

NHMEA Position Description Common Template

Job title	<i>String Council Chair</i>
Reports to	

Type of Position

_____ Appointed ____X__ 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

The primary job duties and responsibilities are:

- Approving programs for NHMEA Middle School District Festival and NH Allstate Orchestra Festival.
- Recommending string clinicians for October Music Festival and Spring Conference.
- Submitting orchestra related articles (self written or published) to Quarter Notes (4 times per year)
- Recommendations for all state repertoire changes for auditions (if needed)
- Help identify needs of the membership when it comes to teaching strings in NH school systems
- Organizing and running 3 yearly string council meetings (includes all string council board members: chair, high school rep, middle school rep, elementary rep, collegiate rep, guitar rep)
- Attending all NHMEA board meetings and giving report
- Creating written reports to be included in NHMEA google drive for each monthly board meeting

Timeline of Responsibilities/Duties

July-August:

Preparations for the upcoming year:

- Attending NHMEA summer meeting
- Making sure that the professional development chair has received all information concerning the hiring of string clinicians for the Octoberfest and Spring Conference
- Set the dates for the three face to face (or zoom) meetings with the string council board members (perhaps during summer meeting); meetings usually occur in October, January, and summer
- Approve the All State Orchestra Program (if it's ready; this can be done via email - send to string council board members)
- August 1st deadline: send orchestra related article to director of publications (Quarter Notes Editor)

September:

- Prepare the agenda for face to face/zoom meeting in October
- Approve the All State Orchestra program (if council didn't approve over the summer; can be done via email - see above)

-Attend monthly NHMEA executive board meeting (and submit written report to the google drive)

October:

- Meeting with string council board
- Approval of the Middle School District Festival program and All State Program (if needed)
- Attend monthly NHMEA executive board meeting (and submit written report to google drive)

November:

- All State auditions
- November 1st deadline: send orchestra related article to director of publications (Quarter Notes Editor)

December:

- Attend monthly NHMEA executive board meeting (if it occurs; sometimes not in December - submit written report to google drive)

January:

- Meeting with string council board?
- Attend NHMEA Large Executive Board meeting (usually at NHBDA chamber festival; submit written report to google drive)

February:

- February 1st deadline: send orchestra related article to director of publications (Quarter Notes Editor)

March:

- Informal discussion with the All State Orchestra Manager about what the string council can do to support all state (reauditions, committee, etc.).

April:

- Attend NHMEA Large Executive Board Meeting (usually at All State; submit written report to google drive and present)
- Attend the All Member Meeting as chair; usually no spoken report (but written report needs to be submitted to the president, prior to meeting)
- Keep in contact with All State Orchestra Manager about selection of conductor for next year's all state orchestra.

May:

- Meet with string council board? (Talk about future presenters at October Music Fest for following year)
- Attend monthly NHMEA executive board meeting (and submit written report to google drive)
- May 1st deadline: send orchestra related article to director of publications (Quarter Notes Editor)

June:

- Attend monthly NHMEA executive board meeting (and submit written report to google drive)

Direct reports (if applicable)

Approved by:	
Date approved:	
Reviewed:	