

SOUTH CAROLINA
MUSIC TEACHERS ASSOCIATION

OFFICERS
HANDBOOK



Revised December 2020

SOUTH CAROLINA MUSIC TEACHERS ASSOCIATION OFFICERS HANDBOOK

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SCMTA OFFICERS

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 National Conference. Represent SCMTA at the MTNA Leadership summit in September. Expenses are covered by allocated MTNA funds (travel, hotel, and 1 banquet meal).
6. 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 Southern Division winners and their addresses to the SCMTA Treasurer and ask that a check be issued to them for travel expenses to compete at the MTNA National Conference. As of 2018, the Southern Division Competitions will be a recorded audition only. No travel will be involved.
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. Submit names and addresses of officers and competition chairs to the Southern Division President for inclusion in the Southern Division Directory.

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.

Cloud-based Files

Maintain the Dropbox Account that contains the archives of SCMTA. This includes shared folders for submitting reports, and archives (not shared) of:

1. Agendas and minutes of all Executive Committee and SCMTA Board meetings
2. Reports of all SCMTA chairs as submitted

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

Other Duties

1. Work with Communications & Media Chair to schedule and draft communications to members.
2. Work with VP of Membership to craft welcome letters for new members, to be sent upon any new membership.
3. In consultation with the VP of Membership, submit dues verification (in November/December) to MTNA for the coming membership year.

Nominations to MTNA

1. Request year-end reports (in May) from Local Associations, in order to be considered for nomination to MTNA Local Association of the Year. Nominations have been requested by MTNA as early as August. Appoint subcommittee to choose nomination for MTNA Local Association of the Year. In the case of only one report received, a subcommittee is not needed.
2. Submit information (as early as August) for SCMTA to be considered for State Association of the Year.
3. Request report of activities from Student Chapters (in November), in order to be considered for nomination to MTNA Chapter of the Year. Appoint subcommittee to choose nomination for MTNA

Student Chapter of the Year. In the case of only one report received, a subcommittee is not needed.

4. Submit information (in November/December) to MTNA for our Teacher of the Year to be considered for MTNA Teacher of the Year.

Updated 2020

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 Association Presidents who meet at various times to share concerns and information.
5. Assist the President by traveling about the state and visiting local associations 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. See below for details.
9. As needed, submit Expense Reimbursement Voucher to SCMTA Treasurer
http://scmta.org/forms/voucher_expense.pdf
10. The September directly prior to becoming president, attend the MTNA Leadership Summit in Cincinnati. See President's duties for more information.
11. Receive applications for SCMTA Teacher of the Year and prepare materials for review of the Executive Board. See below for details.
12. Order plaques for Teacher of the Year, Foundation Fellow recipients and out going SCMTA President.

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:

1. For the SCMTA Conference booklet, SCMTA President-Elect will prepare an announcement of the current and/or prior grant recipient and grant usage, and a general reminder of the opportunity for the coming year.
2. In May, SCMTA President-Elect will announce the application process and deadline to encourage submissions by June 30.
3. SCMTA President-Elect will receive all application submissions for the grant.
4. The SCMTA Executive Board will review all applications for the grant at the August Board meeting to determine an award recipient.
5. The award will be presented at the Annual SCMTA Conference.
6. 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

Teacher of the Year Award: The Teacher of the Year Award is presented annually to a member of SCMTA in recognition of sustained excellence and achievement in teaching, professional development, and service to colleagues and to the organization and profession.

1. By March 1, notify the SCMTA president to send via e-mail a request to each local association president requesting that they nominate a local member for SCMTA Teacher of the Year. Each local president may follow the guidelines for submission posted on the SCMTA website. Request also that the SCMTA president include the open call for SCMTA Teacher of the Year in the NewsNotes.
2. Receive applications for the annual nomination of SCMTA Teacher of Year award. Applications are due by June 30 of each year.
3. 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.
4. Supply information to webmaster for publication on the website
5. Guidelines and Application:
6. 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.
7. As needed, submit Expense Reimbursement Voucher to SCMTA Treasurer

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

Nominations will be held to subsequent years at the discretion of the Executive Board.

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.
3. Beginning 2016, free conference registration for the host site coordinator, free conference registration for the Vice President of Conferences and the Vice President of Competitions, and free banquet meal tickets for the host school/institution VIPs (e.g. Dean/Director of Music School, President)

Vice-President for MTNA 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. Receive membership list from MTNA office and forward Membership Dues check to Treasurer.
8. Prepare and update the Membership Directory each fall with the help of the President and Webmaster.
9. Assist with updates to the website in consultation with the SCMTA webmaster. <http://scmta.org/office/>
10. Provide a written report for each SCMTA Board meeting.
11. Attend all Executive Committee and SCMTA Board meetings.
12. Attend the annual SCMTA Conference.
13. 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 from the VP of Membership the dues checks from MTNA.
6. Copy all SCMTA correspondence to the President.
7. Attend all Executive Committee and Board meetings.
8. Attend the annual SCMTA Conference.
9. In 2016, MTNA notified state leaders about fundraising regulations. Many states require 501(c)3 organizations that conduct fundraising to register or file an exemption with their state. The following links to SC requirements: http://www.sos.sc.gov/Public_Charities_Info. Annually, the local association president and treasurer should review the regulations and register or file an exemption. Take note of section A (3) concerning professional fundraisers, the \$20,000 limit, and volunteer positions.

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.
- Policy: Beginning 2016, free conference registration for the host site coordinator, free conference registration for the Vice President of Conferences and the Vice President of Competitions, and free banquet meal tickets for the host school/institution VIPs (e.g. Dean/Director of Music School, President)

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 cards.

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 News Notes 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 (\$1,500 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. (2016 fee was \$350, which was divided among three states sharing the 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 sent 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

These sections do not have content.

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 CHAIRS

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. See “Audition Monies, Expenses, & Adjudicator Rates” in this handbook appendix for policies from the SCMTA Treasurer. This includes adjudicator rates, approved expenses for food and audition materials, and instructions for deposits and receiving adjudicator checks.
5. By January, select judges. See Criteria for Judges
 - a. Must be from another district
 - b. Judges will hear both theory and repertoire
 - c. Information for Judges
 - d. Adjudicator's contract (See “Audition Monies & Adjudicator Rates”)
 - e. Procedural Guidelines for judging
6. Notify and inform SCMTA teachers (of appropriate districts) about the auditions. The following information is available on the SCMTA website:
 - a. Rules and Regulations
 - b. How to enter students
 - c. Eligibility requirements for district and state auditions
 - d. Dates for district and state auditions and application deadlines
7. 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. Submit any check deposits and request adjudicator checks (See Handbook Appendix “Audition Monies, Expenses, & Adjudicator Rates”)
 - e. Verify the accuracy of application forms
 - f. Schedule entrants

- g. Notify each teacher of their students' audition times within ten days of the auditions
 - h. *PLEASE NOTE: Judges should know the students only by assigned code numbers and first name. Cut and remove the top from each application form.*
 - i. Note that theory requirements are online.
 - j. Arrange for lunch and refreshments (See Handbook Appendix "Audition Monies, Expenses, & Adjudicator Rates").
 - k. Order certificates and seals for District Auditions from ADG Preferred Payroll (864-271-9677).
 - l. Certificates should be given to students at the event. Encourage teachers to pick-up critique forms to avoid mailing costs.
8. Within one week following auditions:
 - a. Distribute remaining certificates and critiques
 - b. Remind teachers that an "Outstanding" rating makes a student eligible for state auditions
 - c. Remind teachers of the registration process for state auditions
 - d. Send an Expense Reimbursement and Report (See Handbook Appendix "Audition Monies, Expenses, & Adjudicator Rates")
 - e. Complete and send an Auditions Report to the SCMTA President and State Audition Chair within one week after auditions. These numbers are important for planning state auditions and making reports to MTNA.
 9. Attend SCMTA Board meetings.
 10. 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.

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. Follow the *Step by Step* procedures found at <http://scmta.org/auditions/chairs/index.php>
2. By June 1, set the following year's date and application deadline and secure the University of South Carolina School of Music for State Auditions as well as the Honors Recital. Contact Laveta Gibson at USC to make the reservation, lgibson@mozart.sc.edu. Specific reserved room recommendations will be made by USC piano faculty Charles Fugo, cfugo@mozart.sc.edu.
3. By June 1, supply dates to SCMTA webmaster for publication on the website.
4. By January, judges for State Auditions will be reserved by Stephen Taylor, stephentaylor@acgsah.org.
5. From January to audition date: Secure SCMTA Hospitality Chair to arrange refreshment and lunches for judges on the day of the auditions (See Handbook Appendix "Audition Monies, Expenses, & Adjudicator Rates")
6. From conclusion of District Auditions to State Auditions date:
 - a. Entrants will be scheduled and notified of audition times by SCMTA webmaster. Responses to specific scheduling requests may be made by chair.
 - b. Receive payments from each teacher that equal amount required for all his/her students; payments are made through Paypal on the SCMTA site or by check received through mail.
 - c. Arrange volunteer schedule for Auditions (monitors, registration, and records). Request participation from registered teachers.
 - d. Order seals for State Auditions from ADG Preferred Payroll (864-271-9677). Order certificates from ADG or create.
 - e. Certificates should be given to students at the event. Certificates will be alphabetized in State Auditions expanding file and distributed from registration table.
7. On State Audition Day:
 - a. Post signs at event location directing participants to registration room and put judges' number signs on doors.
 - b. Meet with judges prior to event to discuss judging procedures.
 - c. Distribute judges' folders (include printed procedures, schedule, printed critique forms, and Finalist sheet.) Note: Checks and thank-you cards may be included in judges' folders or distributed at end of day.
 - d. Distribute clipboards to monitors with printed procedures and assigned judge schedule.
8. On State Audition Day – Records. Scheduled volunteers should assist in records room to:
 - a. Collect critique forms and enter ratings online throughout Auditions day.

- b. Organize critique forms by teacher number.
 - c. Label mailing envelopes for each participating teacher by number and include all critique forms for mailing.
9. At conclusion of Auditions Day:
 - a. Confirm and post all ratings and finalists online.
 - b. Contact teachers of finalists to request Honors Recital repertoire information.
 - c. SCMTA Webmaster will post Winners on SCMTA website.
10. Submit to the Treasurer Vouchers for Adjudicator Fees, Deposit, and Expense Reimbursement (See Handbook Appendix "Audition Monies, Expenses, & Adjudicator Rates").
11. Within one week following auditions:
 - a. Create or order from ADG Winners Certificates (with seals) for Solo Recitalist, 1st and 2nd alternate, and Honorable Mentions for each division.
 - b. Mail envelopes to participating teachers including all critique forms and Winners certificates.
 - c. Complete and send and Auditions Report to the SCMTA President.
12. Coordinate Honors Recital
 - a. Create and print programs.
 - b. Suggestion: Advertise event to increase attendance.
 - c. Provide flowers and/or small reception for participants and attendees.
13. 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.
14. As necessary, the State Auditions Chair should be the person who determines the appropriateness of literature or multi-movement works (Sept. 2010).
15. Attend SCMTA Board Meetings
16. Attend annual SCMTA Conference

Updated 2020

Media and Communication Chair

The Media & Communication Chair will have two primary duties:

1. Post relevant information to the SCMTA Facebook Page and/or other social media platforms, if desired
2. Create and e-mail newsletters to the current membership

Facebook and Social Media

The SCMTA Facebook Page is intended to promote and broadcast the events of SCMTA and its affiliated organizations broadly, to both non-members and members. This is both to encourage participation in its activities for members, and to encourage membership from non-members. This includes the following types of content, although the extent of content is up to the discretion and creativity of the chair. General guidelines for content and management are also listed below.

Content:

- Post relevant content including announcements, deadlines, news, and events, from SCMTA to the Facebook page.
- Re-post items from SC Local Associations or MTNA that are relevant to SCMTA members.
- If desired, create an Instagram (or other platform, such as Twitter) account that posts to the Facebook page for images and videos, such as from the conference.

Guidelines:

- The chair must manage administrative access to the Facebook page and all additional social media accounts; there should always be two administrators, the current chair and SCMTA President (or President-Elect, if necessary). Before vacating the position, the administration must be transferred to any incoming chair/president.
- Under no circumstance should the SCMTA Facebook and Social Media pages be used to promote or advertise the business enterprises of its members or of any non-members.
- Members and non-members may follow the SCMTA Facebook page.
- Any posts by others to the page must be moderated (or this feature turned off).

E-Mail NewsNotes

There will be roughly four annual e-mail newsletters based upon the general timeline and content below. The Early Fall and Late Spring newsletter are the most significant. The other two listed (Conference follow-up and State Auditions) will be much shorter. Additional e-mail newsletters may be periodically needed, although these would be limited to short announcements requested from the President or VP's.

General steps for creating e-mail blasts in Mail Chimp

1. Gather content from chairs and officers.
2. Request a membership spreadsheet from the VP of Membership from the last date of prior newsletter to current date. Import any new members (name and email only) to the email list ("audience").
3. In Mail Chimp, create and rename a copy of a prior email newsletter ("campaign") and enter in new content. Blocks can easily be deleted and added as needed. Alternatively, a new email can be created.
4. Send a draft in Mail Chimp to the president and any others who should review it. Make any changes.
5. Send or schedule email.
6. Place the newsletter in the "Public Campaigns" folder linking it to the SCMTA website.

Potential content and timeline

This is to serve as a guideline, although additional content can be solicited from General and Executive Board members. The point of contact is listed in parentheses.

1. Fall—September 1
 - a. Welcome note from the President
 - b. Complete conference highlights and links (VP of conferences)
 - i. Schedule, clinician, composer
 - ii. Teacher of Year, Foundation Fellow
 - iii. Other highlights
 - c. Genesis grant information and link (President Elect)
 - d. Updates/announcements from MTNA (President)
2. Conference Follow-up—November 15
 - a. Conference follow-up and highlights (VP of conferences)
 - b. Results of SCMTA elections (every other year) (Past president)
 - c. MTNA Competition results (VP Competitions)
 - d. Call for Foundation Fund contributions (when applicable) (Foundation Fund)
 - e. Save the date for conference (VP Conferences/President)
 - f. January board meeting date (President)
3. State Auditions—January 15
 - a. Notes from State Audition Chair
 - b. Deadlines and updates for District and State Auditions
 - c. SC and Southern Division winners and alternates (VP Competitions)
 - d. Save the date for conference
4. Spring—May 15
 - a. Year in-review message from the President
 - b. Genesis grant application information (President Elect)
 - c. Teacher of the Year nomination information (President Elect)
 - d. State Audition results (State Auditions)
 - e. Conference preview (VP Conferences)
 - f. Updates/announcements from MTNA (President)
 - g. Winners from SC at MTNA competitions (when applicable) (VP Competitions)
 - h. Fall board meeting date (President)

Updated 2020

Conference Booklet and 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. BCC yourself (in case you need to send a reminder) 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 Word contract to be filled in electronically or a fillable PDF.
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. Utilize the online Google spreadsheet so both you and the treasurer have real-time access to advertiser payment information.
6. Collect all payments for ads prior to publication if possible
7. Mail advertisers' checks 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 whose ad payments are past due. Change the address for submitting payment from yours to 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.

Updated 2020

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 MTNA and the SCMTA Executive Committee. The chair is encouraged to suggest changes in the state guidelines in order to widen or narrow the scope of each year's commission.
2. After the completion of the state conference, distribute information about the next year's Commissioning Program.
3. Receive support materials by January 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 state conference.
7. Submit the score, recordings, and materials 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.

MTNA Composer Commissioning Program: SCMTA 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 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:

The composer must have earned a music degree from a South Carolina college or university.

The composer need not currently live or work in South Carolina.

Composers commissioned by SCMTA or received the MTNA Distinguished Composer of the Year within the past three years are not eligible.

Commissioned Composers must submit a completed composition by October 1.

The application consists of the following materials:

- Commission proposal letter (see below)
- Current C.V.
- Two scores with corresponding links to recordings that best represent your body of work as a composer.

These items should be sent directly to the chair via email below **no later than January 30**.

Composer Guidelines for the commissioned work and its performance

1. The newly commissioned work is to be written for the express purpose of the SCMTA commission and may not have been previously written, in part or whole, before the SCMTA commissioning.

2. The SCMTA commissioned composer will be selected by a committee composed of three members of SCMTA.

3. Final approval will be made by the SCMTA Board.

4. The commissioned composer will serve on the subsequent year's commissioning committee.

5. The commissioned work has no required time limit but for ease of performance at the state conference and possibly at the national conference, a length of up to 15 minutes is appropriate.

6. The commissioned work may be for any performance medium.

7. The commissioned work will be presented at the SCMTA state conference (usually in November) following the date of the composer commissioning.

8. 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 Distinguished Composer of the Year (\$5,000 MTNA award). Neither SCMTA nor MTNA provides an honorarium or expenses for these performances.

9. SCMTA will provide for a recording of the premiere work at the state convention.

Sample Timeline

Exact deadlines will be provided on the SCMTA Composers Commissioning Application each year.

An example of the timeline is as follows:

January 30: Composer chair receives supporting materials from finalists

February: Commissioning committee selects the new composer

February: SCMTA Board confirms composer to be commissioned

February: Composer, state president, commissioning chair sign contract

October 1: Copy of the newly commissioned work is sent to chair

November: Premiere work is presented at the convention and the composer receives his/her commissioning check.

(November-December: the new call for submissions/updated guidelines distributed)

December: The manuscript and recording of the work is sent to MTNA

Following January: MTNA Distinguished Composer of the Year is chosen

Following March: National award winner presents work at MTNA convention



CALL FOR COMMISSION PROPOSALS

South Carolina Music Teachers Association (SCMTA) participates with MTNA in a project dedicated to encouraging the creation and performance of new works by American composers. When a composer's commission proposal is chosen by SCMTA, the proposed work will be officially commissioned, a premiere performance will be presented at the state conference in November, and the composer/work will be entered into the pool of selected composers from other states for the MTNA Distinguished Composer of the Year Award. For more information about this program, visit mtna.org/programs/commissioned-composer/.

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. **The deadline for commission proposals is January 30.** The commissioning committee will approve the final selection in February 2016, at which point the selected composer will be announced.

Please note: The selected composer is responsible for providing performers and incurring all travel expenses for the premiere performance at the SCMTA Conference next November.

Requirements:

The composer must have earned a music degree from a South Carolina college or university. The composer need not currently live or work in South Carolina. Composers commissioned by SCMTA or received the MTNA Distinguished Composer of the Year within the past three years are not eligible. Commissioned Composers must submit a completed composition by October 1.

The application consists of the following materials:

- Commission proposal letter (see below)
- Current C.V.
- Two scores with corresponding links to recordings that best represent your body of work as a composer.

These items should be sent directly to the current Commissioning Composer Chair by January 30 of the current year.

Commission Proposal Letter

Include the following information with your letter:

- Composer's full name
- Email address
- Telephone number
- Proof of degree earned at South Carolina college or university (unofficial transcript is acceptable)

Describe the sort of piece that you, the composer, would write if chosen as the SCMTA Commissioned Composer.

Describe in detail:

- Instrumentation of prospective composition
- Approximate length
- Title (if already decided)
- Additional description (no more than 100-150 words)

In addition to the letter, email a copy of your CV, and two scores with corresponding links to recordings that best represent your body of work as composer. These items should be emailed directly current Commissioning Chair.

Updated 2020

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. In 2016, MTNA notified state leaders about fundraising regulations. Many states require 501(c)3 organizations that conduct fundraising to register or file an exemption with their state. The following links to SC requirements: [http://www.sos.sc.gov/Public Charities Info](http://www.sos.sc.gov/Public_Charities_Info). Annually, the local association president and treasurer should review the regulations and register or file an exemption. Take note of section A(3) concerning professional fundraisers, the \$20,000 limit, and volunteer positions.
7. Attend the SCMTA Board meetings.
8. Attend the annual SCMTA Conference.

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 MTAs, 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.

Archivist

The duties of the archivist relate primarily to maintaining the archival holdings of the South Carolina Music Teachers Association, which include relevant documents pertaining to Meetings (minutes; important reports); Budgets; Communications (NewsNotes); Membership; and Conventions (Program Booklets). The SCMTA Secretary is to provide Minutes, copies of Reports, etc. from Meetings of the Executive Board and SCMTA Board to the Archivist. Additional materials of importance are to be provided by individual members of the Executive Board. Maintenance of the archives includes organizing, updating and storing materials. [Currently the holdings are in the possession of the Archivist; however, the University of South Carolina Music Library has agreed to store the Archives upon request.]

Arts Advocacy Chair

Arts advocacy promotes the value of arts in our state and our nation. The SCMTA Arts Advocacy chair serves as a liaison of sorts between our state and national arts advocacy organizations and the members of SCMTA. The chairperson should be attentive to local and state legislature that affects the status of arts in our schools, communities, and our state. The chairperson should report to the board when appropriate (e.g., when there are legislative issues at hand that could have such an effect). The chairperson should promote awareness of the value of advocacy in preserving the arts culture in South Carolina.

AUDITION MONIES, EXPENSES, & ADJUDICATOR RATES

Adjudicator Policies

Adjudicator Contract

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

Adjudicator Rates

Current SCMTA approved rates. *PLEASE NOTE: Time taken for lunch should not be included in payment to adjudicators.*

District:

\$225 (full day, up to 6 hours)
\$100 (half day, up to 3 hours)
\$30/hour over 6 hours

State and MTNA:

\$300 (full day)
\$125 (half day)
\$30/hour over 6 hours

Expense Policies

Approved Food Expenses

Lunches should only be provided for full-day and half-day adjudicators as well as full-day volunteers. Lunch and refreshment expenses must be limited to \$10-15 per each full-day judge and monitor. Refreshments during breaks are discretionary and should be provided for by participating teachers.

Approved Audition Expenses

Usual and customary expenses for reimbursement include the following:

- Copies of critiques, schedules, and judge's contracts (home copies reimbursed at 10 cents per copy)
- Postage for judge's contracts and critique forms
- Supplies including pens, pencils, clips, and other common office supplies
- Any additional supplies must be approved in advance by the treasurer
- *PLEASE NOTE: All materials reimbursed by SCMTA should be saved and reused each year.*

Expense Voucher

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

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. 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.

Send Expense Voucher to the SCMTA Treasurer with any applicable receipts. No payments will be made by phone or email requests.

Audition Monies

Registration Checks

For all registration checks received, a deposit voucher must be printed, completed, and mailed to the treasurer. If all payments were received through PayPal, a deposit voucher is not needed. Submit registration checks to SCMTA Treasurer before requesting judges' checks (see below).

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.

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

Adjudicator Checks

Use the online form to request judges' checks from SCMTA Treasurer. 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. All lunch costs will be reimbursed with expenses.

Enter online the judges' names and fees to be paid. Upon submission, the SCMTA Treasurer receives the forms automatically. Adjudicators will be paid a flat fee. 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.