



WMEA Council Guide Book Part I: Structure

Congratulations & thanks for serving as a Wisconsin Music Educators Association (WMEA) State Chair! There are three (3) governing boards with similar names but distinct structures and responsibilities.

WMEA Council - The largest group

This is an advisory group that meets to report state activities and manage the WMEA strategic plan. The group meets in July and January. **You are in this group.**

- ★ Presidents (past, current, elect)
- ★ Vice Presidents (NW, NC, NE, SW, SC, SE)
- ★ Executive Director
- ★ State Chairs
- ★ Special Committee Chairs
- ★ Standing Committee Chairs
- ★ NafME Collegiate

WMEA Executive Board - Slightly smaller group

This is an elected group that votes on the WMEA budget. This group meets approximately four times throughout the school year.

- ★ Presidents (past, current, elect)
- ★ Vice Presidents (NW, NC, NE, SW, SC, SE)
- ★ Executive Director
- ★ WMEA Membership Chair

WMEA Executive Committee - Even smaller group

This is the group that plans for the association.

- ★ Presidents (past, current, elect)
- ★ One Vice President (WMEA President invites one VP to this group!)
- ★ Executive Director
- ★ WMEA Membership Chair

Staff members will assist with the planning and implementation of the association activities. Be cognizant of the fact that we are WMEA, and they are necessary and truly indispensable office staff that make it all happen!

WMEA Council Guide Book Part II: Responsibility

You are a leader representing WMEA members of your chair position. The Council will meet semi-annually in order to review reports of its members, take recommendations from the Executive Board and conduct any other business deemed necessary. The primary role of the Council is to act as an advisory group to the Executive Board.

From the WMEA Constitution:

For each of the areas of music and education which they represent, it shall be the duty of State Chairs to initiate projects, communication, resources, or professional development so as to generally promote and recognize that area. The Council may also make proposals to the Executive Board regarding the business of the corporation and the financial or other resources needed to carry out their duties. Council members shall be encouraged to provide information for use in the magazine or other publications of the corporation. Other responsibilities of the State Chairs shall include:

- Provide an article for two (2) issues of the Wisconsin School Musician.
- Preside over the conference-planning subcommittee as assigned by the conference chair.
- Follow through on all communication received from NAFME related to the WMEA State Chair position.
- Maintain a log of Association Activities.
- Maintain a file of correspondence, materials and articles related to Association Responsibilities.
- Establish or provide a means of feedback on specific issues related to Council position.
- Attend and assist at Association meetings and major events.
- Submit a written report and present summary information at Council meetings (January and July)
- Share information about WMEA awards and nominate deserving members when appropriate.
- Meet with your successor to pass on materials and information.

-Attend and assist at association meetings and major events.

-Submit a written report and present summary information at Council meetings (January and July)

-Follow through on all communication received from NAFME related to the [WMEA State Chair position](#).

You are a respected professional and a successful music educator, which is why you were selected; however, put those two facts together, and that makes you a very busy person. A challenging part of this job will be clearing your calendar and making yourself available for the WMEA Council meetings as well as the WMEA Conference. The council meets 2 times a year.

The Wisconsin State Music Conference is the single most important event WMEA plans and runs. It is the primary source of income for the association and the best opportunity we have to provide professional development and support for our membership. Some aspect of conference planning will be on the agenda at every meeting you attend.

-Provide an article for two issues of the Wisconsin School Musician.

-Maintain a means of communication with Association Members within your area

The WSM articles keep you visible to the membership as their State Chair. You are the face of your area within WMEA. Many people think the Executive Director or Director of Communications are WMEA, but it's all of us. You are communicating with your colleagues in our professional association. You are expected to either write articles yourself for the WSM or find a guest writer.

****It is requested that the areas of Band, Choir, Orchestra, and General Music have an article in every magazine whether it is written by you or a guest writer.**