



**NEBRASKA MUSIC TEACHERS ASSOCIATION
OFFICERS AND BOARD HANDBOOK**

Revised February, 2021

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ELECTED OFFICERS

OFFICE OF THE PRESIDENT

NMTA By-laws Article XI

Section 2. The President presides at meetings of the Association, calls and presides at meetings of the NMTA Board and Executive Committee; appoints committees as stated in these Bylaws; and performs all other duties implied by the title.

- Appointments to NMTA Board Membership:
 - Contact members to volunteer/appoint members to the NMTA Board.
 - Maintain Board Roster with updated contact information for distribution.
- Serve as Nebraska state representative/voting member of MTNA State President Advisory Council:
 - Attend the MTNA annual summit in Cincinnati (typically September).
 - Attend MTNA SPAC meeting at MTNA National Conference.
 - Attend and provide written/verbal report at the annual West Central Division meeting.
- NMTA Meetings:
 - Develop Agenda, collect Reports, update and distribute board roster, and run all formal NMTA meetings: Executive Committee, Board, and Membership
 - Make arrangements/reservations for two NMTA Executive Committee meetings per year: late January/early February (typically on a Saturday), and approximately one month prior to state conference (at the conference site)
 - Make arrangements/reservations for two NMTA Board meetings per year: late March/early April (typically on a Sunday), and during the state conference (typically dinner time on Thursday)
 - Make arrangements/reservations for one full membership meeting per year: Luncheon at the state conference
- Communications:
 - Send information to NMTA members using email lists posted on Administration pages of website: Executive Committee, NMTA Board, NMTA Membership
 - Convey national/district news to the officers, board members, and general membership as appropriate.
 - Write articles for the two annual newsletters: Winter and Summer.
 - Write a greeting in each state conference program.
 - Provide an annual report (verbal/written) at the West Central Division meeting (typically held on Sunday afternoon at the MTNA National Conference).
 - Contact MTNA to reserve a table at the annual Gala for Fellows (typically held on Monday evening at the MTNA National Conference).
 - Contact Treasurer to purchase annual state gift for MTNA National Conference.
 - Serve as main contact with website manager regarding updates/announcements.
 - Serve as NMTA representative in matters related to the organization.

OFFICE OF THE PRESIDENT-ELECT

NMTA By-laws Article XI

Section 3. The President-Elect assumes all duties of the President in the absence of that officer; acts as Program Chair for the annual State Conference, appointing a committee to work with the Chair in this capacity; performs such other duties as may be designated by the President and the NMTA Board.

- Attend all NMTA Executive Committee and NMTA Board meetings.
- Serve as State Conference Chair:
 - Set dates/locations for state conferences and secure site/facilities: contact various institutions, work with board on setting most appropriate time-frame (usually third week of October).
 - Solicit names of future guest artists and clinicians, along with potential conference topics/themes from board members/general membership.
 - Write a brief announcement for the Winter NMTA Newsletter soliciting proposals for following fall state conference (proposal deadline is generally February/March).
 - Contact artists and clinicians to find out cost (fee plus travel/room expense coverage) and to secure dates; obtain list of possible workshop presentations; recital repertoire.
 - Work with chair and/or representative of department hosting the conference for room reservations, including number of rooms and pianos needed for the MTNA Competitions and festival: schedule all conference sessions, recital, practice times for artist, working around the competition needs.
 - Secure hotel(s) available to conference attendees: Reserve dates/block of rooms, work to secure a reduced price; provide direct billing information to the NMTA Treasurer. Provide contact information, including registration deadlines, on the NMTA website and the summer bulletin.
 - Make hotel reservations for guest artists and clinicians; make all travel arrangements (to/from airport, hotel to/from conference site)
 - Create the annual Summer Bulletin: Includes letter with conference information (featured guest artists and clinicians), schedule, hotel accommodations and registration deadlines, information on the MTNA and NMTA competitions and state festival, and a conference registration form (by mid-July).
 - Write letter and create advertising form to send to potential advertisers for conference program ads and for break/reception sponsorship (due August). Collect the forms and send the checks to the NMTA Treasurer. Include ads and break sponsorship in the conference program.
 - Create the Conference Program book: schedule, photos, bios, membership information, letters from the NMTA and West Central Division President, Board membership, information on MTNA National Conference; arrange for printing.
 - Write thank you letters to all presenters (guest artists, clinicians) after the conference; also to all advertisers and break/reception sponsors.
 - Write an article for the Spring/Summer NMTA Newsletter about upcoming conference artists/clinicians/highlights.

OFFICE OF THE PAST PRESIDENT

NMTA By-laws, Article XI

Section 7. The Immediate Past President serves in an advisory capacity to the President, President-Elect, Vice-President and NMTA Board.

- Attend Executive Committee meetings (Feb. and Sept.) and Board meetings (Mar./Apr. and Oct.).
- Serve as Editor of NMTA Newsletter:
 - Collect articles/photos from Board members and other NMTA members for the summer and winter issues.
 - Set deadlines for receiving articles (usually Dec. 1 & June 1).
 - Proofread articles and edit before submitting to The Printer, Lincoln, NE orders@theprinterlincoln.com for layout. Read proofs and make corrections. This will take multiple attempts through several proofs.
 - Upload final approved version on the NMTA website.
 - Instruct the layout person at The Printer to send the invoice to the NMTA State Treasurer for payment.
 - Have only two issues posted on the website at a time; move old issues to the NMTA Google account for archiving to avoid copyright problems.
 - Send hard copies to anyone who requests them.
- MTNA Foundation Fellow:
 - Consult with the Foundation Chair and nominate candidates at the February Executive Committee meeting for Foundation Fellow.
 - Fundraising is directed by the Foundation Chair, but the Executive Committee can recommend a point person to begin the fundraising.
 - The Foundation Chair makes the Fellow announcement at the NMTA Awards Luncheon during the State Conference in October.
- NMTA Travel Grant:
 - Publish an article in the summer newsletter with guidelines for the grant, and announce a November 15 deadline for applications.
 - Submit collected applications to the Executive Committee for discussion and vote. Contact all applicants with the results.
- NMTA Service Award/Teacher of the Year:
 - Service Award or Teacher of the Year are given in alternate years.
 - Write an article soliciting nominations in the newsletter. Include criteria for each award. Bring nominations to the Executive Committee in February for discussion and vote.
 - Have plaques created by early September to present to the recipient at the Awards Luncheon during the State Conference in October.
- Retiring NMTA Officers
 - Have plaques created by early September to present during the State Conference Awards Luncheon to Executive Committee members who are retiring.
 - Either the Past President, or the President makes the presentations.
- Nominating Committee:
 - Form and chair a nominating committee in election years to create a slate of officer nominees to be voted upon during the annual membership meeting in October. See the NMTA Bylaws for details.

- Announce the members of the nominating committee at that spring Board meeting (see Bylaws).
- Publish the slate of officer nominees in the summer NMTA newsletter, as per the Bylaws.

OFFICE OF THE VICE PRESIDENT

NMTA Bylaws, Article XI

Section 4. The Vice-President presides in the absence of the President and President-Elect; acts as Chair of Student Activities, appointing a committee to work with the Chair in this capacity; performs such other duties as may be designated by the President and NMTA Board.

Timeline:

- JULY: Update website with State Festival information and deadline
 - Update State Festival registration form and teacher participation form
 - Send forms to NMTA web designer
- AUGUST: Email/mail list of eligible students to NMTA teachers. Include registration info and forms.
 - Secure judges.
 - Confirm/recruit committees to help with prep work. This work includes scheduling (student performances, parent monitors, teacher helpers), facility prep and setup/cleanup (contact local association) and clerical work.
- SEPTEMBER: Receive registrations. Confirm teacher membership. Compile date.
 - Send registration numbers to medals chair to order trophies.
 - Send all entry fee checks to treasurer.
 - At Executive Board meeting tour facility to plan building usage.
 - Confirm judges and send adjudication guidelines.
 - Request judges' honorarium checks from treasurer.
- OCTOBER (State Conference and Festival): Send out student schedule, parent monitor schedule and teacher work schedule.
 - Send database to theory chair.
 - Prepare/print monitor instructions, signs, name tags, check lists, etc.
 - One week prior to festival, print adjudication sheets.
 - Submit certificate order to printer. (For Participation certificates, order the number of entrants plus the number of participating teachers. This is so you can include a blank one for any mistakes or oversight. For Theory Honors certificates, order 75% of the entrants.)
 - Administer State Festival!!
 - Compile results and distribute to teachers (include certificates)
 - Send final request for reimbursement and submit judges' expenses to treasurer.
- NOVEMBER: Compile information for festival report and financial statement.
- DECEMBER: Confirm District Festival deadlines, contacts, etc. and update the website.
- JANUARY: Update District Festival registration form and teacher participation form.
 - Send forms to web designer to post.
 - Request mailing label database from membership chair.

- Mail District Festival information and registration materials to the entire membership.
- FEBRUARY: Send district report Templates, forms, info, certificate templates, etc. to district chairs.
- MARCH: Support and encourage district chairs
- APRIL: Following postmark deadlines, receive preliminary reports from district chairs.
 - Report registration numbers by district to the medals chair to order medals.
 - Send master copies of Sight Reading to district chairs.
- MAY: Receive District Festival reports digitally
 - Compile results data
- JUNE: Send/give all reports and resources to next State Festival Chair, if applicable.

Other Duties:

- Attend Executive Board meetings (February and September). Provide verbal report and action items.
- Attend Full Board meetings (March/April and at October State Conference). Submit written report.
- Submit articles to the NMTA newsletter.

OFFICE OF THE SECRETARY

NMTA Bylaws, Article XI

Section 5. The Secretary keeps the minutes of all meetings of the Association, NMTA Board and Executive Committee; sees that the minutes are in legal form and properly preserved; performs such other duties as may be assigned by the President and NMTA Board.

- **Take minutes at meetings:**
 - Full board meetings in March and at October state conference.
 - Executive Committee meetings: January/early February and mid-September
 - Give minutes to President to distribute for annual membership meeting (luncheon during October state conference). These are generally much shorter than full board minutes.
- **Other Duties:**
 - You may need to help the President or President-elect with thank-you letters after the state conference
 - You may be asked to preside at sessions at the state conference. This involves introducing the session/clinician and keep an eye on the time.

OFFICE OF THE TREASURER

NMTA By-laws, Article XI

Section 6. The Treasurer is responsible for the payment of all bills authorized by the NMTA Board or Executive Committee; keeps an itemized account of all receipts and disbursements; presents a financial report to the President, NMTA Board and Executive Committee upon request; submits all records to an auditor selected by the NMTA Board when so requested at least once annually.

- Maintain an ongoing Quicken Account to track expenditures
- Maintain Bank Accounts with Great Western Bank:
 - Checking Account and CD Savings: access online
 - Also maintain stock accounts with Bridges/Schwab for our Ediger Fund and for our Dismukes Fund.
- Pay all bills incurred by Board Members, i.e. printing, expenses, mileage for attendance at out of town Board meetings other than convention. Keep receipt of all payments.
- Send monthly MTNA Statement of Dues received from National to Membership Chair and Deposit Check (usually received around the 10th of every month)
- Prepare Financial Reports for Executive Board Meetings and General Board Meeting (update as needed after the Executive Board Meetings). Also prepare a year-end financial report.
- TAXES:
 - File Biennial Non-Profit Form. Treasurer is contacted to do this.
 - Contact NMTA Accountant to prepare 1099 forms for presenters/artists for State Convention who were paid \$600 or more.
 - Prepare Year End Financial and all other reports requested by the accountant for taxes. We are a 501C3 Non-profit.
 - Accountant is Joshua Teut (our accountant)
- Deposit all proceeds from Festivals, both District and State
- Deposit and Track via Excel File attendees to Convention
 - Send Confirmation of receipt of registration to attendees
- Pay Judges per instructions from Festival Chairmen, including expenses for lodging and mileage (current rate is \$.50 per mile)

APPOINTED BOARD POSITIONS

NMTA By-laws, Article XII NMTA Board

Section 1. The NMTA Board consists of:

- a. The regularly elected officers of the Association,
- b. The Immediate Past President of the Association,
- c. The chairs of districts,
- d. The chairs of subject area sections,
- e. The chairs of regularly constituted standing committees as are authorized by the NMTA Board,
- f. Presidents of local affiliated associations or their representative.

The manner of appointment shall be defined in these Bylaws.

Section 2. The NMTA Board shall make recommendations to the Executive Committee regarding policy and membership concerns.

Section 3. The NMTA Board shall have the power to rescind by a two-thirds vote any decision of the Executive Committee.

Section 4. Eight members, of which at least two must be officers, constitutes a quorum of the NMTA Board.

Section 5. The Executive Committee may submit items of business by mail to the full membership of the NMTA Board requesting a vote *via* a mail ballot. The contents of the proposals and the results of such mail ballots shall be reported to the Secretary, approved and incorporated in the minutes of the next meeting of the NMTA Board.

ARTS AWARENESS, ADVOCACY & MENTORING

- Be aware of state and local issues involving the arts, such as school funding, national and state arts funding and availability of the arts in communities across the state. Nebraskans for the Arts and Americans for the Arts are two organizations that are great sources of information about these issues.
 - Membership in Americans for the Arts is free, and open to anyone who wants to stay vigilant on these matters.
- Highlight any issues that affect NMTA members and suggest ways for members statewide to advocate for the arts with their state senator, or U.S. Senator or Congressman, as well as local school boards and city councils, etc.
- The Mentoring Chair should make an effort to arrange for members of NMTA to connect with new members and offer them guidance or give them whatever help they need as a new member of NMTA. This program has not really been functioning, so it has many possible avenues which could be explored.

BYLAWS

- Keep a copy of the current By-laws on file.
- Prepare proposed changes to the By-laws to present to the Board showing current statement and suggested changes.
- If the change(s) is approved by the Board, incorporate the change(s) into the By-laws.

CERTIFICATION

- Be Knowledgeable:
 - Be aware of procedures for procuring an application packet and making an application for MTNA Certification
 - Be able to explain application brochure and procedure
 - Review the renewal points folder and know of activities that will count for certification renewal points
 - Answer any questions regarding the MTNA Professional Certification Program or know where to refer them for an answer
- Be a Communicator:
 - Serve as liaison to local certification chairman. Provide them with ideas for promoting certification
 - Recruit candidates for MTNA Professional Certification
 - Write a regular article for your state's newsletter/magazine
 - Answer all inquiries about certification promptly and pleasantly
 - Encourage retention of NCTM through the MTNA Professional Certification Renewal program
- Be Available:
 - Recruit candidates for MTNA Professional Certification
 - Offer to provide a certification program for local associations
- Be Visible:
 - Provide a certification display for your state convention
 - Organize a question/answer or other certification information session at a state workshop or as part of the state convention
 - Secure mentors, when requested, for candidates applying for MTNA certification
 - Acknowledge the names of those newly certified in the state at state convention

COMPOSER COMMISSIONING

- Work with executive committee to identify commissioned composer.
- Prepare and execute contract with composer
- Facilitate premier of composition at state conference
- Facilitate submission of the composition to the MTNA competition for Composer of the Year recognition.
- Responsibilities further described on MTNA website.

FOUNDATION

Foundation Fellow

- The executive committee decides who will be the fellow. Once that information is passed to the Foundation chair, you must start to solicit donations. Write letters/emails to the fellow's family and colleagues asking them to donate.
- Minimum donation is \$1500 total for the nominated person to become a fellow
- The Fellow year always runs ahead of that for the state conference, as they are officially awarded in the spring at the national conference. (For example state conference in October 2019, fellow is 2020)
- We keep the fellow a secret whenever possible, so don't copy them on any correspondence. Invite family that want to attend in secret, and try to 'hide' them before the awards luncheon.
- Write introduction for the fellow to read during awards luncheon. Create a certificate to present to them at the luncheon.
- Nationals contact is Jenny Thomason. Send fellow's contact information by mid-November.
- Fellow will receive a plaque at the Gala, as well as a ticket to attend. If the Fellow cannot go, the President will go in their place.
- Good idea to have the fellows funded prior to the state conference in October.
- NMTA will contribute a small difference to get a fellow up to the \$1500 contribution (only done when absolutely necessary)
- Remind Fellows to write a thank you for the newsletter.
- Write an article for the winter newsletter including the Fellow's bio and picture.

State Conference Fundraiser

- Gather donations from area businesses to be auctioned off at the state conference. In recent years this has been a silent auction with some raffle door prizes.
- Donations can include Starbucks, Trader Joes, publishing house, opera ballet/ symphony, CD's from faculty members, etc. Usually NMTA gives a free registration.
- Designate a time during state conference (usually before the last session) to announce winners, hand out prizes and collect checks.
- Write a newsletter article for the summer edition introducing the fundraiser and describing the prizes/donations.

Other Duties

- Keep Foundation Fund Quarterly Statements for a record. These will be sent from national to your home address.
- Keep a list of previous fellows (available since 2001)
- Attend board meetings in Feb/March and at state conference in October. Submit written reports.

HISTORIAN

- Collect one copy of the State Conference Booklet
- Collect one copy of the newsletter
- Collect one copy of the minutes of the State Board Meetings
- Collect any newspaper articles and pictures of NMTA activities
- Communicate with other board members to ensure collection of materials
 - Secretary for meeting minutes
 - Past President for newsletter
 - President-Elect for State conference booklet
 - Public Relations for articles/pictures

MTNA COMPETITIONS CHAIR

The three-tiered Junior, Senior and Young Artist Performance Competitions begin at the state level; in Nebraska competitions are generally held in mid-October. Winners/representatives advance to the Division-level competition (video-only) with those winners competing in person at the national finals held during annual MTNA National Conference in March. In the event that the MTNA National Conference is cancelled, the finals will be a video round. Competitor registration is done online, with a September deadline set by the national office. The following overview is general information. Each year in the spring, **more detailed and updated Directives and Responsibilities are sent from the National Coordinator** to Competition Officials which includes State President, **Competition Chair**, Composition Chair, and three Competition Coordinators (Young Artist, Senior, and Junior).

TIMELINE

Chair duties include being familiar with national rules of competition and making sure coordinators fulfill their duties as needed. States receive rebates of half the student entry fees to help with expenses. States set their own fees for judges. Notify Director of Competitions of any withdrawals from the competitions.

4-6 Months Before Competitions

- Secure dates and site in consultation with executive board for state competitions.

2-3 Months Before Competitions

- Secure judges for categories generally entered in past years. Secure Monitor Chair. (Finding monitors may be done by yourself.)

After Approval of Competitors (approx. one week after deadline)

- Print registrations. Assign entry numbers. Prepare soundcheck schedule for evening before competition. Prepare performance schedules – warm up and competition. Share all this information with Coordinators, who then send letters to participants, parents and teachers.
- File judge information to national.

2 Weeks Before

- Send judges' letters along with Guidelines for Performance Judges. Schedule a time for judge orientation, scheduled adjudication time, approximate time for balloting and approximate time for announcing results. (continued)

- Print programs using entrant numbers (no names) with repertoire, in consultation with Coordinators.
- Prepare door schedules and door signs.

Day of Competition

- Take Competition documents and copy of Performance Guidelines to site. Assist Coordinators with set up of rooms. Hang signage. Ensure that monitors have stopwatches. Be available to assist Competitions Coordinators during competitions.
- Announce winners with Coordinator for each category and instrument as judge completes deliberation.
- Request Winners' checks to be given to winner of each category and level. If representative is not present, check needs to be mailed.
- Make request to state treasurer for judges' checks and hand/mail them to judges after competition.

After Competitions

- File reports to national. Send winners' emails.

MTNA YOUNG ARTIST/CHAMBER COORDINATOR

- Adhere to published competition guidelines and materials provided by or published by MTNA
- Provide appropriate notification of winners to MTNA, and apprise winners of information for district competitions.

MTNA SENIOR COORDINATOR

Before the competition:

- Print applications from the MTNA website.
- Use those application forms to compile a repertoire list that contains all competitors and their pieces and timings. This list is used to create other documents later.
- Communicate with the MTNA Competitions Chair, who will send the performance times to you about a month before the competition.
- Send each entrant, parent, and teacher the Entrant Letter in an email.
- CC the MTNA Competitions Chair on all communications.
- Create the competition documents (ballots, comment sheets, programs, registration forms, instructions for judges and monitors, and a list of all competitors arranged by teacher for the judges).
- Prepare opening and closing remarks.
- Create Judges' packets, containing the schedule, program (with timings for each piece) spare pencils and paper, comment sheets, and Guidelines for Performance Judges document. **Do not include the names of any entrants or teachers on any documents the judges will see.**

(continued)

On the day of the competition:

- Arrive at least 1 hour before the start of the competition.
- Bring all competition documents to the competition site.
- Register entrants using the registration checklist
- Examine entrant music
- Meet with the room monitors and give them their instructions
- Meet with the judges and address ALL Guidelines for Performance Judges (separate document), including procedures, comments, protocol, balloting and awards.
- Open the competitions with prepared opening remarks
- Assist the judges in the balloting process as needed.
- Announce winners
- Deliver judges' comments to entrants
- Closing remarks
- Follow up with winners and alternates for masterclass performances and information about the next level of competition.
- Mark winners, alternates and, and honorable mentions on the MTNA website

After the competition:

- Evaluate competitions and offer recommendations to the MTNA Competitions Chair.
- Submit expenses and receipts to the State Treasurer.
- Volunteer to assist at National Competitions as requested.

MTNA JUNIOR COORDINATOR

Before competition:

- MTNA sends info starting in August. They handle and process all registrations.
- Entrant information can be viewed in Handbook prior to their repertoire being checked and approved. Click on "registration inquiry" and ask about "any" instruments. A red check may appear next to each students' name. Once this is changed to green, you can start to communicate with the student.
- Print the information for each student.
- The MTNA Competitions Chair will schedule each entrant with sound check/rehearsal the night before and performance time during competitions.
- Email each entrant with the form letter provided by MTNA in the Handbook. Change information as needed to reflect the current competition situation. Attach pertinent information as described in the form letter (music release form, parking, their repertoire, etc). Copy the Chair and the student's teacher with this information.
- Create competition program. Be sure there are no names, only entrant #1, 2, etc. There is a template with suggested format to follow. Print about 5 copies per student.
- Create judges' packets: Guidelines (print from Handbook), schedule and repertoire/timings, Judge Comment Sheets (use Word then cut/paste and print four copies for each entrant), extra paper, pencils. Meet with judges 30 minutes prior to first

performance to talk about procedures. Students choose their first piece, judges select the order of the rest. Programmed music must be played without changes.

- Print inside and outside monitors' instructions.

On competition day:

- Decide signal for room monitors to alert performer and judge to end of 20 minute time limit in case programs run long.
- Check in students on competition day, and verify music. Print a registration sheet for each student, complete with repertoire. Measures should be numbered. The music release form should be signed if copies are used (bring extra forms). Get contact info from student/parent and provide competition and warm-up information.
- Open and Close the competitions. Tell the audience where and when the results will be announced.
- After students play, take judges somewhere to vote. (They don't discuss their choices, just vote on a ballot—see guidelines about procedure). Have each judge sign the Decision form and give forms to the Chair. Report the winners to MTNA.
- There is often a winners recital or masterclass.

MTNA COMPOSITION COORDINATOR

The Composition Competitions are now automated through the MTNA Office. A description of the duties of this office is made available by National Coordinator prior to the Auditions. All responsibilities of the office are directed by the MTNA National Composition Coordinator through email communication.

The State Composition Contest deadline coincides with other MTNA National Competitions . The only requirement for Nebraska separate from that deadline is that judging needs to be completed prior to the State Convention to allow winners to perform on the Winners Recital at the State Convention if they choose to. It is not a requirement.

Timeline for the MTNA Composition Coordinator (provided by MTNA)

1–2 Months Before Competition

- Secure judges:
 - Panel must consist of an uneven number of judges (do not have to be MTNA members or residents of the competition state).
 - The same judge(s) must not be used in two (2) consecutive years.
 - Three judges must be used for states with seven or more entrants in any one category. States with six or fewer entries in any one category may use one judge; however three is preferred.
 - States set their own fees for composition judge(s). There should be a set amount per composition. Currently, the Nebraska Fee is \$20 per composition.
- The MTNA Composition Coordinator should send reminder emails to the judges personally as the deadline draws nearer.

(continued)

Application Deadline: (Date set by MTNA in Mid-September)

- In Registration Inquiry, review applications, PDF scores and MIDI files.

Send to Judges after National Chair notifies (Date set by MTNA, usually 5 or so days after the deadline)

- Click State Composition Judges, click on Add Judge and fill in the name and e-mail of the judge(s). Judges must have e-mail in order to receive the links and complete the judging.
- State Composition Judges: Judges Portal, verify that all entrants appear, scores are readable, and MIDI files are playable.
- Click "Send E-mail with Links to Judges." Links to Judges Guidelines, comment sheets, PDF scores and MIDI files appear in portal.
- Judges review scores, write comments and rank compositions in Judges Portal.
- All compositions receive comments and rankings.

Judges Send Notification: Date Set by MTNA

- Judges send notification when comments and rankings are complete by clicking "Finalize" at the top of their judges portal.

File Report: Date Set by MTNA

- In Composition Judge Results and Judges Portal, review judges comments and rankings.
- To determine winners:
 - 1. Scores have been totaled for you.
 - 2. If any two (2) judges awarded First Place to the same entrant, that entrant is declared the Winner.
 - 3. Thereafter, the entry with the lowest score is declared the Winner. The online system will highlight the lowest score.
 - 4. Honorable Mentions are to be determined by the coordinator.
 - 5. If a statistical tie occurs, contact the National Composition Coordinator immediately.
- In Winner List, select winners and honorable mentions. Review winner list for accuracy.

Other Duties:

- Prepare Report for the State Convention and for the Spring Board Meeting.
- Attend the Yearly Board meeting in Spring and at the Convention.
- Prepare newsletter articles for our NMTA Newsletter when appropriate to advise members of winners at the state level and to keep the membership informed should any state winners advance beyond the Division Competition. Pictures and bios are requested for Facebook, news releases, and for winners and representatives who advance to Division.

NMTA PERFORMANCE COMPETITIONS

In summer preceding competition:

- Put the correct information (dates, venue, deadline etc.) on the NMTA website as soon as possible.
- Secure a judge for the piano competitions

Early Fall, immediately following entry deadline:

- When entry forms arrive, enter composition information into adjudication forms.
- Secure a judge for each division of brass, voice, woodwind or string entries.
- Make a schedule for all categories.
- Send the entrants' teachers the time for which their student is scheduled.
- Secure inside and outside monitors for each competition space.
- Prepare the certificates for the Winners, second Places, and possible Honorable Mentions.
- Prepare folders or envelopes for each judge that includes the critique sheets for each competitor and other required information.

Day of Competition:

- Open and close each competition.
- Announce winners of each category.
- Before each judge leaves collect his/her completed reimbursement form (if applicable) and present his/her honorarium.

After Competition:

- Mail judge critiques to each teacher.
- Prepare a statement for the NMTA newsletter regarding numbers of entries, information about judges, and names of winners in each category along with their teachers.

PUBLIC RELATIONS

Attend NMTA Board Meetings (one in the spring and one at the NMTA Conference in the fall).

General NMTA Publicity

- Pictures, articles, links, events or items of interest pertaining to NMTA and its membership only may be posted on NMTA Social Media.
- ***Non-members are not allowed to post their interests or events on NMTA Social Media.***
- A press release may be submitted to the local or statewide media, depending on the situation and publications who cooperate. Encourage the membership and winners to write their own press releases and submit to the media themselves or they may write articles and forward to you to upload to Social Media, etc.
- Sample press releases for competition winners and award recipients are on the NMTA Website, www.NebMTA.org, Student Activities page, <http://www.nebmta.org/documents/2013publicityForm.pdf> and in the Documents and Forms section. (continued)

- Direct press releases and items for the NMTA Scrapbook to the NMTA Historian. Work with the Historian to download Winners information and Social Media Posts to include in the scrapbook.

Pre-Conference Publicity – Do all or most of the following:

Information for pre-conference publicity may be gleaned from the Summer Newsletter written by the President-elect who organizes the conference. As soon as information is available:

- Create an event on Facebook page. Try to get NMTA Members to like and share.
- First week in September: Update Facebook with general news and deadline information for attending Conference. Optional: submit news releases regarding details in media re upcoming conference and registration deadline information.
- Update the NMTA Facebook page with digital pictures and bios of the Conference artists when they are available
- Late September or first part of October, write and submit pre-publicity articles in local area newspapers where Conference will be held. Call newspapers/other media to work with someone instead of merely sending a press release. (Newspapers who will work with you include: Lincoln Journal Star (Mark Schwaninger); Grand Island Daily Independent; Kearney Hub; Hastings Tribune. The Omaha World Herald will not let you post to their online newsletter unless you subscribe to their paper.
- If you are ambitious, in summer you can upload a story at www.lincoln.org and on various online calendars
- Request large pixel digital photos from President-Elect for newspaper press releases. Must be 300 KB or larger for newspaper publication.

Post Conference Publicity

- The annual NMTA Conference is usually in mid-October.
- Coordinate with the NMTA Historian to ensure that pictures are taken during the conference sessions, the meetings/luncheons and of the award recipients. (MTNA Foundation Fellow, Teacher of the Year, Service.
- Photos. Coordinate with MTNA and NMTA Competitions Chair for media photos. In the past I have taken group pictures at the **MTNA Winners Recital**, and individual pictures of the **NMTA State Competition Winners** on Saturday to upload to Facebook and for publications. During the 2020 pandemic, we requested winners to submit pictures for the NMTA Website, Student Activities, Student Winners page. This eliminated a lot of work as the responsibility was put on the winners to submit their own pictures. Several did not do it.
- Website. Remind the **MTNA and NMTA Competitions Chair** to send you information to forward to the NMTA Webmaster, Laura Hensley. Submit the information in a similar format as previous Winners pages. Leave the previous years' Winners pages up. I usually saved to a pdf of what I formatted and gave the pdf to the Historian for the NMTA Scrapbook.
- Submit an article about MTNA Winners and one about NMTA Winners to the Lincoln Journal *Neighborhood Extra* (MSchwaninger@journalstar.com) and any publication that will run the article. **Tip: Send articles separately or in different weeks to eliminate confusion between MTNA and NMTA.** Post the publication link on Facebook or scan the

article and upload. You can also find the article online, do a screen print and upload. Send the article to Historian.

- Post the link to any pertinent article(s)/links/information on the NMTA Facebook page. Post any NMTA information about members, etc., on the NMTA Facebook page in order to bring interest to the page.
- Submit digital pictures of interest/articles pertaining to the NMTA Conference (or other relevant articles/posts) to the **NMTA Newsletter** editor for possible inclusion in the NMTA Newsletter.
- I have often done a review of the Conference for the Newsletter. LMTA offers a \$75 grant for anyone who attends and writes a review of the conference.

Encourage competition Winners, and award recipients to publicize their own awards in their own local newspapers/newsletters. Articles can also be written by the award recipients and submitted by the Publicity Chair to submit if asked. ***There are sample press releases on the NMTA website Competition Page at this link:***

<http://www.nebmta.org/documents/2013publicityForm.pdf>, and also at the Documents and Forms Menu

MEMBERSHIP

- Membership Chair will receive hard copies of new member information approximately on the 15th of the month from the NMTA Treasurer.
- Enter and maintain current member information on the NMTA website – you will be provided login information. Delete people who have not renewed their membership (done sometime after the fall conference – decide with current president when you will do this).
- Send letters of welcome to new and reinstating members.
- Email monthly new member information (indicate if active, collegiate, reinstating, moving from another state, etc.) to selected Executive Board members.
- Keep and maintain current membership information in Excel file.
- Provide member contact information to Executive Board members when requested.
- Send a reminder, via postcard or other communication, to people who have not renewed their membership (usually done in November).
- Approximately every six months, present a list of and receipts for any expenses incurred (such as postage) to NMTA Treasurer for reimbursement.
- Attend the two NMTA board meetings, one in fall and one in spring.
- Provide written membership report at board meetings.
- Provide new member information for newsletter as requested.
- Serve as a liaison with MTNA by providing any member updates such as name, contact information, etc., as they are incurred.

COLLEGIATE CHAPTERS

- Liaise with collegiate chapters throughout Nebraska.
- Promote attendance and participation at state and national conferences. For example, might want to work with board to provide special opportunities or sessions targeted toward collegiate members at conference.

THEORY

Tests:

- There are currently 5 sets of tests: Tests A, B and C; sample tests; and online tests. An Honors and Level 3A Vision Impaired tests are also available.
- Answer keys for Tests A, B, C, Honors and Vision Impaired 3 are available. The online tests do not have answer keys at this time.
- Tests A, B, and C are rotated for each festival.

Duties:

- Maintain all theory tests and distribute them to district and state festival chairs for each festival.
- Provide instructions for theory room proctors and theory test checkers

Timeline: (the sooner these tasks are completed, the better)

- January-February: Check your notes to see if there is any editing that needs to be done for the upcoming Spring District Festival
 - This may include rewriting tests. (All tests have been rewritten to replace 2008 versions.) Edit coinciding answer keys as well.
 - Check Ear Training CDs to make sure they match the written tests and are working.
- March: Contact District Chairs and determine how they want the tests, answer keys and CDs sent. (Most chairs prefer PDF files.)
 - Package and send all necessary materials. District Chairs take care of their own printing.
 - Prepare PDF files and upload to the website. This is a long process. Each PDF test and answer key needs to be compressed, cropped and then uploaded. The district chairs then can access the levels they need for printing. Student level, names and numbers, and teacher numbers will be printed from this PDF file
 - Send the District Chairs all the theory room and theory checking documents. Advise chairs of colors for each test level.
 - Answer any questions District Chairs have
- April-May-June: Answer any questions a teacher may have about grading accuracy. Notify the District Chair of any changes in the theory scores.
 - Take good notes on items to be addressed for the next time the Test comes up in the rotation.
- July: Make adjustments to Theory Guidelines, Glossary and Sample Tests if necessary
- August: Start editing and prep for State Test (similar process to above for district)
- September: Prepare PDF files for uploading to website (as above for district)
 - Edit any instructions for grading and proctoring as necessary
- October: Print tests, answer keys and necessary instructions for the State Festival

- Ensure that the Tests, answer keys and materials (including supply bin and Ear Training CDS) are at State Festival
- October-November: Answer any questions from teachers
 - Take good notes on items to be addressed for the next festival (as above)

WEB CONTACT

Duties

- Maintain the webpage
- Communicate needed updates to the webmaster

NMTA SCHOLARSHIP COORDINATOR

The NMTA Thomas Ediger Scholarship Coordinator is responsible for:

- Advertising the NMTA Thomas Ediger High School and Collegiate scholarships to membership.
- Preparing clear and up-to-date application instructions and submitting them for posting on the NMTA website in a timely manner.
- Facilitating fair high school and collegiate scholarship competitions.
- Creating a positive and professional experience for all involved.
- Communicating results in a timely manner.
- Keeping well-organized records.

The following is an abbreviated timeline of tasks to be completed throughout the year. A more detailed timeline as well as records of forms and communications from previous years are available to assist the coordinator in being successful.

Summer Preparation

- Set the postmark deadline for applications (traditionally, around February 14th).
- Read through the scholarship application materials and make any desired updates, clarifications, or changes to the current year's materials.
- Be sure all of the public information on the NMTA website and deadlines are up-to-date.

Fall Publicity

- In mid-August, remind the membership by email that teachers' dues need to be paid by September 1st for students to be eligible for the NMTA Thomas Ediger Scholarship awards.
- Publicize the scholarships to the NMTA membership as the deadline approaches.

Winter Judging

- Invite an out-of-state professional to judge.
- Create a file to track student applicant materials as they arrive.
- Confirm that all application materials were postmarked by the deadline, that all videos met the requirements, and that the applicants' teachers paid their dues by September 1st.
- Label and redact applicant materials and send them to the judge with the judge's letter.

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Spring Wrap-Up

- On or before April 1, send a congratulatory email to each winner and a regrets email to each of the other applicants. Include each applicant's teacher in the cc line.
- Request scholarship checks and the judge's honorarium check from the treasurer. Include winner names and addresses as well as your address.
- Write a thank you note to the judge and send it with the honorarium check.
- Submit your expenses for the year to the Treasurer for reimbursement. Include all receipts.
- Inform the Public Relations Board Member of the winners and their teachers and include their contact information, so that he or she may reach out for additional information for desired publicity.
- Write a report for the State Board Meeting.
- Write a short article for the NMTA newsletter.
- File the year's records in a well-organized way.

DISTRICT FESTIVAL CHAIRS

NMTA By-laws, Article XIII

Section 1. The state is divided into districts for festival purposes and any other Association business directed by the NMTA Board.

Section 2. Upon the counsel and recommendations of the local associations within each district, the President will appoint district chairs, who will be in charge of District Festivals and any other Association business. The length of term will be determined within each district.

Quick Check-list for District Festival Chairs

- Set festival date and secure facility. Obtain certificate of (liability) insurance.
- Receive entry blanks and teacher participation sheets. Record all information as directed in the more detailed packet. Begin contacting judges.
- Send checks **using certified mail with a return card** as soon as possible to the NMTA Treasurer.
(Please include a written description listing teachers, student totals, and check amount.)
- Students are not eligible to enter the festivals if their teachers have not paid their dues by March 1 of Festival year. There are no refunds for festival entry fees. If there is a question, verify that teachers have paid dues by checking with NMTA Membership chair.
- Request sight reading for the instruments and levels needed for your district from NMTA Vice President.
- Request medals. (Contact Vice President for additional contact info)
- Request theory tests from NMTA Theory Chair.
- Complete schedule and secure judges.
- Send the treasurer your request for checks for judges' honorariums. All requests for checks must be in writing.
- At the festival give the checks to the judges and collect a mileage/expense form from each. Send the mileage/expense forms to the Treasurer with your final report.
- Following the festival compile data and mail teacher results and certificates ASAP.
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- Complete and send final reports to the Vice President and the Treasurer within 2 weeks of the festival if possible. Keep one copy for your files. Please make sure ALL information is sent including receipts for reimbursement.

PLEASE NOTE: THIS IS AN ABBREVIATED LIST OF YOUR DUTIES. REFER TO YOUR PACKET FOR DETAILS.

CENTRAL DISTRICT
LINCOLN DISTRICT
NORTHEASTERN DISTRICT
OMAHA DISTRICT
WESTERN DISTRICT