IOWA MUSIC EDUCATORS ASSOCIATION
A FEDERATED STATE ASSOCIATION OF NAfME
THE NATIONAL ASSOCIATION FOR MUSIC EDUCATION

Iowa Music Educators Association (IMEA)

Procedure Manual of Financial Policies and Duties of the Board of Directors

Revised 09/01/2015

INTRODUCTION

The pages which follow contain policy and procedure statements gleaned from past minutes of Iowa Music Educators Association (IMEA) Board meetings and from past Board of Directors' notes.

This manual was prepared so that all Board members, particularly new Board members, would be more familiar with the practices and procedures of IMEA, and thereby be more knowledgeable in the decision-making process at Board meetings.

It is hoped that the Board will periodically review, revise, and add policy and procedure statements to this manual, and that officers and board members will prepare documents detailing their specific responsibilities. We will then know what / when / how / and who is responsible for doing the task.

Throughout the document, Iowa Music Educators Association shall be referred to as IMEA.

Governed by Constitution/Bylaws.

Board of Directors

	OFFICE	TERM LENGTH	ELECTED / APPOINTED	NAME	YEAR STARTED
Executive Committee	President	2 Years; Part of 6 Year Leadership Track	Elected - General Membership		
	Immediate Past President	2 Years; Part of 6 Year Leadership Track	Elected - General Membership		
	President Elect	2 Years; Part of 6 Year Leadership Track	Elected - General Membership		
	Treasurer	2 year term; re-election allowed	Elected - General Membership		
	Secretary	2 year term; re-election allowed	Elected - General Membership		
	Conference Chair - Immediate Past President		Elected - General Membership		
Board of Directors	College and University Chair	Indefinite	Appointed – Board of Directors		
	Collegiate NAfME Chair	Indefinite	Appointed – Board of Directors		
	Conference Equipment Chair	Indefinite	Appointed – Board of Directors		
	Conference Exhibits Chair	Indefinite	Appointed – Board of Directors		
	Area Chairs	3 year term; re-election allowed	Elected – Membership from Area		
	Conference Registration Chair	Indefinite	Appointed – Board of Directors		
	General Music Chair	3 year term; re-election allowed	Elected – General Membership		
	Historian	Indefinite	Appointed – Board of Directors		
	Membership Chair	Indefinite	Appointed – Board of Directors		
	Multi-Cultural Concerns	Indefinite	Appointed – Board of Directors		
	Music In Our Schools Month	Indefinite	Appointed – Board of Directors		
	Publications Chair	Indefinite	Appointed – Board of Directors		
	Research Chair	Indefinite	Appointed – Board of Directors		
	Retired Teachers Chair	Indefinite	Appointed – Board of Directors		
	Society for Music Teacher Education	Indefinite	Appointed – Board of Directors		
	Technology Chair	Indefinite	Appointed – Board of Directors		
	Tri-M Music Honor Society	Indefinite	Appointed – Board of Directors		
	All-State Band Chair	3 year term; re-election allowed	Elected – General Membership		
	All-State Choral Chair	3 year term; re-election allowed	Elected – General Membership		
	All-State Orchestra Chair	3 year term; re-election allowed	Elected – General Membership		

ADVISORY MEMBERS
IHSMA Executive Director
Iowa String Teachers President
Iowa Choral Directors President
Iowa Bandmasters President
Iowa Alliance for Arts Education Chair
Iowa Association of Jazz Educators President
Department of Education Fine Arts Consultant
Iowa Orff Chapter President
Sioux Valley Orff Chapter President
Des Moines Orff Chapter President
Kodaly Educators of Iowa President

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MENTOR CHAIR

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PUBLICATIONS CHAIR

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- Iowa School District Exemplary Music Program Award
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RESEARCH CHAIR

MULTI-CULTURAL CONCERNS CHAIR

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RETIRED TEACHERS CHAIR

TRI-M MUSIC HONOR SOCIETY

SOCIETY FOR MUSIC TEACHER EDUCATION CHAIR

ALL-STATE BAND CHAIR

ALL-STATE CHORAL CHAIR

ALL-STATE ORCHESTRA CHAIR

GOVERNMENTAL STRUCTURE

The governmental structure of IMEA is:

EXECUTIVE COMMITTEE:

1. President, President-Elect
2. Immediate Past-President
3. Secretary
4. Treasurer
5. Government Relations Chair
6. Publications Chair

BOARD OF DIRECTORS:

The Executive Committee and the following: Area Chairs-one from each geographical area of Iowa (Northwest, Southwest, North Central, South Central, Northeast, Southeast), All-State Band Chair, All-State Choral Chair, All-State Orchestra Chair, General Music Chair, Middle School Affairs Chair, Research Chair, Membership Chair, College and University Chair, Collegiate NAfME Chair, Retired Teachers Chair, Historian, Society for Music Teacher Education Chair, Conference Registration Chair, Conference Exhibits Chair, Conference Equipment Chair, Governmental Chair, Multi-Cultural Awareness Chair, Music in Our Schools Month Chair

The Board of Directors shall all be in good standing and hold concurrent membership in IMEA/NAfME.

ADVISORY MEMBERS: IHSMA Executive Director, Iowa String Teachers President, Iowa Choral Directors President, Iowa Bandmasters President, Iowa Alliance for Arts Education Chair, Iowa Association of Jazz Educators President, Department of Education Fine Arts Consultant, Iowa Orff Chapter President, Sioux Valley Orff Chapter President, Des Moines Orff Chapter President, Kodaly Educators of Iowa President

AREA COUNTIES:

- Northeast:
    - Allamakee
    - Bentons
    - Black Hawk
    - Bremer
    - Buchanan
    - Chickasaw
    - Clayton
    - Delaware
    - Dubuque
    - Fayette
    - Howard
    - Jackson
    - Jones
    - Linn
    - Tampa
    - Winneshiek
- North Central
    - Butler
    - Calhoun

    - Cerro Gordo
    - Emmet
    - Floyd
    - Franklin
    - Grundy
    - Hamilton
    - Hancock
    - Hardin
    - Humbolt
    - Kossuth
    - Mitchell
    - Palo Alto
    - Pocahontas
    - Webster
    - Winnebago
    - Worth
    - Wright
- Northwest
    - Buena Vista
    - Carroll
    - Cherokee
    - Clay
    - Crawford
    - Dickinson
    - Ida
    - Lyon
    - Monona
    - O'Brien
    - Osceola
    - Plymouth
    - Sac
    - Sioux
    - Woodbury
- Southeast
    - Cedar
    - Davis
    - Des Moines
    - Henry
    - Iowa
    - Jefferson
    - Johnson
    - Keokuk
    - Lee
    - Louisa
    - Mahaska
    - Muscatine
    - Poweshiek
    - Scott
    - Van Buren
    - Wapello
    - Washington
- South Central
    - Appanoose
    - Boone

    - Clarke
    - Dallas
    - Decatur
    - Greene
    - Jasper
    - Lucas
    - Madison
    - Marion
    - Marshall
    - Monroe
    - Polk
    - Story
    - Warren
    - Washington
    - Wayne
- Southwest
    - Adair
    - Adams
    - Audubon
    - Cass
    - Fremont
    - Guthrie
    - Harrison
    - Mills
    - Montgomery
    - Page
    - Pottawattamie
    - Ringgold
    - Shelby
    - Taylor
    - Union

MEETINGS

1. Board of Directors meetings are held three times a year: November, January, September
2. The Annual Business Meeting is scheduled during the IMEA Annual Conference-November.

ANNUAL CONFERENCE

1. Annual Conference dates and location to be determined one year in advance by the Executive Committee.
2. A budget to be approved for Conference expenses at the January meeting of the Executive Committee.
    a) All expenses of clinician/consultant fees to be paid as block amounts.
    b) Financial contracts with all clinicians/consultants to be established by the Conference Chair.
    c) Conference exhibit fees to be determined on recommendation of the Conference Chair.
    d) Space will be provided to IMEA Advisory Members to display and share information about their organizations to conference participants.
    e) Early bird registration fees are non-refundable; to be stated on registration form.

3. Conference Performing Groups
    a) No fee or any part of the expenses of performing groups will be paid by IMEA.
    b) IMEA will guarantee no equipment other than pianos.
    c) Performing groups will have a firm understanding as to the length of performance time.

IOWA MUSIC EDUCATOR MAGAZINE

The *Iowa Music Educator* is the official magazine of IMEA.

1. Published two-times a year, September 15 (Conference issue) and April 15; copy deadlines August 1 & March 1

ALL-STATE MUSIC FESTIVAL

1. IMEA will provide Board members to serve as monitors in motels/hotels during the All-State Music Festival. Identification of such members to be determined at Fall Board meeting. Monitors shall receive complimentary lodging for Thursday and Friday evening.
2. Student All-State Pins and Year Guards: All aspects of student All-State Music Festival Pins and Year Guards to be the responsibility of the Immediate Past President. Sale prices to be determined each year.
3. Master of Ceremonies for All-State Music Festival Concert will rotate from year to year between IMEA President and the IHSMA President.
   Even Year: IMEA President
   Odd Year: IHSMA President

STANDING COMMITTEES

1. Iowa School District Exemplary Music Program Award: MIOSM Chair and two Board Members
2. Outstanding Administrator for Support of Music Education Award: MIOSM Chair and two Board Members
3. Iowa Music Education Scholarship: Immediate Past President and Treasurer
4. Distinguished Service Award: Appointed by the President
5. Nominations/Elections: President-Elect serves as chair, assisted by President
6. Long-Range Planning: Executive Committee

EMAIL COMMUNICATIONS

With the increase of SPAM emails and spam blockers on school district email servers, there may be concerns with email transmission. If necessary, contact the school district personnel directly via telephone.

TYPES OF MEMBERSHIPS

FINANCIAL PROCEDURES AND POLICIES

All expense vouchers must be approved by the President before payment is made by the treasurer. Vouchers are to be sent to the President for approval and transmittal to the treasurer for payment. Expenses over budget or non-budgeted MUST BE approved by the Executive Committee.

EXPENSES OF: PRESIDENT, IMMEDIATE PAST PRESIDENT, PRESIDENT ELECT, TREASURER, SECRETARY, CONFERENCE CHAIR

The following expenses of the above mentioned group will be paid by IMEA on submission of proper vouchers and invoices:

1. Normal routine expenses as budgeted (postage, telephone, paper, office supplies) necessary for conducting the business of IMEA.
2. Mileage and lodging expenses incurred in attending the IMEA conference.
3. Registration expenses at conferences.
4. Leave expenses from school district, if paid leave not granted by the school district.

The following expenses of the above mentioned group will be paid by IMEA when funds are available and when approved in advance by the Executive Committee:

1. Mileage and lodging expenses for participation in National Events (i.e. State Presidents' meetings, State Secretary-Treasurer's Council) and at NAfME National Conferences (Decision made at September or Annual Conference Board meeting.

EXPENSES OF: PUBLICATIONS CHAIR, GOVERNMENTAL CHAIR

The following expenses of the Publications Chair and the Governmental Chair will be paid by IMEA when funds are available and when approved in advance by the Executive Committee:

1. Mileage and lodging expenses for participation in National Assemblies and at NAfME National Conferences. Decision made at September or Annual Conference Board meeting.
5. Registration expenses at conferences.
6. Leave expenses from school district, if paid leave not granted by the school district.

EXPENSES OF: BOARD OF DIRECTORS

The following expenses of the Board of Directors will be paid by IMEA on submission of proper vouchers and invoices:

1. Normal routine expenses as budgeted (postage, telephone, paper, office supplies) necessary for carrying out the responsibilities of the respective positions.
7. Travel expenses for the called meetings of the Board of Directors at the rate established by the Iowa High School Music Association. Car pools encouraged.

EXPENSES OF: AREA CHAIRS

1. IMEA will budget funds for Area Chairs to use for the organization and promotion of Area Workshops.

EXPENSES OF: IOWA MUSIC EDUCATOR MAGAZINE

1. IMEA will supply funds when needed, to cover production costs of the *Iowa Music Educator*, when publication costs exceed revenue.

HONORARIA

Honoraria will be paid each year by IMEA to the following, when funds are available, when budgeted, and approved in advance by the Executive Committee:

1. Conference Chair
8. *Iowa Music Educator* Editor
9. Treasurer

DUES REDUCTION: FIRST YEAR TEACHERS IN MUSIC EDUCATION

1. Membership dues for first year teachers will be in accordance with NAfME policies.

ANNUAL BUDGET

1. The treasurer, with the assistance of the Executive Committee, prepares an annual budget of IMEA for presentation at the January meeting of the Board of Directors.

JOB DESCRIPTIONS

PRESIDENT

An elected member of the Executive Committee
Two-Year Term, Part of the 6 Year Leadership Track
(President Elect; President; Immediate Past President)
Term starts and ends after IMEA Annual Conference (November)
Elected by IMEA General Membership

POSITION DESCRIPTION

The President shall provide positive, controlled and visionary leadership of IMEA and is responsible for the general administration of IMEA. The President presides at all meetings and is an ex-officio member of all committees. The President is the official political voice of IMEA.

The President serves as the Chief Executive Officer of IMEA. When the President is unable to fulfill these duties his/her designee shall attend to such.

Specific duties include, but not limited to:

1. Represents IMEA at other board meetings whenever necessary. These meetings include, but not limited to, IHSMA, IBA, ICDA, ISTA, IAAE.
2. Represents IMEA at:
    a. National, North Central and NAfME meetings/functions, board meetings, editors' meetings, leadership meetings, training meetings, conferences, retreats, interim meeting in Washington, etc.
    b. State and regional meetings of arts associations and provide assertive linkage with those organizations.
3. Generate written reports of IMEA activity and present oral reports for the national interim meeting, North Central board meetings and retreats.
4. Coordinates, facilitates communications with constituents in partnerships (Mentoring, Comprehensive Musicianship Project).
5. Keep IMEA aware of NAfME activity. Liaison between IMEA and NAfME rests with the President.
6. Keeping him/her and the board professionally current with the policies, publications, and individuals who are recognized authorities in music education. This is achieved through attendance at conferences, reading other Music Education Association State Magazines, and contacts with other professionals throughout the nation.
7. Needs to know IMEA bylaws, constitution and Procedures Manual to assist the Board of Directors in meeting their responsibilities.
8. Schedule board meetings.
9. Plan agenda for meetings of Executive Committee and Board of Directors.
10. Preside over meetings.
11. Oversee functions of all board positions.
12. Select persons to serve in appointive board positions.
13. Appoint board members for vacancies in elective positions.
14. Assist President Elect in election process.
15. Confer with board members to assure progress in specific functions.
16. Maintain continual communication with both Immediate Past President and President Elect to ensure continuity of IMEA.
17. Provide assistance to Conference Chair with the IMEA Conference.
18. Overseeing all public relations of IMEA.
19. Coordinate with the IMEA Secretary on all press releases related to IMEA business.
20. Communicate with state and regional media concerning PSA announcements regarding music advocacy.
21. Provide official letters on request: nominations, saving music programs, proposing changes.
22. Act as a sounding board and springboard for both board members and other individuals.

23. Continually evaluate IMEA as an organization and its place within Iowa.
24. Write an article for each *Iowa Music Educator* Magazine, published in September and April. Article copy is due by August 1 and March 1.
25. Overseeing all expenses of IMEA.
26. Coordinate with the IHSMA Executive Director any special press releases concerning the All-State Music Festival.
27. Serve as Master of Ceremonies for All-State Music Festival on even calendar years.

IMMEDIATE PAST PRESIDENT

An elected member of the Executive Committee
Two-Year Term, Part of the 6 Year Leadership Track
(President Elect; President; Immediate Past President)
Term starts and ends after IMEA Annual Conference (November)
Elected by IMEA General Membership

POSITION DESCRIPTION

The Immediate Past President presides at all meetings in absence of the President and shall be responsible for the general administration of IMEA in that same situation. Should the IMEA President be unable to fulfill his/her duties, the Immediate Past President shall assume those responsibilities.

The main focuses of the Immediate Past President are:

1. The organization/overseeing/implementation of the Annual Conference
2. Student All-State Music Festival Pin and Year Guards Sales
3. IMEA Music Education Scholarship

Specific duties include, but not limited to:

1. Conference Chair; dealing with all facets of organizing the Annual Conference. *See specific duties outlined further within this Procedure Manual.
2. A resource person to the IMEA Executive Committee and membership.
3. Assists members with IMEA responsibilities and obligations.
4. Needs to know IMEA bylaws, constitution and operating manual to assist the Board of Directors in meeting their responsibilities.
5. Provides continuity to IMEA as offices and committee chairs change.
6. Stays aware of NAfME issues and business and assists the Executive Committee members in fulfilling their national responsibilities.
7. Serve as mentor to the IMEA President.
8. Continually evaluate IMEA as an organization and its place in Iowa.
9. Assist at the IMEA Conference as needed.
10. Evaluate archival documents during this term.
11. Responsible for the Student All-State Music Festival Pins and Year Guard sales.
12. Write an article for each *Iowa Music Educator* Magazine, published in September and April. Article copy is due by August 1 and March 1.
13. Overseeing all expenses of IMEA.
14. Responsible for advertising the IMEA Music Education Scholarship in a timely fashion, as well as coordinating the selection process.

IMEA Music Education Scholarship (Immediate Past President responsible for management)

- ✓ Application due date: March 1 of applicant's senior year in high school
- ✓ Awarded: Annually if qualified applicant meets all criteria
- ✓ Committee members: MIOSM Chair and two Board members
- ✓ Eligible person(s): High School Senior – music teacher must be an IMEA member
  Freshman in a collegiate CNAfME chapter

Plan to major in music ?education? at an Iowa college or university during the upcoming school year.
Amount of Scholarship: To be determined by Executive Committee

Specific duties for the IMEA Music Education Scholarship include, but not limited to:

1. **By October 1**, obtain an excel file list of current IMEA members from Membership chair.
2. **By October 10**, publicize the details of the Award to IMEA members via emailing information to the IMEA Membership roster. This email should contain, but not limited to:
   a. Award Purpose/Rationale
   b. Eligibility requirements

   c. Timeline
   d. Materials required of applicants
   e. Completed application/materials sent to the Immediate Past President
   f. Application and further details are available at the IMEA website: www.iamea.org
3. **February 1**: send reminder email to IMEA membership.
4. When applications come in:
   a. Make a copy of the basic materials.
   b. Receive, read and take notes of the materials.
   c. Send on application materials to committee members.
   d. Come to a consensus about the winning applicant.
5. Contact **ALL** of the applicants regarding the results, via Postal Mail (Return Receipt Requested). *Needs to be done through return receipt requested postal mail because emails are not reliable yet.
6. Follow-up to the winning student with a personal telephone call.
7. Follow-up to the winning student and music teacher an email with "*congratulations*" and follow-through on details on how to be receiving the scholarship.
8. Prepare/send a press release article (few paragraphs) to the winning student's High School and music teacher for their local newspaper.
9. Prepare an informational "*congratulatory note/graphic*" to be included in the official IMEA Annual Conference Program. This will create awareness to all conference attendees about the scholarship. It might inspire others to join IMEA. Send this article to IMEA Publications Chair. Copy due by August 1.
10. Have a certificate prepared.
11. Arrange for the Area Chair or his/her designee to present the certificate at Spring Concert.
12. Contact local media to be present at this concert. Send a preliminary press release to the media notifying them of the presentation to be made.
13. Send a follow-up *Congratulatory* email to the winner; i.e. *The pleasure of meeting you, and presenting this award to you, your desire to become a music educator, Good luck as you pursue your career to becoming a music educator, etc*.
14. **December – following graduation** – Contact Scholarship winner, check on college attendance. Verify they are in an Iowa college/university majoring in music. Once verified, contact treasurer to have scholarship $amount sent to registrar of the college/university.

Required information from/about the applicant:

1. Personal Info: name, address, email, parent name, address, high school, college/university attend, etc.
2. Reasons for going into music
3. What/who has influenced you in school?
4. Activities, involvement, honors in school, outside of school
5. Include **at least two** letters of recommendation from educators, parents or community members in support of the nominee.

PRESIDENT ELECT

An elected member of the Executive Committee
Two-Year Term, Part of the 6 Year Leadership Track
(President Elect, President, Immediate Past President)
Term starts and ends after IMEA Annual Conference (November)
Elected by IMEA General Membership

POSITION DESCRIPTION

The President Elect will assist the IMEA President as needed and serve as IMEA Nominations/Elections Chair.

Specific duties include, but not limited to:

1. Conducting the elections for new officers and board members in accordance with the IMEA Election rotation.
    a. Solicit names of potential candidates for elected and appointed positions. This process will start with the area chairs and will include open nominations from the board.
    b. In conjunction with the IMEA President, determine candidates for unfilled terms.
    c. Call and determine willingness of candidates to run for office.
    d. Get bios and photos to the *Iowa Music Educator* Magazine editor for the September Magazine; deadline August 1.
    e. Coordinate the assembly and mailing of ballots. Election results should be available and announced at the IMEA general meeting (November conference).
2. Assist the President with administrative duties.
3. Monitor NAfME communications to assist the president.
4. In absence of the President and Immediate Past President, assume presidential duties.
5. Needs to know IMEA bylaws, constitution and operating manual to assist the Board of Directors in meeting their responsibilities.
6. Write an article for each *Iowa Music Educator* Magazine, published in September and April. Article copy is due by August 1 and March 1.
7. Assist with the annual conference.
8. Overseeing all expenses of IMEA.

TREASURER

An elected member of the Executive Committee
Two-Year term, elected by IMEA General Membership, re-election allowed
Term starts and ends after IMEA Annual Conference (November)
The Treasurer shall be bonded.

POSITION DESCRIPTION

The Treasurer maintains all financial records for IMEA.

Specific duties include, but not limited to:

1. To collect, deposit and expend funds for IMEA as requested by the President or authorized by the Board of Directors.
2. To maintain IMEA financial records in a complete and accurate method.
3. Answers correspondence pertaining to finance.
4. Prepares an annual budget to be considered at the January meeting of the Board of Directors.
5. Prepares financial statements for the general membership and the Board of Directors.
6. Invest money to obtain highest possible interest rate (Scholarship Fund).
7. File all government forms required by law.
8. Arrange for annual audit review.
9. Serve on IMEA Music Education Scholarship committee as requested by the Immediate Past President.
10. Arrange for publishing of audit review.
11. Make arrangements for insurance (liability, etc.) of IMEA meetings and conference.
12. Oversee the creation of a list of All-State student members each year and making the list available for sale to interested colleges/universities for recruiting purposes.
13. Other Financial Information
    a. The fiscal year for IMEA is January 1 through December 31.
    b. Financial statements must be submitted at each Executive Committee meeting or Board of Directors meeting.
    c. IMEA is a not-for-profit organization as defined under Section 501(c)(3) of the Internal Revenue Code.

SECRETARY

An elected member of the Executive Committee
Two-Year term, elected by IMEA General Membership, re-election allowed
Term starts and ends after IMEA Annual Conference (November)

POSITION DESCRIPTION

The Secretary shall provide correspondence to the entire IMEA membership as directed by the President.

Specific duties include, but not limited to:

1) To conduct official correspondence and maintain a file of current records.
2) To keep a record of the proceedings of IMEA; to receive a list of members from membership chair on a bi-monthly basis; to send to members such notices as the business of IMEA may require.
3) To record and distribute minutes of IMEA annual business meeting, all Board of Directors Meetings, and all Executive Committee Meetings.
4) A draft of the minutes of the respective meeting is distributed to the persons designated by the meeting in a timely manner following the meeting. The minutes shall be identified as draft only and will not be official until voted/approved at the next meeting.

   Minutes are a record of the proceedings of a meeting. The first paragraph of the minutes should include the following information:

   a. Kind of meeting: annual business meeting or executive committee meeting;
   b. The date, time and place of the meeting;
   c. The name of the convening officer and secretary or their substitutes, and if an executive committee meeting, the names of those present;
   d. Whether the minutes of the previous meeting were read and approved or corrected.

   The body of the minutes should contain a separate paragraph for each subject discussed and should include the wording of each motion; the name of the seconder does not need to be entered. The minutes should state if the motion was approved, failed, failed for lack of a second, amended, postponed, or referred. If there is a count taken of a vote on a motion, the count must be recorded.

   Depending on the nature of a committee report, it can be summarized by the secretary or included intact in the minutes. The name and the subject of a guest speaker can be given, but no effort should be made to summarize the speaker's remarks.

   The final paragraph includes the hour of adjournment and the signature of the secretary. Omit the words "respectively submitted."

5) Send invitations to the annual conference to all Past-Presidents and past recipients of the Distinguished Service Award.
6) Maintain an Procedural Manual. This Procedural Manual shall spell out the detailed responsibilities for all offices, members of the Executive Committee, and Board of Directors, and shall describe time schedules and methods for maintaining continuity, among other responsibilities.
7) **Distinguished Service Award**
   a. As soon as the Distinguished Service Award is decided, contact those people and secure background information.
   b. Prepare/distribute a press release for each individual's local newspaper.
   c. Send press release to Publications Editor for inclusion in the September *Iowa Music Educator* Magazine. Copy deadline is August 1.
   d. Send an invitation to the recipient's school superintendent and guest to attend the award presentation as guests on IMEA.
   e. Award presentation is usually done at annual Conference reception.

ANNUAL CONFERENCE CHAIR

An appointed member of the Executive Committee
Duties are responsibility of Immediate Past President
Term starts when appointed by the Executive Committee

POSITION DESCRIPTION

The Conference Chair is responsible for planning and implementing the annual IMEA Conference.

Specific duties include, but not limited to:

1. Scheduling of the conference.
2. Coordinating all communications concerning the conference.
3. Coordinate all activities related to the Conference with the responsible committee chairs.
    a) Clinic, concerts, exhibits, meetings, rooms, travel arrangements, equipment, etc.
4. Attend IMEA board meetings and have written report prepared for presentation to the Board.

CONFERENCE EXHIBITS CHAIR

An appointed member of the Board of Directors
Term starts when appointed by the Executive Committee
Length of Term: Indefinite, upon mutual agreement of chair and Executive Committee

POSITION DESCRIPTION

The Conference Exhibits Chair is responsible for coordinating all aspects of the Annual Conference.

Specific duties include, but not limited to:

1. Work closely with the Conference Chair (Immediate Past President) in all aspects of the conference.
2. 10-11 months prior to conference, confirm with the conference location on the following:
   - Dates
   - Rates
   - Any changes/additions from the prior year
   - Set-up / take-down times
   - Equipment the conference location provides or does not provide.
   - If equipment is not available, arrange for rent/load and pick up/drop off.
     - Iowa State Center generally has most AV equipment and they provide all the booth equipment.
     - Things like carpeting, fancy chairs, or items from an actual decorating company are not necessarily available.
3. Mid-January: Contact the IHSMA and the Ames Convention & Visitors Bureau to determine lodging choices and rates. Contact hotel(s) to introduce yourself as the contact for them to direct any questions about conference for attendee room requests.
4. As soon as conference chair forwards information: Assign any clinicians (usually only a few) that are separate from exhibitors a room in the conference hotel. The only rooms IMEA provides are: Conference Chair, Exhibit Chair, Registration Chair, Equipment Chair, NAfME representative (usually every other year-odd calendar year), clinician if specifically stated within contract. Some of these may not apply if that person is chaperoning with IHSMA All-State room assignments.
5. About 8 months prior contract for printing of exhibit materials to be mailed. Materials will be:
   - Who, What, Where, When
   - Lodging information
   - Request for space
   - Specific Rules (i.e., Iowa Gift Law)
   - Return information
6. Express Print of Des Moines has printed letters/envelopes for several years. They have logo on file.
7. About 6 months in advance, prepare mailing of exhibit space request forms. Determine fee changes, due dates. Send this mailing to all prospective exhibitors: (a) previous year's vendors (b) possible new vendors. This mailing will be the items listed in Line #5.
8. About 6 months in advance, contact IMEA Advisory members (IBA, ICDA, ISTA, etc.) about table rental space is available for them to display and share information about their organizations to conference attendees.
9. If applicable, write an article or information of interest for *Iowa Music Educator* Magazine, published in September and April. Article copy is due by August 1 and March 1.
10. Process exhibit applications as they come in. Send monies to treasurer.
11. Complete exhibitor badges. Complete badges yourself by taking the names off the submitted request for space form.
12. Assign Booths. Send confirmations approximately 2 months prior to conference. Include instructions for shipping of exhibit materials to conference site.
13. Determine if additional help is needed for set-up/tear down. If so, contact Student membership groups such as NAfME, SAI, Phi Mu Alpha from any of the involved universities. Reimbursement can be as the board designates, i.e. a discount off their conference rate.
14. Prepare Exhibitor check-in packets, including:

Program Badge
IMEA directory Parking Lot pass (if applicable)
Special forms (Lunch requests, traffic boosters, etc.)
Survey with return envelope

15. Arrive at conference site early to assist any personnel or exhibitors with set up, instructions, equipment not originally requested.
16. Supervise set up, during conference, and through end of conference.
17. Attend IMEA board meetings and have written report prepared for presentation to the Board. Report should include a data sheet of # of exhibitors showing trends from previous years; survey responses from exhibitors; any suggestions for changes, etc.

CONFERENCE REGISTRATIONS CHAIR

An appointed member of the Executive Committee
Term starts when appointed by the Executive Committee
Length of Term: Indefinite, upon mutual agreement of chair and Executive Committee

POSITION DESCRIPTION

The Conference Registrations Chair is responsible for coordinating all aspects of the registrations for the Annual Conference.

Specific duties include, but not limited to:

1. Work closely with the Conference Chair (Immediate Past President) in coordinating the logistics for registrations.
2. Keep all paperwork dealing with registrations
3. Create a database of registrations, identified by: early bird, onsite, name, ???
4. Turn in monies to treasurer.
5. Conference Days
    1. Provide all details on registration day: payment receipts, # of workers, name badges, programs, signage, have available blank IMEA/NAfME membership forms for Active & Collegiate members, etc.
6. Attend IMEA board meetings and have written report prepared for presentation to the Board. Report should include a data sheet of # of attendees showing trends from previous years. This report should include (a) membership type, (b) one/two day, (c)

CONFERENCE EQUIPMENT CHAIR

An appointed member of the Executive Committee
Term starts when appointed by the Executive Committee
Length of Term: Indefinite, upon mutual agreement of chair and Executive Committee

POSITION DESCRIPTION

The Conference Equipment Chair is responsible for coordinating all aspects of the equipment for the Annual Conference's workshops, sessions, excluding the All-State Music Festival Rehearsals/concerts.

Specific duties include, but not limited to:

1. Work closely with the Conference Chairs(Immediate Past President) in coordinating the logistics for equipment for all the events, i.e. clinics, rehearsals, concerts, sessions.
2. To make certain any equipment needed is available for sessions. Scheman staff provides AV Equipment – but needs to be verified. Pianos can be a problem.
3. Any concerts sponsored by IMEA may also need equipment. Percussion can be a problem.
4. Any rehearsals related to the conference may need equipment.
5. Check rehearsals times on the Master Schedule and try to anticipate any needs that may arise.
6. Attend IMEA board meetings and have written report prepared for presentation to the Board.

AREA CHAIRS

An elected member of the Board of Directors
Three-year term, Term starts and ends after IMEA Annual Conference (November)
Elected by the General membership of the represented area, re-election allowed

POSITION DESCRIPTION

The focus of the Area Chairs will be communicating and coordinating of activities for general music teachers. It shall also be the link between all music teachers in the area in hopes of increased IMEA membership.

Specific duties include, but not limited to:

1. Obtain a list of current members through the on-line access or from Membership Chair
2. From this list, communicate with the area members.
3. Communicate with the sustaining members with a memo such as: *"Thanks for being a sustaining member of IMEA and supporting music education.."*
4. *Iowa Music Educator* Magazine, published in September and April. Article copy is due by August 1 and March 1co-authored

MEMBERSHIP CHAIR

An appointed member of the Executive Committee
Term starts when appointed by the Executive Committee
Length of Term: Indefinite, upon mutual agreement of chair and Executive Committee

POSITION DESCRIPTION

The focus of the Membership Chair will be to have readily available or provide the means to obtain current membership data for the Board of Directors.

Specific duties include, but not limited to:

1. Communicate with area chairs on how to access online up-to-date membership lists.
2. If area chair can not access online membership list, provide a list as requested.
3. Provide an up-to-date membership list to the Executive Committee by November 1.
4. Sustaining Memberships
    a. September/October: send out annual letter to all music businesses to encourage sustaining memberships.
    b. Send certificate and membership card to each sustaining member.
    c. Send to area chairs a list of sustaining memberships, so that the area chair can also communicate with them giving thanks for their support. "*i.e. Thanks for being a sustaining member of IMEA and supporting music education……"*
5. Prepare for publication of a hard-copy of the IMEA Membership Directory for distribution at the annual Conference-November.
6. Have available at the IMEA Conference an **Up-to-Date** membership list with members ID#s and Renewal dates. Have this list available by alphabetical last name.
7. Provide membership reports at board meetings. Report should include a graphic identifying membership #s, by area, type, trends from year to year.
    a. Current # of Members in each category: FA, RM, CMA, Sustaining, Lifetime, # and names of collegiate chapters.
8. October & January: provide to the Collegiate NAfME Chair a membership roster of:
    a. List of chapters, with student names, graduation dates, Renewal dates
9. Provide IMEA members with recruitment information to gain new members.
10. If applicable, contribute an article or information of interest for the *Iowa Music Educator* Magazine, published in September and April. Article copy is due by August 1 and March 1. Article can be contributed by the chair or someone else within the area. Author must be a current IMEA member or article co-authored with the area chair.
11. Attend IMEA board meetings and have written report prepared for presentation to the Board.

GENERAL MUSIC CHAIR

An elected member of the Board of Directors
Three-year term, Term starts and ends after IMEA Annual Conference (November)
Elected by the General membership, re-election allowed

POSITION DESCRIPTION

The focus of the General Music Chair is to represent the interests of General Music Teachers and to collaborate with the Middle School Chair as these are often overlapping teaching positions in schools.

Specific duties include, but not limited to:

1. Works with the area chairs to coordinate programs and events of interest for general music teachers.
2. Conference Items
    a. Coordinates conference clinic suggestions from elementary music, general music associations and Area Chairs. Provides these suggestions to the conference chair.
    b. In collaboration with the Middle School Music Chair, assists with the selection of an elementary/general music or middle school performing group, which would represent the high standards of music education in Iowa.
3. If applicable, contribute an article or information of interest for the *Iowa Music Educator* Magazine, published in September and April. Article copy is due by August 1 and March 1. Article can be contributed by the chair or someone else who has the interest of General Music Education at heart. Author must be a current IMEA member or article co-authored with the chair.
4. Attend IMEA board meetings and have written report prepared for presentation to the Board.

MIDDLE SCHOOL CHAIR

An elected member of the Board of Directors
Three-year term, Term starts and ends after IMEA Annual Conference (November)
Elected by the General membership, re-election allowed

POSITION DESCRIPTION

The focus of the Middle School Chair is to represent the interests of Middle School Music Teachers and to collaborate with the General Music Chair as these are often overlapping teaching positions in schools.

Specific duties include, but not limited to:

1. Works with the area chairs to coordinate programs and events of interest for Middle School music teachers
2. Conference Items
    a. Coordinates conference clinic suggestions from middle school music associations and Area Chairs. Provides these suggestions to the conference chair.
    b. In collaboration with the General Music Chair, assists with the selection of an elementary/general music or middle school performing group, which would represent the high standards of music education in Iowa.
3. If applicable, contribute an article or information of interest for the *Iowa Music Educator* Magazine, published in September and April. Article copy is due by August 1 and March 1. Article can be contributed by the chair or someone else who has the interest of General Music Education at heart. Author must be a current IMEA member or article co-authored with the chair.
4. Attend IMEA board meetings and have written report prepared for presentation to the Board.

COLLEGE AND UNIVERSITY CHAIR

An appointed member of the Board of Directors
Term starts when appointed by the Executive Committee
Length of Term: Indefinite, upon mutual agreement of chair and Executive Committee
Position available to College/University professors and faculty members.

POSITION DESCRIPTION

The focus of the College and University Chair is to represent interests of specific importance/relevance to the College/University professors and faculty members.

Specific duties include, but not limited to:

1. Collect and edit information for a College/University news column in the *Iowa Music Educator* Magazine, published in September and April. Article copy is due by August 1 and March 1. Article can be contributed by the chair or someone else who has the interest of the membership at heart. Author must be a current IMEA member or article co-authored with the chair.
2. Provide suggestions for conference clinics to the Conference Chair.
3. Arrange for conference clinicians that would be appropriate for the College/University membership, IMEA General Membership, or conference attendees.
4. Work closely with the Collegiate NAfME Chair.
5. Attend IMEA board meetings or have written report prepared for presentation to the Board.

COLLEGIATE NAfME CHAIR

An appointed member of the Board of Directors
Appointed by the Executive Committee
Term starts and ends after IMEA Annual Conference (November)
Position available to student at an Iowa post secondary education institution

POSITION DESCRIPTION

The focus of the Collegiate NAfME Chair will be to be a liaison between the CNAfME chapters in Iowa and the IMEA.

Duties as paraphrased from the NAfME Handbook for State Collegiate Chairs

1. Promote and coordinate NAfME collegiate activities/forums, which are of specific importance to the College/University students and student activities.
2. Serve as a channel for properly coordinating and implementing the collegiate membership program.
3. Encourage the formation of chapters within Iowa in those institutions where none exist.
4. Serve as chairperson at chapter advisor meetings.
5. Assume responsibility for collegiate programs and activities at IMEA annual conference.
6. Preside over meetings of student concerns where needed.
7. Work cooperatively with the IMEA president in the interest of collegiate chapters and collegiate programs.
8. Stimulate communication among the chapters in Iowa.
9. Be responsible for the submission of chapter news and articles concerning collegiate programs to the *Iowa Music Educator* Magazine, published in September and April. Article copy is due by August 1 and March 1. Article can be contributed by the chair or someone else who has the interest of the membership at heart. Author must be a current IMEA member or article co-authored with the chair.
10. Inform the IMEA Board of Directors of student needs and progress.
11. Report at the end of each academic year to the College and University Chair:
    a. A list of chapters and enrollments.
        i. Communicate with the IMEA Membership chair on obtaining this up-to-date information.
    b. Formation of new chapters
    c. Contact made to encourage new and reactivated chapters
    d. Evaluation of the collegiate program in Iowa
12. Visit local chapters whenever possible.
13. Serves as member of the National Council of Collegiate Chairpersons.

(Additional suggested duties)

1. Help to arrange meetings of the Iowa Collegiate NAfME board.
    a. Winter – evaluate previous IMEA annual conference activities and canvas the chapter votes for the new state officer.
    b. Spring – joint meeting of old and new officers to begin planning CNAfME activities for November IMEA annual conference.
    c. Fall – complete the planning of the IMEA annual conference activities.
2. Help to plan CNAfME sessions for the November IMEA annual conference and arrange with the IMEA Conference Chair to allow time in conference schedule for CNAfME sessions.
3. Communicate by letter at least once a year (beginning of the school year) with advisors of Iowa collegiate chapters, providing information about CNAfME activities, officers, and elections.
4. Provide oversight of CNAfME checking account by approving all payment vouchers before the CMEMC treasurer pays them.
5. Provide information to NAfME officers as requested.
6. Encourage CNAfME officers in carrying our responsibilities.
7. Help to arrange for nomination of candidates for CNAfME officers, and for election of officers in the later winter/early spring.
8. Provide reports, as required, of IMEA Board meetings and for the annual business meeting.

TECHNOLOGY CHAIR

An appointed member of the Board of Directors
Term starts when appointed by the Executive Committee
Length of Term: Indefinite, upon mutual agreement of chair and Executive Committee

POSITION DESCRIPTION

The Technology Chair is to be the spokesperson for the implementation of technology in music education. The Technology Chair continually updates the IMEA website, www.iamea.org

Specific duties include, but not limited to:

1. Promote and coordinate education in emerging technologies that are relevant to music teaching and learning.
2. Serve as an advisor to IMEA President in keeping IMEA board informed of critical issues in music technology.
3. Generate, coordinate, and promote technology sessions for the IMEA annual conference.
4. Contribute news and/or articles to the *Iowa Music Educator* Magazine, published in September and April which focus on the use of technology in music programs. Article copy is due by August 1 and March 1. Article can be contributed by the chair or someone else who has the interest of the membership at heart. Author must be a current IMEA member or article co-authored with the chair.
5. Continually update the IMEA web page www.iamea.org and look for ways to increase the usefulness, connectivity, and practicality for Iowa music educators.
6. If applicable, communicate with the General Membership in a timely manner about web page changes.
7. Attend IMEA board meetings and have written report prepared for presentation to the Board.

MENTOR CHAIR

An appointed member of the Executive Committee

Rotating assignment, NE-2008, NC-2009, NW-2010, SW-2011 SC -2012 SE -2013

Length of Term-1 year; January to January

POSITION DESCRIPTION

The State Mentor Chair shall work closely with the mentoring chairs of IBA, ICDA, Iowa Chapter of ISTA, and with Music mentors of Iowa and IAAE.

Specific duties include, but not limited to:

1. The Mentor Chair will coordinate the efforts of IMEA Area Chairs to:
   - Identify 1st Year PK-12 music teachers in the teaching profession
   - Identify PK-12 music teachers new to Iowa
   - Identify and maintain a list of veteran music teachers with exceptional teaching skills, and assess their interest in serving as a mentor
   - Match beginning teachers with exceptional veteran music teachers (assign a mentor) in conjunction with IBA, ICDA and Iowa Chapter of ISTA.

2. The Mentor Chair will furthermore:
   - Research current practices in beginning teacher induction and maintain a current record of workshops and professional development opportunities for mentors
   - Provide and update handbook and materials for beginning teachers and their mentors
   - Remind Area Chairs to contact their beginning teachers
   - Remind mentors to contact their beginning teachers, and maintain contact throughout the year to be sure the mentoring process is taking place.
   - Coordinate an annual mentor training session in cooperation with IAAE and its member organizations

3. Finally, the Mentor Chair will:
   - Compile statistics about teacher retention
   - Compile statistics on the effectiveness of the mentoring program
   - Report to the Music Mentors of Iowa program grant administrator
   - Attend IMEA board meetings and have written report prepared for presentation to the Board.
   - Contribute news and/or articles to the *Iowa Music Educator* Magazine, published in September and April. Article copy is due by August 1 and March 1. Article can be contributed by the chair or someone else who has the interest of the membership at heart. Author must be a current IMEA member or article co-authored with the chair.

GOVERNMENTAL AFFAIRS CHAIR

An appointed member of the Board of Directors
Term starts when appointed by the Executive Committee
Length of Term: Indefinite, upon mutual agreement of chair and Executive Committee

POSITION DESCRIPTION

The Governmental Relations Chair is a resource person to the IMEA Board of Directors in regards to issues on the governmental front regarding music education.

Specific duties include, but not limited to:

1. Keep abreast of legislative, congressional, and other governmental actions that will affect music education.
2. Inform the membership of pending legislation and other governmental actions that will affect music education. Communication through the use of email, phone calls, Board meetings, Board reports, *Iowa Music Educator* Magazine, etc.
3. Help to develop positions and /or position papers and other data that will be used in advocacy efforts for the advancement of music education. Assist the IMEA President in promoting the value of a comprehensive, sequential, high-quality music education to legislators, departments, agencies, Governor's office, etc.

PUBLICATIONS CHAIR

An appointed member of the Board of Directors
Term starts when appointed by the Executive Committee
Length of Term: Indefinite, upon mutual agreement of chair and Executive Committee

POSITION DESCRIPTION

The Publications Chair will be responsible for the designing and implementing of official publications of IMEA, in particular the *Iowa Music Educator* Magazine and Conference Program Materials.

***Iowa Music Educator* Magazine Editor Duties**

1. Magazines are published September 15 (conference) and April 15.
2. Copy deadlines are 6 weeks before publish date: August 1 and March 1
3. 2 months before deadline: contact potential advertisers. See past contracts, database, and Conference Exhibit's chair mailing labels for potential advertisers. Include the advertising rate sheet.
4. Contact Board of Directors and ask for magazine articles. Especially from President, President Elect and Area Chairs.
5. Work closely with the conference chair to get pictures, bios and session descriptions in a timely manner for September magazine.
6. Contact Pella Printing (Mike Bell) to confirm print dates.
7. Check our bulk rate account to see how much money is available.
   Permit #93, www.uspostalone.com, user name is tubbsj1, password is maxwilson.
   Permit must be renewed each year on September 1 @ $175.00.
   It costs approximately $75.00 to mail the election newsletter, $600.00 for the September-Conference magazine, and $175.00 for the April magazine.
8. Download the mailing list from the NAfME website. PROCEDURE:
   a. http://manager.menc.org/ , click login, the user name is IA_MEA and the password is IA3571
   b. Click "download labels for Iowa"
   c. RIGHT click "CO Label IA with extra fields"
   d. Click on *save target as* to your computer.
   e. Open Excel.
   f. Under File, choose Open
   g. At the bottom of the window choose all files from the pull down menu
   h. Select delimited
   i. Check the comma box
   j. Click Next
   k. Click Finish

   It will now be in an excel format.
      a. Sort by renewal year. Decide if you are sending to all, or just current members. NAfME National Office leaves some expired memberships on.
      b. You will now only save the columns: First Name, Last Name, Address, City, Zip.
      c. Delete all other columns.
      d. Sort by Zip code.
      e. Manually enter in addresses to those subscribers that use Ebsco.
9. Email the excel file to Mike Bell at Pella Printing. Have Mike print 30 or so extra magazines. You will need them for distribution to advertisers, promotions, etc.
10. When magazines are printed, send a magazine along with an invoice to all advertisers. They need to see the printed material plus invoice before they will pay.
11. Submit to the President the expenses (postage, telephone, paper, office supplies) necessary for the publication of the Magazine.

Conference Program Materials

1. Official Conference Program

MUSIC IN OUR SCHOOLS MONTH CHAIR (MIOSM)
An appointed member of the Board of Directors
Term starts when appointed by the Executive Committee
Length of Term: Indefinite, upon mutual agreement of chair and Executive Committee

POSITION DESCRIPTION
The focus of the Music in our Schools Month Chair will be to actively promote Music in Our Schools through communications from NAfME and the management of the Iowa School District Exemplary Music Program Award and Outstanding Administrator for Support of Music Education.

Specific duties include, but not limited to:
1. Works to promote music in our schools.
2. Disseminate articles/information concerning Music in our Schools Month or articles of promotion/advocacy to the general membership.
3. Contribute news and/or articles which focus on the "Music in our Schools Month-March" to the *Iowa Music Educator* Magazine, published in September and April. Article copy is due by August 1 and March 1. Article can be contributed by the chair or someone else who has the interest of the membership at heart. Author must be a current IMEA member or article co-authored with the chair.
4. Attend IMEA board meetings and have written report prepared for presentation to the Board.
5. Manage/organize all duties in connection with the following awards:
    a. Iowa School District Exemplary Music Program Award
    b. Outstanding Administrator for Support of Music Education

Iowa School District Exemplary Music Program Award

✓	Awarded:	At the All-State Music Festival concert
✓	Application due date:	June 30 of the same year
✓	Committee members:	MIOSM Chair and two Board members
✓	Eligible District:	Majority of Music Faculty must be IMEA members

Specific duties include, but not limited to:
1. Publicize the purpose of the Award to IMEA members via emailing information to the IMEA membership.
2. By October 1, you should have received an email list of current IMEA members from the Membership Chair.
3. Send an email in October and reminder in March (Music in Our Schools Month) This email should contain, but not limited to:
    a. Award Purpose/Rationale
    b. Who is eligible? ?Percentage of music teachers in the school district current IMEA members??
    c. Timeline
    d. Materials required of applicants
    e. Completed application/materials sent to the MIOSM Chair.
    f. Application and further details are available at the IMEA website: www.iamea.org
    g.
4. If no applications have been received by mid-April, email a reminder to IMEA membership.
5. When applications come in:
    a. Make a copy of the basic materials.
    b. Receive, read and take notes of the materials
    c. Send on application materials to committee members.
    d. Come to a consensus about the winning district.
6. Contact **ALL** the applicants with the results via Postal Mail (Return Receipt Requested). *Needs to be done through return receipt requested postal mail because during summer, some school districts personnel would not be checking their emails.
7. Follow-up to the winning district with a personal telephone call.
8. One week following the announcement, email a congratulatory email to all music faculty in the district.

9. Prepare/send a press release article (few paragraphs) to the winning district for their local newspaper.
10. Prepare an informational "congratulatory note/graphic" to be included in the official IMEA Annual Conference Program. This will allow all members and non-member attendees of the conference to become aware of the Award. Might encourage membership to IMEA. Send this note to IMEA Publications Editor. Copy due by August 1.
11.
12. Contact IHSMA Executive Director about the winning district so IHSMA can arrange for tickets for the representatives to attend the All-State Music Festival Concert.
13. Notify previous year's award recipient to send the metal engraved plaque from the trophy to a source designated by the MIOSM chair. This is to ensure continuity in the font for listing of the previous winners names on the plaque.
14. Notify previous year's award recipient they must bring the trophy to the IMEA registration desk at the November IMEA conference.
15. Contact IMEA President to present award at the All-State Music Festival Concert.
16. Arrange for someone to take a picture at the Festival concert of the winning school district receiving the trophy.
17. If photo turns out well, resend the news article to the town's local news media.
18. Send a follow-up *Congratulatory* email to the entire district faculty. Maybe ask for personal comments to be included in future press releases *about winning the award, has their program improved because of this; impact on the students, school, community, suggestions for making the award more aware to the membership, implementation of the award, etc*.

Required information from applicants:

1. List and briefly describe courses and musical opportunities offered by your school district.
2. List and describe unified music education goals for general music, instrumental music, and vocal music in your school district.
3. Briefly describe departmental guidelines for instruction in conceptual area (copy of curriculum guide & date of latest revision).
4. Describe the application of the department guidelines from #3 above in the classroom and/or performance activities.
5. Briefly describe why you believe your school district should be considered for this award.
6. Send any materials (programs, handbooks, etc.) in support of your application.
7. List names, teaching duties, and email addresses of all music staff in your school district.

Outstanding Administrator for Support of Music Education Award

✓	Awarded:	At the administrator's spring concert
✓	Application due date:	March 1 of current school year
✓	Committee members:	MIOSM Chair and two Board members
✓	Eligible Administrator:	Faculty member submitting the application must be an IMEA member

Specific duties include, but not limited to:

1. Publicize the purpose of the Award to IMEA members via emailing information to the IMEA membership.
2. By October 1, you should have received an email list of current IMEA members from the Membership Chair.
3. Send an email in October and a reminder in February to IMEA membership. This email should contain:
    a. Award Purpose/Rationale
    b. Who is eligible? Person (staff) submitting the application must be a Percentage of IMEA members??
    c. Timeline
    d. Materials required of applicants
    e. Completed application/materials sent to the MIOSM Chair.
    f. Application and further details are available at the IMEA website: www.iamea.org

g.

4. When applications come in:
    a. Make a copy of the basic materials.
    b. Receive, read and take notes of the materials
    c. Send on application materials to committee members.
    d. Come to a consensus about the winning applicant.
5. Contact **ALL** the applicants with the results via Postal Mail (Return Receipt Requested). *Needs to be done through return receipt.
6. Follow-up to the winning administrator with a personal telephone call.
7. Follow-up to the winning administrator and faculty submitting the application an email with "congratulations" and that the presentation will be at the music department's spring concert.
8. Prepare/send a press release article (few paragraphs) to the winning administrator and faculty submitting the application for their local newspaper.
9. Prepare an informational "congratulatory note/graphic" to be included in the official IMEA Annual Conference Program. This will allow all members and non-member attendees of the conference to become aware of the Award. Might encourage membership to IMEA. Send this note to IMEA Publications Editor. Copy deadline is August 1.
10. Have the plaque engraved.
11. Communicate with the school's music staff on date/time/location of the Spring concert.
12. Arrange for the IMEA President or his/her designee (maybe area chair) to present the plaque. This will have the most impact in front of the home crowd.
13. Contact local media to be present at this concert. Send a preliminary press release to the media notifying them of the presentation to be made.
14. and
15. Send a follow-up *Congratulatory* email to the Administrator and the faculty submitting the application. i.e. *The pleasure of meeting you, and presenting this award to you, your commitment to music education, etc.*

Required information from/about the applicant:

1. Demonstrates support of music as an important part of the total curriculum.
2. Demonstrates support on the application of music curriculum concepts in the classroom.
3. Provides administrative support of public performances.
4. The application materials should identify outstanding characteristics of the nominee in relation to music education.
5. Include **at least** three letters of recommendation from educators, parents or community members in support of the nominee.

RESEARCH CHAIR

An appointed member of the Board of Directors
Term starts when appointed by the Executive Committee
Length of Term: Indefinite, upon mutual agreement of chair and Executive Committee

POSITION DESCRIPTION

The Research Chair has the responsibility for informing the membership about research pertaining to the teaching and learning of music.

Specific duties include, but not limited to:

1. Authors a research column in each issue of the *Iowa Music Educator* Magazine, published in September and April. Article copy is due by August 1 and March 1. This column has traditionally included summaries of significant research studies presented at regional or national conventions or that appeared in scholarly magazines. The column has also included pieces designed to help practitioners understand research method and the reporting of results. Article can be contributed by the chair or someone else who has the interest of the membership at heart. Author must be a current IMEA member or article co-authored with the chair.
2. Organizes a research session at the annual conference. The research session has traditionally consisted of short presentations of research conducted by educators within the state. The "call for papers" for this research session must appear in the April issue; thus March 1 copy deadline. The deadline for submission of papers is August 1. Communicate this "call for papers" with IMEA Membership, CNAfME membership and colleges/universities via email. Obtain this list from the Membership Chair.

3. Attend IMEA board meetings or have a written report prepared for presentation to the Board.

MULTI-CULTURAL CONCERNS CHAIR

An appointed member of the Board of Directors
Term starts when appointed by the Executive Committee
Length of Term: Indefinite, upon mutual agreement of chair and Executive Committee

POSITION DESCRIPTION

Increase membership awareness of multi-cultural concerns.

Specific duties include, but not limited to:

1. Act as a concerned individual who will make certain the multi-cultural concerns are raised in state activities such as conferences and workshops.
2. Work with the National NAfME Multi-Cultural Concerns Commission to help bring about exposure of these concerns in our organization and in the schools of the state and nation.
3. Represent IMEA at divisional and national conventions.
4. Contribute news and/or articles which focus on the awareness of multi-cultural concerns in music programs to the *Iowa Music Educator* Magazine, published in September and April. Article copy is due by August 1 and March 1. Article can be contributed by the chair or someone else who has the interest of the membership at heart. Author must be a current IMEA member or article co-authored with the chair.
5. Attend IMEA board meetings or have a written report prepared for presentation to the Board.

HISTORIAN

An appointed member of the Board of Directors
Term starts when appointed by the Executive Committee
Length of Term: Indefinite, upon mutual agreement of chair and Executive Committee

POSITION DESCRIPTION

The Historian is the gatherer of information related to IMEA.

Specific duties include, but not limited to:

1. Maintain an archive containing the history of the IMEA, NAfME, and history of music in Iowa.
2. Materials will be solicited from Past Presidents of IMEA whenever possible.
3. Materials will be made available to IMEA membership for research.
4. Archives and displays will be exhibited at the IMEA Conference.
5. If applicable, contribute news and/or articles to the *Iowa Music Educator* Magazine, published in September and April. Article copy is due by August 1 and March 1. Article can be contributed by the chair or someone else who has the interest of the membership at heart. Author must be a current IMEA member or article co-authored with the chair.

RETIRED TEACHERS CHAIR

An appointed member of the Board of Directors
Term starts when appointed by the Executive Committee
Length of Term: Indefinite, upon mutual agreement of chair and Executive Committee

POSITION DESCRIPTION

The Retired Teachers is the resource person of IMEA historical background.

Specific duties include, but not limited to:

1. Generate a list of retired IMEA members (active and inactive.) Obtain this list from the membership chair; also accessible on-line at any time.
2. Assess possible exemplary Senior Citizen programs on-going in Iowa.
3. Develop/implement suggested Senior Citizen programs with collaboration of retired music personnel in development and implementation.
4. Assist IMEA Board with conference events, i.e. available to act as moderators, registration assistants, exhibit assistants, etc.
5. If applicable, contribute news and/or articles to the *Iowa Music Educator* Magazine, published in September and April. Article copy is due by August 1 and March 1. Article can be contributed by the chair or someone else who has the interest of the membership at heart. Author must be a current IMEA member or article co-authored with the chair.
6. Attend IMEA board meetings or have a written report prepared for presentation to the Board.

TRI-M MUSIC HONOR SOCIETY

An appointed member of the Board of Directors
Term starts when appointed by the Executive Committee
Length of Term: Indefinite, upon mutual agreement of chair and Executive Committee

POSITION DESCRIPTION

The focus of the Tri-M Music Honor Society is to promote the meaning of and membership in the Tri-M Music Honor Society throughout the high schools in Iowa.

Specific duties include, but not limited to:

1. Sponsor an information booth at the IMEA Conference.
2. Assist with the IMEA Conference when needed.
3. If applicable, contribute news and/or articles about Tri-M Music Society to the *Iowa Music Educator* Magazine, published in September and April. Article copy is due by August 1 and March 1. Article can be contributed by the chair or someone else who has the interest of the membership at heart. Author must be a current IMEA member or article co-authored with the chair.
4. Attend IMEA board meetings or have a written report prepared for presentation to the Board.

SOCIETY FOR MUSIC TEACHER EDUCATION CHAIR

An appointed member of the Board of Directors
Term starts when appointed by the Executive Committee
Length of Term: Indefinite, upon mutual agreement of chair and Executive Committee

POSITION DESCRIPTION

The purpose of the Society is to (a) improve the quality of teaching and research in music teacher education; (b) provide leadership in the establishment of standards for the certification of music teachers; and (c) serve as an arm in influencing developments in music teacher education and in the certification of music teachers.

Specific duties include, but not limited to:

1. Sponsor an information booth at the IMEA Conference.
2. Assist with the IMEA Conference when needed.
3. If applicable, contribute news and/or articles about the Society for Music Education to the *Iowa Music Educator* Magazine, published in September and April. Article copy is due by August 1 and March 1. Article can be contributed by the chair or someone else who has the interest of the membership at heart. Author must be a current IMEA member or article co-authored with the chair.
4. Attend IMEA board meetings or have a written report prepared for presentation to the Board.

ALL-STATE BAND CHAIR

An elected member of the Board of Directors
Three-Year Term, Term starts and ends after IMEA Annual Conference (November)
Elected by IMEA General Membership, re-election allowed

1. Select the All-State Band program with the aid of the guest conductor and in consultation with the IHSMA Executive Secretary. The consultation process will include potential use of Piano and Harp Instruments as well as other special considerations
2. Obtain large percussion equipment as well as specialized percussion equipment that may be dictated by programmed literature.
3. Obtain podium and P.A. equipment for All-State Festival rehearsals.
4. Select appropriate number of etudes for each instrument for the district audition process.
5. Select and assign auditors for the October District auditions in conjunction with the Orchestra and Chorus Chairs.
6. Determine and assign the number of players to be chosen for each section of the band based on a percentage of the number that have registered for auditions in each district. Percentages will apply only if competent players are found.
7. In consultation with the IHSMA Executive Secretary, prepare instructions for auditors and audition managers pertaining to audition procedures.
8. Work with the Orchestra Chair to provide for the selection and assignment of wind and percussion players to the orchestra. Two of the top six players in the state in each section shall be assigned to the orchestra; the remaining shall be assigned from about the fourth ranking students. Following District auditions, a list of selected players will be received from the IHSMA.
9. When concert programming needs dictate the use of special ensembles using wind/percussion players, work with Orchestra and/or Choral chairs to supply needed players.
10. Receive audition cards from audition managers, both of accepted and rejected players. Provide machinery for selection of alternates or replacements.
11. Attend to chair placement auditions during the All-State Festival.
12. Prepare a seating chart with guest conductor and provide copies to rehearsal assistants, facilities staff, Iowa Public Television, and IHSMA Executive Director.
13. Supervise band rehearsals during the All-State Festival.
14. Attend to the needs of the guest conductor in regards to transportation, coordination of rehearsals, meals, etc. during the All-State Festival.
15. Assemble a staff to assist with the general logistic, percussion, instrument repair, and general student needs during the All-State Festival.
16. The Band Chair shall introduce the guest conductor at the Festival Concert.
17. Recruit potential candidates for the position of All-State Band Chair-elect. Upon election of the chair-elect by the IMEA membership, the chair will conduct a one-year mentorship program to make the transition process as smooth and seamless as possible.
18. Attend the spring and fall meetings of the IMEA Board of Directors.
19. Attend the Joint Meeting of the IMEA and IHSMA Executive Boards.
20. Submit an article to *Iowa Music Educator* Magazine, published in September and April. Article copy is due by August 1 and March 1.

ALL-STATE CHORAL CHAIR

An elected member of the Board of Directors
Three-Year Term, Term starts and ends after IMEA Annual Conference (November)
Elected by IMEA General Membership, re-election allowed

1. Select the All-State Choral program with the aid of the guest conductor and in consultation with the IHSMA Executive Secretary. The consultation process will include potential use of Harp and/or wind & percussion instruments, rehearsal information, and translations to be distributed with the All-State music as well as other special considerations
2. Select audition materials for the vocal and piano auditions and recalls.
3. Select and assign auditors for the October District auditions in conjunction with the Orchestra and Band Chairs.
4. Determine and assign the number of singers to be chosen for each section of the choir based on a percentage of the number that have registered for auditions in each district. Percentages will apply only if competent singers are found.
5. Obtain specialized percussion equipment that may be dictated by programmed literature.
6. Obtain podium and P.A. equipment for All-State Festival rehearsals.
7. In consultation with the IHSMA Executive Secretary, prepare instructions for auditors, lead auditors, and audition managers pertaining to audition procedures.
8. When choral programming needs dictate the use of special accompaniment using wind/percussion players, work with Orchestra and/or Band chairs to supply needed players.
9. Receive audition cards from audition managers, both of accepted and rejected players. Provide machinery for selection of alternates or replacements.
10. Prepare rehearsal and performance seating arrangements for the All-State Festival.
11. Supervise Choral rehearsals during the All-State Festival.
12. Attend to the needs of the guest conductor in regards to transportation, coordination of rehearsals, meals, etc. during the All-State Festival.
13. Assemble a staff to assist with the general logistic and general student needs during the All-State Festival.
14. Collect data from students, directors and judges to help keep improving the audition process and the All-State Festival.
15. The Choral Chair shall introduce the guest conductor at the Festival Concert.
16. Recruit potential candidates for the position of All-State Choral Chair-elect. Upon election of a chair-elect by the IMEA membership, the chair will conduct a one-year mentorship program to make the transition process as smooth and seamless as possible
17. Prepare a list of Guest Conductors for the spring meeting of the joint boards.
18. Attend the spring and fall meetings of the IMEA Board of Directors.
19. Attend the Joint Meeting of the IMEA and IHSMA Executive Boards.
20. Submit an article to *Iowa Music Educator* Magazine, published in September and April. Article copy is due by August 1 and March 1.

ALL-STATE ORCHESTRA CHAIR

An elected member of the Board of Directors
Three-Year Term, Term starts and ends after IMEA Annual Conference (November)
Elected by IMEA General Membership, re-election allowed

1. Select the All-State Orchestra program with the aid of the guest conductor and in consultation with the IHSMA Executive Secretary. Depending on the ensemble, the consultation process will include potential use of Piano, Harp, and Percussion instruments.
2. Select an appropriate number of excerpts from the festival literature for the initial audition process.
3. Select and assign auditors in conjunction with the Band and Chorus Chairs.
4. Determine and assign the number of players to be chosen for each section of the orchestra based on a percentage of the number that have registered for auditions in each district. Percentages will apply only if qualified players are found.
5. Obtain large percussion equipment as well as specialized percussion equipment that may be dictated by programmed literature.
6. Obtain podium and P.A. equipment for All-State Festival rehearsals.
7. In consultation with the IHSMA Executive Secretary, prepare instructions for auditors and audition managers pertaining to audition procedures.
8. Will work with Band Chair to provide for selection and assignment of wind and percussion players to the orchestra. Two of the top six players in the state in each section shall be assigned to the orchestra; the remaining shall be assigned from about the fourth ranking students. Following District auditions, a list of selected players will be received from the IHSMA.
9. Make sure all music has the correct fingerings and bowings for the literature to be performed as per the guest conductor's wishes. Transpose music to the appropriate alternate instrument if need be, i.e. Clarinet A to Clarinet Bb.
10. Receive audition cards from audition managers, both of accepted and rejected players. Provide machinery for selection of alternates or replacements.
11. Attend to chair-placement auditions during the All-State Festival.
12. Prepare a seating chart with guest conductor and provide copies to rehearsal assistants, facilities staff, Iowa Public Television, and IHSMA Executive Director.
13. Supervise orchestra rehearsals during the All-State Festival.
14. Attend to the needs of the guest conductor in regards to transportation, coordination of rehearsals, meals, etc.
15. Assemble a staff to assist with the general logistic, percussion, and general student needs during the All-State Festival.
16. The Orchestra Chair shall introduce the guest conductor at the Festival Concert.
17. Recruit potential candidates for the position of All-State Orchestra Chair-elect. Upon election of the chair-elect by the IMEA membership, the chair will conduct a one-year mentorship program to make the transition process as smooth and seamless as possible.
18. Attend the spring and fall meetings of the IMEA Board of Directors.
21. Attend the Joint Meeting of the IMEA and IHSMA Executive Boards.
22. Submit an article to *Iowa Music Educator* Magazine, published in September and April. Article copy is due by August 1 and March 1.