

NHMEA Position Description: Composition Festival Chairperson

Job title	<i>Composition Festival Chairperson</i>
Reports to	<i>Executive Director</i>

Type of Position

_____ Appointed ☒ Elected

Qualifications

(Common for all positions except for Executive Director)

Nominee/appointee must be an active music educator

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

Duties and responsibilities

The Composition Festival Chairperson shall:

- Prepare and disseminate information about the event to directors via Quarter Notes, E-blast, and other methods of communication as needed.
- Secure adjudicators for the event
- Collect entries and payment from school directors
- Electronically share scores and recordings to adjudicators
- Collect feedback from adjudicators and return to students
- Prepare certificates for winning entries
- Assist winners in securing performers for the All Member Meeting

Timeline of Responsibilities/Duties

July–August:

- Send materials to Quarter Notes editor and webmaster for publication
- Attend Council of Events meeting

September:

- Hire adjudicators

November - December:

- Send monthly email reminder about the event

January:

- Send reminder about submission deadline to directors
- Collect all entries and share with adjudicators promptly
- Attend Council of Events meeting

February:

- Collect feedback from adjudicators including the winner and honorable mention of each division.

March:

- Send adjudicator feedback to directors
- Inform the winners their compositions have been selected and work with the director to secure performers for the event
- Contact Executive Director to issue payment to adjudicators
- Prepare certificates for winners and honorable mentions of each division

April:

- Introduce the winner and performers at the All Member Meeting.
- Attend Council of Events meeting

Direct reports (if applicable)

Executive Director

Approved by:	
Date approved:	
Reviewed:	