

COLORADO STATE MUSIC TEACHERS ASSOCIATION
Affiliated with Music Teachers National Association
Job Descriptions

Revised: January 2023

President	2
President Elect	3
Vice President for Membership	4
1. Community Outreach, Education and Public Relations Chair....	5
2. Social Media Chair	5
3. MTNA Foundation Chair	6
4. Collegiate Chapters Chair	7
5. Historian	7
6. Mentorship Chair	8
Vice President for Student Activities	8
1. CSMTA Concerto Chair	9
2. MTNA Competitions Chair	10
3. Student Achievement Day Chair	12
4. Rising Stars Chair	13
5. Student Theory Activity Chair.....	16
Vice President for Teacher Enrichment	16
1. Certification Chair.....	18
2. CSMTA Website Coordinator.....	18
3. Notes & News Editor	19
4. Professional Reading Program Chair	22
Vice President for Local Associations	22
1. College Faculty Forum Chair.....	23
2. Independent Music Teachers Forum Chair	23
Vice President for Conferences	24
1. Facilities Arrangements Chair	26
2. Exhibits and Showcase Chair.....	26
3. Programs Chair.....	26
MTNA Commissioned Composer Chair	27
Secretary	29
Treasurer	30
1. Grants Chair	34
2. Advertising Chair.....	34
Immediate Past President	35
Representatives at Large	35
Parliamentarian	36
Executive Assistant	36

PRESIDENT

- Presides at all CSMTA General Membership Meetings and at all meetings of the Executive Board and Advisory Council.
- Prepares Board Meeting agendas and proofreads the Board Meeting's minutes.
- Supervises all the affairs of CSMTA.
- Assures that all officers know their respective duties. Arranges for biennial distribution of Job Descriptions to Executive Board and Advisory Council members.
- Appoints chairs of standing committees and of special Committees, as needed, and performs all such other duties as are incidental to the office or required by the Executive Board.
- Serves as ex-officio member of all committees of CSMTA except the nominating committee.
- Uses the MTNA State Portal to input new officer information immediately after the annual State Conference and inputs event updates.
- Serves as advisor to the **Notes & News** Editor and proofreader for all issues. Articles, other than reports and articles from CSMTA officers and chairs, must be approved by the President.
- Furnishes the Executive Assistant with names and addresses of persons, other than CSMTA members, who shall receive digital copies of the **Notes & News**. These persons shall include the West Central Division President, the MTNA President and any other persons as requested.
- Coordinates the activities of CSMTA with those of the West Central Division of MTNA and with the Music Teachers National Association (MTNA). Attends the MTNA Leadership Summit, the MTNA Conference, and West Central Division meetings as requested.
- Serves as a member of the MTNA State Presidents' Advisory Council, which meets at the MTNA Leadership Summit and the MTNA Conference. Participates in telephone conferences when scheduled.
- Other incidental duties include, but are not limited to:
 - Writes a President's Message for each issue of the Notes and News.
 - Appoints various CSMTA chair positions if they become vacant during term, after conferring with the appropriate vice president in charge of the position.
 - Confers with the Vice President of Conferences on possible conference presenters and performers as well as any logistic and/or financial concerns.

- Assures that two members are elected at the state conference to serve with the Immediate Past President on the nominating committee.
- Makes arrangements for the installation of officers for the next term.
- Writes a letter of welcome for the CSMTA Conference booklet.
- Writes letters of congratulations to newly certified teachers, to MTNA and Rising Stars competition winners, and to persons who donate to the CSMTA Memorial Funds.
- Visits each Local Association during term, if possible.
- Arranges for biennial revision of official documents: Rules and Tools, Job Descriptions, etc.
- Serves on the Finance Committee which assists in the preparation of the CSMTA budget.
- Assigns screening of projects and inquiries from emails, phone calls, and other sources from outside CSMTA to present to the Executive Board for decisions. Uses CSMTA guidelines for information that will be passed on from emails to the appropriate persons.

PRESIDENT-ELECT

- Attends all Executive Board and Advisory Council meetings.
- Succeeds to the office of the President, at the conclusion of the President's term of office.
- In the absence or incapacity of the President, performs the duties and exercises the powers of the President.
- Works closely with the President to learn the duties of the presidency to prepare to assume that office.
- Serves on the Finance Committee, assisting in the preparation of the CSMTA budget.
- Chairs the CSMTA Bylaws Committee, which meets in the fall so any changes can be approved by the Executive Board in January and presented to the general membership in the April **Notes & News** for final approval at the annual conference in June.
- Chairs the Long Range Planning Committee.
- Coordinates the CSMTA Teacher of the Year selection using past honorees to be on the committee. Sends the winner's information to MTNA for consideration for the MTNA Teacher of the Year. Purchases a plaque or gift for the Teacher of the Year and presents it at the conference local association luncheon.
- Coordinates the annual Partnership Week with Colorado music businesses, which takes place in late August or early September of each year. This includes contacting the music businesses for their participation; submitting an announcement for the CSMTA

website, e-blasts and local association presidents; sending thank-you notes to the music businesses and including information regarding submission of checks to the CSMTA treasurer; following up with the CSMTA treasurer for the total; writing an article for website and January Notes & News with announcement of results; submitting statement regarding participating businesses to the CSMTA Chair of MTNA Performance Competitions.

- Assist and advise Vice President of Conferences during first year of term.
- Attends the MTNA Summit meeting in the year preceding taking the office of the CSMTA presidency.
- Appoints all Advisory Council chairs and coordinators for his or her term as President. This process should be complete by May of the year assuming the presidency.
- Attends the MTNA National Conference.
- Carries out the specific responsibilities assigned by the President.
- Purchases and presents a plaque or gift for the out-going President.
- May sign checks in the absence of the treasurer.

VICE PRESIDENT FOR MEMBERSHIP

- Attends Executive Board and Advisory Council meetings.
- Receives new member information from MTNA via the CSMTA Treasurer. Sends the Executive Assistant the welcome letter to be sent to new members. Updates welcome letter as needed.
- Understands the recruitment of new members is the most prominent activity of this office. Sends membership information and applications to prospective members as requested.
- Assists Local Association Membership Chairs with securing the proper application forms.
- Prints the CSMTA promotional brochures as needed, updating the information when necessary.
- Coordinates the First Time Conference Attendee Breakfast during the conference. Works with the VP for Conferences to reserve a room and a slot in the conference program. Secures a list of first-time attendees from the Conference Registrar (Secretary) and contacts first-time attendees to invite them to the breakfast.
- Presents the 50-year membership award(s) to new 50-year members during the Local Association Luncheon during conference. Purchases the award and sends receipt to Treasurer. Submits an article about the 50-year members to the N&N editor for the April issue (sent by the February 15 deadline).

Oversees:

1. Community Outreach, Education and Public Relations Chair
2. MTNA Foundation Chair
3. Student Chapters Chair
4. Historian
5. Mentorship Chair

1. Community Outreach, Education and Public Relations Chair

- Attends CSMTA Advisory Council Meetings as needed, particularly the meeting at the annual CSMTA Conference.
- Follows guidelines sent by National Arts Awareness and Advocacy Chair. Disseminates information from the National Chair to the local associations presidents regarding issues about advocacy for music education.
- Encourages local associations to become involved in their communities.
- Write articles for **Notes & News** about how local associations are reaching into the community with their musical resources.
- Contacts State Commission for the Arts for listing of arts advocacy organizations in our state. Encourages networking with other advocacy groups: MENC, NAMM, etc.
- Attends Local Association Presidents' Meeting at CSMTA Conference. Prepares PR packet for local association presidents, to be distributed at this meeting.
- Updates CSMTA Facebook page weekly.
- Contacts CSMTA Website Coordinator regularly with information for new postings.
- Builds a file about arts advocacy in the state.
- Assists President with screening of emails and phone calls that concern CO, E and PR. Serves as a resource person wherever needed.
- Attends local association meetings and shares information as requested.
- Submits a report, via their Vice President, to each Executive Board meeting. May be asked to attend an Executive Board meeting if their report recommends a change.

2. Social Media Chair

- Attends CSMTA Advisory Council Meetings as needed, particularly the meeting at the annual CSMTA Conference.
- Updates CSMTA Facebook page weekly or bi-weekly.
- Updates CSMTA Instagram page weekly or bi-weekly.
- Explores additional social media outlets present and future.

- Coordinates content with Notes & News Editor and Community Outreach, Education, and Public Relations Chair.
- Considers content, to include:
 - CSMTA news, including links to the *Notes & News* access page when published.
 - Student activity updates, including deadline reminders and highlights.
 - Conference and teacher enrichment notifications.
 - General information as it relates to pedagogy and performance, including articles, recordings, performances and other material of interest.
- Solicits and curates submissions from members

3. MTNA Foundation Chair

- Attends CSMTA Advisory Council Meetings as needed, particularly the meeting at the annual CSMTA Conference.
- Increases members' awareness of the MTNA Foundation by encouraging each CSMTA member to participate in the financial support of music education through the Foundation.
- Receives information from the MTNA Foundation and distributes to local associations as requested.
- Keeps the membership informed of the various programs and projects that the MTNA Foundation supports.
- Publishes a regular article in the ***Notes and News*** promoting the Foundation's goals and projects.
- Designs creative methods to solicit funds from the membership, such as at the state conference and local association meetings, as well as from community businesses and individuals.
- Acknowledges contributions to the MTNA Foundation in printed material or in public announcements. This may be accomplished by writing thank you notes, etc.
- Assists with the selection of a CSMTA member nominee for MTNA Foundation Fellow. The nominee for a Colorado MTNA Foundation Fellow:
 - shall have made significant contributions to their local association and the state association by serving in various capacities.
 - shall have been a member of CSMTA for 10 or more years. If a transfer member from another state, shall have been a member of MTNA for 15 years, and a member of CSMTA for 5 years.
 - shall be someone recognized throughout the state.
 - shall be selected every 1-3 years.
 - may be nominated by any CSMTA member, Local

Association or the Executive Board. Nominations shall be sent to the CSMTA Foundation Chair

- shall then be approved by members of the Executive Board
- shall then request donations from CSMTA members to fulfill the requirements to become a Foundation Fellow as established by MTNA.
- Submits a report, via his/her Vice President, to each Executive Board meeting. May be asked to attend an Executive Board meeting if his/her report recommends a change.

4. Collegiate Chapters Chair

- Attends CSMTA Advisory Council Meetings as needed, particularly the meeting at the annual CSMTA Conference.
- Assists universities, colleges, and local associations in establishing and maintaining student chapters of CSMTA/MTNA.
- Encourages programs for student members at the CSMTA conference.
- Keeps informed regarding developments of importance to student chapters.
- Recognizes student chapters in **Notes & News**.
- Maintains list of student chapter presidents for the VP for Local Associations, **Notes & News** editor and website manager.
- Submits yearly reports regarding active student chapters to the National and Divisional offices with information as requested.
- Submits a report, via his/her Vice President, to each Executive Board meeting. May be asked to attend an Executive Board meeting if his/her report recommends a change.

5. Historian

- Attends CSMTA Advisory Council Meetings as needed, particularly the meeting at the annual CSMTA Conference.
- Keeps all historical items relative to the CSMTA such as newsletters, rosters, news items, photos, memos of presidents and members, yearbooks, etc., and place them in the CSMTA files in the Music Library, College of Music, University of Northern Colorado in Greeley. (This is shared space with CMEA).
- Keeps copies of past minutes of the CSMTA Secretary and conference programs that provide a written history.
- Furnishes items for publication relative to CSMTA history as requested. Assists in researching CSMTA history as requested.
- Submits a report, via his/her Vice President, to each Executive Board meeting. May be asked to attend an Executive Board meeting if his/her report recommends a change.

- Updates the online CSMTA history annually.

6. Mentorship Chair

- Attends CSMTA Advisory Council Meetings whenever possible, particularly the meeting at the CSMTA Annual Conference, presenting updates to increase awareness of mentoring needs and responsibility within the state leadership.
- Submits routine reports, via his/her Vice President, to each Executive Board meeting. Attends Executive Board meeting if his/her report recommends a change.
- Provides each local mentorship chair with a description of mentor responsibilities and recommends proven methods to secure local mentor volunteers.
- Encourages programs for student members at the CSMTA conference.
- Encourages organizational support for new members at the CSMTA conference.
- If there is no local mentorship chair, the CSMTA Mentorship Chair encourages local association officers to connect with another local association mentoring chair, or her/himself, to support growth in their mentoring activities.
- Offers creative methods to ensure that no new member is "lost."
- Monitors local association mentoring activities.
- Submits occasional articles for Notes & News to position mentoring as a primary focus for the state.

VICE PRESIDENT FOR STUDENT ACTIVITIES

- Attends Executive Board and Advisory Council meetings.
- Is responsible for and enforces guidelines set in the CSMTA *Student Activities Handbook*. Updates handbook annually.
- Works with committee chairs (listed below), calling meetings when necessary, and is available for guidance and support. Results of each committee's proceedings are recorded and kept on file. Reports are given at CSMTA Executive Board Meetings as requested.
- Publishes notices, changes, application information, etc. in the **Notes and News**. Encourages each activity chairperson (listed below) to submit articles. Insures website information is updated for each student activity.
- Sends end of year reports to each chair listed below for completion. These reports are to include: income and expenses, numbers of students/teacher involved, program copies or schedules as applicable, comments and suggestions,

and any other pertinent information. These reports are collected and reported at the year-end to the CSMTA Executive Board.

- Collects written recital programs that give the composition title and composer for all student performances at the local association and state level. All programs should state the association's affiliation with CSMTA and MTNA. Two copies of each program are sent in July to MTNA *att: programs*.
- Organizes the CSMTA Conference Master Class. Responsibilities include creating a student application form, reviewing submissions, contacting master teacher(s) to determine performers, corresponding with each applicant, informing the VP for Conferences of the Master Class program for inclusion in the Conference Booklet and overseeing the Master Class at Conference.

Oversees:

1. CSMTA Concerto Chair
2. MTNA Competition Chair
3. Student Achievement Day Chair
4. Rising Stars Chair
5. Student Theory Activity (STA) Chair
6. Conference Master Class

1. CSMTA Concerto Chair

- Attends CSMTA Advisory Council Meetings as needed, particularly the meeting at the annual CSMTA Conference.
- Prepares for and implements all aspects of the annual competition. A committee may be formed to assist.
- Uses guidelines as published in the CSMTA *Student Activities Handbook*.
- At least 11 months in advance a committee made up of the orchestra conductor and two others and chaired by the Concerto Chair will select repertoire from the CSMTA Concerto Library. Scores are rented or purchased only when absolutely necessary. Avoids previous year's repertoire. Divisions include 3 levels of piano plus one division that rotates between strings, woodwinds/brass/percussion, and voice. Ages range from 8-19.
- Secures an orchestra and conductor. Conductor and CSMTA Concerto Chair set concert rehearsal and concert date(s).
- Sets the date and location for the competition auditions, which are conducted solely by video tape/DVD. This date will depend on the concert date. Preferably the concert date will occur in March.

- Submits all above information and application form one month in advance for publication in the July **Notes and News**. Has application form posted on the CSMTA website. A reminder about the information and application form being on the website should be prominently included in the October **Notes & News**.
- All expenses should be negotiated with the orchestra. Gives orchestra score/parts to conductor.
- Selects three judges, one of whom is the orchestra conductor. Sends a copy of guidelines, adjudication sheets and other pertinent information to each judge. Submits requisition for judges' checks to CSMTA Treasurer.
- Receives recordings from each entrant and meets with the judges. There are 3 judges for the piano division; usually a university professor, a piano teacher, and the conductor. There are 2-3 judges (including the conductor) for the rotating division, depending on the size of the division. Adjudication takes place at least a month and a half before the concert, depending on the conductor's schedule.
- Collects applications following rules in the CSMTA *Student Activities Handbook* according to deadline date. Submits entry fees to CSMTA Treasurer. Arranges a meeting for adjudicators or sends each adjudicator a video of the entrant.
- Sends a letter, completed adjudication sheets, and winner announcement to each teacher and the conductor.
- Winners must be available for rehearsal and concert dates and their teacher also attends. Gives all necessary contact information to the conductor.
- For the final performance, arranges for a piano and piano tuning if necessary.
- Chooses awards for winners, usually plaques. Presents plaques or other awards on stage after concert. It is customary to also give flowers to winners at the concert.
- Creates concert program including brief bios, CSMTA logos and information
- Collects scores after final performance and writes thank you notes to all involved.
- Publishes winner information in the **Notes & News**
- Submits a report, via his/her Vice President, to each Executive Board meeting. May be asked to attend an Executive Board meeting if his/her report recommends a change

2. MTNA Competitions Chair

- Attends CSMTA Advisory Council Meetings as needed, particularly the meeting at the annual CSMTA Conference.

- Submits a report, via his/her Vice President, to each Executive Board meeting. May be asked to attend an Executive Board meeting if his/her report recommends a change.
- Consults with MTNA Director of Competition with concerns or problems.
- Follows all established guidelines published by MTNA.
- Schedules Performance Competition.
- Obtains competition handbook via the MTNA website.
- Selects judges for all levels of competition.
 - Out-of-state judges are not hired.
 - Obtains checks for judges from CSMTA Treasurer
- Invites each winner and/or representative for Performance and Composition to perform at the CSMTA Annual Conference.
- Provides articles for Notes & News and updates for the CSMTA website
 - April—Date and location of competition
 - January—Results of state and division performance and composition competitions
 - July—Article encouraging participation
- CSMTA receives ½ of each entrant's fee.
- Entry forms and competition rules are provided by MTNA at the website.
- MTNA handles all entries and initial entrant money.
- Oversees Coordinators for Performance and Composition Competitions
- Refers to the MTNA Colorado Competition information in the CSMTA Activity Handbook regarding items unique to Colorado.
- Contacts all Colorado state and division winners, after verifying with WCD Chair and National Chair that winners performed at respective competitions, to inform them that they will be receiving a CSMTA travel stipend in the amount of \$200 per performer. Winners must submit their full name and address to the MTNA Chair. Chair submits requisition to the Treasurer for all stipend checks, and mails them to the individual winners.

Performance Coordinators: Junior, Senior, Young Artist, Chamber

- Downloads Competition Handbook
- Prints applications of each entrant
- Directs concerns to State Chair
- Follows all established MTNA guidelines
- Attends Advisory Council Meetings
- CC's State Chair on all email communications

- Submits expenses to CSMTA Treasurer within 3 days after competition
- Winners and/or representatives will be invited to perform at the CSMTA annual conference.
- Refers to the MTNA Colorado Competition information in the CSMTA Activity Handbook regarding items unique to Colorado.

Composition Coordinators: Elementary, Junior, Senior, Young Artist

- Responsible for overseeing State Composition Competition in accordance with the MTNA Competition Guidelines
- Directs concerns to National Composition Coordinator
- CC's State Chair on all email communications
- Secures judges following MTNA guidelines, in consultation with State Chair
- Prints applications of each entrant
- Determines winner through the system outlined in the Judging Procedure document
- Uses online system to complete and submit reports following completion of the competition
- Sends a report of winners to the State Competition Chair
- Secures judges check(s) from the CSMTA Treasurer
 - Judges receive \$20 per composition when there are fewer than 7 composition entries. For 7 or more entries, each judge receives 1/3 of the total rebate received by CSMTA from MTNA for the composition competition.
- Attends Advisory Council Meetings
- Submits expenses to CSMTA Treasurer with 3 days after competition
- Winning and/or representative compositions will be invited to perform at the CSMTA annual conference.
- Refers to the MTNA Colorado Competition information in the CSMTA Activity Handbook regarding items unique to Colorado.

3. Student Achievement Day Chair

- Attends CSMTA Advisory Council Meetings as needed, particularly the meeting at the annual CSMTA Conference.
- Updates CSMTA Student Activities Handbook information as needed.
- Arranges for revisions and/or updates of tests and materials as needed. Assistants are secured to provide area expertise, proofreading and typesetting.

- Directs Local Association Chairs and CSMTA Members to the *CSMTA Student Activity Handbook* and *CSMTA Website* for:
 - Certificates
 - Guidelines
 - Practice Tests
 - Tests
- Works with CSMTA Webmaster to secure passwords to Certificates and Actual Tests for Local Association Chairs.
- Assists Local Associations
 - In establishing Achievement Day
 - With questions or concerns
- If possible, compiles number of local associations, number of participating students and teachers each year.
- Submits a report, via his/her Vice President, to each Executive Board meeting. May be asked to attend an Executive Board meeting if his/her report recommends a change

4. Rising Stars Chair

Overview: Assumes responsibility for coordinating and administering the Rising Stars Festival, in accordance with the Student Activities Handbook. Rising Stars consists of three parts: the preliminary Western Slope round, the main festival in central Denver and the Rising Stars Winners Showcase at CSMTA Conference. Reports to the Vice President for Student Activities.

General:

- Submits the following to the VP for Student Activities: Updates before each CSMTA Executive Board meeting; income/expense report and participation report after the event.
- Attends CSMTA Advisory Council Meetings as needed when proposing changes and revisions to Rising Stars Activities, particularly the meeting at the annual CSMTA Conference.
- Develops and updates a procedural guideline for succeeding chairs.
- Prepares news articles concerning Rising Star events for Notes & News.
- Works closely with and assigns specific duties from the following list to the Rising Stars Assistants.

Western Slope Coordinator:

- Responsible for securing judges, preparing program, and assisting with running the preliminary round.

Facilities Coordinator:

- Responsible for performance venue, and interfacing with other RS committee members.

Adjudication & Hospitality Coordinator:

- Responsible for securing all judges as well as coordinating their schedules.
- Will also help with comment sheet organization and distribution. Coordinates and provides for lunch.

Scheduling Coordinator (Rising Stars Chair):

- Oversees coordinators, and is responsible for performance schedule and program book.

Volunteer Coordinator:

- Creates the volunteer signup, communicates responsibilities with participating teachers, secures additional volunteers as needed (including for STA), and helps at Registration Desk. Each volunteer's hours based on # of students entered.

Awards Coordinator:

- Responsible for ordering RS certificates, ribbons, trophies. Arranges multiple day awards ceremonies for RS/STA.

Rising Stars Festival Event in Denver and on the Western Slope:

- Creates and annually updates festival registration forms-online and for Notes & News.
- Secures facilities and necessary pianos for Rising Stars Festival.
- Assures correct entry fees are paid by teacher and students.
- Approves repertoire.
- Secures judges. Informs them of compensation, work procedure and schedule. Provides lunch. Requests judges' checks from the treasurer.
- Creates student audition schedules (including times for final rounds) and informs participating teachers who, in turn, notify their students of audition times and locations.
- Assigns volunteer jobs to participating teachers. Volunteer jobs may include: front desk staff, inside monitor, outside monitor, practice room monitor, judging room staff.
- Obtains warm-up spaces.
- Places printed schedules on performance room doors.
- Secures and coordinates photographer activities.
- Obtains photo permission from parents of students.
- Prepares certificates for all entrants.

- Orders sufficient trophy and ribbon awards.
- Assures pianos are tuned and processes payment for tuning.
- Prepares evaluation forms.
- Prepares evaluation sheet envelopes for participating teachers. Mails any remaining envelopes to teachers after the festival.
- Immediately announces competitive Rising Star finalists by identifying number through postings in the facility. Immediately announces winners by name through postings in the facility, CSMTA website, Facebook, and award ceremonies, if time allows.
- Coordinates decision making with VP for Student Activities and CSMTA President as unusual or unexpected situations arise.
- Prepares and prints the festival booklet, including all performers' times and locations, as well as any ads secured by the Advertising Chair
- Maintains contact with Grand Junction MTA and Four Corners MTA regarding the Western Slope preliminary round--location, number of students, potential judges/live streaming, etc.

Rising Stars Winners Showcase:

- Contacts competitive winners to find out how many will perform in the Showcase at CSMTA Conference.
- Creates and arranges for printing of Showcase program.
- Coordinates event scheduling details with VP for Conferences (time, location, pianos, media, etc.).

5. STUDENT THEORY ACTIVITY CHAIR (STA)

- Attends CSMTA Advisory Council Meetings as needed, particularly the meeting at the annual CSMTA Conference.
- Assists Vice President for Student Activities in publishing forms in **Notes & News**.
- Provides October *N&N* articles with STA information.
- Provides an e-blast with reminder of STA dates and registration deadline.
- Provides STA information to RS Chair for inclusion in all appropriate RS notices.
- Provides STA information and registration as a link on the RS website registration page.
- Awards medals to STA students with perfect scores and Ribbons to others.
- Works with RS awards coordinator, schedules times for STA award ceremonies in the RS day schedule. Ceremonies to be directed by STA chair.

- Provides names of STA teachers and students that are to be listed in the RS program booklet.
- In cooperation with the RS scheduling coordinator, procures additional theory room teacher jobs, as needed.
- Collects STA Registration forms for theory tests and registration fees by mid-February deadline.
- Responds to inquiries made by CSMTA members regarding KITS materials or other related questions in preparation for STA.
- Orders KITS (Keynote Independent Theory Service) tests from testing company by the end of February.
- Organizes the STA materials (tests, check-in information, ribbon/participation awards, etc.) in preparation for efficient testing processing on the theory test date(s).
- Makes (or makes arrangements for) a certificate of participation for each student.
- Orders ribbons for STA students: Blue (or Gold) (95-100%), Red or (Silver) (90-94%), White (or Bronze) (80-89%).
- Works with Rising Stars chair to coordinate room assignments and times for theory testing.
- Schedules participating STA teachers to help with administering and grading the STA tests.
- Prepares a written report for the July **N&N**.
- Reports CSMTA student theory testing results to KITS, the test provider.
- Submits a report, via his/her Vice President, for each Advisory Council Board meeting. May be asked to attend a meeting if his/her report recommends a change.

VICE PRESIDENT FOR TEACHER ENRICHMENT

- Attends CSMTA Executive Board and Advisory Council meetings.
- Coordinates all activities relating to continuing education for members.
- Writes articles in each **Notes and News**. Writes and/or solicits writers for both columns, "Music Stand" and "Websites of Interest" (columns instituted by previous VP-TE's). All articles/columns should benefit all musicians, not just pianists. "Music Stand" articles 650 words or less.
- Oversees information submitted for the Teacher Enrichment Corner in the **Notes and News**, to make certain that it fits the guidelines for submission as determined by the past and present VP of Teacher Enrichment.
- Solicits listings for educational events for inclusion in *Notes & News*.

Purpose

Events advertised in the VP Corner are to broaden educator awareness of educational events for Colorado teachers and students.

Parameters for Inclusion

As *Notes & News* is offering free advertising for Colorado educational events, certain parameters for inclusion are warranted and include:

- Events must be non-profit such as festivals, competitions, master classes, workshops, etc., provided by educational institutions, organizations, and even for-profit businesses *if* the event is **not** promoting merchandise, an individual, or the business.
- Events of Colorado music stores, especially those in partnership with the CSMTA Memorial Fund, may be included if the tone of the event is educational and not a business promotion.
- No independent studio, faculty, or personal recitals/performances will be included noting the following exception: Recitals included *as part of an event or festival* may be included, N&N listing the name of the artist, date, and time of performance only.
- All university based educational events including music workshops, master classes, camps, and festivals that are open to the public, to pre-college age, adult, and college student participation may be listed.
- University performances and faculty recitals will not be advertised.
- Submit the basic information for the event as an announcement in the Teacher Enrichment Corner. The submission should be max 75 words plus date/event title/contact.

Contacts: CSMTA Business Partners:

Schmitt Music, My Music Skool, Woods & Sons Piano Company, Piano Center of the Rockies, Rockley Music Center, Graner Music, Lafayette Music, Boulder Piano Gallery, Classic Pianos.

Educational Institutions:

University of Colorado Boulder, University of Denver, University of Northern Colorado, Colorado State University Fort Collins, University of Colorado Denver, University of Colorado Colorado Springs, Colorado State University Pueblo, Colorado College,

Community College of Denver, Colorado Mesa University, Fort Lewis College, Adams State University, Pikes Peak Community College, Arapahoe Community College, Regis University, Red Rocks Community College, Colorado Christian University, Western State Colorado University)

Oversees:

1. Certification Chair
 2. CSMTA Website Coordinator
 3. *Notes & News* Editor
 4. Professional Reading Program Chair (PRP)
- Submits Chairs' reports at each Executive Board meeting

1. Certification Chair

- Attends CSMTA Advisory Council Meetings as needed, particularly the meeting at the annual CSMTA Conference.
- Promotes the MTNA Professional Certification Program.
- Follows the guidelines of the MTNA Certification program and acts as the communication link between MTNA and local association certification chairs.
- Oversees the certification mentoring program, pairing up applicants with a Nationally Certified Teacher of Music (NCTM), when requested.
- Administers examinations as directed by MTNA.
- Organizes and presents certification sessions for local association meetings and/or state conferences as requested.
- Writes articles about newly certified teachers for the ***Notes & News***.
- Submits a report, via his/her Vice President, to each Executive Board meeting. May be asked to attend an Executive Board meeting if his/her report recommends a change

2. CSMTA Website Coordinator

- Attends CSMTA Advisory Council Meetings as needed, particularly the meeting at the annual CSMTA Conference.
- Understands computers, the web and CSMTA website's Content Management System.
- Acquires knowledge of computer programs available for music studio use
- Works with the Executive Assistant on updating the CSMTA website.

- Makes certain that our domain name contract is kept current so CSMTA can maintain the website name, comusicteachers.net.
- Works with CSMTA treasurer to keep the host site contract current.
- Tries to answer technology questions that are asked by CSMTA members.
- Publishes information on how to download the **Notes & News**.
- Maintains the CSMTA Facebook page or requests COEPR Chair to do so.
- Works with the President on creating and sending CSMTA email blasts. Maintains the list of members current in the CSMTA mailchimp account which is used for the email blasts.
- Maintains the CSMTA jotform account which is used to provide the advertising form.
- Submits a report, via his/her Vice President, to each Executive Board meeting. May be asked to attend an Executive Board meeting if his/her report recommends a change.

3. **Notes & News Editor**

- Attends CSMTA Advisory Council Meetings as needed, particularly the meeting at the annual CSMTA Conference.
- Begins N&N Editor term with October issue.
- Copy deadline is the 15th of the month preceding the month before the publication date. (i.e.: May 15 is the deadline for the July issue. Copy is sent to the Executive Assistant by the 25th of the month, or as determined by coordinating with the Executive Assistant.) Newsletter publication dates are July 1, October 1, January 1, and April 1.
- Sends all information to the Executive Assistant via email.
- Uses back issues of **Notes & News** online as reference for articles to include in each issue.
- Includes in each issue:
 - President's Message from the President
 - Membership Updates-from the Executive Assistant
 - Executive Board Meeting Highlights-from the Secretary
 - Who's Who-a listing of Executive Board and Advisory Board members-edit for accuracy and updates
 - Local Association Presidents-edit for updates
 - Memos from MTNA. (If editor is not automatically getting these, be sure to get on their email list.)
 - CODA-calendar that lists CSMTA events

- Certification news-from Certification Chair
- Email opt out weblink which will enable us to send the newsletter electronically, sending hard copy only to those who explicitly request it
- Follow the *Notes & News* publication policy
- Announcements in Teacher Enrichment Corner-generally short, and can come from non-CSMTA sources. See publication policy. Announcements have been from non-profit public institutions such as colleges and universities, orchestras, scholarship programs, auditions, workshops sponsored by N&N advertisers (e.g. Rockley's), reminders about previously published information and deadlines, news about individual members of CSMTA. *Important: Use judgment as to what is appropriate to use as an announcement. In the past, some people and organizations have tried to take advantage of our publication for advertising for their own gains. Current VP of Teacher Enrichment & previous VP of Teacher Enrichment are clarifying parameters regarding these announcements for January 2017 N & N. E.g., articles promoting publications for sale are generally NOT appropriate here; however, the seller may take out (and pay for) an ad that prints their article.*
 - Student Activities Information
- Includes seasonal items:
 - MTNA Competition winners-from MTNA Competition Chair
 - CSMTA Conference. The April issue is dedicated to conference, but dates and reminders should be in each newsletter. Initial registration forms, master class applications, and hotel information are mentioned in the January issue. *Important: Send a draft copy of all conference copy to the VP for Conferences to check before you send any copy to the Executive Assistant.*
 - Rising Stars Festival
 - PRP info in July issue-from PRP Chair. Ask the PRP Chair to recruit people to write book reviews of PRP books to be published throughout the year.
 - DAMTA Fall Course in July issue-from DAMTA representative

- Concerto Competition information in July issue-from Concerto Chair
- Local Association News, including Presidents' names, email addresses, and phone numbers, meeting times and places, and titles of the year's programs and special events, in October issue-from VP for Local Associations. *Important: It will take the VP for Local Associations most of the month of July to obtain this information. Alert the VP for Local Associations in June and give them the URL to the CSMTA template so that nobody-has to spend extra time revising the information. Copy/paste the information into a document, and format for publication. Ultimate responsibility for readability, consistency, completeness and accuracy rests with you. Be prepared to do much follow-up.*
- The July issue is dedicated to recapping the spring Rising Stars Festival and the June CSMTA Conference. *Important: For Rising Stars information-Give the VP for Student Activities a template to fill out electronically to guarantee accurate information on Rising Stars results. For CSMTA Conference information-Alert appropriate contributors ahead of time to get correct information before the end of conference.*
 - Teacher of the Year (you can ask for this ahead of time-keep this confidential)-from the President-Elect
 - Local Association of the Year (again, keep this confidential)-VP for Local Associations
 - Arrange for pictures of Rising Stars student winners and honorable mentions
 - Arrange for pictures of Teacher of the Year, Local Association of the Year and candid shots of Conference. VP for Conferences will help with this.
- Includes feature articles when possible. Some previous examples include: Independent Music Teacher stories; "Music Stand" for non-pianists (VP-Teacher Enrichment), "Websites of Interest (VP-Teacher Enrichment), National awards for Local Associations, MTNA Competition winners, MTNA Fellows, 50-year members; Technology Corner; College Faculty Forum; Scholarship winners; Special Local Association events (e.g.

Spookathon, responses to Hurricane Katrina); Outreach Opportunities; In Memoriam; Reports from Vice Presidents or Advisory Council members; Articles submitted through peer review process (through VP for Teacher Enrichment); Interview Conference Artists

- Includes pictures when appropriate, transferring them electronically
- Organizes an editorial board-to review manuscripts of articles to be considered for publication (see Standing Committees in the Rules and Tools document). This committee may accept or decline the reviewed manuscripts, or send the manuscripts back to the authors for revisions. Editorial board helps with proof-reading after the first draft is laid out. The editor makes a schedule of when each committee member reads the draft, so they can plan, and efforts are not duplicated.
- Follows CSMTA guidelines for printing appropriate articles.
- Submits a report, via his/her Vice President, to each Executive Board meeting. May be asked to attend an Executive Board meeting if his/her report recommends a change.

4. Professional Reading Program Chair

- Attends CSMTA Advisory Council Meetings as needed, particularly the meeting at the annual CSMTA Conference.
- Reads expectations of participants in the CSMTA *Rules and Tools* document.
- Secures seminar leader at least one year in advance of state conference. Directs them to select a topic and three books for members to read.
- Secures book list from seminar leader and publishes it in **Notes & News** and has list available at prior year's conference.
- Writes an article related to the PRP books for each issue of **Notes and News**.
- Works with Vice President for Conferences to assure a 50-minute slot for seminar at state conference and assures that seminar leader's bio and photo are published in the conference booklet. CSMTA will waive the early registration fee for the presenter.
- Presides at conference PRP seminar.
- Maintains history of this event for future chairs.

- Submits a report, via his/her Vice President, to each Executive Board meeting. May be asked to attend an Executive Board meeting if his/her report recommends a change.

VICE PRESIDENT FOR LOCAL ASSOCIATIONS

- Attends CSMTA Executive Board and Advisory Council meetings.
- Follows up with all Local Association Presidents in July/early August to make sure that they have submitted their association's information for the October Notes & News. (There is an electronic form for this on the CSMTA website.)
- Serves as Local Association Chair unless another individual is chosen for this position.
- Establishes close communication with local association presidents through regular emails/mailings and visits.
- Provides necessary liaison between the National Local Association Chair and all local association presidents.
- Provides assistance to local association presidents whenever needed and answers all communications promptly.
- Organizes and conducts informative meetings for local association presidents during the state conference.
- Organizes and presides over the Local Association Luncheon at the CSMTA state conference. (Plans the agenda, arranges for speaker, presentations, head table, introductions, decorations, door prizes, etc.).
- Encourages the affiliation of new local associations within the state.
- Selects Local Association of the Year Award by asking local associations for information on their year's activities. Arranges to have that association's name engraved on a traveling plaque.
- Keeps files up to date, i.e. current local association bylaws which are compliant with MTNA; Local Association of the Year Award; and all correspondence.
- Oversees:
 1. College Faculty Forum State Chair
 2. Independent Music Teachers Forum Chair

1. College Faculty Forum Chair

- Attends CSMTA Advisory Council Meetings as needed, particularly the meeting at the annual CSMTA Conference.
- Keeps national chair apprised of CFF activities and/or professional concerns at the state level.
- Recommends college music faculty initiatives, projects, and/or

services to national chair.

- Update email list and send out quarterly reminders.
- Submits a report, via his/her Vice President, to each Executive Board meeting. May be asked to attend an Executive Board meeting if his/her report recommends a change
- Encourages college music faculty within state to:
 - Join CSMTA and MTNA.
 - Attend CFF sessions at national conference.
 - Actively participate in CSMTA/MTNA meetings/activities.
 - Submit blogs or articles to **Notes and News** and **American Music Teacher Magazine (AMT)**.
 - Maintain close ties with local association in his/her city.

2. Independent Music Teachers Forum Chair

- Attends CSMTA Advisory Council Meetings as needed, particularly the meeting at the annual CSMTA Conference.
- Oversees activities and concerns of the IMT on the state and local levels.
- Communicates pertinent information to the national IMTF chair.
- Is familiar with the MTNA publications, including pamphlets with insurance information, etc.
- Contributes a column discussing an item of interest to the IMT for each issue of the **Notes and News**.
- Plans a session for the CSMTA conference addressing IMTF issues, as requested.
- Attends IMTF session at national conference and reports back to state and local chairs issues and items discussed.
- Prepares and distributes to the membership, in collaboration with the state president, questionnaires or surveys to gather information on important issues or concerns that may arise.
- Submits an annual report to the National IMTF Chair, when requested.
- Communicates with the National IMTF Chair regarding any problems or items of concern pertaining to occupational licensing, zoning, or other legal matters.
- Maintains a file to be passed on to the next state chair.
- Submits a report, via his/her Vice President, to each Executive Board meeting. May be asked to attend an Executive Board meeting if his/her report recommends a change

Vice President for Conferences

- Attends CSMTA Executive Board and Advisory Council meetings.

- Uses previous Vice President's time line for attending to details.
- Begins search for conference site 15 months in advance. Visits possible sites and discusses meeting rooms, guest rooms, prices, meals, parking, etc. After conferring with Executive Board, secures contract. Stays in contact with site host and caterer about needs and/or changes.
- Works with Executive Board/President in searching for a conference artist and works with treasurer in writing a contract. The contract will specify the artist's fee and any travel expenses that will be the responsibility of CSMTA
- Submits call for presentations for publication in July and October **Notes and News**. Application deadline will be included in the call. Applications must include a full session abstract, short session description, full bio, short bio and a headshot of specified minimum quality. The short description, short bio and headshot will be used in the N&N and the conference booklet for accepted proposals.
- Sends letters of confirmation to all presenters. Obtains bios and session descriptions from guest artist, commissioned composer and PRP Seminar Leader. Checks on special needs for presentation, such as AV equipment and sound systems.
- Writes article for January **Notes and News** about Conference, including guest artist and programs.
- Prepares budget not exceeding \$14,000, seeking advice from treasurer and Executive Board when necessary. Sets registrations fees, including discounted registration fees for session presenters. Out-of-state presenters may be paid a small fee, at the discretion of the conference chair and the treasurer.
- Submits piano bids to dealers that are capable of fulfilling needs of CSMTA that are specified in the bid, including having pianos tuned
- Publishes registration form, hotel/meal information and complete conference schedule in April **Notes and News**.
- Contacts Local Association Chair for luncheon needs, including space, meal, etc.
- Screens program and program proposals and selects those to be included in the conference. May appoint a program committee to help with screening.
- Notifies presenters about the acceptance or rejection of their program proposals
- Confers with Executive Board and State Chairs when scheduling the conference presentations, including CSMTA Commissioned Composer, PRP seminar and performance time for MTNA

winners/representatives (both performance and composition). Programs should not conflict with CSMTA Board and/or General Membership meetings, Local Association Luncheon, and other special events, etc. Time is scheduled for attendees to visit the exhibits.

- Secures a CSMTA member to introduce each workshop [alternatively a Representative-at-large may take this responsibility]. Decides if a door monitor is necessary to check that each attendee is a conference registrant.
- Submits all information in typed format to Executive Assistant who will do final layout for the conference booklet.
- Arranges for conference information to be posted on the CSMTA website.
- Presents survey/questionnaire to attendees (perhaps by inserting into the registration packet), to be returned at the close of the conference. Prepares results for presentation to Executive Board.
- Solves minor glitches and crisis du jour during Conference.
- Sends thank you letters and/or letters of acknowledgement to presenters, conference host, etc.

Oversees Chairs for:

1. Facilities Arrangements
2. Exhibits and Showcases
3. Programs

1. Facilities Arrangements Chair

These duties may be performed by the VP for Conferences. Attends CSMTA Advisory Council Meeting at CSMTA Conference. Works with Conference Chair to assure a smooth conference.

- Handles all conference needs with the facility, including contracts for space, meals, tables/chairs, audio-visual equipment, overhead projector, etc.
- Confers with Vice President of Conferences and prepares hotel and meal registration form for **Notes and News**.
- Checks to see that rooms are locked at night (when necessary), deadline for moving pianos in/out, electrical outlets that may be needed for exhibits and workshops, etc.
- If conference is held where CSMTA may provide a Hospitality Room, appoints a 'chair' to organize this room.
- Submits a report, via his/her Vice President, to each Executive Board meeting. May be asked to attend an Executive Board meeting if his/her report recommends a change

2. Exhibits and Showcase Chair

- Attends CSMTA Advisory Council Meeting at CSMTA Conference.
- Communicates with previous and new exhibitors and informs them of conference dates. Updates online and print exhibitor information and registration forms.
- Works with Vice President of Conferences concerning each exhibitor's special needs/requirements. Assures there is ample time in schedule for teachers to visit exhibits.
- Gives secretary name information so name tags can be made. Checks to see if meals are available for exhibitors to purchase.
- Arranges showcases for exhibitors desiring a presentation time. Exhibitors often pay for this showcase.
- Works out space allocation for each exhibitor in the exhibit hall.

3. Programs Chair

MTNA COMMISSIONED COMPOSER CHAIR

- Attends CSMTA Advisory Council Meeting at CSMTA Conference.
- Designs a *Call for Composers* for CSMTA Website and July issue of *Notes & News*. (Entries to include 3 selections from body of work with recordings and bio.)
- Entries should include a curriculum vitae and 3 selections from body of work with recordings and scores. Scores and CV should be submitted in PDF format, and recordings should be submitted in MP3 format. Composers may use Dropbox or Google Drive, and link these folders in an e-mail submitted directly to the Commissioned Composer Chair for consideration. (The deadline for submissions has typically been September 15. This date may need to be earlier in order to fit the nine month requirement as listed below.)
- Arranges a committee of listener-judges to meet in September to select one composer for the award. A Colorado affiliated composer is encouraged. In the event of a large number of entries, listener-judges may be asked to pre-screen a number of entries in advance of the meeting.
- Selects composer at least seven months in advance of the CSMTA annual conference, and notifies Executive Board of the selection.
- Contacts the winner of the CSMTA Commission and secures dates, timetable for performance at the CSMTA Conference,

and verbal agreement within a reasonable timeframe after notification. A sample contract should be offered to the composer for consideration, and can be found at <https://www.mtna.org/downloads/engage/samplecommissioningcontract.pdf>.

The winning composer is responsible for these expenses: travel, lodging, performer fees.

- Contacts Executive Assistant with photo and bio of the commissioned composer for announcement on the CSMTA website and Notes & News.
- After a verbal agreement is reached and a medium and title for the commissioned work have been decided upon, the chair uses the MTNA portal to generate an electronic contract: <https://members.mtna.org/MTNACommissioning/Default.aspx> (This is typically finalized between November and January.)
- Contacts other contenders with regrets.
- Assures that composer's bio and photo are given to Vice President for Conference for inclusion in conference booklet. Works with conference chair for premiere performance time at the conference. Works with Vice President for Conference to ensure proper treatment of facilities and equipment by composer and performers.
- Prepares article for December issue of Notes & News. Includes composer photo.
- Sends premier performance information to the CSMTA Conference Chair for inclusion in the conference booklet.
- Receives copy of composition manuscript from the composer by contracted due date, which should be at least one month prior to the performance. (The deadline has typically been May 1.)
- Requests matching monetary award from MTNA at least four weeks before the performance through the online commissioning portal.
- Obtains completed W-4 from the composer and gives it to the Treasurer, along with a request for the commission check to be delivered at or before the conference.
- Remains in contact with composer and assists in preparation for performance at conference.
- Introduces composer and awards commission check at the CSMTA Conference premier.
- Obtains and uploads electronic copies of the score and a recording of the premier performance for consideration for the MTNA Distinguished Composer of the Year Award, and submits through the online commissioning portal. (Deadline has typically been on December 1.)

SECRETARY

Minutes

- Attends all Executive Board and Advisory Council meetings.
- Takes roll at CSMTA Executive Board and Advisory Council meetings, making sure a quorum is present:
 - Executive Board = 7 members
 - Advisory Council Board = 15 members
 - General Membership = 25 members
- Takes careful notes during meetings, making certain to correctly record motions. Sends a rough draft of minutes to the President within two weeks of the meetings for approval. After approval, emails a copy to each board.
- Places a copy of the minutes, along with pertinent reports, such as President's report or Treasurer's annual budget, in the Secretary's official record book.
- Records all motions passed in Secretary's file. Sends highlights of the minutes to the **Notes & News** Editor.
- Is Registrar for State Conference.
- Minutes from the Annual General Membership meeting are sent first to the President for approval and then to a minutes approval committee that is selected at the annual meeting.

CSMTA Banner

- Maintains possession of the CSMTA Banner. Brings banner to all board meetings and to the conference and Rising Stars.

Conference Registrar....before the Conference

- Is responsible for conference registration including reservations for luncheons and dinners. Works with Conference Chair to update registration form and sends to April **Notes and News**.
- After registration deadline, alphabetizes and records the registrations and meal reservations.
- Checks math on each registration and notifies registrant of any errors. There are no refunds on Conference registrations.
- Contacts Vice President for Conferences to report registration and meal counts.
- Contacts Treasurer to transfer checks.
- Prepares teacher registration packets containing nametags, meal tickets, pens, coupons, concert tickets, etc.
- Obtains a supply of money from treasurer for late registrations and sale of concert tickets. Keeps all monies clearly marked and organized.
- Makes signs to identify the registration table and to notify

members of the upcoming General Members' meeting, as well as any changes to program.

- Brings computer and printer/copy machine, if possible, to the conference.

Conference Registrar....at the Conference

- Distributes teachers' registration packets.
- Makes arrangements with Representative at Large to find volunteers to collect meal tickets and concert tickets at the door.
- Makes arrangements for extra money to be available for purchase of concert tickets at the concert door.

Other Responsibilities

- Makes Executive Board meeting space reservations if necessary.
- Obtains agenda for board meetings from President and sends email notification of upcoming meeting to each board member. Acquires directions to the meeting site for posting with the notification letter.
- Prepares correspondence the President may want sent out, such as cards of sympathy or congratulations. Treasurer may request thank you notes to be sent to those who donate to memorial funds and notes of notification to the family or person in memoriam.
- Obtains updated lists at the beginning of each fiscal year of all officers, chairs and local association presidents to ensure that the mailing list is accurate.
- Sends to Executive Assistant and the President any changes to the *Rules and Tools* that are affected by the previous year's motions.

TREASURER

- Attends all CSMTA Executive Board and Advisory Council meetings.
- Prepares the budget, chairs, and meets with the Finance Committee (President, President Elect, and Past President).
- Attends the Long Range Planning Committee meetings.

Fiscal Year

- CSMTA's fiscal year is July 1 – June 30.

Finance Duties

- Maintains custody of all funds and securities of CSMTA.
- Endorses, for collection or deposits, all checks and other negotiable instruments.
- Reads Bylaws and Rules of Procedure often to remain current on all fiscal responsibilities.
- Keeps a file of motions which affect finances.
- Pays out money as may be necessary via requisition forms.
- Fills out credit applications as needed for businesses CSMTA deals with (printers, hotels, etc.)
- Keeps regular books of accounts. Balances accounts each month.
- Secures new bank signature card when there is a change of officers.

CSMTA Dues

- Receives CSMTA dues and physical membership lists from MTNA. Online access to membership information is available to treasurer, president, membership chair and administrative assistant.
- Updates MTNA on any changes in CSMTA dues rates, including members who have attained honorary member status (either by vote or 50 year membership). MTNA requests this information annually in December for next membership cycle (July 1 – June 30).

Reports

- Presents financial reports listing finances for the current quarter and relates these figures to the current year's budget at each Board meeting.
- Sends an annual report to MTNA as requested regarding income/expenses for the Colorado portion of the MTNA competitions.
- Finance Committee prepares and presents budget for next year at conference (see Budget)
- After June 30th, completes an annual year-end report that includes next year's approved budget and sends it to the executive board members. Keeps copy of annual report and tax return in permanent file. Prepares and submits a condensed version of the report for the October *Notes and News*.

Separation and Control of Finances

- A written requisition with accompanying receipts is required for every expense reimbursement. The requisition must include the

member's name and address and reason for the expense. Requisitions are kept on file for 7 years. All requisition forms must be filled online (through the JotForm system). The past president and current president have access to the requisition form online reports.

- The immediate past president will review monthly bank statements, online copies of checks and paypal.
- The treasurer, president, and president-elect will have complete access including check signing privileges to all bank accounts, including paypal.
- The immediate-past president will have inquiry-only banking privileges.
- Periodic compilations and or reviews from a qualified professional accounting firm may be requested by the executive board.
- MTNA carries a general liability insurance policy that covers state (and local) association loss up to \$5,000 due to treasurer dishonesty.

Budget

- Prepares a proposed budget for approval by the Finance Committee (Past-President, President, President-Elect and Treasurer), which is then approved by the Executive Board and is presented to the general membership during the state conference. Checks with Vice Presidents and Chairs for possible needs to be included in the budget.
- Provides income/expense figures to any VP or Chair of a CSM TA event, so these individuals may prepare a budget for the event.

Taxes, Payroll, Colorado SOS Periodic Report and Donation Letters

- Obtains W-9 form (Request for Tax ID/address/certification) from every individual we will pay at least \$600 during the calendar year (Jan1 – Dec 31) for contracted services (judging, composer commission, conference artists/speakers).
- Processes a 1099-MISC form by January 31, using W-9 information, for any contracted work totaling \$600 or more in the previous calendar year (Jan 1 – Dec 31). The forms can be purchased and used with QuickBooks.
- Submits financial records to qualified professional accounting firm in August for tax preparation. Be sure the firm e-files the association tax return (990EZ/Schedule A) with the Federal

Internal Revenue Service and the Colorado Department of Revenue, or files an extension with the IRS by November 15.

- Sends a copy of the tax return to the MTNA Treasurer and the CSMTA President.
- Keeps copy of tax form and annual report in permanent file.
- Works with professional payroll service to process employee paycheck, pay and file all payroll taxes as required by state and national laws.
- Files a Periodic Nonprofit Corporation Report (\$10, \$50 if late) in April/May as required by the Colorado Secretary of State. Updates e-mail contact with change of treasurers.
- Files and annual Charitable Solicitation report with the Secretary of State (\$10).
- Writes and mails donation letters that include our non-profit federal tax ID number to all individuals who make a donation to CSMTA.
- Maintains a copy of the following tax numbers, licenses and documents:
 - Federal Tax ID Number, IRS Letter of Determination to MTNA and Group Exemption Letter to CSMTA from MTNA. (for proof of federal nonprofit status).
 - Exemption from Colorado Sales Tax License (make available to all persons making large purchases on behalf of CSMTA).
 - Current Registration as a Nonprofit Corporation with Colorado SOS
 - Colorado Wage Withholding License (for payroll).
 - Employee Accountable Reimbursement Plan (approved by board in 2013 and required so that expenses reimbursed to employee are not taxed as income).

Contracts

- Verifies contracts with event Chair before issuing payment.
- Contracts must fit into the budget for the particular event or line item.
- Keeps a PDF of all contracts, with a copy also retained by the Chair involved in a particular event.

Grants

- Supplies the Grants Chair with financial records as needed.
- Provides financial information for any grant application for which CSMTA applies.

Oversees

1. Grants Chair
2. Advertising Chair

1. Grants Chair

- Attends CSMTA Advisory Council Meetings as needed, particularly the meeting at the annual CSMTA Conference.
- Receives applications from local associations applying for a CSMTA local association grant. Reviews these with a committee consisting of the CSMTA president, president elect, and past president. Informs local associations of the committee's decision.
- Receives completed Disaster Relief Assistance applications from Disaster Relief Committee. Coordinating with DR Committee Chair, facilitates assistance disbursements through CSMTA Treasurer.
- Receives request for securing a specific grant from CSMTA Executive Board.
- Compiles, along with committee members, a list of potential organizations, foundations, businesses, etc. that have grants available that would be of interest to CSMTA programs and projects.
- Works with CSMTA treasurer to obtain the financial records necessary for a grant.
- Writes, or supervises the writing of, the grant and completes the follow-up that is necessary to complete the grant process.
- Reports to the CSMTA Executive Board at their regular board meetings.
- Submits a report, via his/her Vice President, to each Executive Board meeting. May be asked to attend an Executive Board meeting if his/her report recommends a change.

2. Advertising Chair

- Attends CSMTA Advisory Council Meetings as needed, particularly the meeting at the annual CSMTA Conference.
- Regularly revises the advertising order forms. Works with Executive Assistant and/or webmaster to have the advertising form posted on the CSMTA website.
- Oversees changes in advertising fees as requested.
- Maintains a spreadsheet of past and potential advertisers, and their contact information.
- Sends advertising forms and cover letters to possible advertisers, using past resources and adding new names.

Past resources include: colleges and universities, publishers, instrument repair businesses, Piano Tuners Guild, American College of Musicians, Federation of Music Teachers.

- Seeks potential new advertisers from local associations and other sources.
- Advertising workflow is as follows:
 - Advertiser fills in the online advertising order form. The system sends the order form automatically to Advertising chair, Executive Assistant, Treasurer and Webmaster. Payment is made online automatically through Paypal as part of the check-out process. No manual invoice is needed because the system is automated.
 - Advertising Chair gets camera-ready ad from advertiser. If the ad was not included in the original online order, Executive Assistant contacts advertiser to request the camera-ready ad file.
 - Executive Assistant makes sure to include the ads in the correct publications (N&N, Directory, Conference Booklet, Rules and Tools, and/or Student Activities Handbook).
 - N&N Editor proofs ads before publication goes to press.
 - Executive Assistant sends complimentary copy of publication(s) to advertisers.

IMMEDIATE PAST PRESIDENT

- Attends Executive Board and Advisory Council meetings.
- Works with incoming President to assure a smooth transition in leadership.
- Serves as an advisor to the President.
- Serves on the Finance Committee.
- Chairs the Nominating Committee. Identifies two members to serve on the Nominating Committee.
- Serves as a proof reader on the *Notes & News* Editorial Committee.
- Reviews submissions for CSMTA Conference sessions.
- Serves on the Long Range Planning Committee.
- Verifies the accuracy of the CSMTA bank account monthly statements.

REPRESENTATIVE(S) at LARGE

- Attends Executive Board and Advisory Council meetings.
- Represents the interests of the general membership.

- Acts as representative for the President when requested.
- Assumes other responsibilities assigned by the Executive Board or President, i.e. assisting with all Student Activities Events and serving on Teacher of the Year and Local Association of the Year committees.
- Makes arrangements for conference presiders at the request of the President or VP for Conferences. At conference, responsibilities include covering for anyone absent and training/explaining to presiders and ticket takers their job

CSMTA Parliamentarian

- Attends Executive Board and Advisory Council meetings.
- Provides parliamentary opinion during the deliberations of the CSMTA Board and Advisory Council meetings.
- Refers to the rules contained in the current edition of Robert's *Rules of Order Newly Revised* which shall govern CSMTA in all cases to which they are applicable.
- May be called upon by the CSMTA President for advice as needed.
- Answers any procedural questions that may arise during meetings.
- Has the power to interrupt discussion in order to provide parliamentary opinion during meetings.
- Submits a report for Executive Board or Advisory Council meetings as deemed necessary. Advises and assists in the procedure when bylaws are amended in the CSMTA Rules & Tools publication.

EXECUTIVE ASSISTANT

- Is a paid employee of CSMTA, who is hired by the Executive Board and works under the direction of the CSMTA President.

Basic Services

- Designs the printed materials for CSMTA, including the **Notes & News** quarterly newsletter
- Coordinates with the printer and mailing service for the production and distribution of all printed materials
- Corresponds with members, advertisers, and general contacts
- Maintains membership database
- Maintains website with webmaster

Publications

- Plan layout for **Notes & News** from articles, announcements, reports and advertisements received from the **Notes & News** Editor, members and advertisers
- Prepares a draft layout of publications for initial proof by the Editor.
- Typesetting and copy fitting quarterly newsletter in early December, March, June and September, for mailing on the 1st of January, April, July and October
- Makes decisions regarding design elements, solving layout problems, scanning/optimizing photos, and selecting spot color for newsletter
- Consults with Editor for clarification of material and/or additional information
- Chooses and/or corrects advertising copy, as requested or required, for inclusion in newsletter
- Makes decisions regarding layout, design and color for other publications and presents proof sheet to President and corresponding Vice President or Chair.
- Responsible for typesetting and production of annual directory of membership
- Responsible for typesetting and production of Handbooks, Rising Stars Competition Booklets, Directory, Conference Booklet, and other publications as needed
- Secures bids and selects printer for publications. CSMTA President reviews recommendations and authorizes selection of printer.

Correspondence

- Prints personalized welcome letter to new members and mails it with latest newsletter and directory.
- Designs and sends membership email blasts as submitted by the President, in addition to all other CSMTA e-blasts (24-hours advance notice is required for posting an e-mail blast)
- Responds to CSMTA email
- Handles phone calls regarding CSMTA business, including taking messages, returning calls, and directing calls to applicable office within CSMTA
- Retrieves and handles CSMTA mail
- Renews and/or forwards bills to Treasurer

Membership Data

- Updates the "Find a Teacher" online directory; provides members with directions on how they can update their contact information with MTNA, via their personal profile. Members

should report any changes to the EA for inclusion in the Updated Membership section of the N&N”

- Updates membership database with new and renewal information
- Sorts and prints reference list to use for general inquiries and inquiries about teachers in certain geographical areas, etc.

Membership Labels

- Coordinates purchase and printing of mailing labels with interested business contacts and connect them with the Treasurer, who sends an invoice via PayPal

Record Keeping

- Maintains an ongoing record of phone calls and action taken
- Maintains a log of weekly hours worked if requested by President
- Saves receipts for postage, extraordinary supplies, etc. related to CSMTA business
- Completes CSMTA Requisition Form for monthly expense reimbursement, if necessary, to be mailed to Treasurer with receipts

Website and Maintenance and Posting Refreshing current sites

- Manages files on server
- Uploads submitted content on appropriate pages
- Manages time-sensitive material on calendar
- Optimizes pictures and graphics for quick downloading
- Archives PDF versions of **Notes & News** on website
- Maintains and posts content which includes updating Web pages with new material—generally text and photos—intended for placement in the existing design layout (Needs to be sent in “copy and paste ready” electronic file format)

Miscellaneous Tasks

- Maintains lists of the CSMTA Officers and Chairs, Local Association Presidents and West Central Division (SCD) Officers and Chairman, and WCD State Presidents
- Responsible for planning and typesetting advertising forms, order forms, etc., for newsletter and mailings
- Purchases supplies as needed
- Other duties as requested by the CSMTA President within the scope of the Details of Services described herein