

# PMTA BOARD OF DIRECTORS

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## **General Duties of the Board\***

**Updated April, 2013**

1. Those who accept an office in PMTA must understand that such an office has definite and clear obligations. Selection for an office of leadership is a great honor, and yet it requires much. Since PMTA officers seldom receive any remuneration, this implies some measure of personal sacrifice. Unless an individual is willing to accept these terms, it would be to the advantage of the person and PMTA to refuse the office. The well-being of PMTA depends on dynamic, creative leadership that takes pride in a strong sense of responsibility.
2. Members of the Board of Directors are expected to attend the board meetings. They should plan in advance to be at the meeting for the full time scheduled. Quorum must be met in order to vote. A person may hold more than one office, but only one vote per person is counted in a quorum.
3. Administrative chairpersons are encouraged to be at the board meeting if there is a proposal in their area of responsibility that will be discussed.
4. All By-Law changes must be voted on by the entire membership. Major changes in programs must be approved by the board.
5. The board is responsible for approving and administering the PMTA budget. Officers and chairpersons are responsible for being familiar with the budget of their office and working within it.
6. Board members and administrative chairpersons should keep job responsibilities and binders if applicable, updated.
7. Committees are responsible for setting adjudicator fees for their event. They are also responsible for determining the kinds of awards given in each event and making sure they stay in budget. If additional funds are needed the Board of Directors must approve them.
8. Board of Directors must work with the corresponding secretary and website coordinator to publicize events.

\*Please visit current By-Laws for the most updated information

## PRESIDENT

*By-Laws: The PRESIDENT is the official representative of the PMTA, presides over all membership and board meetings, is a member of the ASMTA Board of Directors, and may be a member of any committee except the nominating committee. The President initiates communication with the membership, calls any additional board meetings, and appoints PMTA Standing Committees and Special Committee Chairpersons selected by the Vice-President of Events, with approval by the Board of Directors. The President shall send copies of an agenda to all Board members ten days in advance of Board meetings and keep a copy of the minutes of Board meetings and all other reports in the President's Notebook.*

### **PMTA President Responsibilities:**

- Oversees
- Conducts board meetings (*Aug., Jan., May*)
- Send copy of board meeting agenda to board members; ask for reports and items of business (if any) a couple weeks before meeting.
- Runs the general meetings
- Initiates communications with members (including sending a welcome email to new members that includes a copy of the digital yearbook)
- In June, update the yearbook page that lists the new board members, committee chairs and administrative volunteers. Send a group email asking them to check the list for accuracy. Remind them to send their calendar updates to the President Elect BEFORE the yearbook deadline and then to the yearbook chair and website chair by yearbook deadline. Also have them double check their budgets for any needed changes before the budget meeting (see next item...)
- The President updates the following pages for the yearbook: Board members (pg. 4), Volunteer Pages (pg. 7 & 8)
- Before the August board meeting (in June or July), hold annual budget meeting with Treasure, President Elect and Past President.
- Send corresponding secretary any news that needs to go in email blast. In July when email blasts resume, send a welcome email to all renewing members through email blast and remind them of the yearbook hard copy request deadline (or have yearbook chair submit this).
- In December send Christmas gifts to those who have provided facilities for PMTA (Steinway, AZ Piano, GCC, Music and Arts...)
- In January, contact Hospitality chair to reserve and finalize luncheon plans for April; have chair send luncheon invitations to special guests in March.
- April end of the year luncheon: Thank members for the privilege of serving as President. Introduce new Board of directors, committee chairpersons and administrative positions. Welcome guests and invite them to share any thoughts with luncheon attendees.
- At the end of two-year term, publish a condensed version of all motions passed during board meetings the past 2 years and add to the PMTA policies manual.

### **ASMTA/MTNA Responsibilities:**

- Attend ASMTA Board meetings or send a representative; write local President report for board meetings
- Send MusicGram article to ASMTA 4<sup>th</sup> VP by given deadline. (This can be the same as the President report, or edited.)
- Send half page ad for ASMTA conference directory to 4<sup>th</sup> VP by deadline.
- Attend ASMTA Conference
- Attend MTNA conference representing PMTA (if unable should send President Elect or Past President)

## **PRESIDENT- ELECT**

*By-Laws: The PRESIDENT-ELECT is kept apprised of all organizational business, is prepared to assume all duties of the President in the absence of that officer, plans the monthly programs, keeps the calendar of events, and takes attendance at the general meetings. The President-Elect, upon completion of his/her term of office, will become the president of the association. Should the elected President-Elect be unable to assume the office of President, the President will be elected, for that term only, in the same manner as the secretaries and treasurer.*

### **Responsibilities:**

- Be prepared to assume duties of President in the absence of that officer.
- Attend Board of Directors meetings.
- Plans the monthly general programs. (Contact and follow up with presenter for meeting, confirm date and room set up with venue, request a presenter check from Treasurer a couple weeks before program, submit program description and details to corresponding secretary for email blast by email deadline before program.)
- Assist the President with any duties, special meetings or committees as needed.
- Take attendance at the general meetings.
- In April, get annual reports from the administrative chairpersons (can be done via email).
- In June, assemble the coming year's Master Calendar and submit to yearbook chairman.
- In the summer, attend budget meeting with the President and Treasurer.
- The President-Elect, upon completion of his/her term of office, will become the President of the association.

## **VICE-PRESIDENT OF EVENTS**

The Vice-President of Events is elected for a two-year term.

- Selects PMTA Standing Committee Chairpersons to be appointed by the President, with the approval of the Board of Directors.
- Recommends ASMTA program local chairpersons with the current PMTA chairman to be appointed by the respective ASMTA chairperson.
- Recommends persons to fill any vacancies on the Board of Directors during the year to the President for approval.
- Supports the chairpersons for PMTA events and is responsible for filling the voting and administrative positions on the general board, with approval of the President and Board of Directors.
- Functions as a member of the Board of Directors to collectively:
  - 1) Approve, administer and execute provisions made in the Annual Budget
  - 2) Establish annual PMTA membership dues amount and publish dues information in the PMTA bi-monthly email
  - 3) Determine the general policies of the Association and transact the general business
  - 4) Activate the policies and procedures specified in the ASMTA Constitution and the PMTA Bylaws
  - 5) Delete or add PMTA activities
  - 6) Approve any major change in format in PMTA teacher or student activities
  - 7) Attend Board meetings two times per year.

## **CORRESPONDING SECRETARY**

- Send the PMTA Bi-Monthly Reminder e-mails on the 1st and 3rd Fridays of each month, August through May.
- When directed by the President, send PMTA Special Announcement e-mails.
- Send the PMTA Yearbook via e-mail. This usually happens in September.
- Maintain the Corresponding Secretary's gmail account.
- Maintain security, backup and confidentiality of the PMTA Membership Database and gmail contacts.

## **RECORDING SECRETARY**

The Secretary shall record minutes of the Board meetings, maintain files of reports from various officers, distribute copies of minutes in legal form to the Board of Directors President.

He or she may perform such other duties as applicable to the office as requested by the President and Board of Directors and as prescribed by the parliamentary authority adopted by the Association.

## **TREASURER**

- Maintain accurate bookkeeping records of PMTA's financial accounts
- Write and mail checks as needed for reimbursement and expenses
- Coordinate with CPA for annual non-profit tax returns
- Communicate with IRS as needed regarding tax filings
- Communicate with event chairs regarding expenses and income for their events. Reconcile PMTA financial records with event chair's financial records
- Communicate with scholarship chair to balance scholarship fund availability
- Meet annually with president/president elect/scholarship chair to prepare yearly budget
- Prepare quarterly reports to be presented at board meetings

## **PAST-PRESIDENT/PARLIAMENTARIAN**

This position is filled by the outgoing President.

He/she attends board meetings and helps the new President with any question about Parliamentary procedure.

He/she also serves as the chairman of the Nominating Committee for two years.

## DEAN & CAROLYN ELDER COMPETITION

1. Begin your duties as a Dean & Carolyn Elder Competition Chairperson by selecting dates for both the Competition and Winners Recital (usually on the same weekend in late March-early April).
2. Find and reserve suitable location(s) for both events.
3. Review the Elder Competition General Info, Guidelines and Registration form pages from the previous Yearbook (alone, or with your committee) to see if any changes are needed. These may include: registration deadline, fees, division by levels, repertoire requirements, list of teachers and students responsibilities, dress code, etc.
4. Get (and stay) in touch with (three) prospective judges.
5. Check with the Treasurer regarding the availability of the funds for the awards, and in case they are running low, think of conducting a fundraising campaign.
6. Encourage teachers' high enrollment by sending out reminders via PMTA correspondence.
7. Submit General Liability Form with the MTNA about a month in advance.
8. Keep track of all registrations, both mailed and electronically submitted. Double check the payments total with the Treasurer and all participating teachers' current status as PMTA active members.
9. Once past the deadline, create Master Roster by divisions with time allotments.
10. Create a schedule for the day of competition, including orientation meeting for the judges, performance and discussion time by divisions, and a lunch break.
11. Contact teachers regarding volunteering for the event. Specific volunteering positions might vary slightly, depending on the location, but generally include: registration desk, door monitor(s), warm-up room monitor(s), program handler(s), and a person to take care of the judges' lunch.
12. Create charts for the Registration desk by divisions, as well as programs by divisions, and individual judges comment sheet forms.
13. Make sure you have enough office supplies, such as: name tags, SHARP pencils with erasers, markers, stick-it pads for marking students' books, etc. Collect all the receipts in order to get reimbursement.
14. Print Certificates of Award for all participating students.
15. By the end of the day of competition, don't forget to present the judges with their checks!
16. In preparation for the Winners Recital, create and print the programs and have the awards (checks) for the winners ready.
17. Once the names of the winners are announced, get in touch with the Trophy place and order trophies for the 1<sup>st</sup> place (Superior with Distinction) winners.
18. Distribute all the judges' comments and the trophies for the winners to the teachers.
19. Compose and submit the Final Report, sharing your thoughts and ideas for the next year Elder Competition, as well as the financial report.

## FALL FESTIVAL

1. As soon as possible after the auditions and Gold Medal Recital, committee suggests Fall Festival theme for the coming year. This theme is presented to the PMTA board for their approval.
2. As soon as there is board approval, the new theme should be announced to PMTA members, along with the repertoire requirements.
3. Find location for this two-day event as soon as possible.
4. Choose the dates for the audition day and Gold Medal Recital (the same weekend somewhere in late October or early November)
5. Hire judges (usually 3 or 4) in the summer and stay in touch with them.
6. Update the Fall Festival information for the yearbook and website (in the spring or early June): dates of event for upcoming school year, registration deadline (about 3 weeks before the event), fees (if it needs to be changed or leave as it was before), registration form, general information.
7. Check with the facility where you will have your event if they need the Liability Insurance and if they need it, submit online ([mtna.org](http://mtna.org)) General Liability Form about a month in advance.
8. Keep track of all registrations (sending by mail or electronically). Teachers must be active members in good standing of PMTA. Registration fees should be paid according to each division.
9. After deadline, order Gold medals to be ready to present them to the winners on the next day after audition day (order 1/3 of older students and a little more than 1/3 for young students).
10. After deadline, schedule performances by divisions with time allotments (add 3 minutes to each time for judges' comments). Schedule break time and lunch time for judges.
11. Make a volunteer schedule for registration desk and door monitors and whatever else may be necessary.
12. Prepare evaluation sheets for judges. Judges' packets should contain evaluation sheets, extra paper, and their honorarium checks.
13. On the audition day meet the judges in the morning for orientation. Also schedule lunch time for the judges.
14. Volunteers at the registration desk should have schedule of the audition day, description of their duties, name tags, markers, pencils, stick-it pads for marking students' books.
15. Door monitors should have list of students by numbers with their times.
16. Preparation for the Gold Medal Recital after Audition Day: print certificates for the Gold Medal Winners and programs for the next day Gold Medal Recital.
17. After Gold Medal Recital finish printing certificates for students who received Silver, Bronze or Participant ratings, and order Silver, Bronze medals and Participant Ribbons.
18. Distribute judges' comments, medals and participant ribbons to the teachers 2-3 weeks after event.
19. Compose final report.



## MEMBERSHIP

### Responsibilities:

1. Receive monthly reports and rebate checks from National.
2. Deposit monthly rebate checks into the PMTA account in a timely manner.
3. Keep a running list of current members that can be easily shared with chairpersons and other board members when needed.
4. Make the President aware of any newly joining members.
5. Answer phone calls, emails, and other queries about how to join PMTA.

### Helpful Tips:

- Google Drive is an excellent way to maintain membership records. Documents created in Google Drive can be quickly and easily shared with any person who has an email address.
- It is helpful to keep one list with all information sent by National, and a separate list with names and email addresses (phone number can be added to this list as well) to share with chairpersons and board members who simply need to verify a persons' current membership. The list with all information should only be shared in its entirety with the President.
- The PMTA treasurer can assist you in setting up Mobile Deposit through Chase Bank, in which you can deposit PMTA checks by using the Chase Mobile app and your smart phone.

## MUSIC AT THE MALL

1. Contact Macerich (owners of PV and Arrowhead Malls) to advise the date (always the second Saturday in December).
  - a. Munira.Smith@macerich.com
  - b. Lynn.Barro@macerich.com
  - c. The above email addresses are contacts for PV and Arrowhead, respectively.
  - d. Let mall reps know how many chairs you need, and whether or not you need electricity for microphones, speakers, etc.
  - e. They will make signage for this event and promote it for us.
  - f. Macerich charges us a flat fee of \$150 + tax (per mall) for the “space” being used. They assign where the performance is to be held. Last year at Arrowhead it was the lower level in front of Dick’s Sporting Goods. We have no say in where we will be located.
2. Send email to be placed in the Semi-Monthly PMTA reminders to all teachers of the date of the event and to remind them to get their registration forms in early to secure a preferred time slot.
3. Make sure they adhere to the cut-off date (1 month from date of performance).
4. After all registration forms and checks have been received, deposit checks into the PMTA Chase account. (Contact treasurer Georgia Sears, for information).
5. Set up schedule in Excel to log in preferred time slots of teachers. Time limit for each performing student is 3 minutes.
6. Give teachers a little grace time, if they have odd times.
7. Order “performance ribbons” for each student (if necessary).
  - a. There are approximately 780 ribbons left from our last order.
8. Count out the exact number of ribbons for each teacher, place in an envelope, or secure with paper clip, and label with the teachers’ names; then hand them out to the teacher when it is their turn for their students to perform. They are responsible to give each student the ribbons.
9. Contact piano store that is to loan us the piano and give them the information on the dates and time pianos are to be delivered. They will secure movers. Get movers’ cell phone numbers.
  - a. Generally, they “loan” us the piano and we pay for moving, which is approximately \$700.00 (for both pianos to be delivered and picked up at PV and Arrowhead). The loaned pianos are generally a 7’ grand.
10. After cut-off date and the schedule is full, send the schedule to each participating teacher (for verification purposes).
11. Keep in contact with the Mall representatives via email, letting them know your progress and checking to see that everything is in order.
12. Day of performance:
  - a. Be there 5/10 minutes prior to “load in” time of the piano and make sure chairs are set up properly, and extension cords are in place and securely taped down. Set up is done by mall maintenance and security.
  - b. If possible, stay for the entire performance. You will need to give each teacher the pack of ribbons for their students.
  - c. Be in contact with the movers to insure they pick up the piano after the final performer is finished. Call them approximately 15/20 minutes prior to pick-up time.
13. Email thank-you letters to mall representatives, and give them kudos for their help. This will help confirm their willingness to help us again for the following year.

## PERFORMANCE PLUS

**Performance Plus** meets the first Thursday of six to seven months per year at 9:30 a.m.

- Set up meeting dates and locations. Meetings are held in the homes of active participants.
- Send schedule of dates, locations and addresses to the President Elect, webmaster and yearbook chair.
- Make any needed changes on yearbook form.
- E-mail **Performance Plus** attendees one week before meeting as a reminder of the upcoming meeting. Ask that members RSVP in order to have a head count for the host/hostess. Ask for those attending to respond if they are planning to perform so that a program can be made by the chairperson for distribution at the meeting. Ask for volunteers to help host/hostess with refreshments.
- Keep in touch with host/hostess prior to meeting regarding number of probable attendees.
- Attend board of directors meetings.
- Send annual report to Vice President of Teacher Activities before final Board meeting of the year. Place a copy of the report in white 3-ring **Performance Plus** binder.

## PIANO ENSEMBLE

The Ensemble chairperson(s) shall:

Set-up committee meetings to discuss issues of past year's concert in March, and in November to plan current year's ensemble program, set up two meetings in the spring to choose next year's ensemble music, the fall open house for membership, and deadlines. Send all dates to the Vice-president in charge of the calendar and website person.

Contact the high school, school district and any other rehearsal locations with dates. Secure concert date first, and then set rehearsal dates. Contact the company that rents pianos.

Update yearbook forms; send in PDF form to person doing the yearbook and the website designer.

1. Music selections /teacher information form
2. Student information forms
3. Registration forms
4. Support and business ads forms
5. Rehearsals schedules/

Send music list and dates in an email to teachers and also to be placed on the bi-monthly email blasts. Continue to communicate with teachers about deadlines via email and PMTA Bi-monthly email.

Register all performers then send lists and information to committee members so they can perform their jobs. Chairperson is liaison with all committee members as they work on rehearsal setup, program, volunteers, conducting, trophies, light and sound, decorations, etc.

Send all registration money to treasurer and distribute funds to schools, piano rental company and committee members for reimbursements of expenses. A final financial report must be prepared and submitted to the PMTA board after the program is over.

Oversee and final rehearsals; locations, check-in, ticket sales.

During the Concert Weekend- work with committee members to facilitate their jobs, communicate with security and maintenance of the high school and piano rental company. Oversee final rehearsals and concert.

## SCHOLARSHIP

The responsibilities of the Scholarship Chairperson and Committee are:

- 1) Procurement of scholarship funds and the recommendation of scholarship amounts
- 2) Creating or editing application forms as needed.
- 3) Checking completed scholarship application forms before disbursing scholarships
- 4) Scholarship disbursement

### I. Sources of Income for Scholarship funds

- A. Excess funds from PMTA student activities from the previous year (Ensemble, Music at the Mall, Elder Competition, Fall Festival, etc.)
- B. Donations
- C. Grants
- D. Fund raisers (raffles, sales, etc.)

### II. Current PMTA Scholarship Programs\*

*\* see respective application forms for deadlines and details. All awards are subject to availability of funds*

- A. PMTA Teacher Grant: Funds come from the general PMTA budget
- B. PMTA Graduating Senior Scholarship: Funds come from the general PMTA budget
- C. PMTA Summer Music Camp Scholarship: Funds come from the general PMTA budget
- D. Festival/Competition Awards (confer with the chairperson of event as needed)
- E. Dean & Carolyn Elder Competition: Funds come from the Caroline & Dean Elder Fund
- F. Vocal Scholarships: Funds come from the Vocal Scholarship Fund
- G. Piano Ensemble: Funds come from the general PMTA budget
- H. Other Scholarships may be created upon approval of the board

### III. Specific Responsibilities of the Chairperson

- A. Appoint the scholarship committee (two or more committee members)
- B. Acquire checks for awards from treasurer\*\*.
- C. Send award letters with checks to all recipients, keeping copies in the scholarship file. Checks are made payable to the student.
- D. Confer with festival/competition chairman regarding awards
- E. Keep records of scholarships given and all communications in the scholarship files.

*\*\*Note: Currently the scholarship chair is a co-signer on the PMTA bank account and is authorized to write checks. Details of all transactions should be documented and copied to the treasurer.*

## SHARING PLUS

- Determine meeting dates, topics and locations.
  - Consult with Arizona Study Program and other PMTA Event Chairs regarding possible meeting topics (theory, technique, repertoire, teacher-training, etc).
- Secure locations.
- As soon as yearly schedule is finalized, send info to Yearbook Chair, Webmaster and President-Elect.
- In a timely manner, send notice of upcoming meetings to Corresponding Secretary for inclusion in the PMTA Bi-Monthly Reminders email.

## STUDENT RECITAL SERIES

- Attend Board of Directors meetings.
- Before June, arrange the recital dates with venues for the upcoming year. (Dates must be arranged without conflicting with Fall Festival, Music at the Mall, or Dean & Carolyn Elder Competition.) Currently there have been 4 recitals each year with two on the east side (Steinway Showroom) and two on the west side (Glendale Community College – Arrange these first as the college has less flexibility.).
- Send your preliminary dates and venues to PMTA president-elect who co-ordinates all events. After the dates are confirmed with PMTA, send confirmed dates on updated yearbook page to the yearbook chairperson no later than the date requested.
- At least one month before the first recital order MTNA insurance. This can be done for the whole year. The web address has changed several times, so contact MTNA, usually the book keeper to obtain the current address to request the insurance.
- Teachers will send their student information 1 week before the recital. Check that the information is complete and that the pieces are appropriate. Respond to the teachers so they know you received their information by sending the bow and presentation information.
- Type the program and e-mail it to all participating teachers for corrections. This needs to be done no later than Monday before the Saturday recital. Each program should have no fewer than 4 students and last no more than one hour fifteen minutes. Teachers have a 10-minute limit. When the recital is full, students who are unable to be put in that recital will have first opportunity at the next recital. When the program is approved by the teachers, print 3 copies per student plus 2 copies per teacher plus 5 for your own records.

### Recital Day

- Arrive at recital location 30 minutes prior to start time.
- Begin recital on time, starting with introduction of facts concerning the recital (sponsored by PMTA, thank the supplier of the recital venue, no flash photography, turn off cell phones, applause at the beginning and end of each performance, etc.)
- Following the last performer, compliment all performers, introduce teachers, thank guests for attending and ask for their respect of merchandise if recital is taking place in a retail establishment.
- Announce the date for the next recital.

### After Recital

- Send a copy of the program to the Historian and 2 copies to the Vice-President of Student Activities.
- Save copies of receipts for any expenses to be forwarded to the Treasurer at year end for re-imbusement.
- Send annual report to the Vice-President of Student Activities by May 15.
- Keep copies of reports and recital programs and insurance information in 3-ring binder.

## VOCAL STUDENTS

Two events are being held each year. There is a recital in November and a recital plus a master class in March. The chairperson is responsible for:

1. Contacting the Steinway Piano Showroom in the summer and scheduling the events.
2. Contacting the vocal teachers who have participated in the past and the vocal teachers who are listed in the directory to inform them of the dates.
3. Reminding teachers of the recital date, receiving the names of those students and the names of the songs they will perform.
4. Typing the recital program, copying the program and finding a teacher to do the certificates.
5. Welcoming the students and parents at the recital, encouraging parents to thank Steinway employees for use of the recital hall and having a short teachers meeting following the recital.
6. Reminding teachers of the recital/master class date. Confirming the date with Steinway (this is done in January).
7. Asking teachers who have participated in the past and new teachers if they plan to participate in the Master Class.
8. Asking teachers if they would like to recommend a well qualified teacher to serve as the judge.
9. Contacting the judge, sending the information from the Year Book and the P.M.T.A. Vocal Festival/Master Class Evaluation Form to the judge. Asking the judge for a short bio. Sending the bio to the teachers.
10. Ordering ribbons for the winners from the Trophy Shack, (602) 943-0234. Picking up the ribbons at 3516 West Calavar Rd., Phoenix, 85053.
11. Receiving the registration forms from the teachers, giving the registration fee to a teacher who has access to the PMTA bank account, typing the recital program and filling out an Evaluation Form for each student. Reminding the teachers that no rehearsing is allowed on the sales floor (there are no practice rooms).
12. Welcoming the students and parents to the recital, giving out the recital certificates, encouraging parents to thank Steinway employees for use of the recital hall.
13. Welcoming the judge, arranging for a table to be used by the judge, collecting the music being performed, giving it to the judge, paying the judge, announcing the number of points earned by each student, presenting ribbons, and having a short teachers meeting.
14. Attending the Board Meetings. Doing a year end report. Discussing possible changes to the Year Book with the teachers who participated. Sending those changes to the person in charge of making the Year Book changes.

## **AZ STUDY PROGRAM - PMTA LOCAL CHAIRMEN**

- Update Access program
- Talk to possible assistants
- Secure dates and locations for next year's evaluations

### **YEARBOOK**

- Review last years' yearbook pages
- Change dates and info as needed
- Submit to yearbook chair by given date

### **MATERIALS CHAIRMAN**

- Collect checks from materials distributors
- Keep records of workbooks and other materials sold to each teacher
- Complete accounting for deposit; send to ASP treasurer
- Deposit checks

### **ENROLLMENTS**

- Dec. 1 - end of regular enrollment; Feb. 15 - end of late enrollment
- Use Access program to:
- List teachers alphabetically by last name
- Enter total enrolled, number of students at each level, and total to be evaluated.
- Update list as new info comes in (new enrollments; dropouts, level and category changes)
- Feb. - Determine number of minutes; adjust with new info

### **ADJUDICATORS**

- Send first letter asking if they can help
- Determine hours needed after completing scheduling (in Access program)
- Send confirmation after schedule is complete and an adjudications guideline
- Order checks; put in "thank you" note
- Prepare adjudicator's notebooks - Teacher's packets; extra forms, technique sheets, adj. guidelines.  
"Thank you" Meet with Adj. half hour before evaluations start

### **SCHEDULING**

- SCC- sign facilities agreement and send check
- Verify evaluation sites - determine rooms and hours needed
- Try to assign teachers to days and locations requested on enrollment form
- Keep a list of make-ups
- Teachers should not have the same adjudicator they had for the last three years
- Computerize teacher, minutes and location (in Access program)
- Add teacher number when scheduling is done. It will need adjusting until then between sites. Juggle schedule until it fits!!!
- Assign volunteer positions based on when their students play



## **PROGRAM FORMS**

- Send list of teachers enrolling students in level 5-12 to the person checking forms
- Check each student's repertoire with ASP Repertoire Guide (old and new for now)
- Call teacher if there are any questions on levels, periods, pieces, etc.
- Send any "variables" to enrollment person to verify enrollments and levels
- Notify teachers that forms have been accepted

## **PACKET 2**

- Complete scheduling
- Update forms and sign - change dates, theory room times, etc.
- Have PMTA Packet 2 forms printed
- Fill in evaluation info for each teacher
- Order state materials from state ASP materials chair
- Compile packet 2: Info for teachers, guidelines; confidential report form, student evaluation forms, name tags Add a few extras in large studios
- Mail or give to teachers

## **BEFORE EVALUATION DAY**

- Send MTNA insurance to evaluation sites
- Order tables and chairs for AZ Piano
- Order evaluation materials: certificates, plaques, ribbons; tests

## **LEVEL 12**

- List students' names, teachers and # of years in "A" Category
- Send list to ASP Level 12 person
- Request checks from ASP treasurer (\$150 for years 1-5; \$25 for each additional year)
- Write notecard and enclose check for each student
- Put in Teacher's Packet 3 after evaluations

## **VOLUNTEERS**

- Workers - try to assign when students are playing but not in the same area Food: AZ Piano - Friday and Sat; SCC - Sat. only
- Graders - select (no grading in theory room)
- Clean-up at end

## **EVALUATION DAY**

- Set up - order tables and chairs
- Prepare theory, info table and chairmen's notebooks
- Set up theory room - tests, pencils, pencil sharpener, Kleenex
- Be on site for any problems that may arise

## **WRAP-UP**

- Have numbered envelopes, copy of T & A, and teacher's packets separated on tables
- Copy Confidential Report finalized in Access program
- (Theory scores, playing level ribbon, awards, certificates, L12 checks)
- Finish teachers' packets - ribbons, plaques, certificates
- Packet 3 should be picked up by teachers on Monday morning.
- Makeups - teachers will be notified when to pick up results

## **CERTIFICATION**

The Certification Chairperson's responsibilities include the following:

- To assist teachers enquiring or interested in proceeding with the certification process.
- To stay up to date with current certification program requirements, procedures and expectations.
- To keep a network of contacts, references, and other pertinent information that can assist in preparing for the process or to start the process.
- To frequently keep association members up to date with changes or update.

The Certification Chairperson position would be best suited for someone that has gone through the process, so as to share their experiences with those inquiring.

This position requires as much time as you are willing to invest in staying up to date with the certification process and keeping the association members informed.

## **COMMUNITY OUTREACH**

- See that Metro Phoenix music stores in the PMTA district have PMTA (and ASMTA) brochures.
- Coordinate other activities that would promote PMTA in the community.

## **HISTORIAN**

The **Historian** Chairperson has the following responsibilities:

- Collect newsletters, Yearbook, ASMTA Directory, programs from all teacher and student activities, Annual Report, and publicity articles associated with PMTA.
- Maintain files (coordinate with PMTA and ASMTA Presidents) currently at AZ Piano (locked in two ASMTA file cabinets) and in current Historian's studio.
- Prepare annual report and send to President-Elect before May 15.

## **HOSPITALITY**

- Send sympathy or get well cards to members in need as determined by the president or board members.
- Reserve date for annual luncheon meeting and choose menu with restaurant chosen by board two months ahead of chosen date. Collect registrations including meal counts, submit numbers to restaurant, collect and submit checks to treasurer.

## **TEACHER REFERRAL SERVICE**

- Receive applications from teachers of PMTA to join, renew or reinstate their annual membership in the service. This includes receiving forms both through postal and electronic mail, forwarding them to the member who maintains the website pages, and depositing the fees paid through joining, into the PMTA account.
- Current MTNA, ASTMA & PMTA membership of those who wish to join must be verified through the membership chair before listing.
- The Referral Service also keeps a rechargeable cell phone and must check for messages left by people who need assistance finding a teacher in their area, who may not be comfortable using the website. Charges incurred to refill the cell phone minutes are reimbursed by the treasurer.
- As the yearly deadline to renew approaches, the current teachers on the service are contacted through the emailing of the PMTA monthly reminders (sent by the corresponding secretary) and in courtesy, by phone, to verify their intent to renew.

## WEBMASTER/TECHNOLOGY

- Maintain the website using HTML and PHP coding.
- Make timely updates to pages, as requested by event chairs and other board members. Per Board request, add new pages or new features to existing pages, after offering input as to feasibility and design requirements.
- Work with teacher referral chair to upload new teacher pages and remove inactive teacher pages. Make timely updates from teachers who request modifications.
- Maintain Google AdWords.
- When new website design is needed, research and recommend professional web designer to the board. Work with web designer to build new site, per Board requests.

## YEARBOOK

### Summary

The purpose of this position is to collect from each PMTA chair or responsible person, their page(s) of the yearbook for which they are responsible, proofread the pages, then assemble the pages into a digital copy of the yearbook, and finally forward to the PMTA Corresponding Secretary (Email) for distribution by email (and some hard copies of) to PMTA members.

### Description of Duties

- |                           |   |
|---------------------------|---|
| July 15 <sup>th</sup>     | Each Chairperson's respective page(s) should be completed by the Responsible Person/Chairperson and forwarded by email, in <b><u>MS Word or .pdf format</u></b> to the Yearbook Coordinator. Yearbook Coordinator should proofread the Master Calendar, comparing it to the dates and deadlines in each of the Events' pages.   |
| August 15 <sup>th</sup>   | Yearbook Coordinator should have completed a Draft copy of the completely assembled Yearbook, and forwarded by email to each Chairperson for review.  |
| August 22 <sup>nd</sup>   | Yearbook Coordinator should have completed the Final copy of the assembled Yearbook and forwarded the digital copy to the Corresponding Secretary (email) for distributing by email to the members, along with a notice reminding Members who wish to receive a "hard copy" of the yearbook, to make their requests to the Yearbook Coordinator by September 1 <sup>st</sup> . The subject line of their email should state "Hard Copy of PMTA Yearbook Request." This is a deadline for hard copies. |
| September 1 <sup>st</sup> | Yearbook Coordinator to forward, by email, the Final Yearbook in digital format, to Biltmore Printers for printing hard copies (asking for 5-10 extra copies for New Members who join after September 1 <sup>st</sup> and Members who do not have email addresses – see Page 3).  |
| September __              | First General Meeting: Bring hard copies of yearbooks, in large mailing envelopes, to General Meeting to be picked up by Members who have "ordered/requested" a hard copy.  |

## **PMTA MEMBERS COLLABORATING on PMTA YEARBOOK**

Preparation of the PMTA Yearbook is a team effort or “collaboration”. Each year, by July 15<sup>th</sup>, each of the Responsible Persons/Chairpersons must email to the Yearbook Coordinator their completed page(s), in .pdf or MSWord format.

The following list represents the Responsible Person(s)/Chairperson(s) who submit pages to the Yearbook Coordinator. See current yearbook for contact information.

### **Student Events**

- FALL FESTIVAL
- MUSIC AT THE MALL
- PIANO ENSEMBLE
- DEAN & CAROLYN ELDER COMPETITION
- STUDENT RECITAL SERIES
- VOCAL STUDENTS
- SCHOLARSHIP

### **Teacher Events**

- PERFORMANCE PLUS
- SHARING PLUS

### **ASMTA PROGRAMS**

- ARIZONA STUDY PROGRAM

### **Other Responsible Persons Who Submit Yearbook Pages**

- PRESIDENT or PRESIDENT-ELECT – Board of Directors page, General Meetings page, Master Calendar page, PMTA Welcome letter page, Volunteer page, By-Laws pages
- REFERRAL SERVICE
- V.P of STUDENT ACTIVITIES – “Teacher Participation for Year \_\_\_\_” page
- YEARBOOK COORDINATOR – Table of Contents

## **SKILLS and/or SOFTWARE REQUIRED FOR POSITION**

- Fluency sending/receiving email with attachments
- Organizational skills to track receipt of updated Yearbook pages
- Proofreading skills
- Software and fluency editing in Microsoft Word 2003 or newer
- Software and computer fluency converting to .pdf i.e. Adobe Acrobat, PDF Converter, MS Word’s “Publish to .PDF”
- Ability to compile individual Microsoft Word documents into a single document, creating a “header” and a “footer” with page numbers ....OR... ability to complete individual .pdf documents into a single .pdf document, creating “headers” and “footers” with page numbers using .pdf software
- Uploading .pdf file to Biltmore Printers’ website (<http://www.biltmoreproprint.com>) and ordering printed copies: white, 8x11.5” paper, 3-hole punched, single-sided.
- Pickup printed copies from Biltmore Printers

## **MISCELLANEOUS DUTIES**

- Communicate with Technology/Website Coordinator to ensure Yearbook pages are current with the PMTA Website pages of Events. Peggy (Webmaster) is also very helpful to the Yearbook Coordinator by helping those teachers who have difficulty preparing their pages, i.e. the Fall Festival.
- PMTA continues to develop all administrative functions with a view towards conserving costs and paper. Therefore, the Yearbook Coordinator should encourage Members to accept the “digital” copy of the Yearbook. Hard copies of the Yearbook are still provided to Members, as long as a request is made PRIOR to the Yearbook Coordinator by the September 1<sup>st</sup> deadline, AND the Member picks up the hard copy at the first General Meeting, OR asks another Member to pick up the hard copy on his/her behalf. There are only a handful of teachers who still do not use email and therefore do not receive the digital copy of the Yearbook. Consequently, they are not able to request a hard copy. Recommendation: Contact the Membership Chairperson to obtain a list of current Members (names, addresses and email addresses) and allow for extra hard copies of Yearbook, then mail to these Members.