

Iowa Music Educator's Association
Manual of Operations
And Job Descriptions

Revised 2007

Introduction

The pages which follow contain (a) policy and procedure statements gleaned from past minutes of Iowa Music Educators Association Executive Board meetings, and (b) copies of documents containing information with which all Board members should be familiar. This manual was prepared so that all Board members, particularly new Board members, would be more familiar with the past practices and procedures of IMEA, and thereby be more knowledgeable in the decision-making process at Board meetings.

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

Contents

Title Page.....	1
Introduction.....	2
Contents.....	3
IMEA Policies and Procedures.....	4
Financial Obligations.....	4
Expenses of Officers and Board Members.....	4
Other Approved Expenses.....	6
Honoraria.....	6
Operational Policies and Procedures.....	7
Dues Reduction: First-Year Teachers.....	7
ALL-STATE Organization.....	7
Editor.....	7
Annual Budget.....	7
Annual Conference.....	7
Meetings.....	9
Standing Committees.....	9
Job Descriptions.....	9
President.....	9
State Manager.....	10
Immediate Past President.....	11
President Elect.....	12
Secretary.....	12
Treasurer.....	13
Area Chairs.....	13
All State Band Chair.....	14
All State Choral Chair.....	15
All State Orchestra Chair.....	16
Membership Chair.....	17
General Music Chair.....	17
Middle School Chair.....	17
MEA Collegiate and University Chair.....	18
Collegiate MENC.....	18
Technology Chair.....	19
Conference Equipment Chair.....	19
Mentorship Chair.....	20
Research Chair.....	20
Music In Our Schools Month Chair.....	21
Historian.....	23
Multicultural Chair.....	23
Retired Teachers Chair.....	23
Tri M Chair.....	24
Conference Exhibits Chair.....	25

IMEA POLICIES AND PROCEDURES

I. Financial Obligations

Prologue

All expense vouchers must be approved by the President before payment is made by the treasurer. Vouchers are to be sent to the President for approval and transmittal to the treasurer for payment. Expenses over budget or non-budgeted **MUST BE** approved by the Executive Committee. Herein the Iowa Music Educator's Association shall be referred to as the Association.

A. Expenses of Officers and Board Members

1. President

a) The following expenses of the President will be paid by the Association on submission of proper vouchers and invoices:

1. Normal routine expenses as budgeted (postage, telephone, paper, office supplies) necessary for conducting the business of the Association.
2. Mileage and lodging expenses incurred in attending the Iowa All-State Festival.
3. Registration and leave expenses.

b) The following expenses of the President will be paid by the Association when funds are available, and when approved in advance by the Executive Committee:

1. Mileage and lodging expenses for participation in National Events (State Presidents' meetings) and at MENC National Conferences (decision at Fall or Conference Board meeting).

2. State Manager

a) The following expenses of the State Manager will be paid by the Association on submission of proper vouchers and invoices:

1. Normal routine expenses as budgeted (postage, telephone, paper, office supplies) necessary for conducting the business of the Association.
2. Mileage and lodging expenses incurred in attending the Iowa All-State Festival.
3. Registration and leave expenses.

b) The following expenses of the State Manager will be paid by the

Association when funds are available, and when approved in advance by the Executive Committee:

1. Mileage and lodging expenses for participation in National Events and at MENC National Conferences (decision at Fall or Conference Board meeting).

3. Immediate Past President

- a) The following expenses of the Past President will be paid by the Association on submission of proper vouchers and invoices:

1. Normal routine expenses as budgeted (postage, telephone, paper, office supplies) necessary for conducting the business of the Association.
2. Mileage and lodging expenses incurred in attending the Iowa All-State Festival.
3. Registration and leave expenses.

- b) The following expenses of the Past President will be paid by the Association when funds are available, and when approved in advance by the Executive Committee:

1. Mileage and lodging expenses for participation in National Events (State Presidents' meetings) and at MENC National Conferences (decision at Fall or Conference Board meeting).

4. President Elect

- a) The following expenses of the President Elect will be paid by the Association on submission of proper vouchers and invoices:

1. Normal routine expenses as budgeted (postage, telephone, paper, office supplies) necessary for conducting the business of the Association.
2. Mileage and lodging expenses incurred in attending the Iowa All-State Festival.
3. Registration and leave expenses.

- b) The following expenses of the President Elect will be paid by the Association when funds are available, and when approved in advance by the Executive Committee:

1. Mileage and lodging expenses for participation in National Events (State Presidents' meetings) and at MENC National Conferences (decision at Fall or Conference Board meeting).

5. Treasurer

- a) The following expenses of the Treasurer will be paid by the Association on submission of proper vouchers and invoices:
 - 1. Normal routine expenses as budgeted (postage, telephone, paper, office supplies, legal fees) necessary for conducting the financial business of the Association.
 - 2. Mileage and lodging expenses incurred in attending the Iowa All-State Festival.
 - 3. Registration and leave expenses.

- b) The following expenses of the Treasurer will be paid by the Association when funds are available, and when approved in advance by the Executive Committee:
 - 1. Mileage and lodging expenses for participation in National Events (State Secretary-Treasurers' Council) and at MENC National Conferences (decision at Fall or Conference Board meeting).

6. Secretary

- a) The following expenses of the Secretary will be paid by the Association on submission of proper vouchers and invoices:
 - 1. Normal routine expenses as budgeted (postage, telephone, paper, office supplies, legal fees) necessary for conducting the business of the Association.
 - 2. Mileage and lodging expenses incurred in attending the Iowa All-State Festival.
 - 3. Registration and leave expenses.

- b) The following expenses of the Secretary will be paid by the Association when funds are available, and when approved in advance by the Board of Directors:
 - 1. Mileage and lodging expenses for participation in National Events (State Secretary-Treasurers' Council) and at MENC National Conferences (decision at Fall or Conference Board meeting).

7. Editor

- a) The following expenses of the Editor will be paid by the Association when funds are available, and when approved in advance by the Executive Committee:
 - 1. Mileage and lodging expenses for participation in National Assemblies (Council of State Editors) and at MENC National Conferences (decision at Fall or Conference Board meeting).

2. Registration and leave expenses.
8. Board of Directors:
 - a) The following expenses of the Board of Directors will be paid by the Association on submission of proper vouchers and invoices:
 1. Normal routine expenses as budgeted (postage, telephone) necessary for carrying out the responsibilities of their respective offices.
 2. Mileage for the Fall and Spring meetings of the Board of Directors, and any specially called meetings, at the rate established by the Iowa High School Music Association. Car pools are encouraged.
- B. Other Approved Expenses
1. The Association will budget funds for Area Chairs to use for the organization and promotion of Area Workshops.
 2. The Association will supply funds when needed, to cover production costs of the Iowa Music Educator, when publication costs exceed revenue.
- C. Honoraria
1. The following honoraria will be paid each year by the Association, when funds are available and when approved in advance by the Executive Committee:
 - a) State Manager, honorarium as budgeted (decision by the Executive Committee)
 - b) Editor, honorarium as budgeted (decision by the Executive Committee)
 - c) Treasurer, honorarium as budgeted (decision by the Executive Committee)

II Operational Policies and Procedures

- A. Dues Reduction: First-year Teachers
1. Membership dues for first-year teachers will be in accordance with MENC policies.
- B. ALL-STATE Organization
1. IMEA will supply Board members to serve as monitors in motels and hotels during the All-State Festival (identification of such members to be determined at Fall Board meeting).
 2. The organization of pin sales at All-State to be the responsibility of the Immediate

Past President. All-State pins will be ordered as necessary, with the sale price to be determined each year.

3. Master of Ceremonies for All-State Concert will rotate from year to year between the president of IMEA and the president of IHSMA.

C. Annual Budget

1. The treasurer, with the assistance of the Executive Committee, prepares an annual budget for the Association for presentation at the first Board meeting each year.

D. Annual Conference

1. Annual Conference dates and location to be determined one year in advance by the Executive Committee.
2. A budget to be approved for Conference expenses at the first meeting of the Executive Committee.
 - a) Consultant/clinician fees to be paid as block amounts, which include all expenses.
 - b) Advance registration fees are non-refundable (to be printed in magazine).
 - c) Conference exhibit fees to be determined on recommendation of the Conference Chair.
 - d) Space will be provided for all IMEA Advisory to use to display and share information about their organizations to the IMEA Conference participants.
3. Financial contracts with all clinician/consultants to be made by the State Manager.
4. Conference Performing Groups
 - a) No fee or any part of the expenses of performing groups will be paid by the Association.
 - b) The Association will guarantee no equipment other than pianos.
 - c) Performing groups will have a firm understanding as to the length of performance time.

F. Meetings

1. Board of Directors meetings are held three times a year.
2. The Annual Business Meeting is scheduled during the Annual Conference.

G. Standing Committees

1. Distinguished Service Award Committee. Appointed by the President.
2. Nominations/Elections Committee. President-Elect serves as chair.
3. Long-Range Planning Committee consists of the Executive Committee.

JOB DESCRIPTIONS

IMEA PRESIDENT

(A member of the Executive Committee)

(A 2-year term, part of the 6-year leadership track)

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

The President serves as the Chief Executive Officer of IMEA.

Specific duties include:

1. Schedule board meetings.
2. Plan agenda for meetings of executive board and full board.
3. Preside over meetings
4. Oversee functions of all board positions.
5. Select persons to serve in appointive board positions.
6. Appoint board members for vacancies in elective positions.
7. Assist President-Elect in election process.
8. Confer with board members to assure progress in specific functions.
9. Maintain continual communication with both Past-President and President-Elect to ensure continuity for the organization.
10. Represent IMEA at National and North Central functions of MENC (conferences, retreats, interim meeting in Washington, and North Central board meetings and conferences.
11. Generate written reports of State IMEA activity and present oral reports for the national interim meeting, North Central board meetings and retreats.
12. Keep IMEA aware of MENC activity. Liaison between IMEA and MENC rests with the president.
13. Serve as Master of Ceremonies for All-State on even years.
14. Represent IMEA at state and regional meetings of arts associations and provide assertive linkage with those organizations.
15. Provide assistance to State manager with the IMEA Convention.
16. Provide official letters on request: nominations, saving music programs, proposing changes.
17. Act as a sounding board and springboard for both board members and other individuals.
18. Continually evaluate IMEA as an organization and its place within Iowa.
19. Write articles for the IMEA Journal.

* Article copy is due by deadlines to be set by the Editor.

State Manager

Iowa Music Educators Association
(appointed by the Executive Committee)

The State Manager is a resource person to the IMEA Executive Committee and membership. He/she assists members with IMEA responsibilities and obligations. The State Manager needs to know IMEA bylaws, constitution and operating manual to assist the executive committee in meeting their responsibilities. The State Manager provides continuity to IMEA as officers and committee chairs change. The State Manager stays aware of MENC issues and business and assists the executive board members in fulfilling their national responsibilities. The State Manager is responsible for communications with the Board of Directors and the general membership. Specific duties are:

1. Responsibility for coordinating all activities related to the Annual Conference with the responsible committee chairs, (clinics, concerts, exhibits, meetings, rooms, travel arrangements, etc.) This includes the scheduling of the conference and all communications concerning the conference.
2. Representing IMEA when asked at other board meeting whenever necessary. These meetings include (but not limited to) IHSMA, IBA, ICDA, ISTA, IAAE. Represents IMEA at North Central and MENC meetings, particularly meetings for state managers, editors, leadership meetings, training meetings. Coordinates, facilitates communications with constituents in partnerships (Mentoring, CMP)
3. Keeping him/herself (and the board) professionally current with the policies, publications, and individuals who are recognized authorities in music education. This is achieved through attendance at other conferences, reading state journals of other MEAs, and contacts with other professionals throughout the nation.
4. Overseeing all public relations for IMEA.
5. Overseeing all expenses for IMEA.
6. Assisting the president in implementing his/her agenda.
7. Serving as an ad hoc member of all committees created by the board.
8. Making regular and comprehensive reports to the IMEA Board.
9. Responsibility for advertising the IMEA Music Education Scholarship in a timely fashion, as well as coordinating the selection process.
10. Oversee the creation of an all-state list each year; and making it available for sale to interested colleges/universities for recruiting purposes.

Government Relations Responsibilities

1. Keep abreast of legislative, congressional, and other governmental actions that will affect music education.
2. Inform the membership of pending legislation and other governmental actions that will affect music education. (Using the IME Journal, Board meetings, Board reports, phone calls, emails, etc.)
3. Help to develop positions and /or position papers and other data that will be used in advocacy efforts for the advancement of music education. Assist the IMEA President in promoting the

value of a comprehensive, sequential, high-quality music education to legislators, departments and agencies, the Governor's office, and both executive and legislative bodies of the federal government and other groups and organizations as necessary.

Public Relations Responsibilities

1. Coordinate with the IMEA President & Secretary all press releases related to IMEA Business.
2. Communicate with state and regional media concerning PSA announcements regarding music advocacy.
3. As soon as the Distinguished Service Award is decided, contact those people and secure background information. Then prepare and distribute a press release for each individual's local newspaper.
4. Send an invitation to the school superintendent and spouse of each of the Distinguished Service Award recipients, to attend the banquet and award presentation as guests on IMEA.
5. Coordinate with the IHSMA Executive Director any special press releases concerning the All-State Music Festival

* Article copy is due by deadlines to be set by the Editor.

IMEA IMMEDIATE PAST PRESIDENT

(A member of the Executive Committee)

(A 2 year term, the final part of the 6 year leadership track)

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

The Immediate Past President serves as a mentor to the IMEA President.

Specific duties include:

1. Continually evaluate IMEA as an organization and its place in Iowa.
2. Assist at the IMEA Conference as needed
3. Evaluate archival documents during this term.
4. The Immediate Past/President shall be irresponsible for the All-State music pin sales.
5. Write articles for the IMEA Journal.

IMEA PRESIDENT ELECT

(A member of the Executive Committee)

(A 2-year term, part of the 6 year leadership track)

The President Elect Office covers the first two years of the six-year IMEA leadership track and is elected by the IMEA general membership. The President Elect will assist the IMEA President as needed and serve as IMEA Elections Chair. Specific Duties include:

1. Conducting the elections for new officers and board members following the IMEA Election Rotation.
These duties include:
 - a. Solicit names of potential candidates for elected and appointed positions. This process will start with the district representatives and will include open nominations from the board.
 - b. In conjunction with the IMEA President, determine candidates for open positions.
 - c. Call and determine willingness of candidates to run for office.
 - d. Get bios and photos to the IMEJ editor for the Fall Journal.
 - e. Coordinate the assembly and mailing of ballots with the State Manager. Election results should be available and announced at the IMEA general meeting at the convention.
2. Assist the President with administrative duties.
3. In absence of the President and Immediate past-president, assume presidential duties.
4. Write an article for each Iowa Music Educator Journal.
5. Assist with the annual conference.
6. Monitor MENC Communications to assist the president.

* Article copy is due by deadlines to be set by the Editor.

IMEA SECRETARY

(A member of Executive Committee)

(A 2-year term, re-election allowed)

The IMEA Secretary is elected by the IMEA general membership. Specific Duties include:

1. Be responsible for written minutes of the Annual Membership Meeting, all Board of Directors Meetings, and all Executive Committee Meetings.
2. Be responsible for official correspondence and for a written report to the membership at the annual meeting.
3. The secretary and state manager will coordinate efforts when communicating with members of the IMEA Board and General membership.
4. Conduct official correspondence including the sending invitations to the annual conference to all Past-Presidents and past recipients of the Distinguished Service Award.

IMEA TREASURER

(A member of the Executive Committee)

(A 3-year term, re-election allowed)

The IMEA Treasurer is elected by the IMEA general membership. The Treasurer collects all money due the corporation, answers correspondence pertaining to finance, pays bills authorized by the Board of Directors, prepares an annual budget to be considered at the

Spring meeting of the Board of Directors, and prepares financial reports for the membership and the Board of Directors. Specific responsibilities include:

1. Be Bonded
2. Pay all authorized bills
3. Invest money to obtain highest possible interest rate (Scholarship Fund).
4. File all government forms required by law.
5. Present financial statement to executive and full board.
6. Arrange for annual audit review.
7. Serve on IMEA Scholarship committee as required.
8. Arrange for publishing of audit review.
9. Make arrangements for insurance (liability, etc.) for IMEA meetings and conference.

IMEA AREA CHAIR

(An elected member of the Executive Board)

The IMEA focus will be activities for general music teachers.

1. Coordinate with the the IMEA General Music Chair and other IMEA area chairs and programs and event of interest for general music teachers.
2. Coordinate with the district representatives of IBA, ICDA, ISTA, IAJE, area colleges/universities, etc. – in developing plans to involve and assist new teachers. (social, in-service, etc.)
3. Conduct a needs assessment for the area – discuss what new (or old) activities might be helpful or desirable for that district.
4. Use all opportunities to recruit new (and renewal) members for IMEA.
5. Make recommendations to IMEA regarding any suggested activities for the area.
6. Made recommendations for candidates for offices and chairs for IMEA Board. Seek out new leaders.
7. Sponsor a workshop in the area.
8. Contribute an article to each issue of IME – OR – find someone else (within the district) to contribute the article.
9. Be active in the implementation of mentoring projects in the district, working with the IMEA Mentorship Chair.

* Article copy is due by deadlines to be set by the Editor.

IMEA ALL-STATE BAND CHAIR

(A member of the Executive Board)

(A 3-year term, re-election allowed)

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

* Article copy is due by deadlines to be set by the Editor.

IMEA ALL-STATE CHORAL CHAIR

(A member of the Executive Board)

(A 3-year term, re-election allowed)

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

* Article copy is due by deadlines to be set by the Editor.

IMEA ALL-STATE ORCHESTRA CHAIR

(A member of the Executive Board)

(A 3-year term, re-election allowed)

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

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IMEA MEMBERSHIP CHAIR

(An appointed member of the Board of Directors)

1. Monthly up-date of MENC membership lists that are now online.
2. Send out annual letter to all music businesses to encourage sustaining memberships.
Send certificate and membership card to each sustaining member.
3. Ongoing up-date of sustaining membership.
4. Publish the IMEA Membership Directory.
5. Provide membership reports at board meetings.
6. Provide IMEA members with recruitment information to gain new members.
7. Provide labels with the assistance of the State Manager.
8. Write articles for the IMEA Journal.

* Article copy is due by deadlines to be set by the Editor.

IMEA GENERAL MUSIC CHAIR

(An elected member of the Executive Board)

1. Represent interests of school general music teacher members.
2. Coordinates conference clinic suggestions from all the elementary and general music associations and Area Chairs, and provides suggestions for conference clinics to the State Manager. Works with the six area chairs to coordinate programs and events of interest for general music teachers
3. Assists the State Manager with the selection of elementary/general music performing groups for the state conference.
4. Provide articles or information of interest to the IMEA magazine

* Article copy is due by deadlines to be set by the Editor.

IMEA MIDDLE SCHOOL CHAIR

1. Survey and select a middle school band to perform at the IMEA Conference.
2. Provide suggestions for conference clinics to the Executive Director.
3. Represent interests of middle school music teachers.
4. Provide articles or information of interest to the IMEA magazine.
5. Contributes articles to the IME.

* Article copy is due by deadlines to be set by the Editor.

IMEA COLLEGE AND UNIVERSITY CHAIR

(professors and faculty)

Coordinate activities/forums, which are of specific importance to the College/University professors and faculty members.

1. Collect and edit information for a College/University news column in Iowa Music Educator editions.
2. Arrange for convention clinicians that would be appropriate for the College/University membership.

* Article copy is due by deadlines to be set by the Editor.

IMEA COLLEGIATE MENC CHAIR

(Duties listed in MENC Handbook for State Collegiate Chairs)

Coordinate activities/forums, which are of specific importance to the College/University students and student activities.

1. Promote and coordinate MENC collegiate activities for the state.
2. Serve as a channel for properly coordinating and implementing the collegiate membership program.
3. Encourage the formation of chapters within the state in those institutions where none exist.
4. Serve as chairperson at chapter advisor meetings; assume responsibility for collegiate programs and activities at state conferences; and preside over meetings of student concerns where needed.
5. Work cooperatively with the state association president in the interest of collegiate chapters and collegiate programs.
6. Stimulate communication among the chapters in the state.
7. Be responsible for the submission of chapter news and articles concerning collegiate programs to state magazines and MENC,
8. Inform the board of directors of the state association of student needs and progress.
9. Report at the end of each academic year to the division collegiate chairperson:
 - a. A list of chapters and enrollments;
 - b. Formation of new chapters;
 - c. Contact made to encourage new and reactivated chapters;
 - d. Evaluation of the state collegiate program
10. Visit local chapters whenever possible.
11. Serve as members of the National Council of Collegiate Chairpersons.

(Additional suggested duties)

1. Help to arrange meetings of the ICMENC board.
 - a. Winter – evaluate previous state conference activities and canvas the chapter votes for the new state officer.
 - b. Spring – joint meeting of old and new officers to begin planning CMENC activities for November IMEA conference.

- c. Fall – complete the planning of the state conference activities.
2. Help to plan CMENC sessions for the November IMEA conference and arrange with the IMEA Executive Director to allow time in conference schedule for CMENC sessions.
3. Provide by letter at least once a year (beginning of the school year) with advisors of Iowa collegiate chapters, providing information about CMENC activities, officers, and elections.
4. Provide oversight of CMENC checking account by approving all payment vouchers before the CMEMC treasurer pays them.
5. Encourage CMENC officers in carrying out responsibilities.
6. Help to arrange for nomination of candidates for CMENC officers, and for election of officers in the later winter/early spring.
7. Provide information to MENC officers as requested.
8. Provide reports, as required, for IMEA Board meetings and for the annual business meeting.

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TECHNOLOGY CHAIR

1. Promote and coordinate education in emerging technologies that are relevant to music teaching and learning.
2. Serve as an advisor to the state association president in keeping the state association board informed of critical issues in music technology.
3. Contribute articles to the IME (Iowa Music Educator) which focus on the use of technology in state music programs.
4. Be knowledgeable of the IMEA web page www.iamea.org and look for ways to increase its usefulness, connectivity, and practicality for Iowa music educators.
5. Generate, coordinate, and promote technology sessions for the annual IMEA Convention.

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CONFERENCE EQUIPMENT CHAIR

1. To make certain any equipment needed for IMEA Clinicians is available for their sessions. Scheman staff provides AV Equipment – but needs to be verified. (Pianos can be a problem).
2. Any concerts sponsored by IMEA may also need equipment. (Percussion can be a problem here).
3. Any rehearsal related to the convention may need equipment.
4. Check rehearsal times on the Master Schedule and try to anticipate any needs that may arise.

IMEA MENTOR CHAIR

1. The Mentor Chair will coordinate the efforts of IMEA Area Chairs to:
 - Identify beginning music teachers PreK-12
 - Identify music teachers new to Iowa PreK-12
 - Identify veteran educators with exceptional teaching skills
 - Match beginning teachers with exceptional veteran music teachers
2. The Mentor Chair will furthermore:
 - Research current practices in beginning teacher induction
 - Provide materials for beginning teachers and their mentors
 - Remind District Representatives to contact their beginning teachers
 - Remind mentors to contact their beginning teachers
3. Finally, the Mentor Chair will:
 - Compile statistics about teacher retention
 - Compile statistics on the effectiveness of the mentoring program
 - Report to the Music Mentors of Iowa program coordinator
 - Report to the IMEA Executive Board
 - Submit articles for the Iowa Music Educator magazine

CONFERENCE REGISTRATIONS CHAIR

CONFERENCE EXHIBITS CHAIR

IMEA RESEARCH CHAIR

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

1. The Research chair authors a research column in each issue of the Iowa Music Educator. This column has traditionally included summaries of significant research studies presented at regional or national conventions or that appeared in scholarly journals. The column has also included pieces designed to help practitioners understand research method and the reporting of results.
2. The Research Chair organizes a research session at the annual convention. The research session has traditionally consisted of short presentations of research conducted by educators within the state. The “call for papers” for this research session must appear in the April issue in order to advertise the August 1st submission deadline.
3. The Research Chair is expected to regularly attend board meetings of the IMEA.

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IMEA MUSIC IN OUR SCHOOLS MONTH CHAIR

1. Write the column for MIOSM in the Iowa Music Educator – spreading the “word” about the World’s Largest Concert and the month of March (Music in Our School’s Month.)
2. Help to disseminate materials from MENC concerning Music in Our Schools (MENC publications, MIOSM handbook, etc.)
3. Receive applications for Outstanding Administrator for Support of Music Education and also for an Iowa Exemplary Music Program each year. The MIOSM Chair selects a committee of 3 (MIOSM chair, 1 retired IMEA member, and one at large board member).
4. The MIOSM Chair presents the awards, or arrange for another board member to present the awards. In the case of the Outstanding Administrator Award, the chair travels to their community and presents the award, ideally at a music concert in front of a “home” audience – with local newspaper reporter/photographer standing by. And, the MIOSM Chair presents the Iowa Exemplary Music Program Award at the All-State Festival.
5. In general – The MIOSM Chair works to promote music in our schools through the column in the IME, and through any other opportunity that presents itself.

Timelines for awards:

Nominations submitted by October 30 to MIOSM Chair.

Awards announced before the end of school year.

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MIOSM Chair Duties

Iowa Exemplary Music Program Award

Awarded annually at the All-State Festival concert

Application due date: June 30 of the same year

Committee members: MIOSM Chair, and two Board of Directors members.

Required information from applicants:

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

Duties: Read, take notes and send on application materials to committee members.
Come to a consensus about the winning district and contact by mail ALL applicants of the results.
Send an article (a few paragraphs) to the winning district to use as a press release for their local newspaper.
Contact IHSMA Executive Director about the winning district so they can arrange for tickets for the representatives to attend All-State concert.
Notify last year's award recipient to send the metal engraved plaque from the trophy to a source designated by the Executive committee.
Last year's award recipient must bring the trophy to the registration desk at the fall IMEA conference.
Write an announcement for publication in the IMEA journal and submit to the IMEA editor.
Contact IMEA president to present award at the All-State concert.

Outstanding Administrator for Support of Music Education Award

Awarded annually at the winning district's spring concert.

Application due: June 30 of the preceding year

Committee members: MIOSM Chair, and two Board of Directors members.

Required information: Demonstrate the following:

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

Duties: Read, take notes and send on applications to committee members.
Come to a consensus about the winner and notify ALL applicants Of this decision by mail.
Is responsible for the engraving of the plaque.
Notify IMEA president to help choose a presenter from the winning district's area.
Write up a brief article about the winner and send to the nominator for a press release and for submission to the fall IMEA Journal.
Inform nominator to choose a spring concert at which to present the award; invite the local press.

Other duties: Promote and support Music in Our Schools month as sponsored by MENC

IMEA MULTI-CULTURAL CONCERNS CHAIR

Term: 3 year (appointed)

Goal: Increase membership awareness of multi-cultural concerns.

Duties:

1. Represent IMEA at divisional and national conventions.
2. Work with the National MENC Multi-Cultural Concerns Commission to help bring about exposure of these concerns in our organization and in the schools of the state and nation.
3. Act as a concerned individual who will make certain the multi-cultural concerns are raised in state activities such as conferences and workshops.
4. Attend IMEA Board meetings.
5. Prepare a brief report for IMEA board meetings and annual conference meeting.
6. Write IME Journal articles.

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IMEA HISTORIAN

1. Maintain an archive containing the history of the IMEA, MENC, and history of music in Iowa.
2. Materials will be solicited from Past Presidents of IMEA whenever possible.
3. Materials will be made available to IMEA membership for research.
4. Archives and displays will be exhibited at the IMEA Convention.

IMEA RETIRED TEACHERS CHAIR

1. Resource person of IMEA historical background.
2. Generate a list of retired IMEA members (active and inactive.)
3. Assess possible exemplary Sr. Citizen programs on-going in Iowa.
4. Develop suggested Senior Citizen programs (retired music personnel to be involved in development and implementation.
5. Assist IMEA Board with convention programs. (Retired members available to act as moderators, registration assistants, exhibit assistants, etc.)

TRI-M MUSIC HONOR SOCIETY

1. Attend meetings of the Iowa Music Educators Association Board.

2. Promote the meaning of and membership in the Tri-M Music Honor Society throughout the schools in Iowa.
3. Sponsor an information booth at the IMEA Convention.
4. Periodically submit articles about Tri-M Music Society for publication in the IME (Iowa Music Educator).
5. Assist with the Iowa Music Educators Convention when needed.

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