# NHMEA Position Description Common Template

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| **Job title** | *String Council Chair* |
| **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

<u>July-August</u>:
**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)

<u>September</u>:
-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)**

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| **Approved by:** | |
| **Date approved:** | |
| **Reviewed:** | |