



**Richmond Music Teachers Association**  
**est. 1973**

# **Handbook**

revised 2014

## Office of the President

- During the period of transfer, contact the previous president for information and suggestions.
- Attend the VMTA Conference to get acquainted with the VMTA officers and other local presidents. Learn what is going on and what is to be done.
- Form the RMTA Board and appoint Officers. Executive Board is elected at the May luncheon. President appoints the Appointed Board. The first Board meeting of a new President's term is usually held in June to transfer files and jobs. Board meetings are usually two times a year—one before the September meeting and one in May/June.
- Get in touch with the 1st Vice President and discuss the Programs for the coming year.
- Get in touch with all Board members to discuss matters for the year. Plan and initiate board meetings as needed.
- Consider holding a Financial Executive Meeting in the summer (usually when a new board is formed) to get an idea about money matters.
- Ask active members for suggestions.
- When possible, get acquainted with not so active members. Ask for suggestions and get to know what is going on.
- Reach out to senior members or members that have issues to be solved.
- Stay on top of RMTA major events and see to it that everything is okay. Give Board members and Officers free reign in their field.
- Stay in touch with other local Presidents to get new ideas.
- Try to participate in all RMTA major events. Get feedback from chairpersons and participants to summarize.
- Fully appreciate what all Board members and Officers are doing and make a point to tell them. A President can do nothing without the team.

- Appreciate what all members are doing for the music world.
- Serve RMTA and pitch in whenever and whatever is necessary.
- Welcome criticism. Shoulder the responsibility. Be broadminded.  
Unite all.
- Submit a report at the two VMTA conferences, usually held in late October and spring/summer. Will need to check to see in what form Presidential reports to Spring and Fall VMTA conferences need to be in. (Could be 3 hard copies, disk, e-mail attachment or a combination of these.) One copy of each to be kept for President's file with RMTA yearbook.
- Try to attend VMTA and MTNA Conferences to learn and to be inspired.
- Write the cover letter for each RMTA newsletter.
- Refer to the VMTA State Yearbook for names, phone numbers and e-mail addresses of VMTA Executive Board, other local association presidents and state committee chairmen. VMTA general rules, events, costs and calendar are also included in VMTA Yearbook. Refer to VMTA Newsnotes for recent and future VMTA events, such as conferences and minutes of past VMTA meetings to keep up to date.

# 1<sup>st</sup> Vice President, Programs

Duties include:

- Assume the responsibilities of the President when needed
- Plan programs and workshops during the year, factoring in cost and needs of RMTA members.

Responsibilities:

- Establish the number of programs, desirable times and dates, and available finances, working with the President, treasurer, and possibly the Board.
- The programs and workshops usually include:
  1. Opening Potluck luncheon at the home of an RMTA Member
  2. 2 workshops by local or visiting presenters (one per semester)
  3. Breakfast meeting and discussion time
  4. Members Recital (one every 2 years)
  5. Annual Board Meeting
  6. May Luncheon
  7. Play-a-Thon (one every 2 years)
  8. Treasurer's Budget: "The budget for programs comes from the advertising receipts from the yearbook. Members are paid \$125 and non-members \$250. The board must vote on any special or additional programs that would cause us to go over budget. If we are under budget, the extra money can be used toward our following year's programs only.
- Before planning the workshops for the year, consider previously offered workshops and try for a variety in subject matter and presenters.
- Ascertain possible schedule conflicts: UR, VCU, public school vacations, etc.
- Contact possible speakers and obtain multiple available dates and times. Be ready to state a possible honorarium figure if the subject arises.
  - Local presenters:
    - a) State the length of program desired and number of handouts needed.
    - b) See what is needed in terms of pianos, equipment, location, etc.
    - c) VP prepares brochure (if needed)

- d) VP has presenter bring in brochures of their own (if they like)
- e) VP has treasurer cut check for program
- Traveling presenters:
  - a) State length of program desired, handouts, etc.
  - b) See what is needed in terms on piano, equipment, location, etc.
  - c) VP arranges for hotel stay, transportation for weekend, dinner/lunch plans, volunteer help for the day, equipment pickup/take down, gift basket, airplane review, brochure prep, treasurer communication on checks, itinerary overview to presenter
- Workshop Places: locate free meeting places for workshops (if possible). Make sure the place meets the needs of the workshop and presenter
- Yearbook Preparation (SUMMER)
  - Collect Bio and Photo (jpg file) for the yearbook of each presenter
  - Prepare brief overview of the program
  - Email Yearbook Chairman exact layout for the yearbook, including the bio description and photo

Implement the programs planned:

- Send information to the newsletter for all members (by deadline)
- Send out confirmation/reminder emails to RMTA members – outline details
- Check with workshop facility on details (parking, lighting, equipment setup, etc)
- Prepare Workshop Planning document that outlines the workshop. This would include any airline info, transportation info, cost info, etc.
- For out-of-town guests, confirm hotel and travel arrangements. Also recruit volunteers to help with food, picking up of equipment (if necessary), etc.
- Have Treasurer prepare necessary checks for presenter and anyone else needed.
- Make sure to have attendance sheet prepared for the day. Name tags if wanted.

After program is complete:

- Write thank you note (from President) and send thank you email too.
- Evaluate program for the future – any changes you would make?
- Keep records and correspondence for next 1<sup>st</sup> Vice President
- Present 2 copies of an annual report of all activities at board meeting before the annual luncheon. Keep 1 copy on file.

#### Spring Board Meeting Preparation:

- If preparing for workshops way in advance, bring report on ideas for the board.
- If beginning discussion on workshops, the following is recommended:
  - Review Sept Potluck date, time, place – decide on those at the meeting
  - Review the remaining months and potential workshops/plans
  - Get ideas from members on what they would like to see.
- After the board meeting, keep in touch with President/others on upcoming potential workshops. All should be finalized by yearbook deadline.

## 2nd Vice President, Membership

Duties include:

- Report directly to the President
  - Organize membership drives
- a. When someone calls to request membership information, ask for his/her name, address, email and phone number. Direct prospective members to the [www.mtna.org](http://www.mtna.org) website so they can apply online.
- b. Give prospective members information about monthly meetings (some on Friday, some on Saturday), the five RMTA student recitals per year, the Fall Festival, Central District Auditions, Theory and Keyboard Skills Festivals, and the Bach Competition. Explain that members will receive a yearbook and newsletters from RMTA and VMTA along with the bimonthly America Music Teacher magazine from MTNA.
- c. Add new members to the membership list, send them a yearbook and inform the newsletter editor to send the most current newsletter.
- Keep a current list of members on hand and if possible provide mailing list labels as needed by the chapter. Occasionally you may be requested, by outside organizations, to send mailing lists. You have the option of doing this. You may have the fee paid directly to you (\$10 as of 6/03) but do not charge RMTA for labels.
  - Take to meetings an attendance sheet, application forms, name tags (1st meeting and as requested)
  - Send rebate checks and copies of updated membership lists received from the MTNA to the local treasurer, corresponding secretary and if necessary to the Newsletter Chairperson.
  - Prepare 3 copies of a written report for the executive board meetings in September and May. This report includes the latest number of members in the local association. Keep one copy for membership file, one copy for the recording secretary, and one copy for the president.

- Keep track of all expenses, which may include envelopes, stamps, paper, etc. and submit receipts at the end of the year to the local treasurer for reimbursement.
- Notify the membership of the due date for dues in the spring newsletter and the yearbook.

### Yearbook

- a. Prepare Yearbook segment for the yearbook editor. This includes updated, corrected teacher listings. (Coordinate this effort with the yearbook editor for appropriate format). Be sure to remind new and returning members that they must join or renew by August 1 in order to be included in the current yearbook.
  - b. Prepare mailing labels to the yearbook editor to label books to be passed out at the first meeting. It is likely that some members will renew after the deadline for the roster has passed. If you receive notification from MTNA that they have renewed late, be sure to have a label prepared for the first meeting for yearbook distribution. After the first meeting, mail yearbooks to any members who renew late and let the newsletter editor know to mail newsletters to these people as well. Also let the corresponding secretary know to mail postcards about the meetings to these people.
- Be responsible for any correspondence with the MTNA and VMTA. Keep copies of any written correspondence on file in the membership box. Be sure to notify the MTNA at the end of the year if the membership chairman name changes. (A special form is sent from National to use).

### Brochures

- a. The original was done by: Diamond Graphics, 2315 Westwood Ave, Richmond Va 23230 (Bill Yuhase – 353-3620)
- b. The VP name can be easily changed on the original.
- c. Quik Print made the copies
- d. The brochures can be put in music stores and sent



## **3<sup>rd</sup> Vice President, Student Recitals**

### **Responsibilities:**

- To attend meetings of the Executive Committee and Administrative Board; arrange for five student recitals during the year; prepare an annual report on the student recitals; preside over meetings in the absence of the President and First and Second Vice-President; serve on committees as needed.

### **Duties for the student recitals include:**

- Submit information for the Yearbook and Newsletters as to place and time of the recitals and the dates and postmark deadlines. The postmark deadline should be on the Monday two weeks before the recital date.
- From applications received from RMTA teachers, prepare and have printed the performance program for each recital. Applications should include the name, age, and school grade of the performer; the title of the composition to be performed, including headings of movements if applicable; the name of the composer; the length of the piece; and the character (mood) of the piece to be performed.
- Prepare a Certificate of Participation for each student to be presented at the conclusion of the recital.
- Maintain contact with the recital venue through a liason person (an employee of the recital venue). On the Wednesday before the recital, remind the liason of the upcoming recital so the hall can be ready on the appointed day. Have the number of a security or custodial person who can unlock the door if this is overlooked. The venue should set the piano in place and provide a table and trash cans for the reception. The liason also assists in scheduling dates with the venue during the summer.
- Be present and preside at all recitals. If unable to attend, arrange for a substitute. Supervise the warm-up time (one half-hour before the

beginning of the recital) and assist performers as needed, advising on proper recital etiquette.

- Arrange for an assistant to bring punch and serve it at the reception. Each teacher entering a performer will bring a plate of cookies. The Chairman will store the punch bowl, ladle, tablecloth, additional trays, napkins, and punch cups and bring them to the recital.
- Before leaving, the piano is to be returned to the far side of the chapel and covered. (Gentlemen in the audience may be asked to assist with this.) Turn off lights, pick up all programs left by the audience, clean up reception area using garbage cans provided.

**Reimbursement procedure:**

- The Chairman sends receipts for printing and reception expenses to the Treasurer. This may be done after several recitals or at the end of the season. Keep records and make budget recommendations.

## **Corresponding Secretary**

The main duty of the Corresponding Secretary is to serve as Newsletter Editor. The Corresponding Secretary may be called upon to send greeting cards such as get-well or sympathy.

### Newsletters:

The deadlines are June 30 for the Summer Newsletter, September 30 for the Fall Newsletter, December 1 for the Winter Newsletter, and April 15 for the Spring Newsletter.

Two weeks prior to each deadline, the Editor will email officers and chairmen and request information for the current newsletter. Officers and chairmen will email the editor with information by the deadline.

Editor creates the newsletter and emails it to the entire RMTA membership. Members who do not have email are sent a hard copy through regular mail.

Editor keeps receipts and submits them to the RMTA treasurer for reimbursement.

# **Recording Secretary**

Duties include:

- Take minutes and read previous minutes at the board meetings in the Spring and Fall of each year.
- Take minutes at regular meetings as needed.
- Type minutes and make copies for president's file and the secretary's file.
- Keep copies of reports from officers and committee chairmen in file with minutes.

# Treasurer

Duties include:

- Keep the Operating Checking Account (checking account), the Operating Money Market (savings account) and the Scholarship Money Market Account (savings account) current, and make all disbursements and deposits in a timely manner. Keep a file of all receipts for future use if needed. Both accounts reside at the First Capital Bank.
1. The Operating Checking Account is an interest checking account. It must have an average balance of at least \$2000.00 at all times. A balance under \$1000.00 will result in an \$8.00 service charge per month. The interest rate is credited monthly and subject to change.
    - a. The Operating Money Market Account (savings account) is maintained and transferred to the Operating Checking Account on an as needed basis. It needs to have an average monthly of at least \$1000.00. A balance in this account should be transferred to the Operating Checking Account when it falls under \$1000.00. The interest rate is credited monthly and is subject to change.
    - b. Pay all expenses from the Operating Checking Account.
    - c. Deposit all income into the Operating Checking Account.
    - d. Issue a Treasurer's Report at the end of the fiscal year to be presented at the last Board meeting of the year. Explain spending trends and make recommendations if necessary. Up to date checking and savings balances are needed at all Board meetings and the President can call for a partial report or projected budget at any time.
    - e. A finance committee will be appointed to review the books and develop a budget to be presented for approval at the last board meeting of the year.
    - f. Current and future treasurers are to invest in a bookkeeping program for posting entries and preparation of reports.
  2. The Scholarship Money Market Account must have an average balance of at least \$1000.00 at all times to avoid a \$6.00 service charge per month.. There is a limit of 6 withdrawals per month. The interest rate is credited monthly and subject to change.

- a. Donations and Play-A Thon money are deposited directly into the Scholarship Money Market Account.
- b. Money is transferred from the Scholarship Money Market Account to the Operating Checking Account to pay expenses for the Summer Music Camp Scholarship, other Scholarships, and Student Monetary Awards, Certificates & Frames.

RMTA's recurring expenses and/or receipts are:

- Programs: The budget for programs comes from the yearbook advertising receipts after expenses. Members are paid \$125.00 and non-members \$250.00. Once the check is written, it is the responsibility of the Program Chairman to give the check to the clinician on the day of the program. The board must vote on any special or additional programs that would cause us to go over budget. If we are under budget, then extra money can be used toward the following year's programs only.
- Fall Festival: All student fees are deposited into the Operating Checking Account. After the Festival, send a check to the VMTA Treasurer for the state fees. RMTA keeps the local fees (what is leftover) in our Operating Checking Account. Reimburse for expenses after receiving receipts. VMTA pays the judges and all other expenses.
- Bach Competition: All general expenses incurred by the Bach Competition are to be paid out of the Operating Checking Account. The Scholarship Money Market Account will be used to pay for the student certificates and frames and the monetary awards for the winners. The budget for each year's competition should be discussed and agreed upon at the final Board meeting when all the figures for the year are presented.
- Theory, Sight-Reading and Keyboard Skills: As with the Fall Festival, deposit all student fees into the Operating Checking Account. Send checks (or one check for both) to the VMTA Treasurer for the state fees. The chairpersons of Theory and Keyboard Skills/Sight-reading will send an accounting to the RMTA Treasurer as to how much goes to the state. However, these fees are also listed in the state yearbook if needed. See the VMTA state yearbook to check the charge per student

due to the state for the Fall Festival and Theory, Sight-Reading and Keyboard Skills.

- Each year, RMTA pays the registration fee for the President to attend the National Convention. RMTA also pays \$100.00 to the President for travel to the State Convention. This is paid only if the President plans to attend the National and/or the State Convention.
- Summer Music Camp Scholarships: Every spring, two scholarships of \$300.00 each are awarded to two deserving students to help with tuition at a summer music camp of their choice. The total \$600.00 is transferred from the Scholarship Money Market Account into the Operating Checking Account for this purpose when the checks are written directly to the music camps. If only one student applies, or if only one scholarship is awarded, the remaining \$300.00 remains in the RMTA Scholarship Monet Market Account. The money cannot be rolled over to the next year, and both scholarships cannot be awarded to one student.
- Student Recitals: The Scholarship Money Market Account money will be used to give certificates of participation to students. After the last RMTA Student Recital of the year, an honorarium check for \$250.00 is sent to the location hosting the recitals. (Currently, Margaret Bloor at St. Catherine's School). The location and fee for these recitals is subject to change.
- Yearbook: All yearbook-advertising receipts are to be deposited into the Operating Checking Account.
- Membership: The membership chairman sends checks to the Treasurer to be deposited into the Operating Checking Account.
- Order flowers when needed for illness or other occasions. RMTA has an account at Coleman Brothers Florist 262-8681m Acct. #35913
- Miscellaneous Expenses/Receipts:

a. When RMTA hosts the VMTA Conference, we are reimbursed for all of our expenses by VMTA

b. Occasionally we have made donations to organizations such as the Richmond Symphony

c. Finally, the RMTA Treasurer continually receives receipts for expenses incurred by members for mailings, printings, yearbook expenses and food. These expenses should be paid in as timely a manner as possible.



## **Bach Competition Chair**

- Retain/preserve/maintain the historical Bach Competition Files
- Provide RMTA Newsletter and Yearbook informational and application form updates on the upcoming Competition
- Select, schedule and arrange a facility for the Competition and subsequent Winners' Recital. Obtain 2 local area judges and 1 out-of-town judge.
- Receive applications and fees from teachers by a pre-set deadline and then schedule times for each student to perform and notify teachers of such performance times in advance of the Competition.
- To secure/effect the rental contract (if any) with the venue owners and arrange for the piano tuning by Competition Day.
- Prepare 3 Competition Judging Books with rating sheets for each student in each.
- Prepare Judging Ballots and Conduct Judge Balloting during the Competition.
- Receive receipts for cash expenditures by staff/volunteer personnel incurred in support of the Competition. Prepare required documentation so that the RMTA Treasurer can reimburse those individuals.
- Submit checks received and submit an expense report to the RMTA treasurer along with the names and addresses of the judges so that they can be paid.
- Provide Competition results to the RMTA Newsletter. Submit 2 copies of the report at the May/June RMTA Board meeting. Keep another copy for the Bach Competition file. Include Winners Recital program copies.
- Work with a Co-Chair to assign jobs to teachers who have students entered in the Competition. These jobs include
  - Prepare signs for the competition entry door and auditorium door.
  - Somone to photograph winners receiving prize checks and certificates.
  - Set-up the performance auditorium for the Competition the evening prior to Competition Day. Set-up a reception stand and hallway chairs for students/families while awaiting their performance time.

- A time-keeper to ensure adherence to allotted playing duration times;
- Inside monitor to ensure a quiet performance venue, escort contestants into and then out of the auditorium, provide judges with their music and to return music to the prior performer waiting in the outside hallway.
- Outside (hallway) monitors to ensure the hall is kept quiet during performance, that students are aligned in sequence, and that the student's music is opened to the pieces to be performed.
- Someone to obtain names of winning students and their teachers, prepare award certificates, obtain/prepare frames for the certificates.
- Someone to personally call all winning teachers to ensure that their students are notified.
- Someone to collect winning student names, pieces, and composers to appear in the Winners' Recital, then type/prepare the program brochure, reproduce about 100 copies and bring it to the Winners' Recital.
- A Receptionist to greet arriving students, verify the correct spelling of their names, their teacher, and the correct spellings of their pieces and respective composers.
- Hospitality host/hostess to setup the room and provide coffee/pastries for the judges at the start of the Competition and for a mid-morning break and to provide beverages and a light lunch for the judges about noon on the Competition day. Then to clean-up following the Competition.
- Hospitality host/hostess to setup tables and chairs in the reception room for the Winners' Recital Reception the day following Competition day and to provide/serve refreshments and beverages for the Winners' Reception. Then to clean-up following the reception.

## **Bylaws Chairman**

Duties include:

The Bylaws Chairman will review the Constitution (Bylaws) regularly and advise the President when changes are needed. The Bylaws Chairman may receive requests for changes from members to be brought to the Executive Committee. The Bylaws Chairman will prepare written amendments to present to the Executive Committee for discussion and a vote; approved amendments will be sent to the general membership in a timely fashion for voting at the next general meeting. The Bylaws Chairman shall handle all correspondence that is needed for the re-printing of amended bylaws.

# Central District Auditions Chairman

Duties include:

Before Auditions:

- Secure a date and place; ask for letter of confirmation
- Submit date, place, and deadline to editors of RMTA and VMTA yearbooks and RMTA Newsletter.
- Select judges

After entries are in to the chairman: chairman's expenses with receipts.

- Set up audition schedule and send to teachers
- Prepare judges' sheets
- Fill out certificates for participants
- Send judges a schedule, sample judging sheet, repertoire list, and directions to place
- Make lunch arrangements
- Pick up key to building

After Auditions:

- Type a report which includes place, date, number of participants and teachers, names of judges, 1st place winners, alternates, 2nd place, 3rd place, and honorable mentions for each level, and teachers' names.
- Send 3 copies of report to VMTA spring meeting, 2 copies of report to RMTA spring meeting, and 1 copy of report to RMTA newsletter editor Keep 1 report for the Central District Auditions file.
- For VMTA Newsnotes, e-mail report to state editor.
- Send VMTA treasurer names of all 1st place winners and alternates including addresses, send names and addresses of judges with amount each should receive, and send amount of chairman's expenses with receipts.
- Send students' judging sheets and certificates to their teachers.
- Write thank you notes to judges. Also write thank you note to place of auditions requesting date for the next year

# **Certification Chairman**

Duties include:

To actively promote the Certification program among RMTA members, to keep members informed of any changes in the certification process, and to give assistance and support to RMTA teachers that wish to pursue certification.

The purpose of Certification is to promote recognition of music teaching as a profession. Goals of Certification are as follows:

- To recognize professional and pedagogical competence within the membership of the RMTA.
- To promote the highest standards of music teaching through continuing education and professional involvement.
- To identify for the public qualified instructors who are committed to excellence in the profession.
- Submit 2 copies of annual report at RMTA Board meeting. Keep 1 copy for Certification file.

# Communications

The President activates the Telephone Committee.

Duties include:

- Special Circumstances: If an event is cancelled or postponed, each member is notified by telephone.
- Deaths: If a member or member's spouse or child dies, the entire membership is called.

## Fall Festival Chairman

Duties include:

- Secure a location and date for the Festival. (For the past several years this event has been successfully held at the University of Richmond, Booker Hall.)
- Select rooms and pianos to be used at the location. Confirm this with a written letter to the program facilitator of the location.
- Verify the tuning of the pianos with the program facilitator of the location.
- Present information about the festival including purpose and requirements at the September meeting. Be responsible for assigning all festival workers including judges, monitors, runners, hospitality, certificates, phone callers, registration table, room set up and clean up.
- Consult with the State Chairman for recommendations and decisions as needed.
- Prepare information and all forms (judging, applications, etc) for local and state newsletters and the local yearbook as needed.
- Prepare schedules and instruction sheets that include student performance times, student instructions, monitor and judging assignments, mailing labels, room signs and direction signs, a map with directions to the location including where to park.
- Mail information from #7 above to all teachers and workers 10 -14 days before festival.
- Schedule a meeting for judges only prior to the beginning of each session of the festival. Plan to review judging criteria and guidelines at this meeting.
- Prepare teacher mailing envelopes for final judging sheets.
- File appropriate insurance forms.
- Organize room materials including pens, pencils, paper clips, note pads, judging sheets, a.m/p.m. schedules, instructions and suggestions for judges sheets.
- Arrive early at the location on the day of the festival to supervise set-up and post signs.
- Collect completed judging sheets during the festival or assign runners to collect sheets. Record ratings into a designated audit book. Organize these sheets into prepared teacher mailing envelopes to be sent out after the festival.

- Keep track of all expenses and send a financial report to the State Chairman and State Treasurer. Send entrance fee checks to RMTA treasurer with breakdown of students and fees.
- Have Hospitality Chairman send receipts to local treasurer.
- Write and send a thank you note to all festival workers.
- Prepare a final report for the State Chairman regarding number of participants and levels performed and total numbers of ratings received at each level.

(Note: This job works best with two co-chairs working together.)



# Historian

Duties Include:

- Report directly to the President.
- Attend each RMTA meeting and event and take photographs to document RMTA activities.
- Keep a scrapbook of RMTA newspaper articles, programs, pictures, and other items concerning the Association and display the book at the RMTA fall potluck luncheon each year.
- Provide photos to the RMTA webmaster for the RMTA website
- Submit an annual report.

# **IMTF Chairman**

Duties Include:

- Interface with VMTA IMTF Chairman.
- Implement any directives sent from MTNA or VMTA IMTF Chairman.
- Assist any RMTA members who need help with zoning, business licenses, business insurance or business policies.

# **MusicLink Foundation**

Duties include guiding other members over the below:

The mission of the MusicLink Foundation is to provide long-term musical training to promising children in financial need across the country.

MusicLink encourages public school music teachers and other community organizations to identify students who show musical potential and links them with professional music teachers willing to provide ongoing partial to full scholarship lessons. VMTA and RMTA are proud to have been instrumental in the development of this program, dating from 1993.

Teachers interested in working with MusicLink should contact the Chapter Coordinator, or go online to [www.musiclinkfoundation.org](http://www.musiclinkfoundation.org)

<<http://www.musiclinkfoundation.org>> .

Teachers may sign up as MusicLink teachers on the website above, and enter students who are candidates for MusicLink benefits. There are many programs associated with MusicLink, like free instruments and music by participating dealers, and special awards and scholarships. Teachers may also be reimbursed for music and fees provided to the student. Check the website for more details.

## **Nominations Chairman**

It is the responsibility of the Nominations Chairman to secure candidates for the ballot and present a slate of candidates to the RMTA Newsletter editor for publication in the Spring Newsletter, and to the RMTA membership for a vote at the May Luncheon.

The Elected Offices in RMTA for which candidates must be secured include: President, First Vice President (Programs), Second Vice President (Membership), Third Vice President (Student Recitals), Corresponding Secretary, Recording Secretary, and Treasurer.

The Nominations Chairman will assemble a Nominations Committee by January of the year new in which new officers are needed. The committee will conduct its business via meetings, phone calls, and e-mail as deemed necessary by the committee chair. The Nominations Chair and Committee need to familiarize themselves with the duties of each of the elected positions.

When choosing nominees consider:

- Experience with RMTA
- Compatibility with current Executive Board members
- Proven record of responsibility and leadership through other RMTA positions
- Interest in and excitement about RMTA opportunities for teachers and students

As each Elected Officer serves a 2-year term, and is eligible to serve 2 consecutive terms, begin the process by calling the President to see if he or she will be willing to continue serving for a 2<sup>nd</sup> term. If not, it is RMTA tradition to ask the First Vice President to take the Presidential nomination. If the First Vice President declines the Presidential nomination, then the Presidential nomination should come from either current RMTA officers or Appointed Board members who have been active in current or recent RMTA business and Board meetings.

Once the Presidential Nominee is secured, continue down the list of officers in the order listed in the RMTA Yearbook. Ask each present officer to

continue in their present position, if possible. If not, ask the present officer who he or she thinks may be a good replacement.

Give potential nominees the name and number of the present officer so that they can inquire about the responsibilities of the job before taking it.

Always consider our newer members when searching for nominees. To this end, contact Chairmen of the Fall Festival, Bach Competition, Theory Festival and Skills Festivals to get their thoughts on members who have proven to be diligent, responsible, and interested in RMTA operations.

Be sure and let all nominees know that they are expected to attend RMTA Board Meetings, one of which is usually held in September before the September RMTA program, and the other in May before the May Luncheon. The nominees should also make every effort to attend the May Luncheon when they are elected and installed. The Presidential nominee **MUST** attend the May Luncheon.

# **Parliamentarian**

Duties include:

The Parliamentarian serves the President as advisor in the proper procedure of conducting a meeting. The Parliamentarian should be well versed in the content of Robert's Rules of Order. The Parliamentarian should communicate with the President or her representative before a meeting to advise on the organization of the agenda. The Parliamentarian also serves as an advisor as to proper procedure in amending Bylaws and other organizational matters.

# Playathon Chairman

Duties include:

- Secure Playathon location and piano
- Schedule event

Responsibilities **prior** to Playathon event:

- Secure a location for the event
  - Hosted at Short Pump Nordstrom in 2012
  - Hosted at Regency Square Mall in 2014
- Secure piano for the event
  - Rhapsody Piano supplied piano for 2014
  - Help coordinate delivery/removal of piano between location and supplier
- Secure any other equipment or furniture needed for the event (e.g. microphone, amplifier, tables, chairs, music stands)
- Confirm advertisement for event
- Provide the following documents to the Yearbook Editor
  - Teacher Guidelines
  - Parent Information Letter and Student Registration
  - Pledge Sheet
  - Studio Schedule
- Send information to the newsletter for all members (by deadline)
- Send out confirmation/reminder emails to RMTA members – outline details
- About two months prior to the event, collect teacher registration forms with: teacher name, number of students performing, amount of 15 minute blocks, preferred time
- Schedule all teachers/students for the event – notify teachers via email
- Check and confirm with workshop facility on all final details (parking, piano info, equipment setup, etc)

Responsibilities **at** the Playathon event:

- Be present at the Playathon to coordinate teachers and students
- Make sure the students share their Pledge sheet for validation with their teacher. Teachers will then share their Studio Schedule with the Playathon Chairman to get a tally of money being collected
- Display information about RMTA on a table during the Playathon

Responsibilities **after** the Playathon is complete:

- One month later, collect all pledges **after** the Playathon and deliver the money to the Treasurer
- Evaluate program for the future – any changes you would make?
- Keep records and correspondence for next Playathon Chairperson
- Share financial results with RMTA board (and any vote needed).
- Present 2 copies of report to the board.



# Publicity Chair

Duties include:

- Update the existing ad or create a new RMTA ad for placement in publications such as the Richmond Symphony program book, local magazines, radio, etc.
- Decide where to place the ads for best use of the advertising budget.

FYI- The advertising budget for 2011-12 was \$1500.00; 2012-13 was \$1000.00

(further duties may be added later to this role, as needed)

# Teacher Referral Service

Duties Include:

- Check the new yearbook as soon as it is out for change of address, phone numbers, e-mail address and listing of new members. Update file.
- Send e-mail to teachers before Fall to inquire whether openings are available.
- Become familiar with the geographical location of teachers.
- Submit 2 copies of annual report at the RMTA Board meeting. Keep another copy for Referral file.

# Collegiate Chapter Scholarship

## Scholarship Overview:

RMTA provides professional support to music students as part of their mission. The RMTA Scholarship Committee awards scholarships to outstanding music students who are members of the MTNA Collegiate Chapter at VCU. The funding for the scholarship comes directly from our students who raise money through performance in the bi-annual Playathon. The amount of the scholarships is based on the amount of money raised. A scholarship is given annually, in the summer, and sent to VCU directly in the student's name for tuition. The student is chosen by the Scholarship Committee and Collegiate Chapter Advisor on the basis of his/her work in the student chapter as well as the interaction with RMTA programs and events. The award recipient is announced at RMTA's opening meeting in September, and invited to attend.

## Chairman duties:

- Work with committee to select appropriate scholarship recipient
- Prepare letter of congratulations to award recipient
- Announce them at the September meeting

# **Summer Music Camp Scholarship Chairman**

Duties include:

- Submit application with the proper deadline to the RMTA yearbook editor and/or newsletter.
- When applications are received, notify other committee members and make scholarship decision.
- Notify the applicants and RMTA treasurer.
- Give the treasurer the address of the camp or camps.
- Submit 2 copies of annual report at RMTA Board meeting. Keep 1 copy for Scholarship file.

## **Sightreading & Keyboard Skills Chairman**

Duties Include:

- Negotiate with VCU a Saturday in February for testing (also include snow day). Negotiating dates can be done by either Theory Chair, Sightreading Chair or Keyboard Skills Chair.
- Inform above chairs of dates.
- Give dates to President.
- Put notice in RMTA newsletter of deadline.
- Accept and send application fees to RMTA Treasurer who will, in turn, send State portion to State Treasurer.
- Secure and train at least six judges, more if necessary. (Judges can do both sight reading and keyboard skills.)
- Obtain tests from State Chair—Sightreading and Keyboard Skills.
- Schedule tests. (If student is taking theory test, arrange testing to accommodate theory tests.)
- Inform teachers of time and place.
- Make roster (including name, time allotted, test level) and prepare tests and student reports for each judge.
- Make master roster with all pertinent information for chairperson.
- Number each room.
- After testing, collect tests and reports from judges. If judges have not totaled their scores, do so.
- Record scores.

- Send reports to teachers.
- Send report to State Chair and RMTA President. Keep a copy for Sightreading file.
- When certificates, ribbons and seals are received from State Chair send to teachers for distribution to students.

# Single-Line Sightreading Chair

Duties Include:

- Coordinate with Theory and Sightreading/Keyboard Skills Chairs on determining a testing date.
- Inform above chairs of dates.
- Give dates to President.
- Put notice in RMTA newsletter of deadline.
- Accept and send application fees to RMTA Treasurer who will, in turn, send State portion to State Treasurer.
- Choose appropriate sightreading materials for the instrument(s) represented using the criterion in the single-line instrument and/or voice sightreading syllabus.
- Schedule tests. (If student is taking theory test, arrange testing to accommodate theory tests.)
- Inform teachers of time and place.
- Administer test(s).
- Record scores.
- Send reports to teachers.
- Send report to State Chair and RMTA President. Keep a copy for Sightreading file.
- When certificates, ribbons and seals are received from State Chair send to teachers for distribution to students.

# Theory Chair

Duties include:

- Schedule the date for the tests at Virginia Commonwealth University.
- Enroll students on a master sheet by each grade level in order to call The Roll and to record grades after the tests are taken.
- Review tests and CDs for errors prior to printing.
- Get the tests printed and provide red pens, pencils, recording devices and healthy refreshments for teachers administering and grading tests.
- Organize teachers to administer and grade tests on the day of the test.
- Print signs to be put up in the testing area to direct students to the rooms, including master poster for lobby.
- Oversee administering and grading of tests.
- Send entrance fee checks to RMTA treasurer with breakdown of students and fees.
- Send certificates, ribbons, and seals to the teachers which are provided by the state chair.
- Publish report in the Newsletter and keep records of tests results in the Theory file.
- Send expenses (along with the receipts) to the RMTA Treasurer for reimbursement.
- Send report to State Theory Chair.



## **Yearbook Chairman**

**(This chairman role will be updated in early 2014 as we will be making modifications to advertisement and the yearbook on the RMTA website. Once complete, we will make the final update and notify all members)**

Duties Include:

All areas of publication of the RMTA Yearbook. The Chair serves as editor-in-chief and duties include the following:

### **SPRING**

- Send out letters to previous and potential new advertisers enclosing price lists and ad application. Ad deadline is July 30.
- Send a notice to all officers and committee chairs requesting Yearbook material by July 30.

### **SUMMER**

- Collect all yearbook information from officers, committee chairs, and advertisers.
- Collect all ad monies and distribute them to the treasurer.
- Type all Yearbook information, format the Yearbook pages, proofread the final product and carry the Yearbook to the printer for mass copying. Generally 125-150 copies are made. The Yearbook goes to press just after Labor Day.

### **FALL**

- Distribute the Yearbook to all members at the first RMTA meeting in September. The Yearbook Chair secures the RMTA mailing labels from the 2nd Vice President Member-ship and attaches the appropriate label to each book as each member receives his/her Yearbook.
- Using the remaining mailing labels, the Yearbook Chair mails a copy of the Yearbook to each member not in attendance at the first meeting.
- The Yearbook Chair mails a copy of the Yearbook to each advertiser.

- The Yearbook Chair gives 12 copies of the Yearbook to the President of RMTA. The President will then distribute those Yearbooks to other VMTA associations at the Council of Presidents meeting at the VMTA Fall Conference.
- Give any remaining copies of the Yearbook to the 2nd Vice President Membership for distribution to new or renewing members.
- A complete report including financial details should be prepared by the Yearbook Chair for presentation at the Executive Board Meeting before the first meeting in September. Make 3 copies, 2 for the Board meeting and one for the Yearbook file.