

SOUTH CAROLINA MUSIC TEACHERS ASSOCIATION OFFICERS HANDBOOK

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PRESIDENT

The President shall be the principal elective officer of the Association and shall preside at meetings of the Association, the SCMTA Board, and the Executive Committee. He or she shall appoint all ad hoc committees. He or she in consultation with the Nominating Committee shall appoint all non-prescribed members to the SCMTA Board. The President shall serve as a member ex officio of all committees except the Nominating Committee. He or she shall oversee the activity of the annual session and perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association. (Bylaws Article VI, Section 1)

OTHER SPECIFIC DUTIES

1. Assist the Vice-President for Membership in the preparation, updating, and distribution of the Members Handbook and assist the President-Elect with the Officers Handbook.
2. Send copies of all correspondence to the President-Elect.
3. Attend all Executive Committee and SCMTA Board meetings.
4. Attend the annual SCMTA Conference.
5. Represent SCMTA at Divisional and National meetings.
6. Assist the Treasurer in the preparation of the annual budget.

IMMEDIATE DUTIES UPON ASSUMING OFFICE

1. Urge each elected officer to suggest members to fill all positions on the board for which their office is directly responsible.
2. Obtain home, work and email addresses of SCMTA officers and board members.
3. Send the names, addresses, and telephone numbers of all SCMTA officers and board members to MTNA headquarters.
4. Set date and site for the January, September, and November Executive Committee meetings and Board meetings and send a memo to each member.
5. Remind all officers and board members to send copies of their SCMTA correspondence to the president.
6. Collect and keep copies of the Conference Handbook and NewsNotes for distribution at Southern Division and National Conferences.

DUTIES FOR SOUTHERN DIVISION AND MTNA CONFERENCES

1. Send a list of audition winners and their addresses to the SCMTA Treasurer and ask that a check be issued to them for travel expenses to compete at Southern Division.
2. Prepare a written report of SCMTA activities to be presented at the Southern Division gathering of state presidents.
3. Prepare a written report of SCMTA activities to be included in the printed Report of States at the National Conference.
4. Advise the Secretarial Service of all SCMTA officers' and board members' names for mailing lists.
5. Send a list of SCMTA students who were winners at Southern Division to the SCMTA Treasurer and ask that a check be issued to them for travel expenses to compete at the National Finals.
6. Submit names and addresses of officers and competition chairs to the Southern Division President for inclusion in the Southern Division Directory.
7. Send requests to the SCMTA Treasurer to submit payments to Southern Division for the student travel fund and other expenses.

SCMTA BOARD DECISIONS AND CHANGES

Be responsible for printing information relating to decisions and changes made by the SCMTA Board.

OBLIGATIONS TO NEW MEMBERS

During the months of January, May, and September, receive from the SCMTA Treasurer an updated list of new members.

FILES

1. Maintain a file that contains the minutes of all Executive Committee and SCMTA Board meetings.
2. Maintain a file that contains the minutes of all Southern Division and National meetings.
3. Maintain a file that contains reports of all SCMTA auditions and MTNA competitions.

AGENDAS

Prepare a written agenda for each Executive Committee meeting and each Board meeting.

SCMTA CONFERENCE DUTIES

1. One year before, pick the dates and site for the next SCMTA Conference.
2. Request a letter from the primary music official of the host institution confirming the invitation to hold the SCMTA Conference.
3. By August 15, send the President's message to the editor of NewsNotes and include encouragements for all members to attend the SCMTA Conference held that fall.
4. By October 1, remind the SCMTA Treasurer of his/her duty to maintain the registration table at the Conference.
5. Invite officials of the host institution to be guests at the Conference Banquet.

AFTER THE CONFERENCE:

Write letters of appreciation to:

Vice-President for Conferences
Local chair

Conference artist
Music official of host institution

MTNA COMPETITION DUTIES

1. One year before, select the site and dates for the next competition in consultation with the Vice-President of MTNA Competitions.
2. Inform MTNA headquarters about the competition dates and site.
3. Request a confirmation letter from the primary music official of the host institution confirming the invitation to hold the MTNA Competitions.

AFTER THE COMPETITION:

Write letters of appreciation to:

Judges
Music official of host institution

Duplicate letter to all who worked at competition
Winners/teachers

PRESIDENT-ELECT

The President-Elect shall assume all duties of the President in the absence of that officer. He or she shall serve as liaison to the Local Chapters; serve on the Finance Committee; select and prepare one major project beneficial to SCMTA; and assist the President as needed. He or she shall perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association. (Bylaws Article VI, Section 2)

OTHER SPECIFIC DUTIES

1. Attend all Executive Committee and Board meetings.
2. Attend the annual SCMTA Conference.
3. Prepare and update the Officers Handbook with the assistance of the President.
4. Form a Council of Local Chapter Presidents who meet at various times to share concerns and information.
5. Assist the President by traveling about the state and visiting local chapters when possible.
6. Serve as a member of the Conference Planning Committee for the annual SCMTA Conference.
7. Formulate a project that will be beneficial to SCMTA and will be completed within the two-year term of office.

VICE-PRESIDENT FOR CONFERENCES

The Vice-President for Conferences shall preside in the absence of the President and President-Elect; shall be responsible for securing the featured performing artists and any keynote speaker for the annual session during his or her term; serve as host to the Conference artist; serve on the Planning Committee for the annual session; and perform such other duties relating to the Conference as prescribed by the parliamentary authority adopted by the Association. (Bylaws Article VI, Section 3)

OTHER SPECIFIC DUTIES

1. Serve as chair of the Conference Planning Committee for the annual SCMTA Conference.
2. Draw up contracts or letters of agreement with featured artists and clinicians.
3. Visit the site of the host institution in the spring and meet with the local chair to finalize space needs for the SCMTA Conference.
4. Prepare and print the Conference handbook.
5. Notify the SCMTA membership of the plans for the Conference at Executive Committee and Board meetings, in NewsNotes and other special mailings, and on the SCMTA website.
6. Send registration materials (includes hotel and banquet information) to each member at least four weeks prior to the Conference.
7. Obtain supplies such as name-tags, signs, pins, etc.
8. Make hotel reservations for the Conference artists and other featured guests.
9. Request local chair to assist in hosting artists and featured guests. Ask local chair to arrange for coffee breaks, etc.
10. Secure student workers from the host institution to assist at the Conference Registration area.
11. Submit expense vouchers with receipts and bills to the SCMTA Treasurer for payment.
12. Attend all Executive Committee and SCMTA Board meetings.
13. Attend the annual SCMTA Conference.

VICE-PRESIDENT FOR MEMBERSHIP

The Vice-President for Membership shall preside in the absence of the President, the President-Elect, and the Vice-president for Conferences; shall coordinate all activity relating to recruitment, retention, and development of members; shall oversee the activity of the Certification Chair; and perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association. (Bylaws Article VI, Section 4)

OTHER SPECIFIC DUTIES

1. Suggest individuals to serve in the areas of Student Chapters and Certification.
2. Maintain a supply of membership materials.
3. Send membership information to prospective members.
4. Promote membership by:
 - a. acquiring mailing lists of teachers from various music stores
 - b. sending SCMTA information to those whose names appear on the above lists who are not currently members of SCMTA
 - c. publishing a request for prospective new members in each issue of NewsNotes
6. Maintain a list of individuals contacted about SCMTA membership.
7. Seek to establish new local and student chapters.
8. Prepare and update the Membership Directory each fall and keep the Secretarial Service informed of the names and addresses of current members.
9. Maintain the Members Handbook in consultation with the SCMTA webmaster. Provide hard copies of the Handbook to members requesting one.
10. Provide a written report for each SCMTA Board meeting.
11. Attend all Executive Committee and SCMTA Board meetings.
12. Attend the annual SCMTA Conference.

VICE-PRESIDENT FOR MTNA COMPETITIONS

The Vice-President for MTNA Competitions shall coordinate all competitions at the state level; suggest individuals to serve as performance area chairs; suggest individuals to serve as competition chairs; secure judges for competitions as prescribed in the Officers Handbook; and perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association. (Bylaws Article VI, Section 5)

OTHER SPECIFIC DUTIES

1. Secure judges for MTNA Competitions.
2. Send contracts to judges. Submit voucher for adjudicator fees to the SCMTA Treasurer.
3. Serve as primary interpreter of the rules/regulations that govern all MTNA Competitions.
4. Learn the duties of the MTNA Competition Chairs and provide leadership in the performance of their duties.
5. Prepare the competition schedule in consultation with the Competition Chairs.
6. Send information about lodging and restaurants as well as a map of the city and competition site to the judges.
7. Make lodging arrangements for judges if needed.
8. Secure individuals to assist with registration at the competitions.

9. Submit to the SCMTA Treasurer the voucher for expense reimbursement.
10. Send the Adjudicator Report to Division President, Division Competition Chair, National Director of Competitions. Keep one copy for the file.
11. Attend all MTNA Competitions.
12. Attend all Executive Committee and Board meetings.
13. Attend the annual SCMTA Conference.
14. Submit to the SCMTA Treasurer student winner names, addresses, and amounts to be paid for travel.
15. Detailed instructions for procedures can be found in the MTNA Handbook for State and Division Competition Officials.

SECRETARY

The Secretary shall record the minutes of all meetings of the Executive Committee, the SCMTA Board, and maintain files of reports from various officers; shall distribute copies of minutes in legal form to all members of the Executive Committee and the SCMTA Board; and perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association. (Bylaws Article VI, Section 7)

OTHER SPECIFIC DUTIES

1. Send copies of the minutes to each board member within two weeks of each board meeting.
2. Send copies of the minutes to each Executive Committee member within two weeks of each meeting.
3. Maintain an archive of SCMTA materials: Officers Handbook, Members Handbook, Conference Handbook, NewsNotes, minutes from meetings, and any other specific materials relating to the organization.
4. Maintain several sets of mailing labels or maintain an accurate list of email addresses of members to facilitate mailings.
5. Send memo to board members reminding them of upcoming meetings.
6. Maintain a supply of SCMTA stationery and envelopes for use and distribution to board members.
7. Attend all Executive Committee and Board meetings.
8. Attend the annual SCMTA Conference.

TREASURER

The Treasurer shall be responsible for overseeing, in cooperation with the President, all financial affairs of the Association, and shall serve as chair of the Finance Committee. He or she shall be responsible for the preparation of periodic reports to the Executive Committee, an annual report to the SCMTA Board, and perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association. (Bylaws Article VI, Section 6)

OTHER SPECIFIC DUTIES

1. Receive payments of state dues from National MTNA.
2. Pay all bills authorized by the Executive Committee.
3. Maintain files of all accounts (including receipts and disbursements).
4. Receive membership list from National MTNA office and send a copy to Vice-president for Membership and the secretarial service.
5. Prepare and present an annual budget in consultation with the Finance Committee.
6. Submit financial records for each bi-annual audit.
7. Send copies of all SCMTA correspondence to the President.

8. Attend all Executive Committee and Board meetings.
9. Attend the annual SCMTA Conference.
10. Handle registration for the SCMTA Conference:
 - a. Receive registrations.
 - b. Prepare name-tags and meal tickets.
 - c. Report the number of reservations for meals to the local host.
 - d. Supervise the registration table at the Conference.

IMMEDIATE PAST-PRESIDENT

SPECIFIC DUTIES

1. Serve as a member of the SCMTA Board.
2. Serve as a member of the Nominating Committee.
3. Serve as chair of the Past-Presidents Advisory Committee.
4. Serve as a resource person during the orientation process of his/her successor.
5. Attend all Board meetings.
6. Attend the annual SCMTA Conference.
7. Send copies of all SCMTA Correspondence to the SCMTA President.

MTNA CERTIFICATION CHAIR

SPECIFIC DUTIES

1. Encourage SCMTA members to seek MTNA certification.
2. Keep the membership informed of current information about certification received from MTNA Certification Chair.
3. Inform the membership about special educational programs at colleges or universities that prepare teachers for certification.
4. Inform the membership how South Carolina compares with other states in the number of certified members.
5. Send copies of all correspondence to the SCMTA President.
6. Attend all Board meetings.
7. Secure national Certification.
8. Attend the annual SCMTA Conference.

Suggested procedures for member certification

1. Prepare reports for each SCMTA Board meeting.
2. Inform the Editor of NewsNotes of newly certified members.
3. Maintain income and expense records. Submit income and expenses to the SCMTA Treasurer using the deposit and reimbursement vouchers.
4. Maintain a list of names of all current certified SCMTA members.
5. Follow procedures as outlined by the National MTNA Certification Chair.

MTNA FOUNDATION CHAIR

SPECIFIC DUTIES

1. Inform the membership about the MTNA Foundation.
2. Encourage and solicit contributions from members and other potential donors for the Foundation.
3. Maintain records and acknowledge receipt of gifts in writing to contributors.
4. Present receipts to contributors for tax purposes.
5. Prepare and present a written report at each SCMTA Board meeting.
6. Conduct a fund-raising drawing and solicit items to be given away at the annual conference.
7. Attend all SCMTA Board meetings.
8. Attend the annual SCMTA Conference.
9. Send copies of all SCMTA correspondence to the SCMTA President.
10. Follow procedures as outlined by the MTNA Foundation staff.

MTNA STUDENT CHAPTERS CHAIR

SPECIFIC DUTIES

1. Coordinate the establishment of student chapters in state colleges and universities.
 - a. contact music officials at state colleges and universities about the establishment of student chapters on their campus.
 - b. assist those who desire to establish chapters.
 - c. prepare and distribute literature which outlines advantages of student chapters.
2. Support the work of the student chapters.
 - a. encourage members to attend and participate in state and national conferences and MTNA competitions.
3. Prepare and present a written report at each Board meeting.
4. Attend all SCMTA Board meetings.
5. Attend the annual SCMTA Conference.
6. Send copies of all SCMTA correspondence to the SCMTA President.

MTNA COMPETITIONS CHAIRS

MTNA Composition Competition Chair

SPECIFIC DUTIES

1. Learn the rules/regulations that govern the MTNA Composition Competition.
2. Receive pertinent information from MTNA about the competition.
3. Secure judge(s).
4. Set deadline for submission of scores and applications.
5. Receive applications and scores from applicants and forward to judges along with comment sheets.
6. Receive scores and comment sheets from judges.
7. Notify winners and return scores to entrants not declared a winner.
8. Send reports to State President, Division President, Division Composition Coordinator, National Composition Coordinator, Director of Competitions.
9. Send applications and scores of winners to Division Composition Coordinator.
10. Arrange for performance of winning compositions at the annual conference.
11. Attend all SCMTA Board meetings.
12. Attend the annual SCMTA Conference.
13. Detailed instructions for procedures can be found in the MTNA Handbook for State and Division Competition Officials.

MTNA Junior Performance Competitions Chair

MTNA Senior Performance Competitions Chair

MTNA Young Artist Performance Competitions Chair

MTNA Chamber Music Performance Competitions Chair

SPECIFIC DUTIES

1. Learn the rules/regulations that govern the MTNA competitions for your area.
2. At the January board meeting or by the end of January, recommend to the Vice-President for MTNA Competitions the names of individuals who may serve as judges.
3. Receive pertinent information from MTNA about the Competition(s) for which you are responsible.
4. Receive application forms from the MTNA National Coordinator.
5. Prepare competition schedule in consultation with the SCMTA Vice-President for Competitions.
6. Mail competition schedule to each entrant/teacher.
7. Prepare adjudicator and student packets.
8. At the Competitions, give instructions to monitors and judges; announce winners; collect official accompanist fee for next level, if applicable; verify name of accompanist for next level.
9. Within 48 hours after the Competition:
 - a. send application forms and programs of winners and alternates with your signature to the Division Competitions Coordinator. Include any checks for official accompanist.
 - b. send Competition reports to the SCMTA President, Vice-President for MTNA Competitions, Division Competitions Coordinator, Division Competitions Chair, Division President, National Competitions Coordinator, Director of Competitions.
10. Be present at all functions that you coordinate.
11. Attend all SCMTA Board meetings.
12. Attend the annual SCMTA Conference.
13. Detailed instructions for procedures can be found in the MTNA Handbook for State and Division Competition Officials.

SCMTA DISTRICT PIANO CHAIRS

SPECIFIC DUTIES for each District Chair

1. By August 31, set date and application deadline and secure a site for the next district audition.
PLEASE NOTE: The date must be at least three weeks, but not more than five weeks, prior to the state auditions.
2. Send the date and site location information to:
SCMTA State Piano Chair(s)
President
NewsNotes Editor
3. By January, select judges.
Criteria For Judges:
Must be from another district
Judges will hear both theory and repertoire
Information For Judges:
Adjudicator's contract
Procedural guidelines for judging
4. Notify and inform all SCMTA teachers (of appropriate district) about the auditions.
Information For Teachers:
How to enter students
Eligibility requirements for district and state auditions
Dates for district and state auditions and application deadlines
Reminder that the Membership Handbook contains all rules and regulations concerning district and state auditions
5. From January to the audition date:
 - a. verify teacher eligibility
PLEASE NOTE: Dues must have been paid by July 1 unless the teacher is a new member. In that case, dues must have been paid before the date audition registrations are due.
 - b. receive applications
 - c. receive checks from each teacher that equals amount required for all his/her students
 - d. verify the accuracy of application forms
 - e. schedule entrants
 - f. notify each teacher of their students audition times within ten days of the auditions
 - g. code each application for the judges
PLEASE NOTE: Judges should know the students only by code numbers and first name. Cut and remove the top from each application form.
 - h. attach a copy of the theory requirements for each student to his/her registration form
 - i. submit registration checks to SCMTA Treasurer with deposit voucher.
 - j. request judges' checks from SCMTA Treasurer using the adjudicator fees voucher. Send request as soon as possible, allowing at least ten days in order to receive checks in time for distribution on the day of auditions.
6. Within one week following auditions:
 - a. distribute certificates
 - b. distribute critiques
 - c. remind teachers that an "Outstanding" rating makes a student eligible for state auditions
 - d. remind teachers of the registration process for state auditions

- e. send the following items:
 - Expense Reimbursement Voucher to the SCMTA Treasurer.
 - Report of district auditions to the President, and the State Pre-College Chair(s)
 - List of names of students who qualified for state auditions to the SCMTA State Piano Chair(s)
- 7. Attend SCMTA Board meetings.
- 8. Attend annual SCMTA Conference.

SCMTA STATE PIANO CHAIR(S)

SPECIFIC DUTIES

- 1. Coordinate the state piano auditions.
- 2. Set date and application deadline and secure a site for State Auditions.
- 3. Distribute materials to District Chairs.
- 4. Refer to SCMTA State Pre-College Auditions Procedure Manual.
- 5. Attend SCMTA Board meetings.
- 6. Attend annual SCMTA Conference.
- 7. Submit to the Treasurer Vouchers for Adjudicator Fees, Deposit, and Expense Reimbursement.

SCMTA STATE FESTIVAL CHAIR

SPECIFIC DUTIES

- 1. Develop, implement, and supervise SCMTA State Festival.
- 2. Develop auditions in the following areas:
 - keyboard for all ages to include college and adult students
 - voice, strings, and organ for elementary through college age students. Additional areas of woodwinds, brass, percussion, and guitar may be added if sufficient interest is shown.
- 3. Attend SCMTA Board meetings.
- 4. Attend annual SCMTA Conference.
- 5. Send copies of all correspondence to the SCMTA President.
- 6. Submit to the SCMTA Treasurer Vouchers for Adjudicator Fees, Deposit, and Expense Reimbursement.

NEWSNOTES EDITOR

SPECIFIC DUTIES

- 1. Publish NewsNotes in January, May, and September each year.
- 2. Publish in each issue the deadline for information to be received for the next publication.
- 3. Send copy of completed publication to secretarial service for printing and distribution to members.
- 4. Request and invite articles of special interest from officers, chairs, and members. Invite editorials from government officials and outstanding musicians in the state.
- 5. Attend SCMTA Board meetings.
- 6. Attend annual SCMTA Conference.
- 7. Submit Expense Reimbursement Voucher to SCMTA Treasurer.

NewsNotes Contents

JANUARY

- President's Message
- List of elected officers and Board members
- Spring Audition Dates
 - district piano
 - state piano
 - composition competition deadline
- Dates of the next SCMTA Conference
- List of winners and alternates of MTNA Competitions
- Information about Southern Division auditions
- Information about the MTNA National Conference
- List of new members since September of previous year
- Request for contributions to MTNA Foundation
- Request for names of prospective SCMTA members

MAY

- President's message
- List of elected officers and Board members
- Report of SCMTA spring auditions and preliminaries
- List of Southern Division officers
- List of state presidents in Southern Division
- If applicable, a list of SCMTA Southern Division winners
- If applicable, a list of SCMTA National winners
- List of new members since January
- Certification report
- Request for contributions to MTNA Foundation
- Request for names of prospective SCMTA members

SEPTEMBER

- President's message
- Results of composition competition
- Conference information
 - agenda
 - information about the artist(s)
 - information about motels/hotels
- Membership directory
- Calendar for the year
 - auditions
 - competitions
 - board meetings
 - Southern Division meetings
 - National Conference
- Certification report
- If applicable, a report of the Nominating Committee

PUBLICITY CHAIR

SPECIFIC DUTIES

1. Determine appropriate publicity about the purpose, the activities, and the officers of SCMTA in order to educate and inform the general public.
2. Coordinate all SCMTA Publicity.
3. Develop and keep a list with addresses of major state newspapers and television stations.
4. Generate press releases prior to and following SCMTA activities.
5. Send copies of press releases and other publicity materials to the SCMTA Secretary and President.
6. Make use of the secretarial service.
7. Attend SCMTA Board meetings.
8. Attend the annual SCMTA Conference.
9. Submit Expense Reimbursement Voucher to SCMTA Treasurer.

Suggestions for publicity

1. Write and send articles to newspapers and television stations on the following:
 - a. guest artists and clinicians
 - b. competition and audition winners
 - c. SCMTA officers and board members

ADVERTISING CHAIR

SPECIFIC DUTIES

1. Solicit advertisements for SCMTA publications from colleges, music stores, banks, restaurants, motels, hotels, radio and TV stations, and individuals.
2. Collect all payments for ads prior to publication.
3. Submit checks and other monies received from advertisers to the SCMTA Treasurer using the Deposit Voucher.
4. Send a copy of each SCMTA publication to the advertisers included therein.
5. Send letters of appreciation to all advertisers.
6. Prepare a financial report to be presented at the January SCMTA Board meeting.
7. Attend SCMTA Board meetings.
8. Attend the annual SCMTA Conference.
9. Coordinate deadlines for advertising materials for the conference booklet with the SCMTA Vice-President for Conferences.

Suggested procedures

1. Send ad information by mail to appropriate music officials at colleges and to businesses.
2. Ad information should contain information on prices, various layouts, application forms, and methods of payment.
3. After each SCMTA Conference, send a statement to all advertisers who have an outstanding balance.

INDEPENDENT MUSIC TEACHERS CHAIR

SPECIFIC DUTIES

1. Prepare and deliver reports at each SCMTA Board meeting.
2. Seek ideas, discover concerns, offer solutions concerning IMT at local levels.
3. Query the SCMTA members concerning their ideas.
4. Visit local association meetings across the state.
5. Prepare and mail reports to National IMT Chairman. Duplicate the reports and mail copies to the SCMTA President and the Chairman for Southern Division.
6. Plan and conduct an IMT session at each SCMTA Conference; this session may take the form of a luncheon with a speaker. Coordinate with the Conference Planning Committee the session/luncheon: choose the date, time, program/speaker, location and menu.
7. Encourage and provide opportunities for performance by independent music teachers.
8. Request copies of the local associations' yearbooks and display at the annual SCMTA Conference. Report events of general interest found in the yearbooks to NewsNotes.
9. Attend all SCMTA Board meetings.
10. Attend the annual SCMTA Conference.

COMPOSER COMMISSIONING CHAIR

SPECIFIC DUTIES

1. Follow the guidelines for the Commissioning Program as approved by the Executive Committee.
2. In early fall, distribute information about the Commissioning Program.
3. Receive support materials from composers interested in applying for the program.
4. Convene a committee to select a composer and make a recommendation to the Executive Committee.
5. Notify the selected composer and work with him/her on the commission.
6. Arrange for a performance of the new work at the annual Conference.
7. Submit the score and material to the National Coordinator.
8. Attend all SCMTA Board meetings.
9. Attend the annual SCMTA Conference.

LOCAL CHAPTER PRESIDENTS

SPECIFIC DUTIES

1. Serve as a liaison between the SCMTA Board and the local chapter.
2. Report to the SCMTA Board about local activities.
3. Publish in NewsNotes any local chapter activities that would be newsworthy to the SCMTA membership.
4. Research through SCMTA and MTNA literature for those items that would benefit each local chapter.
5. Maintain copies of MTNA applications for distribution to potential local members and send names and addresses of these individuals to the SCMTA Vice-President for Membership .
6. Attend the SCMTA Board meetings.
7. Attend the annual SCMTA Conference.