNA National Conference.
- Carries out the specific responsibilities assigned by the President.
- May sign checks in the absence of the treasurer.

VICE PRESIDENT FOR MEMBERSHIP

- Attends Executive Board and Advisory Council meetings.
- Receives new member information from MTNA via the CSMTA
- Treasurer. Sends the welcome letter to new members. Updates welcome letter as needed.
- Sends most recent membership email list to Secretary to update e-blast list-serv.
- Updates members on website "Find A Teacher" section.
- Understands the recruitment of new members is the most prominent activity of this office. Sends membership information and applications to prospective members as requested.

- Assists Local Association Membership Chairs with securing the proper application forms.
- Coordinates the First-time Conference Attendees Breakfast
- during the conference. Works with the VP for Conferences to reserve a room and a slot in the conference program. Secures a list of first-time attendees from the Conference Registrar (Secretary) and contacts first-time attendees to invite them to the breakfast.
- Presents the 50-year membership award(s) to new 50-year
- members during the Local Association Luncheon during the conference. During the conference Awards Ceremony, invites the 5-, 10-, 25-year members to stand and get recognized.
- Collaborates with President Elect to purchase 50-year member awards. Submits an article about the 50-year members to the N&N editor.
- Membership Labels: Coordinates purchase and creation and/or printing of mailing labels with interested business contacts and connect them with the Treasurer, who sends an invoice via PayPal.

Oversees:

1. Social Media Chair
2. MTNA Foundation Chair
3. Student Chapters Chair
4. Historian
5. Mentorship Chair

1. Social Media Chair

- Attends CSMTA Advisory Council Meetings as needed, particularly the meeting at the annual CSMTA Conference.
- Updates CSMTA Facebook page weekly or bi-weekly.
- Updates CSMTA Instagram page weekly or bi-weekly.
- Explores additional social media outlets present and future.
- Coordinates content with Notes & News Editor and Community Outreach, Education, and Public Relations Chair.
- Considers content, to include:
    - CSMTA news, including links to the Notes & News access page when published.
    - Student activity updates, including deadline reminders and highlights.
    - Conference and teacher enrichment notifications.

    - General information as it relates to pedagogy and performance, including articles, recordings, performances and other material of interest.
- Solicits and curates submissions from members

2. MTNA Foundation Chair

- Attends CSMTA Advisory Council Meetings as needed, particularly the meeting at the annual CSMTA Conference.
- Increases members' awareness of the MTNA Foundation by encouraging each CSMTA member to participate in the financial support of music education through the Foundation.
- Receives information from the MTNA Foundation and distributes to local associations as requested.
- Keeps the membership informed of the various programs and projects that the MTNA Foundation supports.
- Publishes a regular article in the Notes and News promoting the Foundation's goals and projects.
- Designs creative methods to solicit funds from the membership, such as at the state conference and local association meetings, as well as from community businesses and individuals.
- Acknowledges contributions to the MTNA Foundation in printed material or in public announcements. This may be accomplished by writing thank you notes, etc.
- Assists with the selection of a CSMTA member nominee for MTNA Foundation Fellow. The nominee for a Colorado MTNA Foundation Fellow:
    - shall have made significant contributions to their local association and the state association by serving in various capacities.
    - shall have been a member of CSMTA for 10 or more years. If a transfer member from another state, shall have been a member of MTNA for 15 years, and a member of CSMTA for 5 years.
    - shall be someone recognized throughout the state.
    - shall be selected every 1-3 years.
    - may be nominated by any CSMTA member, Local Association or the Executive Board. Nominations shall be sent to the CSMTA Foundation Chair
    - shall then be approved by members of the Executive Board
    - shall then request donations from CSMTA members to fulfill the requirements to become a Foundation Fellow as established by MTNA.

- Submits a report, via his/her Vice President, to each Executive Board meeting. May be asked to attend an Executive Board meeting if his/her report recommends a change.

3. Collegiate Chapters Chair

- Attends CSMTA Advisory Council Meetings as needed, particularly the meeting at the annual CSMTA Conference.
- Assists universities and colleges in establishing and maintaining collegiate chapters of MTNA.
- Encourages programs for collegiate members at the CSMTA conference.
- Keeps informed regarding developments of importance to collegiate chapters.
- Recognizes collegiate chapters in Notes & News.
- Maintains list of collegiate chapter presidents.
- Submits yearly reports regarding active collegiate chapters to the National and Divisional offices with information as requested.
- Submits a report to the Vice President of Membership for each Executive Board meeting.
- May be asked to attend an Executive Board meeting if the report recommends a change.

4. Historian

- Attends CSMTA Advisory Council Meetings as needed, particularly the meeting at the annual CSMTA Conference.
- Keeps all historical items relative to the CSMTA such as newsletters, rosters, news items, photos, memos of presidents and members, yearbooks. Keeps copies of past minutes of the CSMTA Secretary and conference programs that provide a written history.
- Furnishes items for publication relative to CSMTA history as requested. Assists in researching CSMTA history as requested.
- Submits a report, via his/her Vice President, to each Executive Board meeting. May be asked to attend an Executive Board meeting if his/her report recommends a change.
- Updates the online CSMTA history annually.

5. Mentorship Chair

- Attends CSMTA Advisory Council Meetings whenever possible, particularly the meeting at the CSMTA Annual Conference, presenting updates to increase awareness of mentoring needs and responsibility within the state leadership.
- Submits routine reports, via his/her Vice President, to each

Executive Board meeting. Attends Executive Board meeting if his/her report recommends a change.
- Provides each local mentorship chair with a description of mentor responsibilities and recommends proven methods to secure local mentor volunteers.
- Encourages programs for student members at the CSMTA conference.
- Encourages organizational support for new members at the CSMTA conference.
- If there is no local mentorship chair, the CSMTA Mentorship Chair encourages local association officers to connect with another local association mentoring chair, or her/himself, to support growth in their mentoring activities.
- Offers creative methods to ensure that no new member is "lost."
- Monitors local association mentoring activities.
- Submits occasional articles for Notes & News to position mentoring as a primary focus for the state.

VICE PRESIDENT FOR STUDENT ACTIVITIES

- Attends Executive Board and Advisory Council meetings.
- Is responsible for and enforces guidelines set in the CSMTA *Student Activities Handbook*. Updates handbook annually.
- Works with committee chairs (listed below), calling meetings when necessary, and is available for guidance and support. Results of each committee's proceedings are recorded and kept on file. Reports are given at CSMTA Executive Board Meetings as requested.
- Publishes notices, changes, application information, etc. in the Notes & News. Encourages each activity chairperson (listed below) to contribute to a year in review Notes & News article. Ensures website information is updated for each student activity.
- Sends end of year reports to each chair listed below for completion. These reports are to include: income and expenses, numbers of students/teacher involved, program copies or schedules as applicable, comments and suggestions, and any other pertinent information. These reports are collected and reported at the year-end to the CSMTA Executive Board.
- Collects written recital programs that give the composition title and composer for all student performances at the local association and state level. All programs should state the

association’s affiliation with CSMTA and MTNA. Two copies of each program are sent in July to MTNA *att: programs*.
- Organizes date and venue for the winner's recital within two months following Rising Stars. Invites winners of the MTNA competition and Rising Stars to perform in the winner's recital by obtaining information from the event chairs. Prepare and print recital programs. Meet with performers before the event and organize a warm-up session. Oversee the recital and procure volunteers as needed.

Oversees:

1. CSMTA Concerto Chair
2. MTNA Competition Chair
3. Student Achievement Day Chair
4. Rising Stars Chair
5. Conference Master Class Coordinator

1. CSMTA Concerto Chair

- Attends CSMTA Advisory Council Meetings as needed, particularly the meeting at the annual CSMTA Conference.
- Prepares for and implements all aspects of the annual competition. A committee may be formed to assist.
- Follows guidelines as published in the CSMTA Student Activities Handbook.
- Determines the dates for the competition submission deadline (typically first Friday in March) and winners’ announcement, ideally allowing 3 weeks in between for adjudication. Competition is conducted solely by un-edited recorded videos through electronic video submissions (i.e. links to YouTube, Dropbox, Google Drive, or other shared cloud file), allowing sufficient time for the orchestra’s preparation.
- Submits, via Vice President for Student Activities, for publication in Notes & News and website, include all pertinent information; and for the October issue, include a prominent reminder of all deadlines.
- Selects an adjudication committee, consisting of the orchestra conductor and two others. Adjudicators must be residents of the United States to avoid payment issues.
- Submits requisition for judges’ checks to CSMTA Treasurer.
- Coordinates rehearsal and performance schedules between winners, their teachers, and orchestra, ensuring the piano is tuned for the concert.
- Provides score/parts to orchestra.

- Submits, via Vice President for Student Activities, winners' information for publication in Notes & News.
- Orders winners' plaques.
- Creates concert program, including brief bios of winners and CSMTA logos.
- At the concert, presents the plaques to winners on stage at the conclusion concert. Direct families to buy a flower bouquet for their performer, which shall be presented along with the plaques.
- Collects score/parts after final performance and return them to the CSMTA Concerto Library if used.
- Writes thank you emails/notes to all involved.
- Engages an orchestra for the winners' concert for the subsequent year. Determine the date(s) (typically in spring) for winners' concert with the orchestra/conductor. All expenses should be negotiated with the orchestra and have a written agreement in place. Please note, it is common for community orchestras to have scheduled next year's program by spring.
- Submits a report, via Vice President for Student Activities, for each Executive Board meeting.
- If necessary, make recommendations for changes in procedures at an Executive Board meeting, such as changing an orchestra.

2. MTNA Competitions Chair

- Attends CSMTA Advisory Council Meetings as needed, particularly the meeting at the annual CSMTA Conference.
- Submits a report, via his/her Vice President, to each Executive Board meeting. May be asked to attend an Executive Board meeting if his/her report recommends a change.
- Consults with MTNA Director of Competition with concerns or problems.
- Follows all established guidelines published by MTNA.
- Schedules Performance Competition.
- Obtains competition handbook via the MTNA website.
- Selects judges for all levels of competition. Judges should be vetted with the VP of Student Activities and CSMTA President before invitations are sent.
    - Out-of-state judges are not hired.
    - Obtains checks for judges from CSMTA Treasurer
- Invites each winner and/or representative for Performance and Composition to perform at the Rising Stars and MTNA Competition Winners Recital.
- Provides articles for Notes & News and updates for the CSMTA website.

- CSMTA receives ½ of each entrant's fee.
- Entry forms and competition rules are provided by MTNA at the website.
- MTNA handles all entries and initial entrant money.
- Oversees Coordinators for Performance and Composition Competitions
- Refers to the MTNA Colorado Competition information in the CSMTA Activity Handbook regarding items unique to Colorado.
- Contacts all Colorado state and division winners, after verifying with WCD Chair and National Chair that winners performed at respective competitions, to inform them that they will be receiving a CSMTA travel stipend in the amount of $200 per performer. Winners must submit their full name and address to the MTNA Chair. Chair submits requisition to the Treasurer for all stipend checks, and mails them to the individual winners.

Oversees:

1. Performance Coordinators: Junior, Senior, Young Artist, Chamber
2. Composition Coordinators: Elementary, Junior, Senior, Young Artist

2.1 Performance Coordinators: Junior, Senior, Young Artist, Chamber

- Downloads Competition Handbook
- Prints applications of each entrant
- Directs concerns to State Chair
- Follows all established MTNA guidelines
- Attends Advisory Council Meetings
- CC's State Chair on all email communications
- Submits expenses to CSMTA Treasurer within 3 days after competition
- Winners and/or representatives will be invited to perform at the CSMTA annual conference.
- Refers to the MTNA Colorado Competition information in the CSMTA Activity Handbook regarding items unique to Colorado.

2.2 Composition Coordinators: Elementary, Junior, Senior, Young Artist

- Responsible for overseeing State Composition Competition in accordance with the MTNA Competition Guidelines

- Directs concerns to National Composition Coordinator
- CC's State Chair on all email communications
- Secures judges following MTNA guidelines, in consultation with State Chair
- Prints applications of each entrant
- Determines winner through the system outlined in the Judging Procedure document
- Uses online system to complete and submit reports following completion of the competition
- Sends a report of winners to the State Competition Chair
- Secures judges check(s) from the CSMTA Treasurer
- Judges receive $20 per composition when there are fewer than 7 composition entries. For 7 or more entries, each judge receives 1/3 of the total rebate received by CSMTA from MTNA for the composition competition.
- Attends Advisory Council Meetings
- Submits expenses to CSMTA Treasurer with 3 days after competition
- Winning and/or representative compositions will be invited to perform at the Rising Stars and MTNA Competition Winner's Recital.
- Refers to the MTNA Colorado Competition information in the CSMTA Activity Handbook regarding items unique to Colorado.

3. Student Achievement Day Chair

- Attends CSMTA Advisory Council Meetings as needed, particularly the meeting at the annual CSMTA Conference.
- Updates CSMTA Student Activities Handbook information as needed.
- Arranges for revisions and/or updates of tests and materials as needed. Assistants are secured to provide area expertise, proofreading and typesetting.
- Directs Local Association Chairs and CSMTA Members to the *CSMTA Student Activity Handbook* and *CSMTA Website* for:
    - Certificates
    - Guidelines
    - Practice Tests
    - Tests
- Works with CSMTA VP of Student Activities to secure passwords to Certificates and Actual Tests for Local Association Chairs.
- Assists Local Associations
    - In establishing Achievement Day

    - With questions or concerns
- If possible, compiles the number of participating local associations, number of participating students and teachers each year.
- Submits a report, via his/her Vice President, to each Executive Board meeting. May be asked to attend an Executive Board meeting if his/her report recommends a change

4. Rising Stars Chair

- Submits the following to the VP for Student Activities: Updates before each CSMTA Executive Board meeting; income/expense report and participation report after the event.
- Attends CSMTA Advisory Council Meetings as needed when proposing changes and revisions to Rising Stars Activities, particularly the meeting at the annual CSMTA Conference.
- Develops and updates a procedural guideline for succeeding chairs.
- Prepares news articles concerning Rising Star events for Notes & News.
- Creates and annually updates festival registration forms- online and for Notes & News.
- Secures facilities and necessary pianos for Rising Stars Festival.
- The subsequent year's event date and location will need to be selected prior to August 1. The new chair, if applicable, should be included in the discussion.
- Assures correct entry fees are paid by teacher and students.
- Approves repertoire.
- Creates student audition schedules (including times for final rounds) and informs participating teachers who, in turn, notify their students of audition times and locations.
- Places printed schedules on performance room doors.
- Secures and coordinates photographer activities.
- Obtains photo permission from parents of students.
- Assures pianos are tuned and processes payment for tuning.
- Prepares critique sheets, folders, ballots, and envelopes
- Prepares evaluation sheet envelopes for participating teachers. Emails any remaining envelopes to teachers after the festival.
- Collects, organizes, and distributes critique sheets to teachers
- Immediately announces winners by name through postings in the facility and online.
- Coordinates decision making with VP for Student Activities and CSMTA President as unusual or unexpected situations arise.

- Prepares and prints the festival booklet, including all performers' times and locations, as well as any ads secured by the Advertising Chair
- Provides list of winners with contact information to VP of Student Activities.
- Secures bids and selects printer for publications. CSMTA President reviews recommendations and authorizes selection of printer.

Oversees:

1. Adjudication Coordinator
2. Volunteer Coordinator
3. Awards Coordinator

4.1 Adjudication Coordinator:

- Invites and confirms judges in the fall, in consultation with the Chair and VP of Student Activities
- Builds judges' schedule and coordinate with Chair to ensure sufficient breaks
- Prepares judges' letters
- Prepares critique sheets, folders, ballots, and envelopes
- Prepares for and lead judges' meeting morning-of
- Manages judges' hospitality room and lunch order
- Manages W-9 collection, and coordinate paychecks with Treasurer
- Serves as point of contact for judges, including on event day

4.2 Volunteer Coordinator:

- Create and fill volunteer schedule based on data from Chair
- Point of contact for teacher volunteers or their subs
- Manage volunteer exemptions and resolve last-minute issues
- Prepare and distribute front desk and room supplies: Waivers, room signs, instructions, schedules, etc.
- Serve as point person at front desk for all volunteer matters
- Ensure all rooms are staffed and supported throughout the day
- Train and oversee volunteers as needed

4.3 Awards Coordinator:

- Manage all aspects of awards, including:
  - Procuring from vendor and distributing on event-day
  - Preparing and printing certificates, including Repertoire Spotlight seals
  - Updating Canva awards doc as divisions are completed

- Organizing and facilitating awards ceremonies
- Ensuring photos are taken of each division
- Managing missing/extra awards post-event and coordinating pick-up
- Preparing a post-event listing of the divisional winners for distribution to CSMTA membership
- Offer one designated post-event pick-up window and location for absentees

5. Conference Master Class Chair

- Coordinates and facilitates conference master classes by recruiting presenters, scheduling sessions, managing logistics, and ensuring a high-quality educational experience for participants.
- Compiles master class participant music and creates a google folder to be published for all conference attendees.

VICE PRESIDENT FOR REPRESENTATION & ADVOCACY

- Attends CSMTA Executive Board and Advisory Council meetings (4 times/year).
- Submits a report to the Secretary as requested before each meeting.
- Contributes article(s) to Notes and News as needed.
- Advocates for principles of inclusion, diversity, equity, and accessibility within CSMTA in the following areas of music teaching and study:
- Inclusion – encourages collaboration with other instruments, utilizes music as a bridge to understand global cultures, and celebrates each student's cultural heritage.
- Diversity - encourages the representation of various cultures and ethnicities, socio-economic levels, musical styles, repertoire canons, curriculum, instruments, ages, and all skill levels in our musical communities.
- Equity and Access – advocates for accessibility to music teaching and study in communities facing barriers, for students with special needs, and students with neurodivergent learning needs, including support for teachers in areas with geographical, economic, or other limitations.
- Supports the Executive Board and Local Associations, by encouraging them to include the principles described above into their programming.
- Works with a CSMTA virtual group that will allow members to

- connect and share diverse repertoire resources or brainstorm questions arising from diverse student needs.
- Follows guidelines sent by National Arts Awareness and Advocacy Chair. Disseminates information from the National Chair to the local associations presidents regarding issues about advocacy for music education.
- Encourages local associations to become involved in their communities.
- Contacts State Commission for the Arts for listing of arts advocacy organizations in our state. Encourages networking with other advocacy groups: MENC, NAMM, etc.
- Attends Local Association Presidents' Meeting at CSMTA Conference.
- Builds a file about arts advocacy in the state.
- Serves as a resource person wherever needed.
- Attends local association meetings and shares information as requested.

VICE PRESIDENT FOR TEACHER ENRICHMENT

- Attends CSMTA Executive Board and Advisory Council meetings.
- Coordinates all activities relating to continuing education for members.
- Oversees the schedule for monthly Notes & News and ensures deadlines are met by the N&N editor.
- Writes articles in Notes & News as needed. Writes and/or solicits writers for the Teacher's Corner. All articles/columns should benefit all musicians, not just pianists.
- Oversees information submitted for the Teacher Enrichment Corner in the Notes & News, to make certain that it fits the guidelines for submission as determined by the past and present VP of Teacher Enrichment.
    - Events must be non-profit such as festivals, competitions, master classes, workshops, etc., provided by educational institutions, organizations, and even for-profit businesses *if* the event is **not** promoting merchandise, an individual, or the business.
    - Events of Colorado music stores, especially those in partnership with the CSMTA Memorial Fund, may be included if the tone of the event is educational and not a business promotion.
    - No independent studio, faculty, or personal recitals/performances will be included noting the following exception: Recitals included *as part of an*

event or festival may be included, N&N listing the name of the artist, date, and time of performance only.
    - All university based educational events including music workshops, master classes, camps, and festivals that are open to the public, to pre-college age, adult, and college student participation may be listed.
    - University performances and faculty recitals will not be advertised.
    - Submit the basic information for the event as an announcement in the Teacher Enrichment Corner. The submission should be max 75 words plus date/event title/contact.
- Promotes and follows the guidelines for MTNA Professional Certification Program.

Oversees:

1. CSMTA Website Coordinator
2. *Notes & News* Editor

1. CSMTA Website Coordinator

- Attends CSMTA Advisory Council Meetings as needed, particularly the meeting at the annual CSMTA Conference.
- Updates and keeps relevant the CSMTA website.
- Makes certain that our domain name contract is kept current so CSMTA can maintain the website name, comusicteachers.org.
- Works with CSMTA treasurer to keep the host site contract current.
- Tries to answer technology questions that are asked by CSMTA members.
- Submits a report, via Vice President, to each Executive Board meeting. May be asked to attend an Executive Board meeting if report recommends a change.

2. Notes & News Editor

- Attends CSMTA Advisory Council Meetings as needed, particularly the meeting at the annual CSMTA Conference.
- Copy deadline is the 15th of the month preceding the month before the publication date. (i.e.: May 15th is the deadline for the June issue.) Newsletter publication dates are the 1st of each month.
- Uses back issues of Notes & News online as reference for articles to include in each issue.
- Includes feature articles when possible. Some previous

examples include: Independent Music Teacher stories; "Music Stand" for non-pianists (VP-Teacher Enrichment), "Websites of Interest (VP-Teacher Enrichment), National awards for Local Associations, MTNA Competition winners, MTNA Fellows, 50-year members; Technology Corner; College Faculty Forum; Scholarship winners; Special Local Association events (e.g. Spookathon, responses to Hurricane Katrina); Outreach Opportunities; In Memoriam; Reports from Vice Presidents or Advisory Council members; Articles submitted through peer review process (through VP for Teacher Enrichment); Interview Conference Artists

- Includes pictures when appropriate, transferring them electronically
- Organizes an editorial board to review manuscripts of articles to be considered for publication (see Standing Committees in the Rules and Tools document). This committee may accept or decline the reviewed manuscripts, or send the manuscripts back to the authors for revisions. The editorial board helps with proof-reading after the first draft is laid out. The editor makes a schedule of when each committee member reads the draft, so they can plan, and efforts are not duplicated.
- Follows CSMTA guidelines for printing appropriate articles.
- Submits a report, via his/her Vice President, to each Executive Board meeting. May be asked to attend an Executive Board meeting if his/her report recommends a change.

VICE PRESIDENT FOR LOCAL ASSOCIATIONS

- Attends CSMTA Executive Board and Advisory Council meetings.
- Follows up with all Local Association Presidents in July/early August to make sure that they have submitted their association's information for the October Notes & News. (There is an electronic form for this on the CSMTA website.)
- Serves as Local Association Chair unless another individual is chosen for this position.
- Establishes close communication with local association presidents through regular emails (at least monthly) and visits.
- Provides necessary liaison between the National Local Association Chair and all local association presidents.
- Provides assistance to local association presidents whenever

needed and answers all communications promptly.
- Organizes and conducts informative meetings for local association presidents during the CSMTA state conference and as needed throughout the year.
- Organizes the program, menu and decorations for the Awards Ceremony Event at the CSMTA state conference.
- Organizes and presides over the Local Association Luncheon at the CSMTA state conference. (Plans the agenda, arranges for speaker, presentations, head table, introductions, decorations, door prizes, etc.).
- Encourages the affiliation of new local associations within the state.
- Selects Local Association of the Year Award by asking local associations for information on their year's activities. Arranges to have that association's name engraved on a traveling plaque.
- Keeps files up to date, i.e. current local association bylaws which are compliant with MTNA; Local Association of the Year Award; and all correspondence.

Vice President for Conferences

- Attends CSMTA Executive Board and Advisory Council meetings.
- Oversees Facilities Chair (can be same individual), Program Chair and Exhibit Chair.
- Consults with Executive Board and Facilities Chair to secure dates and site for conference.
- Consults with Treasurer about conference budget.
- Consults with Program Chair to secure conference artist(s) and determines appropriate fees for services and travel/lodging.
- Secures discounted group accommodations at local hotel (if VP of Conferences is not local to the event, the Facilities Chair will make these arrangements).
- Coordinates scheduling of sessions, meetings and events with Facilities Chair, Program Chair, President, VP of Student Activities, VP of Local Associations, VP of Membership, Collegiate Chapters Chair and Commissioned Composer Chair. Events to be scheduled include: guest artist concert/masterclass/sessions, presenter sessions, Advisory Council Meeting, General Membership Meeting, Local Associations President's Meeting, Awards Ceremony Event (formerly Local Associations Luncheon), Commissioned Composer session, First-Time attendees breakfast and collegiate member attendees social event. In consultation with Facilities Chair, ensures that practice facilities and time will

be available for guest artists and presenters/performers as needed.
- Updates website with registration fees for attendees and presenters, releases online registration link.
- Submits copy for Notes & News including full conference schedule, guest artist and commissioned composer biographies, information about accommodations/parking/meals, description of sessions and biographies of presenters, exhibit information and registration link, registration deadlines and links, call for poster presentations.
- Submits text for e-blasts with deadlines for accommodations, parking and registration.
- Consults with appropriate VP or chair to organize food/catering for events (as needed, depending on scheduling): First-time attendees breakfast, meetings, Awards Ceremony Event, hospitality. If VP of Conferences is not local to planned event, or if events will take place at the conference site, the Facilities Chair should be consulted and to make arrangements as needed. The program, menu and decorations for the Awards Ceremony Event will be the responsibility of the VP for Local Associations.
- Coordinates volunteer schedule to set-up and tear down conference, consults with Facilities Chair and Advertising Chair to determine any other assistance needs to be included in volunteer schedule.
- Submits text for Conference Program Book: full schedule of events, guest artist and presenter session information and biographies (supplied by Program Chair), Commissioned Composer session information (supplied by Commissioned Composer Chair), programs for masterclass(es) and Rising Stars/MTNA Winners Recitals (supplied by VP of Student Activities), welcome letters (supplied by President, VP of Conferences and host site leader), meeting agendas and minutes (supplied by Secretary).
- Is onsite for duration of the conference to oversee all aspects of the event and troubleshoot as needed.

Oversees:

1. Facilities Chair
2. Program Chair
3. Exhibits Chair

Facilities Chair (can be same individual as VP for Conferences)

- Attends CSMTA Advisory Council meeting at CSMTA conference.

- Reserves rooms at selected site for sessions, performances, meetings and Exhibit Hall. Determines room capacities and available equipment (including pianos/other instruments) for rooms; shares room specifications with Program Chair and VP of Conferences for scheduling discussion. Ensures that assistance with technology needs and instrument maintenance is available for duration of conference. Arranges practice facilities for guest artists, performers and presenters as needed in consultation with VP of Conferences.
- In consultation with VP for Conferences and Treasurer, signs contracts for room reservations/rentals and coordinates payment. Contacts MTNA National Office for certificate of liability to be available for reference and to be provided with contracts for facilities as needed.
- If VP of Conferences is a different person, or not local to the event, Facilities Chair will assist in securing discounted accommodations for attendees.
- Determines parking availability and permits, signs any necessary contracts and submits information to VP of Conferences for publication in Notes & News and on website.
- Consults with VP of Conferences about meals and catered events. If VP of Conferences is not local, or if on-site events will be catered by the facility, Facilities Chair will make necessary arrangements and arrange contracts. Note that the program, menu and decorations for the Awards Ceremony Event will be the responsibility of the VP for Local Associations.
- Consults with Secretary and Advertising Chair for registration and Exhibit Hall table needs.
- Creates and posts direction signs for all rooms at conference, and provides list of nearby eateries for registration desk.
- Is onsite for duration of the conference to oversee all aspects of the event and troubleshoot as needed.

Program Chair

- Attends CSMTA Advisory Council meeting at CSMTA conference.
- Secures guest artist(s) for conference in consultation with VP of Conferences and determines appropriate fees for services and travel/lodging with Treasurer. Solicits artist biographies and session information.
- Submits call for presentations for publication. Sends text for e-blasts concerning proposal deadlines as appropriate to VP of Conferences.
- Appoints proposal screening committee to select sessions for presentation at conference. Notifies presenters of results

(acceptance or rejection) of screening and solicits equipment/set-up needs for accepted sessions.
- Consults with VP of Conferences and Facilities Chair to schedule sessions and notify presenters of schedule.
- Submits guest artist biographies and session descriptions, presenter short biographies and session descriptions to VP of Conferences for publication in Notes & News.
- Secures presiders for conference sessions with assistance of a Representative-at-Large if needed. Sends reminder email to presiders shortly before the conference with attached longer biography of session presenter.
- Submits full program information, including session descriptions, presenter biographies and names of presiders to VP for Conferences for Conference Program Book.
- Makes arrangements for conference presiders at the request of the President or VP for Conferences.

Exhibits Chair

- Attends CSMTA Advisory Council meeting at CSMTA conference.
- Solicits exhibitors, both new and returning, for conference.
- Consults with Facilities Chair to ensure exhibitor equipment needs and requirements are provided (tables, electrical outlets, wifi access, etc).
- Consults with VP of Conferences to ensure there is adequate scheduled time for attendees to visit Exhibit Hall.
- Updates exhibitor information on website, submits information to VP of Conferences for publication in April newsletter and updates exhibitor registration link with Alejandro Cremaschi.
- Supplies list of exhibitors to Secretary for inclusion in registration materials, and supplies exhibitor information to Secretary for name badges.
- Is responsible for all Exhibit Hall activities (which could include poster presentations and hospitality table) during conference, including planning space allocation for exhibitors, scheduling and supervising load-in and load-out and securing the room overnight. Exhibit Hall Chair will be present onsite for the duration of the conference.

MTNA COMMISSIONED COMPOSER CHAIR

- Attends CSMTA Advisory Council Meeting at CSMTA Conference.
- Designs a *Call for Composers* for CSMTA Website and *Notes & News*.

- Entries should include a curriculum vitae and 3 selections from body of work with recordings and scores. Scores and CV should be submitted in PDF format, and recordings should be submitted in MP3 format. Composers may use Dropbox or Google Drive, and link these folders in an e-mail submitted directly to the Commissioned Composer Chair for consideration.
- Arranges a committee of listener-judges to meet in September to select one composer for the award. A Colorado affiliated composer is encouraged. In the event of a large number of entries, listener-judges may be asked to pre-screen a number of entries in advance of the meeting.
- Selects composer at least seven months in advance of the CSMTA annual conference, and notifies Executive Board of the selection.
- Contacts the winner of the CSMTA Commission and secures dates, timetable for performance at the CSMTA Conference, and verbal agreement within a reasonable timeframe after notification. A sample contract should be offered to the composer for consideration, and can be found at MTNA's website. The winning composer is responsible for these expenses: travel, lodging, performer fees.
- Contacts VP of Conferences with photo and bio of the commissioned composer for announcement on the CSMTA website and Notes & News.
- After a verbal agreement is reached and a medium and title for the commissioned work have been decided upon, the chair uses the MTNA portal to generate an electronic contract.
- Contacts other contenders with regrets.
- Assures that composer's bio and photo are given to Vice President for Conference for inclusion in conference booklet.
- Works with conference chair for premiere performance time at the conference. Works with Vice President for Conference to ensure proper treatment of facilities and equipment by composer and performers.
- Prepares article for Notes & News. Includes composer photo.
- Receives copy of composition manuscript from the composer by contracted due date, which should be at least one month prior to the performance.
- Requests matching monetary award from MTNA at least four weeks before the performance through the online commissioning portal.

- Obtains completed W-4 from the composer and gives it to the Treasurer, along with a request for the commission check to be delivered at or before the conference.
- Remains in contact with composer and assists in preparation for performance at conference.
- Introduces composer and awards commission check at the CSMTA Conference premier.
- Obtains and uploads electronic copies of the score and a recording of the premier performance for consideration for the MTNA Distinguished Composer of the Year Award, and submits through the online commissioning portal.

SECRETARY

- Attends all Executive and Advisory Board meetings.
- Takes roll at CSMTA Executive Board and Advisory Council meetings, making sure a quorum is present:
    - Executive Board = 7 members
    - Advisory Council Board = 15 members
    - General Membership = 25 members
- Takes careful notes during meetings, making certain to correctly record motions. Sends a rough draft of minutes to the President within two weeks of the meetings for approval. After approval, emails a copy to each board.
- Places a copy of the minutes, along with pertinent reports, such as President's report or Treasurer's annual budget, in the Secretary's official record book.
- Records all motions passed in Secretary's file.
- Regularly checks CSMTA emails and responds or forwards to appropriate officers.
- Updates the Who's Who on the website, and posts a file with updated contact information for all board members.
- Serves as Registrar for State Conference.
- Minutes from the Annual General Membership meeting are sent first to the President for approval and then to a minutes approval committee that is selected at the annual meeting.
- Assigns screening of projects and inquiries from emails, phone calls, and other sources from outside CSMTA to present to the Executive Board for decisions. Uses CSMTA guidelines for information that will be passed on from emails to the appropriate persons.
- Responsible for conference registration including reservations for luncheons and dinners. Works with Conference Chair to update registration form.

- After registration deadline, alphabetizes and records the registrations and meal reservations.
- Checks math on each registration and notifies registrant of any errors. There are no refunds on Conference registrations.
- Contacts Vice President for Conferences to report registration and meal counts.
- Prepares teacher registration packets containing nametags, meal tickets, pens, coupons, concert tickets, etc.
- Makes signs to identify the registration table and to notify members of the upcoming General Members' meeting, as well as any changes to program.
- Distributes teachers' registration packets.
- Makes arrangements with Representative at Large to find volunteers to collect meal tickets and concert tickets at the door.
- Makes arrangements for extra money to be available for purchase of concert tickets at the concert door.
- Obtains agenda for board meetings from President and sends email notification of upcoming meeting to each board member.
- Prepares correspondence the President may want sent out, such as cards of sympathy or congratulations. Treasurer may request thank you notes to be sent to those who donate to memorial funds and notes of notification to the family or person in memoriam.
- Updates any changes to the *Rules and Tools* that are affected by the previous year's motions.

TREASURER

- Attends all CSMTA Executive Board and Advisory Council meetings.
- Prepares the budget, chairs, and meets with the Finance Committee (President, President Elect, and Past President).
- Attends the Long Range Planning Committee meetings.
- CSMTA's fiscal year is July 1 – June 30.
- Maintains custody of all funds and securities of CSMTA.
- Endorses, for collection or deposits, all checks and other negotiable instruments.
- Reads Bylaws and Rules of Procedure often to remain current on all fiscal responsibilities.
- Keeps a file of motions which affect finances.
- Pays out money as may be necessary via requisition forms.
- Fills out credit applications as needed for businesses CSMTA deals with (printers, hotels, etc.)

- Keeps regular books of accounts. Balances accounts each month.
- Secures new bank signature card when there is a change of officers.
- Receives CSMTA dues and physical membership lists from MTNA. Online access to membership information is available to treasurer, president, membership chair and administrative assistant.
- Updates MTNA on any changes in CSMTA dues rates, including members who have attained honorary member status (either by vote or 50 year membership). MTNA requests this information annually in December for next membership cycle (July 1 – June 30).
- Presents financial reports listing finances for the current quarter and relates these figures to the current year's budget at each Board meeting.
- Sends an annual report to MTNA as requested regarding income/expenses for the Colorado portion of the MTNA competitions.
- Chairs the Finance Committee, who prepares and presents a budget for the next year in April-June, depending on the board meeting schedule.
- After June 30th, completes an annual year-end report that includes next year's approved budget and sends it to the executive board members. Keeps copy of annual report and tax return in permanent file. Prepares and submits a condensed version of the report for the October *Notes and News*.
- A written requisition with accompanying receipts is required for every expense reimbursement. The requisition must include the member's name and address and reason for the expense. Requisitions are kept on file for 7 years. All requisition forms must be filled online. The past president and current president have access to the requisition form online reports.
- The immediate past president will review monthly bank statements, online copies of checks and paypal.
- The treasurer, president, and president-elect will have complete access including check signing privileges to all bank accounts, including paypal.
- The immediate-past president will have inquiry-only banking privileges.
- Periodic compilations and or reviews from a qualified professional accounting firm may be requested by the executive board.

- MTNA carries a general liability insurance policy that covers state (and local) association loss up to $5,000 due to treasurer dishonesty.
- Prepares a proposed budget for approval by the Finance Committee (Past-President, President, President-Elect and Treasurer), which is then approved by the Executive Board and is presented to the general membership during the state conference. Checks with Vice Presidents and Chairs for possible needs to be included in the budget.
- Provides income/expense figures to any VP or Chair of a CSMTA event, so these individuals may prepare a budget for the event.
- Obtains W-9 form (Request for Tax ID/address/certification) from every individual we will pay at least $600 during the calendar year (Jan1 – Dec 31) for contracted services (judging, composer commission, conference artists/speakers).
- Processes a 1099-MISC form by January 31, using W-9 information, for any contracted work totaling $600 or more in the previous calendar year (Jan 1 – Dec 31). The forms can be purchased and used with QuickBooks.
- Submits financial records to qualified professional accounting firm in August for tax preparation. Be sure the firm e-files the association tax return (990EZ/Schedule A) with the Federal Internal Revenue Service and the Colorado Department of Revenue, or files an extension with the IRS by November 15.
- Sends a copy of the tax return to the MTNA Treasurer and the CSMTA President.
- Keeps copy of tax form and annual report in permanent file.
- Files a Periodic Nonprofit Corporation Report ($10, $50 if late) in April/May as required by the Colorado Secretary of State. Updates e-mail contact with change of treasurers.
- Files an annual Charitable Solicitation report with the Secretary of State ($10).
- Writes and mails donation letters that include our non-profit federal tax ID number to all individuals who make a donation to CSMTA.
- Maintains a copy of the following tax numbers, licenses and documents:
    - Federal Tax ID Number, IRS Letter of Determination to MTNA and Group Exemption Letter to CSMTA from MTNA. (for proof of federal nonprofit status).
    - Exemption from Colorado Sales Tax License (make available to all persons making large purchases on behalf of CSMTA).

        - Current Registration as a Nonprofit Corporation with Colorado SOS
        - Colorado Wage Withholding License (for payroll).
        - Employee Accountable Reimbursement Plan (approved by board in 2013 and required so that expenses reimbursed to employee are not taxed as income).
    - Verifies contracts with event Chairs before issuing payment.
    - Contracts must fit into the budget for the particular event or line item.
    - Keeps a PDF of all contracts, with a copy also retained by the Chair involved in a particular event.
- Supplies the Grants Chair with financial records as needed.
- Provides financial information for any grant application for which CSMTA applies.

Oversees

1. Grants Chair
2. Advertising Chair

1. Grants Chair

- Attends CSMTA Advisory Council Meetings as needed, particularly the meeting at the annual CSMTA Conference.
- Receives applications from local associations applying for a CSMTA local association grant. Reviews these with a committee consisting of the CSMTA president, president-elect, and immediate-past president. Informs local associations of the committee's decision.
- Receives completed Disaster Relief Assistance applications from Disaster Relief Committee if needed. Coordinate with DR Committee Chair, facilitates assistance disbursements through CSMTA Treasurer.
- Receives request for securing a specific grant from CSMTA Executive Board.
- Compiles, along with committee members, a list of potential organizations, foundations, businesses, etc. that have grants available that would be of interest to CSMTA programs and projects.
- Works with CSMTA treasurer to obtain the financial records necessary for a grant.
- Writes, or supervises the writing of, the grant and completes the follow-up that is necessary to complete the grant process.
- Reports to the CSMTA Executive Board at their regular board meetings.

- Submits a report, via his/her Vice President, to each Executive Board meeting. May be asked to attend an Executive Board meeting if his/her report recommends a change.

2. Advertising Chair

- Attends CSMTA Advisory Council Meetings as needed, particularly the meeting at the annual CSMTA Conference.
- Regularly revises the advertising orders on the website. Works with the Treasurer to have the advertising form posted on the CSMTA website.
- Oversees changes in advertising fees as requested.
- Maintains a spreadsheet of past and potential advertisers, and their contact information.
- Sends advertising forms and cover letters to possible advertisers, using past resources and adding new names. Past resources include: colleges and universities, publishers, instrument repair businesses, Piano Tuners Guild, American College of Musicians, Federation of Music Teachers.
- Seeks potential new advertisers from local associations and other sources.
- Advertising workflow is as follows:
    - Advertisers fills in the online advertising order form. The system sends the order form automatically to Advertising chair, Executive Assistant, Treasurer and Webmaster. Payment is made online automatically through Paypal as part of the check-out process. No manual invoice is needed because the system is automated.
    - Advertising Chair gets camera-ready ad from advertiser. If the ad was not included in the original online order, Executive Assistant contacts advertiser to request the camera-ready ad file.
    - Coordinates with VP of Teacher Enrichment and N&N editor to include the ads in the correct publications (N&N, Conference Booklet, Rules and Tools, and/or Student Activities Handbook).
- Sends complimentary copy of publication(s) to advertisers.
- Coordinates exhibit hall for the CSMTA conference.
    - Oversees exhibitor logistics, including tables, chairs, tablecloths, electrical needs, setup requirements, and on-site support to ensure a successful exhibitor experience.

IMMEDIATE PAST PRESIDENT

- Attends Executive Board and Advisory Council meetings.
- Works with incoming President to assure a smooth transition in leadership.
- Serves as an advisor to the President.
- Serves on the Finance Committee.
- Chairs the Nominating Committee. Identifies two members to serve on the Nominating Committee.
- Serves as a proof reader on the *Notes & News* Editorial Committee.
- Reviews submissions for CSMTA Conference sessions.
- Serves on the Long Range Planning Committee.
- Verifies the accuracy of the CSMTA bank account monthly statements.

REPRESENTATIVE(S) at LARGE

- Attends Executive Board and Advisory Council meetings**.**
- Represents the interests of the general membership.
- Assists with membership recruitment, retention, and engagement initiatives.
- Supports conference logistics and special events as assigned.
- Serves on committees, task forces, or ad hoc work groups as appointed by the President.
- Assists with volunteer recruitment and coordination for association events and programs.
- Represents the association at regional, state, or community events when requested.
- Performs other duties as assigned by the President or Executive Board.

CSMTA Parliamentarian

- Attends Executive Board and Advisory Council meetings.
- Provides parliamentary opinion during the deliberations of the CSMTA Board and Advisory Council meetings.
- Refers to the rules contained in the current edition of Robert's *Rules of Order Newly Revised* which shall govern CSMTA in all cases to which they are applicable.
- May be called upon by the CSMTA President for advice as needed.
- Provides scripts for board meetings as needed.

- Answers any procedural questions that may arise during meetings.
- Has the power to interrupt discussion in order to provide parliamentary opinion during meetings.
- Submits a report for Executive Board or Advisory Council meetings as deemed necessary. Advises and assists in the procedure when bylaws are amended in the CSMTA *Rules & Tools* publication.