

NHMEA Position Description: PRESIDENT

Job title	<i>President</i>
Reports to	<i>NHMEA Executive Board, Membership, and Eastern Division President</i>

Type of Position

____ Appointed Elected

Qualifications

(Common for all positions except for Executive Director)

Nominee/appointee must be an active music educator

Nominee/appointee must be a current member of NHMEA/NAfME

Duties and responsibilities

Prepare monthly email blasts for the membership

The President shall:

- I. Carry out the mandates of the membership and Executive Board as expressed in their meetings.
- II. Interpret and administer the Constitution, By-Laws, and Festival regulations, as found in the manual, making necessary decisions in emergencies and in the absence of Board policy.
- III. Prepare for and preside over the following meetings, in accordance with Robert's Rules of Order:
 - a. General business meetings of the Association
 - i. Fall All-Member Meeting (October)
 - ii. Spring All-Member Meeting (April)
 - b. All regularly scheduled Executive Board meetings (January [large board], February, March, April [large board], May, June?, August [Summer Meeting, large board], September?, November)
 - c. Meetings of officers, other than those previously listed.
 - d. Any meetings called for special purposes, as provided for in the Constitution.
- IV. Represent the Association at the following meetings:
 - a. NAfME: The National Association for Music Education National Assembly
 - i. Serve as the official delegate for New Hampshire
 - ii. Lead the meetings with legislators/aides during Hill Day
 - b. **NAfME National Conference Conference (even numbered years).**
 - c. Eastern Division (NAfME), Executive Board
 - i. Eastern Conference (odd numbered years)
 - ii. Eastern Planning meeting
 - iii. Other meetings as called
 - d. At his/her discretion, and when financially feasible, the President may attend and represent NHMEA at conferences and meetings of organizations which he/she

may consider to be beneficial to the Association: e.g. Curriculum hearing of the NH State Board of Education; NH State Principals' Association

- V. Supervise and oversee the duties and responsibilities of all Executive Board members.
- VI. Establish and review the goals of the Executive Board and the Association, periodically reporting the results to the Executive Board and membership.
- VII. Appoint those Chairpersons specified in the Constitution, members of special committees, and replacements for those unable to complete their full term of office or appointment (May meeting). All presidential appointments are subject to approval by the Executive Board (consent agenda item?).
- VIII. Serve as an ex-officio member of all NHMEA Committees.
- IX. **Oversee the budget, guiding the Executive Director in the authorization of purchases, expenses, etc.** In cooperation with the NHMEA Executive Director, prepare materials for the planning of future budgets
- X. Oversee the keeping of records and the filing of reports with NAFME Divisions and National Boards.
- XI. Regularly prepare presidential notes/articles for the Quarter Notes publication.
- XII. Prepare and send monthly email blasts to the membership
- XIII. **If possible, attend at least one meeting per year of each NAFME Student Chapter in an official capacity** (UNH, Keene, Plymouth).
- XIV. Protect the rights of individuals involved in the Association especially while conducting reviews/investigations of potentially serious incidents.
- XV. Present a proposed calendar listing NHMEA activity dates for the upcoming year to the Executive Board at the **January meeting.**
- XVI. On behalf of NHMEA, extend "greetings" to the audience at the All-State Festivals, and when possible, at the Middle School Festival(s), and the Elementary Sharing Festival.
- XVII. Following any NHMEA event, authorize and/or send a letter of appreciation to the Administration of the host.
- XVIII. Submit list of students eligible for Eastern Division and National Honors Ensemble performing groups.
- XIX. Upon request of the National or Divisional President, make recommendations for any New Hampshire State performing groups who apply for appearance at NAFME National or Division conferences.
- XX. When pertinent, send copies of correspondence to the President-Elect; i.e. copies of NAFME Division agendas, minutes, etc.
- XXI. Send appropriate ballots as mandated by the NHMEA Constitution and/or as instructed by the Executive Board.
- XXII. Itemize and present to the NHMEA Executive Director for reimbursement, those expenses incurred in the execution of the duties of the office of President of NHMEA

Timeline of Responsibilities/Duties

July–August:

President's Message to Quarter Notes Editor by July 1
Attend NHMEA Summer Planning Meeting
Check with Immediate-Past President on progress of Nominating Committee
Attend Eastern Division Planning Meeting (even-numbered years, preceding the conference in odd-numbered years).
Follow-up with President-Elect regarding plans for Fall Meeting

September:

Prepare agenda and preside over the September Executive Board Meeting
Receive slate of nominees from Nominating Committee at Executive Board meeting
Request written reports from Committee Chairpersons for Fall All-Member Meeting

October:

President's Message to Quarter Notes Editor by October 1.
NHMEA Fall All-Member Meeting.
Present slate of nominees to the Membership at the All-Member Meeting, and add any nominations from the floor
Attend Eastern Division Executive Board Meeting

November:

Prepare agenda and preside over the November Executive Board Meeting
Preliminary work on Calendar for following year.

December:

President's Message to Quarter Notes Editor by December 1

January:

Prepare agenda and preside over the Executive Board Meeting (Full Board) at NHMEA/NHBDA Chamber Festival (propose calendar for following year)
Follow-up with Executive Director in preparing budget for Annual Spring All-Member Meeting
Present a final draft of the proposed calendar to the Board

February:

Greet audience at Jazz All State Concert
President's Message to Quarter Notes Editor by February 1
Board votes on Distinguished Music Educator of the Year (in non-public session).

March:

Request written reports from Committee Chairpersons for Spring All-Member Meeting
Prepare a plaque for Distinguished Music Educator of the Year.
Prepare a plaque for Administrator of the Year
Prepare a plaque for Hall of Fame recipient(s)

April:

President's Message to Quarter Notes Editor by April 1
Attend Eastern Division Conference in odd-numbered years
All-State Music Festival, Executive Board Meeting, and All-Member Meeting
Present proposed Calendar to membership for approval
Announce and present plaque to the Distinguished Music Educator of the Year
Announce and present plaque to the Administrator of the Year
Announce and present plaque(s) to the Hall of Fame recipient(s)

Greet Audience at All State Conference
Inform Excellence in Education (“Edies”) Award Committee of NHMEA’s recipient for Music Educator of the Year

May:

Greet audience at one Middle School District Festival and find greeters for the other districts
Inform NHMEA Executive Board and Music Educator of the Year recipient of details for “Edie” Awards ceremony
New badges for new executive board members and appointed positions.

June:

Attend “Edies” awards ceremony on behalf of NHMEA
Attend NAFME National Assembly in Reston, VA (headquarters) or Washington D.C.
Send invitations to students eligible for All-Eastern Band/Orchestra/Chorus/Jazz.

Throughout the year:

Prepare agenda and preside over all Board Meetings (September, October Fall All-Member, November, January, February, March, April Spring All-Member, May, and June).
September/December - optional executive board meetings as needed
Respond to issues affecting the Association and its members.
Consult in a timely manner with the President-Elect concerning duties on his or her time-line.

Direct reports (if applicable)

Members of the Executive Board

Approved by:	
Date approved:	
Reviewed:	