

SOUTH CAROLINA
MUSIC TEACHERS ASSOCIATION

OFFICERS
HANDBOOK



Revised 2015

SOUTH CAROLINA MUSIC TEACHERS ASSOCIATION OFFICERS HANDBOOK

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PRESIDENT

The President shall be the principal elective officer of the Association and shall preside at meetings of the Association, the SCMTA Board, and the Executive Committee. He or she shall appoint all ad hoc committees. He or she in consultation with the Nominating Committee shall appoint all non-prescribed members to the SCMTA Board. The President shall serve as a member ex officio of all committees except the Nominating Committee. He or she shall oversee the activity of the annual session and perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association. (Bylaws Article VI, Section 1)

OTHER SPECIFIC DUTIES

1. Assist officers and chairpersons with their responsibilities on an as-needed basis.
2. Send copies of all correspondence to the President-Elect.
3. Attend all Executive Committee and SCMTA Board meetings.
4. Attend the annual SCMTA Conference.
5. Represent SCMTA at Divisional and National meetings. The President should receive the amount determined by the Executive Board to cover travel, hotel, conference registration and banquets deemed appropriate for the Southern Division Competition and the National Conference.
6. Represent SCMTA at the MTNA Leadership summit in September. Expenses are covered by allocated MTNA funds (travel, hotel, and 1 banquet meal).
7. Assist the Treasurer in the preparation of the annual budget.

IMMEDIATE DUTIES UPON ASSUMING OFFICE

1. Urge each elected officer to suggest members to fill all positions on the board for which their office is directly responsible.
2. Supply information to webmaster for publication on the website
3. Obtain home, work and email addresses of SCMTA officers and board members.
4. Send the names, addresses, and telephone numbers of all SCMTA officers and board members to MTNA headquarters through the online State portal.
5. Set date and site for the January, September, and November Executive Committee meetings and Board meetings and send a memo to each member.
6. Remind all officers and board members to send copies of their SCMTA correspondence to the president.
7. Collect and keep copies of the Conference Handbook and NewsNotes for distribution at Southern Division and National Conferences.

DUTIES FOR SOUTHERN DIVISION AND MTNA CONFERENCES

1. Send a list of audition winners and their addresses to the SCMTA Treasurer and ask that a check be issued to them for travel expenses to compete at Southern Division.
2. Prepare a written report of SCMTA activities to be presented at the Southern Division gathering of state presidents.
3. Prepare a written report of SCMTA activities to be included in the printed Report of States at the National Conference.
4. Send a list of SCMTA students who were winners at Southern Division to the SCMTA Treasurer and ask that a check be issued to them for travel expenses to compete at the National Finals.
5. Submit names and addresses of officers and competition chairs to the Southern Division President for inclusion in the Southern Division Directory.
6. Send requests to the SCMTA Treasurer to submit payments to Southern Division for the student travel fund and other expenses.

SCMTA BOARD DECISIONS AND CHANGES

Be responsible for providing direction to the SCMTA Secretary for the filing of important decisions made by the SCMTA Board in the "Special Decisions and Changes File." Also, direct the President-Elect to include necessary changes to the Officers Handbook.

OBLIGATIONS TO NEW MEMBERS

During the months of January, May, and September, receive from the SCMTA Treasurer an updated list of new members.

FILES

1. Maintain a file that contains the minutes of all Executive Committee and SCMTA Board meetings.
2. Maintain a file that contains the minutes of all Southern Division and National meetings.
3. Maintain a file that contains reports of all SCMTA auditions and MTNA competitions.

AGENDAS

Prepare a written agenda for each Executive Committee meeting and each Board meeting. Send agenda to Board Members prior to each Executive committee and General Board Meeting, with copies of the previous board meeting minutes included.

SCMTA CONFERENCE DUTIES

1. One year before, pick the dates and site for the next SCMTA Conference.

2. Request a letter from the primary music official of the host institution confirming the invitation to hold the SCMTA Conference.
3. By August 15, send the President's message to the editor of NewsNotes and include encouragements for all members to attend the SCMTA Conference held that fall.
4. By October 1, remind the SCMTA Treasurer of his/her duty to maintain the registration table at the Conference.
5. Invite officials of the host institution to be guests at the Conference Banquet.

AFTER THE CONFERENCE:

Write letters of appreciation to:

Vice-President for Conferences
Local chair

Conference artist
Music official of host institution

MTNA COMPETITION DUTIES

1. One year before, select the site and dates for the next competition in consultation with the Vice-President of MTNA Competitions.
2. Inform MTNA headquarters about the competition dates and site.
3. Request a confirmation letter from the primary music official of the host institution confirming the invitation to hold the MTNA Competitions.

AFTER THE COMPETITION:

Write letters of appreciation to:

Judges
Music official of host institution

Duplicate letter to all who worked at competition
Winners/teachers

As needed, submit Expense Reimbursement Voucher to SCMTA Treasurer

http://scmta.org/forms/voucher_expense.pdf

PRESIDENT-ELECT

The President-Elect shall assume all duties of the President in the absence of that officer. He or she shall serve as liaison to the Local Chapters; serve on the Finance Committee; select and prepare one major project beneficial to SCMTA; and assist the President as needed. He or she shall perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association. (Bylaws Article VI, Section 2)

OTHER SPECIFIC DUTIES

1. Attend all Executive Committee and Board meetings.
2. Attend the annual SCMTA Conference.
3. Prepare and update the Officers Handbook with the assistance of the President.
4. Form a Council of Local Chapter Presidents who meet at various times to share concerns and information.
5. Assist the President by traveling about the state and visiting local chapters when possible.
6. Serve as a member of the Conference Planning Committee for the annual SCMTA Conference.
7. Formulate a project that will be beneficial to SCMTA and will be completed within the two-year term of office.
8. Receive applications for the Genesis Endowment Fund Grant and prepare these materials for review of the Executive Board.
9. As needed, submit Expense Reimbursement Voucher to SCMTA Treasurer
http://scmta.org/forms/voucher_expense.pdf

Genesis Endowment Fund Grant: Beginning November 2014, SCMTA will award an SCMTA teacher up to \$500 for the purpose of professional or studio development and/or special education opportunities. Only active members (minimum of 1-year membership) are eligible. Student members must be enrolled in college. Applications are reviewed and decided on by the Executive Committee.

General Guidelines:

The SCMTA President-Elect will receive all application submissions for the grant.

The SCMTA Executive Board will review all applications for the grant at the August Board meeting to determine an award recipient.

The award will be presented at the Annual SCMTA Conference.

The SCMTA Executive Board will review the status and/or amount of the award annually.

Application and Guidelines: http://scmta.org/wp_new/wp-content/uploads/2014/11/genesis_grant.pdf

VICE-PRESIDENT FOR CONFERENCES

The Vice-President for Conferences shall preside in the absence of the President and President-Elect; shall be responsible for securing the featured performing artists and any keynote speaker for the annual session during his or her term; serve as host to the Conference artist; serve on the Planning Committee for the annual session; and perform such other duties relating to the Conference as prescribed by the parliamentary authority adopted by the Association. (Bylaws Article VI, Section 3)

OTHER SPECIFIC DUTIES

1. Serve as chair of the Conference Planning Committee for the annual SCMTA Conference. The duties include: inviting artists/clinicians, creating the conference schedule, securing local hotels, arranging for conference meals, and coordinating with other chairs (competitions, site coordinator, student presentation, commissioned composer, publicity).
2. Maintain files of example contracts, scheduling information, etc.
3. After securing budget amount for conference, draw up contracts or letters of agreement with featured artists and clinicians.
4. Visit the site of the host institution in the spring and meet with the local chair/site coordinator to discuss room needs for the SCMTA Conference/MTNA Competitions. In collaboration with the competitions chair and site coordinator, finalize use of space for the conference and competition.
5. Prepare and print the Conference handbook with the help of the Publicity chair.
6. Supply information to webmaster for publication on the website
7. Notify the SCMTA membership of the plans for the Conference at Executive Committee and Board meetings, in NewsNotes, other special mailings, and on the SCMTA website (including hotel and banquet information).
8. Obtain supplies such as name-tags, signs, pins, etc. with the help of the Treasurer.
9. Make hotel reservations for the Conference artists and other featured guests. Contact local hotels for block room reservations in order for conference attendees to make individual reservations.
10. Request local chair/site coordinator to assist in hosting artists and featured guests. Ask local chair (local association president/hospitality chair and membership) to arrange for coffee/refreshment breaks, etc.
11. Secure student workers from the host institution to assist at the Conference Registration area. Student workers/collegiate members may also assist in competition monitoring and event ushering. Contact Student Chapters chair/advisors as well as the SCMTA VP for Competitions.
12. Submit expense vouchers with receipts and bills to the SCMTA Treasurer for payment.
http://scmta.org/forms/voucher_expense.pdf
13. Attend all Executive Committee and SCMTA Board meetings.
14. Attend the annual SCMTA Conference.

Policies:

1. Beginning in August 2014, first-time guests brought by SCMTA members to the conference will have registration fee waived. Meals will be at guest's expense.
2. Non-member students/collegiate members who assist SCMTA with competition monitoring, poster/session presentation, ushering, or logistics may have their registration fees waived for the conference.

VICE-PRESIDENT FOR MEMBERSHIP

The Vice-President for Membership shall preside in the absence of the President, the President-Elect, and the Vice-president for Conferences; shall coordinate all activity relating to recruitment, retention, and development of members; shall oversee the activity of the Certification Chair; and perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association. (Bylaws Article VI, Section 4)

OTHER SPECIFIC DUTIES

1. Suggest individuals to serve in the areas of Student Chapters and Certification.
2. Maintain a supply of membership materials.
3. Send membership information to prospective members.
4. Promote membership by:
 - a. acquiring mailing lists of teachers from various music stores
 - b. sending SCMTA information to those whose names appear on the above lists who are not currently members of SCMTA
 - c. publishing a request for prospective new members in each issue of NewsNotes
5. Maintain a list of individuals contacted about SCMTA membership.
6. Seek to establish new local and student chapters.
7. Prepare and update the Membership Directory each fall with the help of the President and Webmaster and keep the secretary informed of the names and addresses of current members.
8. Assist with updates to the website in consultation with the SCMTA webmaster.
<http://scmta.org/office/>
9. Provide a written report for each SCMTA Board meeting.
10. Attend all Executive Committee and SCMTA Board meetings.
11. Attend the annual SCMTA Conference.
12. As needed, submit Expense Reimbursement Voucher to SCMTA Treasurer
http://scmta.org/forms/voucher_expense.pdf

VICE-PRESIDENT FOR MTNA COMPETITIONS

The Vice-President for MTNA Competitions shall coordinate all competitions at the state level; suggest individuals to serve as performance area chairs; suggest individuals to serve as competition chairs; secure judges for competitions as prescribed in the Officers Handbook; and perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association. (Bylaws Article VI, Section 5)

OTHER SPECIFIC DUTIES

1. Secure judges for MTNA Competitions.
2. Send contracts to judges. Submit voucher for adjudicator fees to the SCMTA Treasurer (end of this document).
3. Serve as primary interpreter of the rules/regulations that govern all MTNA Competitions.
4. Learn the duties of the MTNA Competition Chairs and provide leadership in the performance of their duties.
5. Prepare the competition schedule in consultation with the Competition Chairs.
6. Supply information to webmaster for publication on the website.
7. Send information about lodging and restaurants as well as a map of the city and competition site to the judges.
8. Make lodging arrangements for judges if needed (contact VP of Conferences for Conference hotel discounts).
9. Secure individuals to assist with registration at the competitions. With the help of the host institution/collegiate chapter, secure student help to monitor competitions.
10. Submit to the SCMTA Treasurer the voucher for expense reimbursement
http://scmta.org/forms/voucher_expense.pdf
11. Send the Adjudicator Reports to Division President, Division Competition Chair, and National Director of Competitions. Keep one copy for the file. Specific details are outlined in the competition handbook <http://www.mtna.org/programs/competitions/competition-handbook/>
12. Attend all MTNA Competitions.
13. Attend all Executive Committee and Board meetings.
14. Attend the annual SCMTA Conference.
15. Submit to the SCMTA Treasurer student winner names, along with the teachers' names and addresses. For winning ensembles list each member's name.
16. Detailed instructions for procedures can be found in the MTNA Handbook for State and Division Competition Officials.
17. At the conclusion of the two-year term, the VP of Competitions should pass a file box containing competition items (stopwatches, extra forms, etc.) and a flash drive to the next VP of Competitions. VPs

are required to maintain accurate files, especially a list of judges for each year and each judges' contract.

18. Policy: Recording during competitions allowed but under MTNA rules and guidelines (e.g., no special lighting or use of tri-pods in aisles). Reference "Instruct Monitors" in the handbook and communicate this policy in the competition letter to competitors and parents.

SECRETARY

The Secretary shall record the minutes of all meetings of the Executive Committee, the SCMTA Board, and maintain files of reports from various officers; shall distribute copies of minutes in legal form to all members of the Executive Committee and the SCMTA Board; and perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association. (Bylaws Article VI, Section 7)

OTHER SPECIFIC DUTIES

1. Send copies of the minutes to the SCMTA President within two weeks of each board meeting.
2. Maintain an archive of SCMTA materials: Officers Handbook, Conference Booklet, NewsNotes, minutes from meetings, and any other specific materials related to the organization.
3. Maintain an accurate list of email addresses of board members.
4. At the direction of the President, correspond with members as needed (e.g., condolences for passing of a board member's close relative).
5. Attend all Executive Committee and Board meetings.
6. Attend the annual SCMTA Conference.
7. As needed, submit Expense Reimbursement Voucher to SCMTA Treasurer
http://scmta.org/forms/voucher_expense.pdf

TREASURER

The Treasurer shall be responsible for overseeing, in cooperation with the President, all financial affairs of the Association, and shall serve as chair of the Finance Committee. He or she shall be responsible for the preparation of periodic reports to the Executive Committee, an annual report to the SCMTA Board, and perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association. (Bylaws Article VI, Section 6)

OTHER SPECIFIC DUTIES

1. Receive and deposit payments due to SCMTA, including transfers from Paypal online payment system..
2. Pay all bills authorized by the Executive Committee.
3. Maintain files of all accounts (including receipts and disbursements).
4. File tax returns, administer W9 and 1099 forms as needed.
5. Receive membership list from MTNA office and send a copy to Vice-president for Membership and the secretary.
6. Copy all SCMTA correspondence to the President.
7. Attend all Executive Committee and Board meetings.
8. Attend the annual SCMTA Conference.

GENERAL TIMELINE OF DUTIES

July / August

- Prepare a financial summary of previous fiscal year and, with the Finance Committee, prepare a proposed budget for upcoming fiscal year.
- Submit financial records for biennial audit in odd-numbered years. Internal audit acceptable.
- Determine conference pricing with Executive Board at August meeting.

September

- Update online pricing and cutoff dates for conference registration. Clear database of previous year's records.

October

- Report number of reservations for meals to the local host by the cutoff date (typically late Oct/early Nov).
- Cut checks for MTNA competitions (typically late Oct/early Nov).
- Enter mailed registrations into online database.

November

- Prepare name-tags, meal tickets and concert tickets. Transfer Paypal fees into bank account.
- Supervise the registration table at the Conference and ticket sales at Friday recital.
- Administer W-9 forms to Conference clinicians and Commissioned Composer.

- Finalize Conference records. Enter on-site registrations into online database for reporting. Record first time guests who attended conference.
- Get names of MTNA Competition winners from Competition VP. Cut student travel assistance checks and mail c/o student's teacher. Current amount is \$100 per student. Include a congratulatory letter and mail the check in care of each teacher. The congratulatory letter will have instructions for the students to notify the SCMTA Treasurer if they proceed on to the national competition.
- Complete MTNA Competitions Report and return to MTNA.

December

- Pay SCMTA's contribution to the Southern Division Student Travel Fund (\$1/SCMTA member).

January

- Pay SCMTA's contribution for the Southern Division Banquet (amount specified by So Div President).
- Mail 1099 forms to applicable persons by Jan 31. Submit 1096 to IRS by Feb 28. CPA assistance advised.
- Cut checks for Southern Division winners. Current amount is \$500/student. Administer W-9 form.
- File tax return prior to April 15. Current tax year is Jan-Dec. Can use 990 post card.

March/April

- Cut checks for District Audition judges after deposit has been received from each District.
- Transfer Paypal fees to bank account.
- Cut checks for State Audition judges. Transfer remaining Paypal fees to bank account.

May

- Make sure all Paypal fees have been transferred.

June

- Get all Chair expenses paid before June 30.

IMMEDIATE PAST PRESIDENT

SPECIFIC DUTIES

1. Serve as a member of the SCMTA Board.
2. Serve as a member of the Nominating Committee.
3. Serve as a resource person during the orientation process of his/her successor.
4. Attend all Board meetings.
5. Attend the annual SCMTA Conference.
6. Send copies of all SCMTA Correspondence to the SCMTA President.
7. As needed, submit Expense Reimbursement Voucher to SCMTA Treasurer

http://scmta.org/forms/voucher_expense.pdf

MTNA CERTIFICATION CHAIR

SPECIFIC DUTIES

1. Encourage SCMTA members and collegiate members to seek MTNA certification.
2. Keep the membership informed of current information about certification received from MTNA Certification Chair.
3. Inform the membership about special educational programs at colleges or universities that prepare teachers for certification.
4. Inform the membership how South Carolina compares with other states in the number of certified members.
5. Send copies of all correspondence to the SCMTA President.
6. Attend all Board meetings.
7. Secure national Certification.
8. Attend the annual SCMTA Conference.
9. As needed, submit Expense Reimbursement Voucher to SCMTA Treasurer
http://scmta.org/forms/voucher_expense.pdf

Suggested procedures for member certification

1. Prepare reports for each SCMTA Board meeting.
2. Inform the Editor of NewsNotes of newly certified members.
3. Maintain income and expense records. Submit income and expenses to the SCMTA Treasurer using the deposit and reimbursement vouchers.
4. Maintain a list of names of all current certified SCMTA members.
5. Follow procedures as outlined by the National MTNA Certification Chair.

MTNA FOUNDATION CHAIR

SPECIFIC DUTIES

1. Inform the membership about the MTNA Foundation.
2. Encourage and solicit contributions from members and other potential donors for the Foundation.
3. Maintain records and acknowledge receipt of gifts in writing to contributors.
4. Prepare and present a written report at each SCMTA Board meeting.
5. Conduct a fund-raising drawing and solicit items to be given away at the annual conference. The MTNA Foundation Chair will ask each local association to provide a raffle item for the annual SCMTA conference. The Foundation Chair will coordinate with the VP of Conferences/Site Coordinator to set up a raffle table at the conference and schedule drawings throughout the conference. The Foundation Chair may organize volunteers to run the raffle table between conference sessions.
6. Attend the annual SCMTA Conference.
7. Annual Conference
 - a. The Foundation Chair should keep a record of donations received at the state conference, including raffle ticket purchases, in order to send a summary to MTNA after the conference. The contribution list should specify the individual's name and amount donated. MTNA will provide receipts for tax purposes to individuals who donate to the Foundation Fund.
 - b. All check contributions should be made out to MTNA Foundation Fund. If SCMTA is sponsoring a Foundation Fellow, then the Fellow's name needs to be written on the memo line. At the end of the conference, the Foundation Chair should count all of the cash and give it to the SCMTA treasurer to deposit. The SCMTA treasurer will write one check to MTNA Foundation Fund for the amount of the cash received.
 - c. After the conference, the Foundation Chair should mail the donor list, the SCMTA check, and individual check contributions to MTNA National Headquarters at MTNA Foundation Fund, 1 West 4th St, Ste 1550, Cincinnati, OH 45202. Note: the names and amounts of the cash contributions MUST be listed individually on the donor list in order for MTNA to provide donors with receipts.
8. Attend all SCMTA Board meetings.
9. Send copies of all SCMTA correspondence to the SCMTA President.
10. As needed, submit Expense Reimbursement Voucher to SCMTA Treasurer
http://scmta.org/forms/voucher_expense.pdf
11. Select and purchase SCMTA's State Pride donation to the State Pride Drawing held at the Gala of the MTNA National Conference. The item should be a minimum of \$50 in value and should be easily carried in airplane luggage or carry-on bags. The MTNA Foundation Chair will be responsible for obtaining the item, notifying the MTNA Foundation staff of SC's contribution, and delivering it to the SCMTA president. The SCMTA president will take the item to the MTNA national conference.

12. Follow procedures as outlined by the MTNA Foundation staff.
13. Coordinate the fundraising for SC members nominated for MTNA Foundation Fund Fellowships. Any member of SCMTA may nominate a Foundation Fund Fellow. The MTNA Foundation Chair will submit the nominee's name and other required information to MTNA through the Foundation website. The Chair will be responsible for coordinating the fundraising (\$1,000 minimum) and serving as the contact person for the nomination process. Fundraising may be accomplished by soliciting donations from colleagues of the nominee and/or holding a raffle at the annual SCMTA conference. MTNA Foundation staff will notify the Foundation Chair when fundraising is complete. The Foundation Chair will then notify the nominee of his / her acceptance as a Foundation Fund Fellow. The Foundation Fund Fellow will be recognized at the Gala of the subsequent MTNA national conference.
14. State Pride Table at the Gala of the MTNA national conference: As finances permit, reserve State Pride Table at the Gala of the MTNA National Conference in the years that SCMTA nominates a MTNA Foundation Fellow. In the event that the Foundation Chair is unable to attend the conference, the Foundation Chair should inform the SCMTA president. The SCMTA president will then be responsible for reserving the State Pride Table.

MTNA STUDENT CHAPTERS CHAIR

SPECIFIC DUTIES

1. Coordinate the establishment of student chapters in the state's colleges and universities.
 - a. Contact music officials at the state's colleges and universities about the establishment of student chapters on their campus.
 - b. Assist those who desire to establish chapters.
 - c. Prepare and distribute literature that outlines advantages of student chapters.
2. Support the work of the student chapters.
 - a. Encourage members to attend and participate in state and national conferences and MTNA competitions.
3. Prepare and present a written report at each Board meeting.
4. Supply information to webmaster for publication on the website
5. Attend all SCMTA Board meetings.
6. Attend the annual SCMTA Conference.
7. Send copies of all SCMTA correspondence to the SCMTA President.
8. As needed, submit Expense Reimbursement Voucher to SCMTA Treasurer
http://scmta.org/forms/voucher_expense.pdf
9. Organize the collegiate student research poster session for the annual SCMTA Conference (call for participation, arrangement for selection committee, and organization of poster session at the conference).
10. Organize the collegiate student session presentation(s) for the annual SCMTA Conference (call for participation, arrangement for selection committee, organization of session at the conference).
11. Policy: collegiate students who participate as research poster/session presenters at the annual SCMTA conference may have their conference registration fee waived (meals at student's expense). Attendance and assistance during at least the Friday sessions of the conference is expected of selected students.

MTNA COMPETITIONS CHAIRS

MTNA Composition Competition Chair

SPECIFIC DUTIES

1. Learn the rules/regulations that govern the MTNA Composition Competition
<http://www.mtna.org/programs/competitions/competition-handbook/>
2. Receive pertinent information from MTNA about the competition.
3. Secure judge(s).
4. The online competition server will collect applications and scores from applicants and forward to judges along with comment sheets as well as send results to the chair.
5. Notify winners through the online competition server.
6. Reports are automatically send to State President, Division President, Division Composition Coordinator, National Composition Coordinator, and Director of Competitions as well as to the Division Composition Coordinator.
7. If desired, arrange for performance of winning compositions at the annual conference. Contact VP of Conferences for logistics and space availability.
8. Attend all SCMTA Board meetings.
9. Attend the annual SCMTA Conference.
10. As needed, submit Expense Reimbursement Voucher to SCMTA Treasurer
http://scmta.org/forms/voucher_expense.pdf
11. Detailed instructions for procedures can be found in the MTNA Handbook for State and Division Competition Officials.

MTNA Junior Performance Competitions Chair

MTNA Senior Performance Competitions Chair

MTNA Young Artist Performance Competitions Chair

MTNA Chamber Music Performance Competitions Chair

SPECIFIC DUTIES

1. Learn the rules/regulations that govern the MTNA competitions for your area.
<http://www.mtna.org/programs/competitions/competition-handbook/>
2. At the January board meeting or by the end of January via e-mail, recommend to the Vice President for MTNA Competitions the names of individuals who may serve as judges.
3. Receive pertinent information from MTNA about the Competition(s) for which you are responsible.
4. Receive application forms from the MTNA National Coordinator.
5. Prepare competition schedule in consultation with the SCMTA Vice President for Competitions.

6. Send an email to each entrant/teacher with confirmation letter, including competition schedule, university map and directions.
7. Prepare adjudicator and student packets.
8. At the Competitions, give instructions to monitors and judges; announce winners; if applicable; verify name of accompanist for next level.
9. Within 48 hours after the Competition:
 - a. Notify winners through the online competition server.
 - b. Competition reports are automatically sent to the SCMTA President, Vice President for MTNA Competitions, Division Competitions Coordinator, Division Competitions Chair, Division President, National Competitions Coordinator, and Director of Competitions when winners are processed through the online competition server.
10. Be present at all functions that you coordinate.
11. Attend all SCMTA Board meetings.
12. Attend the annual SCMTA Conference if schedule permits.
13. As needed, submit Expense Reimbursement Voucher to SCMTA Treasurer
http://scmta.org/forms/voucher_expense.pdf
14. Detailed instructions for procedures can be found in the MTNA Handbook for State and Division Competition Officials.
15. Policy: Recording during competitions allowed but under MTNA rules and guidelines (e.g., no special lighting or use of tri-pods in aisles). Reference "Instruct Monitors" in the handbook and communicate this policy in the competition letter to competitors and parents.

SCMTA DISTRICT AUDITION CHAIRS

SPECIFIC DUTIES for each District Chair

1. Follow the *Step by Step* procedures found at <http://scmta.org/audition/chairs/index.php>
2. By August 31, set date and application deadline and secure a site for the next district audition. *PLEASE NOTE: The date must be at least three weeks, but not more than five weeks, prior to the state auditions.*
3. Enter the date and site location information on SCMTA website under the District Chair link <http://scmta.org/audition/chairs/index.php>
4. By January, select judges. See Criteria For Judges
 - Must be from another district
 - Judges will hear both theory and repertoire
 - Information For Judges
 - Adjudicator's contract (see end of this document)
 - Procedural Guidelines for judging
5. Notify and inform SCMTA teachers (of appropriate districts) about the auditions. The following information is available on the SCMTA website:
 - Rules and Regulations
 - How to enter students
 - Eligibility requirements for district and state auditions
 - Dates for district and state auditions and application deadlines
6. From January to the audition date:
 - a. verify teacher eligibility
 - PLEASE NOTE: The teacher must be a member in good standing at the time of registration to enter students at the member teacher rate. A \$75.00 non-member teacher fee will be assessed if the membership is not paid for the current membership year.*
 - b. receive applications online
 - c. receive payments from each teacher that equals amount required for all his/her students; payments are made through Paypal on the SCMTA site or by check received through mail
 - d. verify the accuracy of application forms
 - e. schedule entrants
 - f. notify each teacher of their students audition times within ten days of the auditions
 - g. *PLEASE NOTE: Judges should know the students only by assigned code numbers and first name. Cut and remove the top from each application form.*
 - h. Note that theory requirements are online
 - i. For teachers mailing payment, submit registration checks to SCMTA Treasurer with deposit voucher

- j. Request judges' checks from SCMTA Treasurer using the adjudicator fees voucher (see end of this document). Send request as soon as possible, allowing at least ten days in order to receive checks in time for distribution on the day of auditions.
 - k. Policy: Lunches should be provided for full day and half day adjudicators as well as full-day volunteers. Time taken for lunch should not be included in payment to adjudicators.
 - l. Refreshments during breaks are discretionary and should be provided for by participating teachers.
 - m. order certificates and seals for District Auditions from ADG Preferred Payroll (864-271-9677)
7. Within one week following auditions:
- a. Distribute certificates: certificates must be ordered in advance from Preferred Payroll.
 - b. Distribute critiques
 - c. Remind teachers that an "Outstanding" rating makes a student eligible for state auditions
 - d. Remind teachers of the registration process for state auditions
 - e. Send the following items: (see end of this document for forms)
 - Expense Reimbursement Voucher to the SCMTA Treasurer
http://scmta.org/forms/voucher_expense.pdf
 - Report of district auditions to the President and the State Chair
8. Attend SCMTA Board meetings.
9. Attend annual SCMTA Conference.

Process for a Student Auditioning in another District

1. The teacher will register the student with his/her other students in the home district and will pay all registration fees in the home district.
2. The Chair of the home district will update the student's registration to change it to the other district. (See Ex. 1.)
3. The Chair of the second district will schedule the student and will record the student's rating. The Chair will need to notify the teacher of the schedule, as the teacher will not be included in the automatic e-mail to all teachers in that district.
4. State audition times are scheduled with consideration of driving distance to Columbia. In the first step of the State registration process, the teacher will be given the opportunity to change the student's district back to the home district (e.g the student can be scheduled as coming from Charleston, rather than Columbia). (See Ex. 2.)

Notes

- This process is very simple for the teacher who has only two extra steps:
 1. Notify the District Chair that the student needs to play in another district.
 2. Change the district to the home district if registering for State Auditions.
- The Chair of the home district has only one step: to change the district on the student's registration. This Chair has no further responsibilities for the student.
- The Chair of the alternate district will have the student's name on the list of students to be scheduled and will be able to print the student's application.
- The teacher will not be listed with the alternate district teachers on the automatic e-mail to participating teachers; therefore, the alternate district Chair will need to send the audition time to the teacher.
- The alternate district Chair will record the rating. The student and rating will appear on the alternate district's final report.
- If the alternate district auditions have been held before the home district auditions, the student's rating will appear on the teacher's e-mail list of ratings. If the alternate auditions have not taken place, the student's name will appear without a rating.
- For State registration, the student's name will appear on the teacher's list of all students eligible to play at State.

Feb. 5, 2010

Ex. 1

Select *Students* > *Update Student* > *Choose Student to Update*

SCMTA Pre-College Auditions Chairs: District VII

[Teachers](#) [Students](#) [Judges](#) [Times](#) [Ratings](#) [Reports](#) [E-mail](#) [Help](#)

SCMTA Student Registration Form

First Name:

Last Name:

Instrument:

District: <<<<<<<

Grade in School: Age: Years of Study:

Program: Solo Concerto

Title	Composer
1. <input type="text" value="First Piece"/>	<input type="text" value="Composer 1"/>
2. <input type="text" value="Second Piece"/>	<input type="text" value="Composer 2"/>

Ex. 2

South Carolina Music Teachers Association

2010 Pre-College Auditions

State Auditions Registration

Teacher: Clara Schumann

This student auditioned in another district. To have the student scheduled as travelling from Charleston, rather than the alternate District, check the box next to the student's name.

Division II

Jane Doe

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SCMTA STATE AUDITIONS CHAIR(S)

SPECIFIC DUTIES

1. Coordinate the state auditions.
2. When May auditions are complete, set the following year's date and application deadline and secure a site for State Auditions as well as the Winners' Recital. Complete by August 1.
3. Supply information to webmaster for publication on the website
4. Distribute materials to District Chairs (refer to the Procedure Manual)
5. Refer to SCMTA State Pre-College Auditions Procedure Manual.
6. Attend SCMTA Board meetings.
7. Attend annual SCMTA Conference.
8. Submit to the Treasurer Vouchers for Adjudicator Fees, Deposit, and Expense Reimbursement (see end of this document).
 - a http://scmta.org/forms/voucher_expense.pdf
 - b http://scmta.org/forms/deposit_voucher.pdf
9. Policy: Lunches should be provided for full day and half day adjudicators as well as full-day volunteers. Time taken for lunch should not be included in payment to adjudicators.
10. Policy: Decisions of judges are final. Teachers and parents are not allowed to contact judges before or after the auditions. Any questions should be addressed to the auditions chair. If a member teacher disregards this policy, a letter of reprimand could be sent.
11. Consider the securing of a Hospitality assistant for the day of auditions as well the assistance of the local MTA/participating teachers to donate snacks and refreshments for Judges.
12. As necessary, the State Auditions Chair should be the person who determines the appropriateness of literature or multi-movement works (Sept. 2010)

NEWSNOTES EDITOR

SPECIFIC DUTIES

1. Publish NewsNotes in January, May, and September each year using the free Mail Chimp email service.
2. Get current membership names and email addresses from SCMTA treasurer or MTNA and add to database.
3. Beginning in September, mail to *previous* year's member and all *current* members until the conference. After the conference, delete all *non-renewing* members from the Mail Chimp database.
4. Mail sent in September, January, and May should be labeled "September NewsNotes," or "January NewsNotes," or "May NewsNotes." They should contain the bulk of information for that season of the school year.
5. The president is not limited to the above months for communication, and should name other transmissions according to the subject matter.
6. To avoid duplication, Mail Chimp communications should *point to* and *give links* for information already found on scmta.org.
7. This chair should attend SCMTA board meetings.
8. This chair should attend the annual SCMTA Conference.
9. Submit Expense Reimbursement Voucher to SCMTA Treasurer
10. Below are suggestions for NewsNotes texts and links:

SEPTEMBER

President's message

Results of composition competition

Conference information: schedule, artist(s), accommodations; costs; meals

Membership directory

Calendar for the year: auditions competitions, board meetings, Southern Division meetings, National Conference

Certification report (*if applicable*)

Nominating Committee report (*if applicable*)

JANUARY

President's Message

List of elected officers and board members (*unless already stated in post conference mail*)

Spring Audition Dates: district piano, state piano, composition competition deadline

Next SCMTA Conference dates

List of winners and alternates of MTNA Competitions

Southern Division auditions information

MTNA National Conference information

List of new members since September

Request for contributions to MTNA Foundation

Request for names of prospective SCMTA members

MAY

President's message

List of elected officers and board members

Report of SCMTA spring auditions and preliminaries

List of Southern Division officers

List of state presidents in Southern Division

List of SCMTA Southern Division winners *(if applicable)*

List of SCMTA National winners *(if applicable)*

List of new members since January *(if applicable)*

Certification report

Request for contributions to MTNA Foundation

Request for names of prospective SCMTA members

PUBLICITY CHAIR

SPECIFIC DUTIES

1. Determine appropriate publicity about the purpose, the activities, and the officers of SCMTA in order to educate and inform the general public.
2. Coordinate all SCMTA Publicity with the webmaster and advertising chair as necessary.
3. Supply information to webmaster for publication on the website
4. Develop and keep a list with addresses of major state newspapers and television stations.
5. Generate press releases prior to and following SCMTA activities.
6. Send copies of press releases and other publicity materials to the SCMTA Secretary and President.
7. Attend SCMTA Board meetings.
8. Attend the annual SCMTA Conference.
9. Submit Expense Reimbursement Voucher to SCMTA Treasurer (see end of this document).
http://scmta.org/forms/voucher_expense.pdf
10. Create and maintain social media coverage (e.g., Facebook, Twitter, Instagram, Youtube channel)

SUGGESTIONS FOR PUBLICITY

1. Write and send articles to newspapers and television stations/post on social media about the following:
 - a. guest artists and clinicians
 - b. competition and audition winners
 - c. SCMTA officers and board members
 - d. SCMTA Teacher of the Year award
 - e. Foundation Fellow nomination
 - f. Collegiate Chapter participation
 - g. SCMTA conference sessions

ADVERTISING CHAIR

SPECIFIC DUTIES

Pre-Conference

1. Solicit support/advertisements from colleges and universities for the SCMTA conference booklet. Other possible advertisers are: music stores, and individuals.
2. Solicit via email the day after Labor Day. BBC yourself and attach the Word advertiser contract
3. The Word advertiser contract should contain ad sizes, prices, payment instructions, deadline for the high-resolution JPEG, and deadline date. Create the contract to be filled in electronically.
4. You will need to utilize the Excel spreadsheet from previous years which contains extensive information regarding contacts, contact dates, email addresses, payments, etc.
5. Collect all payments for ads prior to publication if possible.
6. Submit checks and other monies received from advertisers to the SCMTA Treasurer.

Post-conference

1. Send each advertiser a copy of the SCMTA conference booklet.
2. Send email letters of appreciation to all advertisers.
3. Send PDF invoices to any institutions which are past due in their ad payment. The address for submitting payment should be the SCMTA treasurer's.

General

1. Prepare a financial report to be presented at the January SCMTA Board meeting.
2. Attend SCMTA Board meetings.
3. Attend the annual SCMTA Conference.
4. Submit checks and other monies received from advertisers to the SCMTA Treasurer using the Deposit Voucher. http://scmta.org/forms/deposit_voucher.pdf
5. As needed, submit Expense Reimbursement Voucher to SCMTA Treasurer http://scmta.org/forms/voucher_expense.pdf

WEBMASTER

SPECIFIC DUTIES

1. Maintaining the public website (scmta.org) including:
 - a. Updating content as supplied by officers and chairs
 - b. Maintaining calendar
 - c. Updating WordPress and plugins as needed
 - d. Implementing appropriate security measures for the site
 - e. Redesigning the site as needed, whether alone or in consultation with a designer
2. Maintaining the 'back-end' administrative areas of the site: *
 - a. Membership – for use by the Vice-President for Membership
 - b. Auditions – for use by District and State Audition Chairs
 - c. Conference registration – for use by the Treasurer
 - d. General administration (exporting data, labels, etc.)
3. Maintaining registration forms for auditions and conference on the public site *
4. Serving as support for officers and chairs using the administrative areas
5. Renewing hosting services and domain name contracts with appropriate companies
6. Serving as administrative and technical contacts for hosting and domain name services
7. Serving as administrative contact for the SCMTA PayPal account
8. Reading and answering/forwarding SCMTA email
9. Attend SCMTA Board meetings
10. Attend the annual SCMTA Conference
11. Maintaining files pertaining to the management of the website
12. Submitting vouchers for reimbursement to the Treasurer

* These items require knowledge of PHP programming language and MySQL database.

INDEPENDENT MUSIC TEACHERS CHAIR

SPECIFIC DUTIES

1. Prepare and deliver reports at each SCMTA Board meeting.
2. Seek ideas, discover concerns, and offer solutions concerning IMT at local levels.
3. Query the SCMTA members concerning their ideas.
4. Visit local association meetings across the state.
5. Prepare and mail/e-mail reports to National IMT Chairman (currently Helen Chao-Casano in Honolulu, HI). Duplicate the reports and mail/e-mail copies to the SCMTA President and the Chairman for Southern Division.
6. Plan and conduct an IMT session at each SCMTA Conference; this session may take the form of a luncheon/breakfast with a speaker. Coordinate with the VP of Conferences/Conference Planning Committee the session: choose the date, time, program/speaker, location and menu if needed.
7. Encourage and provide opportunities for performance by independent music teachers.
8. Request copies of the local associations' yearbooks and display at the annual SCMTA Conference. Report events of general interest found in the yearbooks to NewsNotes.
9. Attend all SCMTA Board meetings.
10. Attend the annual SCMTA Conference.
11. As needed, submit Expense Reimbursement Voucher to SCMTA Treasurer
http://scmta.org/forms/voucher_expense.pdf

COMPOSER COMMISSIONING CHAIR

SPECIFIC DUTIES

1. Follow the guidelines for the Commissioning Program as approved by the Executive Committee.
2. In the Spring, distribute information about the Commissioning Program.
3. Receive support materials from composers interested in applying for the program.
4. Convene a committee to select a composer and make a recommendation to the Executive Committee.
5. Notify the selected composer and work with him/her on the commission.
6. Arrange for a performance and recording of the new work at the annual Conference.
7. Submit the score, recording, and material to the National Coordinator.
8. Attend all SCMTA Board meetings.
9. Attend the annual SCMTA Conference.
10. As needed, submit Expense Reimbursement Voucher to SCMTA Treasurer
http://scmta.org/forms/voucher_expense.pdf
11. Work with the VP for Conferences/Conference Site Coordinator to gain access to recording equipment and acknowledgement in the conference booklet (including credit for funding from MTNA and SCMTA). Each year, a recording should be kept in SCMTA files as well as submitted for the MTNA Distinguished Composer of the Year Award along with score and other materials.
12. View www.mtna.org/programs/commissioned-composer/rules-regulations for detailed rules/regulations, matching funds from MTNA, and submission procedures. See also information regarding Form 1099-MISC, premier program credit for funding from MTNA and SCMTA.

MUSIC TEACHERS NATIONAL ASSOCIATION COMPOSER COMMISSIONING PROGRAM

South Carolina Music Teachers Association Guidelines

Statement of Philosophy

Music Teachers National Association is dedicated to encouraging the creation of new works by American composers and annually assists its affiliated state associations in the generation and performance of new music through the national composer commissioning program. SCMTA, as the MTNA affiliated organization in South Carolina, annually commissions an American composer to write a new work which will premiere at its annual conference.

SCMTA Commission

When a composer is chosen by SCMTA, the proposed work will be officially commissioned, a premiere performance will be presented at the state conference no less than ten months after commissioning (usually the November following) and the composer and the work will be entered into the pool of state applicants for the MTNA-Shepherd Distinguished Composer of the Year Award. SCMTA will pay a commission fee, commensurate with the scope of the work commissioned, which will include MTNA's matching funds up to \$750 (for a potential total of \$1,500).

Composer Eligibility and Rules

1. The composer to be commissioned by SCMTA must live or work in South Carolina.
2. The composer must apply for nomination by sending a current completed application for nomination, a curriculum vitae, and other supporting materials (manuscripts, tapes or CDs of previously written works) by the postmark deadline.
3. Each applicant will also submit a description of a proposed work to be commissioned. Any performance medium is allowed, however fresh new ideas are encouraged.
4. A stamped self-addressed envelope must accompany these materials to facilitate return to the composer.
5. The SCMTA commissioned composer will be selected by a committee composed of three members of SCMTA.
6. Final approval will be made by the SCMTA Board.
7. A composer, who has been previously commissioned by SCMTA, cannot reapply for commissioning until a period of three years has commenced.
8. The commissioned composer will serve on the subsequent year's commissioning committee.

Composer Guidelines for the commissioned work and its performance

1. The newly commissioned work must not have been previously written, in part or whole, before the SCMTA commissioning.
2. The commissioned work should be 10-15 minutes in length.
3. The commissioned work may be for any performance medium.
4. The commissioned work will be presented at the SCMTA state conference (usually in November) following the date of the composer commissioning.
5. The commissioned composer is responsible for securing the performer(s) for the commissioned work both at the SCMTA state conference, as well as at the national MTNA conference should the composer be selected the MTNA-Shepherd Distinguished Composer of the Year (\$3,000 MTNA award). Neither SCMTA nor MTNA provides an honorarium or expenses for these performances.
6. SCMTA will provide for a recording of the premiere work at the state convention.

Sample Timeline

Exact postmark deadlines will be provided on the SCMTA Composers Commissioning Application each year. An example of the timeline is as follows:

- January 10, 2004 Composer chair receives supporting materials from finalists
- January 16, 2004 Commissioning committee selects the new composer
- January, 2004 SCMTA Board confirms composer to be commissioned
- January 20, 2004 Composer, state president, commissioning chair sign contract
- October 12, 2004 Copy of the newly commissioned work is sent to chair
- November 12, 2004 Premiere work is presented at the convention and the composer receives his/her commissioning check.
- December 1, 2004 The manuscript and tape of the work is sent to MTNA
- January, 2005 MTNA-Shepherd Composer of the Year is chosen
- March, 2005 National award winner presents work at MTNA convention

Approved August 23, 2003
SCMTA Board

LOCAL ASSOCIATION PRESIDENTS

SPECIFIC DUTIES

1. Serve as a liaison between the SCMTA Board and the local association.
2. Report to the SCMTA Board about local activities.
3. Publish in NewsNotes any local association activities that would be newsworthy to the SCMTA membership.
4. Research through SCMTA and MTNA literature for those items that would benefit each local association.
5. Maintain copies of MTNA applications for distribution to potential local members and send names and addresses of these individuals to the SCMTA Vice-President for Membership.
6. Attend the SCMTA Board meetings.
7. Attend the annual SCMTA Conference.

SCMTA TEACHER OF THE YEAR CHAIR

SPECIFIC DUTIES

1. Receive applications for the annual nomination of SCMTA Teacher of Year award. Applications are due by June 30 of each year.
2. After the deadline, prepare materials for the SCMTA Executive Board to review at the August meeting and choose a recipient, which would be announced at the annual conference.
3. Supply information to webmaster for publication on the website
4. Guidelines and Application: http://scmta.org/wp_new/wp-content/uploads/2015/04/SCMTA-Teacher-of-the-Year-Award.pdf
5. Meals and registration will be complimentary at the annual SCMTA Conference and a plaque will be presented at the Conference. Contact the SCMTA Treasurer for the waiving of meal and registration fees as well as for the reimbursement of plaque expenses if necessary. Contact the Publicity chair for the ordering the plaque.
6. As needed, submit Expense Reimbursement Voucher to SCMTA Treasurer
http://scmta.org/forms/voucher_expense.pdf

STATE HOSPITALITY CHAIR

Serve as liaison between VP of Conferences/State Festival Auditions Chair and the local associations in order to help organize and delegate responsibilities for organizing and providing refreshments at the Annual Conference as well as State auditions.

Specific Duties and Policies:

Annual Conference

1. Work with the VP of Conferences, host-institution site coordinator, and the local association to organize refreshments for conference attendees/competition judges during the contest and competitions.
2. The local association where the conference is held should serve as refreshment providers at the conference. Work with the conference host for what they can provide as well as policies and regulations at the host institution.
3. The host institution provides the reception following the guest performer concert.
4. Work with the VP of Conferences, Treasurer, Food Service Provider at the host institution as well as the SCMTA webmaster for meal selections for the conference.
5. As needed, submit the Expense Reimbursement Voucher to the SCMTA Treasurer
http://scmta.org/forms/voucher_expense.pdf

State Auditions

1. Work with the State Auditions chair to coordinate refreshment/hospitality for judges/workers at the state auditions.
2. Teacher participants at the State Auditions should serve as providers at the state auditions.
3. District chairs may appoint people to help at the district level along with participating teachers for the District Auditions. These do not fall under your responsibilities.
4. As needed, submit the Expense Reimbursement Voucher to the SCMTA Treasurer
http://scmta.org/forms/voucher_expense.pdf

Southern Division Competitions

In conjunction with the local MTA, assist the Southern Division Hospitality chair with coordinating refreshments and/or lunches for competition officials, judges and accompanists during the competitions when they are held in South Carolina.

EXPLANATION OF VOUCHERS AND FORMS

Adjudicator's Contract Send two copies to adjudicator and request that one signed copy be returned to you to keep in your files.

Current SCMTA approved rates:

District:	\$175 (full day, up to 6 hours)	State and MTNA:	\$250 (full day)
	\$100 (half day, up to 3 hours)		\$125 (half day)
	\$30/hour over 6 hours		\$30/hour over 6 hours

Adjudicator Fees Enter online the judges' names and rates to be paid. Upon submission, the SCMTA Treasurer receives the forms automatically. Adjudicators will be paid a flat rate. All lunches will be included in your expense reimbursement request.

Judges' checks will be cut and mailed when the deposit has been received from the District/State Chair. Checks will be mailed directly to the Chair.

If for some reason, you must replace a judge after having requested checks, destroy the check and notify treasurer. Re-enter the information online and request for check to be mailed directly to judge.

Deposit Voucher For competitions, enter online each teacher's name, number of students entered, registration fee per student and the total amount of that teacher's check. Upon submission, the deposit voucher is automatically generated and will include the amount of fees that were paid via PayPal. The chair mails this form along with the checks to the SCMTA Treasurer.

Expense Voucher If reimbursement is to be made to you, fill in categories and amounts, and check box "For Reimbursement." With the exception of copies and stamps, you must submit receipts for all expenses. For copies you may print number of copies on back of form x amount per copy [current policy of .10 per personal copies/printing]. Same for postage: print number of letters, etc., mailed x current postal rate. For larger postage amounts you should have receipts from post office. Include judges' lunches in the refreshments category.

If payment is to be made to an outside vendor, for example a printing company, fill in item description and amount under "Other (list below)" and check the box that says "For Payment to Another Party." Fill in the pay to information below that line.

No payments will be made by phone or email requests.

Auditions Report Complete and send within one week after auditions. These numbers are important for planning state auditions and making reports to MTNA.