



OFFICERS HANDBOOK

Information for

Members of the Executive and Advisory Board

Prepared by Marjorie Cogswell and Charlene Cox January 1976

**Revised 1981 by Betty Werner, Chairman Naomi Bauer, Charlene Cox,
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**Revised 1988 by DeeAnn Freeman, Chairman
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**Revised 1995 by Marguerite Miller, Chair Judy Plagge, Sylvia Coats, &
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Revised 2009 by Sharon Kriss & Pat Ziegelmeier

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REVISION OF OFFICERS HANDBOOK

An Executive or Advisory Board member who wishes to recommend changes in the duties for a particular assignment should consult with the President. The page(s) in the Handbook which will be changed should be retyped (with a corresponding page number) and submitted to the Board for approval. Given approval, the Executive Secretary should copy and distribute the revised page(s) to all members of the Executive and Advisory Board. Each Board member is responsible for destroying the old page(s) and replacing it with the new page(s).

PROCEDURES FOR UP-DATING KMTA DOCUMENTS

A page containing any new Board Policies should be sent by the Executive Secretary to all members of the Executive and Advisory Board.

When a change in the By Laws or Constitution is approved, the Executive Secretary should re-type the page affected by the change(s) and send a copy to all members of the Executive and Advisory Board.

GENERAL DUTIES OF THE EXECUTIVE AND ADVISORY BOARD

- Keep an up to date file of all duties and activities of your office.
- Keep on hand a copy of all forms needed in the duties of your office or chair.
- Keep the Handbook up dated by inserting revised pages and deleting old pages.
- Submit, promptly, bills for expenses incurred as a result of the responsibilities of your position to the Executive Secretary for reimbursement. Receipts must accompany all bills.
- Transfer the Officers Handbook and all files to the new officer or Chair promptly (within 30 days) at the end of the term of office. Meet with the new officer or chair when possible to go over the responsibilities of the position.

ADDITIONAL POLICIES AND/OR REGULATIONS OF KMTA

- To conform with IRS regulations, ALL BILLS MUST BE ACCOMPANIED BY RECEIPTS. Bills and receipts are to be submitted to the Executive Secretary for reimbursement.
- All bills from District and State Auditions must be submitted by the following February 1st. All bills from spring Music Progressions must be submitted by June 1st. Bills submitted after these dates will not be honored.
- Kansas will accept reciprocity from teachers who are Nationally Certified Teachers of Music.
- Policies relating to the rules and regulations of KMTA/MTNA Auditions as well as KMTA Music Progressions may be found in detail on the KMTA web site: <http://www.ksmta.org/index.php>.

PRESIDENT

The President is selected by the Nominating Committee and is elected by a majority vote of the members assembled in Conference and voting for a two year term of office. The President first serves as the President Elect.

Responsibilities of the President include:

- Preside at all business meetings.
- Call and preside at the meetings of the Executive and Advisory Board. The Board meets at least two times each year. One meeting is held at the time of the State Conference and the other meeting is scheduled at a time appropriate and selected by the KMTA board.
- Appoint all Advisory Board members and Chairs of all Special Committees as needed during the tenure in office. Advisory Board positions include:
 - a. MTNA Foundation Chair
 - b. Associations Area – Local Association Chair, Independent Music Teachers Forum Chair, Student Chapters Chair, College Student President, College Faculty Chair
 - c. Auditions - Collegiate Artist & Chamber Music Performance Chair, Composer Commissioning Chair
 - e. Public Relations - Historian, KMTA Update Editor, Kansas Music Review Editor, Outstanding Teacher Service Award Chair, KMEA-KMTA Liaison, Fund Raising Strategist, Power of One Chair, Technology Chair, Business Liaison, and Arts Advocacy Chair.
- Serve on Special Committees which include:
 - a. Conference (Work with the VP for Conference as chair and VP for Associations)
 - b. Auditing Committee of two members to function at the Conference.
 - c. Nominating Committee of three members to be appointed in the Spring.
 - d. Constitution and By-Laws Committee of three members as needed
 - e. Budget Committee of four members to include the President, the President Elect, the Executive Secretary, and one member from the Executive Board with the Executive Secretary serving as the Chair
 - f. Other Committees as needed,
 - g. Relay WCD and MTNA releases to the persons concerned. Promptly respond to all WCD and MTNA correspondence. Make changes & updates to the state portal on the MTNA web site as needed
- Represent KMTA at the West Central Division Auditions and at the MTNA Conference if possible. Prepare the President's Report for the Convention. (President will receive a request for this report along with guidelines for content and deadline from an MTNA Officer)
- Serve as the official representative from Kansas at the Council of State Presidents Meeting and the WCD Meetings.

- Replace, with the approval of the Executive Board, any member of the elected Executive Board who is unable to perform the duties of their office.
- Replace any elected Board member who resigns or cannot continue as a member.
- Write the President's Corner for each issue of the Kansas Music Review and send to the Kansas Music Review Editor before each deadline.
- Write the President's Message for each issue of the KMTA Update and send to the KMTA Update Editor before each deadline.
- Prepare a listing of the KMTA Executive and Advisory Board. Send this listing to the:
 - a. Executive Secretary for inclusion with the Minutes of the fall board meeting.
 - b. KMTA Update Editor for EACH issue of the KMTA Update.
 - c. Kansas Music Review Editor when requested. The list will be published once each year in the Music Review and will usually be included in the February issue.
- Be responsible for finding host schools for the KMTA Conference. Discuss the possibilities with the Past President and the President Elect. Contact the Music Department Chair of prospective schools and invite them to consider the possibility. Be prepared to discuss Conference needs with them.
- Meet with the Vice President for Conference and the Conference Committee in planning the Annual Conference. Inform the Executive Secretary of the plans, especially in regard to KMTA's financial responsibility. Work closely with the Vice President throughout the planning.
- Send or email a copy of the State Conference program to all MTNA officers, WCD officers, and Presidents of WCD states.
- Serve as an ex-officio member of all committees.
- Keep a record of all expenses (postage, telephone, etc.) and send to the Executive Secretary for reimbursement. Receipts must be submitted for all expenses.
- Transfer the Officers Handbook and all files to the new Chairperson promptly (within 30 days) at the end of the term of office.

IMMEDIATE PAST PRESIDENT

The immediate past president attends all board meetings and offers counsel and guidance to the President and KMTA board as needed.

PRESIDENT ELECT AND MEMBERSHIP CHAIR

The President Elect serves as a member of the KMTA Executive Board. The President Elect is selected by the Nominating Committee and elected by a majority vote of the members assembled in Convention and voting. All Executive Board members (except the President) are elected for a one year term of office but may be re-elected.

Responsibilities of the President Elect/Membership Chair include:

- Assume all duties of the President in the absence of the President.
- Serve on the Budget Committee.
- Assist the President in any way needed or requested.
- Be responsible for membership promotion. Solicit new membership by contacting prospective members with information about the organization and how they can become members. Send membership information brochures to all Kansas colleges and universities. Compare the current membership list with those of several years ago to discover who no longer belongs to KMTA. Distribute the list of former members to KMTA District Presidents, asking them to determine the status of ex-members from their District and report if they are still teaching, moved (include new address), retired (from teaching), or deceased. To all those still teaching, send a packet of up-to-date information about KMTA and a special invitation to rejoin in time to attend the next Conference.
- Arrange for the revision and reprinting, in consultation with the Executive Secretary, of the KMTA membership brochure as needed.
- Keep a record of all expenses (postage, telephone, etc.) and send to the Executive Secretary for reimbursement. Receipts must be submitted for all expenses.
- Transfer the Officers Handbook and all files to the new Chairperson promptly (within 30 days) at the end of the term of office.

VICE PRESIDENT FOR ASSOCIATIONS

The Vice President for Associations is selected by the Nominating Committee and elected by a majority vote of the members assembled in Conference and voting. The elected officers (except the President) of the KMTA Board are elected for one year, but may be re-elected

Responsibilities of the Vice President for Associations include:

- Preside over meetings of the Association Chairs (Independent Music Teachers Forum Chair, Local Associations Chair, Student Chapter Chair, College Faculty Chair, and the state SMTA President) that will be held in conjunction with the Executive and Advisory Board meetings.
- Assist the Vice President for Conference and the President in preparing the Conference format and attending to session details.
- Coordinate the Association Chairs in planning conference sessions for a cohesive yet varied format.
- Assist local associations, student chapters, college faculty, and other interest groups with their development plans.
- Keep a record of all expenses (postage, telephone, etc.) and send to the Executive Secretary for reimbursement. Receipts must be submitted for all expenses.
- Transfer the Officers Handbook and all files to the new Chairperson promptly (within 30 days) at the end of the term of office.

VICE PRESIDENT FOR AUDITIONS

The Vice President for Auditions serves as a member of the KMTA Executive Board. The Vice President for Auditions is selected by the Nominating Committee and elected by the majority vote of the members assembled in Conference and voting.

The Vice President for Auditions should have on file a copy of the current KMTA Auditions Handbook.

Responsibilities of the Vice President for Auditions include:

- Be responsible to the KMTA Executive Board for all levels of auditions (performance and composition).
- Preside at meetings of the Audition Chairs (including Collegiate and Chamber Music, Pre-College Auditions Chair, District Presidents, Music Progressions, and Student Composition) scheduled in conjunction with the KMTA Board meetings.

- Prepare for the Spring Board Meeting and the Summer KMTA Update a complete schedule of Auditions for the Fall including: 1) district number, 2) date, 3) place, 4) entry deadline, 5) District President's name and address. District Presidents and the Collegiate Auditions Chair send the information to the VP for Auditions not later than April 15th for inclusion in the report. Vice President for Auditions should also check with the Compositions Contest Chair to be sure announcement information is prepared for the Summer KMTA Update.
- Work with the District Presidents to implement a quality audition. Resolve any issues that should arise.
- Relay information (including communication from the West Central Division and MTNA) to the appropriate areas.
- Serve on committees within the audition area when policies, guidelines and regulations need change and/or updating.
- Relay concerns and suggestions of audition co-chairpersons to the KMTA Executive Board.
- Be responsible for updating and reprinting the Auditions Handbook. Changes in the audition requirements must be reflected in the Handbook and should be communicated to the membership by reprinting of the pages affected. When pages are reprinted, they should be sent to the membership via the KMTA Update. Multiple copies of the reprinted pages should be sent to the Executive Secretary so that the Handbooks on hand can also be updated. Reprinting of the Auditions Handbook should be undertaken before the supply (stored by the Executive Secretary) is depleted.
- Keep a supply of ribbons to send to District Presidents when requested. Reorder as needed.
- Encourage the area of Auditions as an important experience for students and teachers in Kansas.
- Arrange all aspects of the State Auditions: This includes communicating with the university, setting a date, hiring judges, preparing the auditions schedule and arranging workers as door monitors, etc.
- Keep a record of all expenses (postage, telephone, etc.) and send to the Executive Secretary for reimbursement. Receipts must be submitted for all expenses.
- Transfer the Officers Handbook and all files to the new Chairperson promptly (within 30 days) at the end of the term of office.

Prior to 2009 there was a Junior High and High School Performance Competitions Chair, but this was incorporated into the Vice President for Auditions job description. If this position is found to be needed in the future, the President may appoint someone to assist the VP for Auditions.

VICE PRESIDENT FOR CONFERENCE

The Vice President for Conference serves as a member of the KMTA Executive Board. The Vice President for Conference is selected by the Nominating Committee and is elected by a majority vote of the members assembled in Conference and voting.

The Vice President for Conference will serve as Conference Chair and is responsible for coordinating the activities of all committees related to the preparation of the Conference. The printed Conference Program is also the responsibility of the Vice President for Conference.

Responsibilities of the Vice President for Conference include:

- Select, in consultation with the President, the Conference dates. The date should be set early enough to allow for it to be announced to the KMTA membership at the previous year's conference.
- Select, with the assistance of the President, a Conference Committee.
 - a. The President, the Executive Secretary and the Vice President for Associations should serve as members of this committee.
 - b. Other members of the Committee should be KMTA members who live in the city where the Conference will be held (i.e. President of the Local Association, etc.).
- Consult with the President and the Executive Secretary about the financial considerations of the Conference planning.
 - a. Conference registration and program advertising are the major sources of income for the Conference. The total Conference costs should not exceed the projected income.
 - b. Applying for financial assistance grants should be considered in Conference planning.
 - c. While KMTA is responsible for the major part of the cost of the Conference, the host campus is asked to contribute to the Conference expenses in some way.
- Secure, in consultation with the Conference Committee, the Clinician(s) for the Conference. The financial arrangements must be confirmed with the President and Executive Secretary.
- Send memo to Music Department Chairs of all four year colleges and universities informing them of the Conference date and location.
- Look into the possibilities of including local events, concerts, etc. on the Conference schedule.
- Write the first draft of the Conference schedule planning the location for sessions, board meeting and business meeting, dinners, luncheons, etc. Consult programs from previous years Conferences.
 - a. Avoid scheduling conflicts.
 - b. The Conference schedule traditionally includes, in addition to the featured Clinician(s) sessions and performances, the premiere of the KMTA/MTNA Commissioned

Composition, the Honors Recital, a banquet featuring the Outstanding Service Awards, an Independent Music Teachers Forum session and luncheon, a Student Chapter sponsored session and a Student luncheon.

c. Other Advisory Board members may request sessions (i.e. Music Progressions Chair, Certification Chair, Composition Chair, Publicity Chair, etc). It is the responsibility of these Chairs to contact the VP for Conference requesting a time.

- As soon as possible send a tentative schedule to the KMTA board so they know time and location of the Conference.
- Prepare a Conference article for the KMTA Update and Kansas Music Review. Pictures may be included when available and appropriate.
- Contact local motels in the vicinity of the Conference site informing them of the Conference date and obtain price listings for publication in Conference information.
- As program information arrives, update the master schedule and with the aid of the Conference committee make all the final arrangements.
- Give KMTA President and Historian extra programs.
- Keep a record of all expenses (postage, telephone, etc.) and send to the Executive Secretary for reimbursement. Receipts must be submitted for all expenses.
- Transfer the Officers Handbook and all files to the new Chairperson promptly (within 30 days) at the end of the term of office.

VICE PRESIDENT for EDUCATION

The Vice President for Education serves as a member of the Executive Board. The Vice President for Education is selected by the Nominating Committee and elected by a majority vote of the members assembled and voting at Conference. All Executive Board Members (except the President) are elected for a one-year term of office, but may be re-elected.

Responsibilities for the Vice President for Education include:

- Must be MTNA Certified (NCTM).
- Encourage KMTA members to seek MTNA Certification.
- Keep on file all verifying material for certified and continuing education teachers and send reminder letters to those teachers needing to renew KMTA Continuing Education.
- Keep an up to date list of MTNA/KMTA certified/continuing education teachers by adding names of new recipients and deleting delinquent members.
- Send a list of certified/continuing education teachers to the Newsletter Editor for listing in the KMTA directory.
- Set up a booth or display at each KMTA Conference to recognize certified/continuing education teachers, display informational material, and/or plan a Certification/Continuing Education session for the Conference program when appropriate.
- Communicate regularly with local associations, encouraging active promotion of certification/continuing education.
- Prepare articles for KMTA Update and Kansas Music Review as requested.
- Prepare a report for the Executive and Advisory Board meetings of the new and renewed MTNA/KMTA certified/continuing education members.
- Recognize new and renewed certified teachers at the Conference Banquet and/or the general meeting.
- Send a list of certified/continuing education teachers to schools for distribution when requested by a school or teacher.
- Send a list of certified/continuing education teachers to the District Audition/Music Progressions Chairs and ask that the lists be posted on the Audition day.
- Keep a record of all expenses (postage, telephone, etc.) and send to the Executive Secretary for reimbursement. Receipts must be submitted for all expenses.
- Transfer the Officers Handbook and all files to the new Chairperson promptly (within 30 days) at the end of the term of office.

VICE PRESIDENT FOR PUBLIC RELATIONS

The Vice President for Public Relations serves as a member of the KMTA Executive Board. The Vice President for Public Relations is selected by the Nominating Committee and elected by a majority vote of the members assembled in Convention and voting. Executive Board members (except the President) are elected for one year terms, but may be re-elected.

Definition of Public Relations - Communicating ideas to target audiences. Public Relations is determining how you should communicate with those audiences and what you should communicate to them.

Responsibilities of the Vice President for Public Relations:

- Preside at meetings of the Chairs in the Public Relations area. The Chairs in the Public Relations area include the Historian and Publicity Chair, the Editors of the KMTA Update and the Kansas Music Review, the Outstanding Teacher Service Award Chair, the KMTA-KMEA Liaison, the Legislative Concerns Chair, the Power of One Chair, the Fund Raising Strategist, the Technology Chair, and the Arts Advocacy Chair
- Coordinate the duties of the Chairs in the Public Relations area to promote KMTA and the study of music. This promotion should be internally directed to members, and externally directed to the constituency and/or the general public.
- Oversee activities of the Chairs so there is not an overlapping of duties or a job that no one is responsible for.
- Serve as an "idea person," making suggestions pertaining to the promotion of KMTA and the study of music to the Chairs and the KMTA Board.
- Appoint ad hoc committees as specific needs arise outside the normal duties of the Chairs.
- Serve as a member of the Outstanding Teacher Service Award election committee.
- Store and display the KMTA banner. The banner may be set up at the Spring and Fall Board meetings, Conference, and the February KMEA In-Service Workshop.
- Keep a record of all expenses (postage, telephone, etc.) and send to the Executive Secretary for reimbursement. Receipts must be submitted for all expenses.
- Transfer the Officers Handbook, banner, and all files to the new Chairperson promptly (within 30 days) at the end of the term of office.

DISTRICT PRESIDENTS

District Presidents are elected by the members of their District for a two-year term of office and serve as members of the KMTA Executive Board. Responsibilities include:

- Organize activities of the District including:
 - a. Fall Performance Auditions
 - b. Conduct District President elections
 - c. Encourage and assist with other District wide activities
- Notify Local Association Presidents and Auditions Chairs within the District of changes (approved by the Executive Board) in procedures, requirements, fees, etc. of District activities.

District Presidents Responsibilities for Fall Performance Auditions

Each District President may choose to serve as the District Chairperson for Fall Auditions, or may appoint a member to serve in the capacity.

- Set the date and location for the District Auditions by April 1. Each District chairperson has the prerogative to determine the audition site. Keep in mind the entire District when making the site selection. The date should be at least four to five weeks prior to the State Auditions.
- Send the following information to the Vice President of Auditions by April 15 so that current audition information can be prepared for the Spring KMTA Board meeting and the Summer KMTA Update.
 - a. Audition date and location. Full information is needed such as room(s) and address.
 - b. Deadline date for sending entry forms to District Chairperson (at least three weeks before audition).
 - c. Chairperson's name and address, telephone number and email address.
 - d. District number.
- Review requirements for the competitions found in the Auditions Handbook & web site.
- Review KMTA Board Policies regarding auditions.
- Secure qualified judges taking note of the following suggestions:
 - a. Try to secure judges from neighboring districts that are knowledgeable of the auditions and are KMTA members or college faculty. It is acceptable to use In-District judges at the discretion of the District Chairperson.
 - b. Selection of judges who live in close proximity to the audition site will help reduce travel expenses.
 - c. No District Chairperson may serve as judge in his or her own district.
 - d. Confirm in writing, to your adjudicators the day, date, time, location, etc., of the auditions and the KMTA policy regarding fees and mileage.
 - e. Make an early effort to secure and confirm your judges as schedules fill very quickly. If suggestions are needed, contact the VP of Auditions.

- Teachers are to copy the Enrollment Application (Form A) found in the Summer KMTA Update or the ksmta.org and submit one application per student.
- Verify each teacher's current membership in KMTA. Upon receipt of entries, prepare a list of teachers entering students and send to the Executive Secretary for verification of current membership. Also, send checks for the district audition to Executive Secretary.
- Verify from the enrollment form that each student entered is taught by a teacher who is a Kansas resident.
- Check all entries to be certain that appropriate repertoire requirements and minimum time requirements have been met. Requirements are found in the Auditions Handbook.
- Prepare the Auditions schedule. Auditions should be open to the public when possible.
- Send to each teacher with participating students, no later than one week prior to the Audition date, a schedule of the auditions listing:
 - a. The teacher's letter and number for each student entered and student time and place for the performance.
- Send to each judge:
 - a. Time and place of audition and categories that are to be judged.
 - b. A copy of the Adjudicator Guidelines (copy from the Auditions Handbook).
- Prepare adjudication forms with teacher's letter, student's number, and the repertoire to be performed for each entrant.
- Prepare programs. Programs should identify contestants by number only and include a listing of the repertoire to be performed.
- Request how many ribbons you will need and send a list of students' names to VP of Auditions so certificates can be prepared. VP of Auditions will send certificates and ribbons directly to District Presidents.
- Arrange for registration and monitors.
- It is the responsibility of the judge to determine the students who are state eligible.
- Post the state eligible students at the completion of each grade grouping.
- At the audition, have on hand for teachers, the Teacher Application for KMTA State Honors Audition (Form B) found in the Summer KMTA Update or online at ksmta.org. This form is filled out by the teacher listing his/her students and will be sent by the teacher to the Vice-President for Auditions along with the audition entrance fee.

- Sign and send all the State Eligible student applications (Form A) to the Vice-President for Auditions by the postmark deadline for entry into the State Honors Auditions. Emailing the file on Excel would be faster and more efficient.
- Send all District bills and expenses to the Executive Secretary for reimbursement. All bills must be documented with receipts.

District President Election Responsibilities

- Odd-numbered Districts (1, 3, and 5) will elect Presidents during odd-numbered years. Even-numbered Districts (2, 4, and 6) will elect Presidents during even-numbered years.
- Appoint a Nominating Committee of three members to prepare a slate of not more than two candidates. The slate can include only one candidate.
 - a. The immediate past District President should serve as a member of the nominating committee.
 - b. The nominating committee should not all be from the same city.
 - c. The Chair of the nominating committee will conduct the business of the Committee by telephone or email. The current District President may be a member of the nominating committee if they are not running for re-election.
- A mail ballot should be distributed to all active KMTA members within the District.
 - a. The current District President is responsible for the preparation of the mail ballot.
 - b. The KMTA Executive Secretary will provide each District President with a mailing list of members in their District.
 - c. The list will be sent not later than August 1. The ballots must be mailed not later than August 15.
 - d. Mail ballots must have a 30-day return date. Therefore, the mail ballots should be returned not later than September 15 to the current District President.
 - e. The candidate receiving the most votes shall be elected. The term of office begins at the close of the Annual State Conference.
 - f. The District President notifies the State President of the election results no later than September 30.

Other District President Responsibilities

- District Presidents are encouraged to organize other District wide activities as they see fit. Consult with the KMTA President when planning new activities. Possibilities include:
 - a. Other activities at the Fall Auditions or Music Progressions sites
 - b. Encourage the organization of other local associations, etc.
- Support the Composer Commissioning Chair/Student Composition Chair by promoting the MTNA Student Composition Contest in their District.
- Keep a record of all expenses (postage, telephone bills, copying, etc.) and send to the Executive Secretary for reimbursement. Receipts must be submitted for all expenses.
- Transfer the Officers Handbook and all files to the new Chairperson promptly (within 30 days) at the end of the term of office.

EXECUTIVE SECRETARY

The Executive Secretary shall be responsible to the Executive Board and reports directly to the President of KMTA. The duties of this position will include Membership Registrar, Secretary, Treasurer, and Public Relations. The Executive Secretary's salary is determined by the Executive Board. (Salary definition: 40 hours per month).

- House the KMTA Computer and all related equipment.
- Keep minutes of all business meetings of the Association and the Executive Board.
- Send the minutes to the Update editor so they can be printed in the next issue of the newsletter.
- Keep an up-to-date file of all past minutes.
- Send to the membership any directives asked by the President or Executive Board.
- Make copies of revised Officer Handbook pages for distribution to all members of the Executive and Advisory Board.
- Be responsible for the sale of the Audition Handbooks. The supply of Audition Handbooks is housed with the Executive Secretary. Notify the Vice President for Auditions when the supply is low.
- Receive the KMTA membership dues and deposit the dues in trust.
- Maintain the membership files and master membership list.
- Prepare an up-to-date Membership List for publication in the winter issue of the KMTA Update or in the Membership Directory.
- Send the District Presidents mailing labels for the KMTA membership of their District if requested. These address labels should be sent after the Spring Board meeting and not later than August 1 of each year.
- Send to new members the Auditions Handbook and back issues of the KMTA Update as available.
- Verify membership status for certification renewals and for eligibility of teachers to enter students in auditions. Verify Convention pre-registration for all teachers entering students in Auditions.
- Receive all money of the organization and keep such money in trust. Pay bills and disburse money as needed.
- Keep an itemized account of all KMTA receipts and disbursements. Serve as Registrar for the State Conference.

- Serve as Chair of the Budget Committee. The Committee is appointed by the President. Prepare and submit a detailed financial report to the Budget Committee at the close of the fiscal year (June 30).
- Prepare a Financial Summary for each member of the Executive and Advisory Board to be distributed at all Board meetings.
- File a form 990, Return of Organization Exempt from Income Tax or any future alternate form designated by IRS by November 15 each year (or by any future alternate date designated by IRS).
- Prepare a grant application to the Kansas Arts Commission at the appropriate time each year.
- File the annual corporation report.

ARTS ADVOCACY CHAIR

The Arts Advocacy Chair serves as a member of the KMTA Advisory Board (Public Relations area) and is appointed by the President for a two year term of office.

Responsibilities of the Arts Advocacy Chair are:

- Write articles on advocacy for the Kansas Music Review following the guidelines set by the editor.
- Complete all reports requested by the national and state president.
- Work with all Local Association presidents to promote advocacy through Local Associations and communities.
- Work with the Power of One Coordinator.
- Take care of all requests from National Advocacy Chair.
- Write an article for the Advocacy Column in the American Music Teacher if appropriate.
- Working with the Vice President for Public Relations, encourage all members to be active as arts advocates through written and verbal contacts with elected officials.
- Keep a record of all expenses (postage, telephone calls, etc.) and submit receipts to the Executive Secretary for reimbursement. Receipts must be submitted for all expenses.
- Transfer the Officers Handbook and all files to the new Chairperson promptly (within 30 days) at the end of the term of office.

BUSINESS LIAISON

The Business Liaison serves as member of the KMTA Advisory Board and is appointed by the KMTA President for a term of two years.

Responsibilities of the Business Liaison include:

- Attend KMTA Board meetings.
- Serve as the liaison person between KMTA and the business community.
- Keep the Presidents, board members, and if necessary, the general membership informed of areas of concern and programs of interest.

COLLEGE FACULTY CHAIR

The College Faculty Chair serves as a member of the KMTA Advisory Board (Associations area) and is appointed by the President for a two year term of office. Responsibilities include creating opportunities for college faculty to be involved in MTNA and KMTA.

- Create opportunities for college faculty to be involved in MTNA and KMTA.
- Develop a forum for discussion among college faculty on such issues as pedagogy and faculty evaluations.
- Develop activities at the state conference that focus on college faculty concerns.
- Send mailings to Kansas colleges and universities inviting membership in KMTA and participation in MTNA/KMTA student competitions, and providing information relevant to college faculty (the commissioned composer award, etc).
- Provide the Executive Secretary with a mailing list of Kansas colleges and universities. Request mailing labels when needed.
- Report to the KMTA Board, the activities of the College Faculty Chair.
- Keep a record of all expenses (postage, telephone, etc.) and send to the Executive Secretary for reimbursement. Receipts must be submitted for all expenses.
- Transfer the Officers Handbook and all files to the new Chairperson promptly (within 30 days) at the end of the term of office.

COLLEGE STUDENT PRESIDENT

The Kansas Student Music Teachers Association (SMTA) President is elected by the student members. The state SMTA President serves as member of the KMTA Advisory Board for a term of one year.

- Attend meetings of the KMTA Executive and Advisory Board.
- Plan, in cooperation with the Student Chapters Chair, the Vice President for Conference and the Vice President for Associations, a meeting of the student KMTA members to be held during the Conference. Preside at and represent KMTA at this, and all meetings of the Kansas SMTA.
- Plan, in cooperation with the Student Chapters Chair, the Vice President for Conference and the Vice President for Associations, a session(s) for the Conference program. The Student Chapters Chair presides at this session.
- Serve as Editor of the Kansas SMTA Newsletter Learning by Doing.

COLLEGIATE ARTIST & CHAMBER MUSIC PERFORMANCE CHAIR

The Collegiate Artist and Chamber Music Performance Competitions Chair is a member of the KMTA Advisory Board and is appointed by the President for a two year term.

- Send to College Music Departments the announcement of the KMTA & MTNA Collegiate Artist and Chamber Music auditions. Include the date, rules, and repertoire requirements and directions for entering the auditions.
- Send the following information to the Vice President for Auditions by April 15 so current audition information can be prepared.
- Respond to MTNA when they request necessary information.
- Check all entries to be certain that appropriate repertoire and time requirements have been met.
- Prepare the Auditions schedule.
- Notify each student of the time and place of the auditions and other information regarding the performance determined, put the correct ribbon with the certificate to indicate the placement of the student.
- Announce the winners of a category at the completion of that category. The results may be announced by posting.
- At the close of the Auditions give all contestants the judges' written comments of their

performance. In addition, give the winners the date and location of the West Central Division

- Auditions, along with the name and address of the WCD Collegiate Audition Chair and the name and address of the WCD Auditions Host Chair.
- Prepare a list of winners for publication in the Kansas Music Review and KMTA Update.
- Keep a record of all expenses (postage, telephone calls, etc.) and submit receipts to the Executive Secretary for reimbursement. Receipts must be submitted for all expenses.
- Transfer the Officers Handbook and all files to the new Chairperson promptly (within 30 days) at the end of the term of office.

COMPOSER COMMISSIONING CHAIR

The Composer Commissioning Chair is a member of the KMTA Advisory Board and is appointed by the President for a two year term.

Responsibilities of the Composer Commissioning Chair include:

- Confer with the KMTA President and the Executive Board regarding selection of the composer for commissioning and the amount of the commission at least one year before the convention. Request that the KMTA President apply for the Application of Participation and the Contract from the MTNA Executive Secretary.
- Contact the composer and invite him/her to accept the Commission. Provide the composer with the guidelines for the contest and inform the composer that the Application and Contract will be sent to him/her by the KMTA President.
- Contact the President and request that the Application and Contract be completed and sent to the selected composer for signatures, and then on to the MTNA Executive Secretary.
- Confer with the Vice President for Conference and the commissioned composer regarding performance of the commissioned work at the State Conference. This should be done as soon as possible prior to the Conference. The Composer Commissioning Chair presides at the performance.
- Plan, in cooperation with the Vice President for Conference, a composition session(s) for the KMTA Conference when appropriate. Notify the VP for Conference of session plans as soon as possible.
- Plan Conference sessions featuring works of Kansas Composers when appropriate.
- Encourage composition as an important experience for students and teachers in Kansas.

- Invite and encourage participation in KMTA by Kansas composers and theorists. Prepare publicity regarding KMTA composers' accomplishments particularly for the Kansas Music Review and the KMTA Update.
- Keep a record of all expenses (postage, telephone calls, etc.) and submit receipts to the Executive Secretary for reimbursement. Receipts must be submitted for all expenses.
- Transfer the Officers Handbook and all files to the new Chairperson promptly (within 30 days) at the end of the term of office.

FUND RAISING STRATEGIST

The Fund Raising Strategist serves as a member of the KMTA Advisory Board (Public Relations area) and is appointed by the President for a two year term of office. Responsibilities include making and maintaining contacts with possible grant donors and informing board members of available grants for arts organizations.

- Make contacts with businesses to inform them of KMTA's activities and request grant.
- Maintain contact with each business that awards a grant. Invite them to present awards at public functions, give news of our activities, send photographs for use in their publications, and notify them about the financial status of their award.
- Keep track of grant opportunities such as those through the Kansas Arts Commission, MTNA, and Southwestern Bell and notify the appropriate KMTA officer.
- Contact businesses to advertise in the KMTA Update and Kansas Music Review and send advertisers a policy letter on size of ad, price, and requirements for copy-ready advertisements. Send advertisements to the KMTA Update and Kansas Music Review Editors by the publication deadline.
- Report to the KMTA board the activities of the Fund Raising Strategist.
- Keep a record of all expenses (postage, telephone calls, etc.) and submit receipts to the Executive Secretary for reimbursement. Receipts must be submitted for all expenses.
- Transfer the Officers Handbook and all files to the new Chairperson promptly (within 30 days) at the end of the term of office.

HISTORIAN & PUBLICITY CHAIR

The Historian & Publicity Chair serves as a member of the KMTA Advisory Board (Public Relations area) and is appointed by the President for a term of two years. The position includes two areas of responsibility.

HISTORIAN RESPONSIBILITIES INCLUDE:

Keep a file of all material and information of historical value to the Association. These materials are presently placed in the Kansas State University archives.

Place in the State Library copies of all KMTA publications. State Library Address: Kansas State Historical Society Library, Memorial Building, 120 W. 10th, Topeka, KS, 66612. Telephone 913-296-3251. The Historian should check with the Editors of the KMTA Update and the Kansas Music Review to determine if the State Library is on the mailing list.

The Historian should also request that an extra copy of each issue of the KMTA Update and the Kansas Music Review be provided for inclusion in the Historian files.

PUBLICITY CHAIR RESPONSIBILITIES INCLUDE:

- Contact the news media concerning Conference activities. This should be coordinated with the Vice President for Conference who will provide the information.
- Arrange for a photographer to be present at the Conference. It is suggested a student at the host campus be hired for this purpose. Consult with the VP for Conference. The photographer should take photos of the following sessions and events.
 - a. Audition winners
 - b. Featured clinicians
 - c. Conference sessions as time permits
 - d. Outstanding Teacher Service Award recipient
 - e. Commissioned composer
 - f. MTNA representative
- Provide news release forms for individual members to use in reporting their attendance at a Conference, board meeting, or election to office or other duty.
- Publicize the results of the State Auditions including the Collegiate and Chamber Music, and Junior High and High School. Information should be obtained from the State Audition Chairs. News release forms for all students participating in the State Auditions should be prepared.
- Publicize the Outstanding Teacher Service Award recipient(s). Prepare, in cooperation with the Outstanding Teacher Service Award Chair and the recipient, a news release for the recipient's hometown, the KMTA Update, the Kansas Music Review and other appropriate publications.
- News release forms for ALL STUDENTS participating in the West Central Division Auditions and the MTNA Auditions should be prepared and sent. This information should also indicate when a Kansas student has been selected a winner at the Division or

National Auditions. Information regarding State Winners can be obtained from the State Auditions Chairs (Collegiate Artist and Chamber Music Performance Competition Chair, and Junior High and High School Performance Competitions Chair). The KMTA President will send information regarding which Kansas students actually participated in the Division auditions, and also winner information, to the Publicity Chair.

- Undertake publicity opportunities whenever they arise.
- Keep a record of all expenses (postage, telephone calls, etc.) and submit receipts to the Executive Secretary for reimbursement. Receipts must be submitted for all expenses.
- Transfer the Officers Handbook and all files to the new Chairperson promptly (within 30 days) at the end of the term of office.

INDEPENDENT MUSIC TEACHERS FORUM (IMTF) CHAIR

The Independent Music Teacher Chair is a member of the KMTA Advisory Board and is appointed by the President for a term of two years. Responsibilities include planning and organizing and presiding over the IMTF Conference session(s) and the IMTF Conference luncheon.

Responsibilities of the Independent Music Teachers Forum Chair include:

- Plan the IMTF session(s) and IMTF luncheon in cooperation with the Conference Vice President. Notify the Vice President for Conference of session plans as soon as possible prior to the Conference. The IMTF Chair traditionally presides at these sessions.
- Write, or arrange for, an article concerning IMTF activities for the KMTA Update. The Conference issue should include all session and luncheon details. Check with the editor for exact deadline information.
- Write, or arrange for, an article concerning IMTF activities for the Kansas Music Review. Check with the editor for exact deadline information.
- Assist the independent teachers with needs as they may arise.
- Complete reports if requested by the MTNA and West Central Division IMTF Chairs and submit by the given deadline.
- Attend the MTNA IMTF sessions when possible and report to the KMTA President, the Vice President for Associations, and the KMTA Board, the activities of the National IMTF Chair.
- Keep a record of all expenses (postage, telephone, etc.) and send to the Executive Secretary for reimbursement. Receipts must be submitted for all expenses.
- Transfer the Officers Handbook and all files to the new Chairperson promptly (within 30 days) at the end of the term of office.

KANSAS MUSIC REVIEW EDITOR

The Kansas Music Review Editor serves as a member of the KMTA Advisory Board and is appointed by the President for a term of two years. The Kansas Music Review Editor reminds members of possible articles, receives all materials for each publication and sends the KMTA articles to the publisher of the Kansas Music Review as requested prior to the set deadlines.

KMTA-KMEA LIAISON

The KMTA-KMEA Liaison serves as member of the KMTA Advisory Board (Public Relations area) and the KMEA Advisory Board. The Liaison is appointed by the KMTA President for a term of two years.

Responsibilities of the KMTA-KMEA Liaison are:

- Attend the Board meetings of both organizations.
- Keep the Presidents, board members, and if necessary, the general membership of both organizations informed of areas of concern and programs of interest.
- Organize the Piano Honors Recital for the KMEA In-Service Workshop. This program traditionally includes winners from KMTA Honors Auditions held in November. Winners in each division are invited to participate (grades 2-12). If the winner is unable to perform, then those students receiving 2nd place might be asked to participate, depending upon the length of the program. Also, winners of the State MTNA Auditions in all instrumental and vocal areas are invited to participate.
- Plan other keyboard sessions (traditionally three) for the KMEA In-Service Workshop appropriate for the KMEA membership. It is recommended that the clinician be contracted early.
- Program information (including presider information) for KMEA In-Service Sessions is to be submitted to KMTA (online submission) by October 10, in time for their ISW scheduling board meeting in mid October. After the sessions have been approved, room and equipment forms need to be submitted by December 1. These forms are mailed to the KMTA-KMEA liaison after the sessions are approved.
- Expenses incurred in planning the KMEA sessions will be reimbursed by KMEA. Submit bills and receipts to the KMEA Executive Secretary.
- Presently \$500 has been budgeted for expenses from KMTA.
- Keep a record of all expenses (postage, telephone calls, etc.) and submit receipts to the Executive Secretary for reimbursement. Receipts must be submitted for all expenses.
- Transfer the Officers Handbook and all files to the new Chairperson promptly (within 30 days) at the end of the term of office.

KMTA UPDATE EDITOR

The KMTA Update Editor serves as a member of the KMTA Advisory Board. Advisory Board members are appointed by the President for a term of two years. The KMTA Update Editor receives all materials for each publication and is responsible for working with the printer in producing the KMTA Update.

Responsibilities of the KMTA-Update Editor include:

- Publish the KMTA Update in January and in June.
- Both issues will include:
 - a. KMTA Officers and MTNA Officers from Kansas including addresses (List will be provided by the President)
 - b. President's message and picture
 - c. List of new and renewed KMTA and MTNA Certification recipients (provided by the Vice President for Education)
 - d. Articles from Advisory Board members when appropriate
 - e. News from MTNA as space permits
- In addition the January KMTA Update must include:
 - a. Music Progressions schedule and the entry form. (State Music Progressions Chair should provide)
 - b. Results of the District and State Auditions. (District Presidents will send the District results; State Auditions Chairs should provide the state results)
 - c. Results of the West Central Division Auditions, if possible. The WCD Auditions are held in the first part of January. The KMTA President should provide results to the KMTA Update Editor,
 - d. Information about the KMTA Commissioned Composer and the composition provided by the Composer Commissioning Chair
 - e. Announcement of the recipient of the Outstanding Teacher Service Award including an article and picture.
 - f. Convention wrap-up information
 - g. List of Local Associations and current President with President's address (provided by the Local Associations Chair)
 - h. List of the Student Chapters and sponsors' names provided by the Student Chapters Chair
 - i. Announcement of the availability of KMTA Mini-Grants for Local Associations and application blank (provided by the IMTF Chair)
 - j. Announcement of Student Chapter recipients of Mini-Grants provided by the Local Associations Chair
 - k. Current membership list provided by the Executive Secretary
 - l. Other information pertinent to the membership
- In addition the June KMTA Update must include:
 - a. Dates and entry information for the Fall Auditions. (This information will be

- provided by the Vice President for Auditions.)
- b. Conference preview which will be provided by the Vice President for Conference
 - c. Announcement of Local Association Grant Recipients provided by the Local Associations Chair
 - d. Announcement of availability of Mini-Grants for Student Chapters including the application blank provided by the Local Associations Chair
 - e. Music Progressions entry form for the upcoming year (provided by the Music Progressions Chair)
 - f. Music Progressions report including number of sites, number of participating teachers, number of students, etc. This information is provided by the local Music Progressions Chairs
 - g. Update of the membership list provided by the Executive Secretary
 - h. Other information pertinent to the membership
- Maintain an up to date mailing list. The mailing list should include all current KMTA members (provided by the Executive Secretary), WCD State Presidents (provided by the President), and MTNA Officers (provided by the President), and all advertisers.
 - Send the bill for the publishing of the KMTA Update to the Executive Secretary.
 - Keep a record of all expenses (postage, telephone calls, etc.) and submit receipts to the Executive Secretary for reimbursement. Receipts must be submitted for all expenses.
 - Transfer the Officers Handbook and all files to the new Chairperson promptly (within 30 days) at the end of the term of office.

LOCAL ASSOCIATIONS CHAIR

The Local Associations Chair is a member of the KMTA Advisory Board and is appointed by the President for a term of two years. Responsibilities include encouraging local organizations to affiliate, encouraging and assisting prospective new associations to organize and overseeing the Local Association and Student Chapters grant programs.

- Encourage and assist non-affiliate organizations to become 100% state and nationally affiliated.
- Send information packet to prospective new associations. Assist as requested with the organizing of new associations.
- Send information about any new association to the Vice President for Associations, the President, and the Publicity Chair.
- Obtain the officers list from each local association in Kansas. This should be done during the summer months. All communication should be sent to the President.
- Prepare, for the Fall Board Meeting and the winter issue of the KMTA Update, a current

list of local associations and their Presidents with addresses.

- Prepare, for the Fall Board Meeting and the winter issue of the KMTA Update, the announcement of the availability of the Local Association Grants. The announcement should include the application form, name and address of the Local Association Chair who receives the applications, and the application deadline.
- Receive the Local Association Grant applications. Review the applications with the Vice President for Associations and other members of the "Associations" area (the IMTF Chair, the Student Chapters Chair, the College Faculty Chair, and the state SMTA President). Prepare a recommendation for the full Board meeting regarding which associations should receive these grants. The Local Associations Chair and the Executive Secretary should be sure the Board decision regarding the applications (recipients and amounts of grants) is included in the minutes of the Board meeting.
- Notify all applicants of the decision of the Board and how they should proceed to receive the funds.
- Prepare the announcement of the availability of the Student Chapters Mini-Grants for the Spring Board meeting and the June issue of the KMTA Update. The announcement should include the application form, name and address of the Local Association Chair who receives the applications, and the application deadline.
- Receive the Student Chapter Grant applications. Review the applications with the Vice President for Associations and the other members of the "Associations" area at the Fall Board meeting. Prepare a recommendation for the full Board meeting regarding which Student Associations should receive these grants. The Local Associations Chair and the Executive Secretary should be sure the Board decision regarding the applications (recipients and amounts of grants) is included in the minutes of the Board meeting.
- Notify all applicants of the decision of the Board and how they should proceed to receive the funds.
- Complete reports and forward information as requested to the West Central Division and MTNA Local Association Chairs.
- Report the activities of the MTNA Local Association Chair to the President, the Vice President for Associations, and the KMTA Board. Attend the MTNA Local Association sessions when possible.
- Keep a record of all expenses (postage, telephone, etc.) and send to the Executive Secretary for reimbursement. Receipts must be submitted for all expenses.
- Transfer the Officers Handbook and all files to the new Chairperson promptly (within 30 days) at the end of the term of office.

MTNA FOUNDATION STATE CHAIR

The MTNA Foundation State Chair serves as a member of the KMTA Advisory Board and is appointed by the President for a two year term of office.

Responsibilities of the MTNA Foundation State Chair include:

- Serve as the liaison person between MTNA Foundation and KMTA.
- Implement any scholarship plans undertaken by KMTA.
- An article, poster, and/or handout may be displayed at the State Conference or placed in the KMTA Update for membership awareness.
- Keep a record of all expenses (postage, telephone, etc.) and send to the Executive Secretary for reimbursement. Receipts must be submitted for all expenses.
- Transfer the Officers Handbook and all files to the new Chairperson promptly (within 30 days) at the end of the term of office.

MUSIC PROGRESSIONS CHAIR

The Music Progressions Chair is responsible for the organization of the Music Progressions program state wide. The Music Progressions Chair is a member of the KMTA Advisory Board and is appointed by the President for a two year term.

Responsibilities of the Music Progressions Chair include:

- Serve as a member of the KMTA Advisory Board.
- Relay Board decisions regarding Music Progressions to all Local Chairs.
- Request that each Local Chair send the following information by a given deadline (usually September 1).
 - a. Audition day and date
 - b. Audition location
 - c. Chair's name and address
- Prepare for the fall issue of the Kansas Music Review:
- The Schedule for Music Progressions in each of the six districts including date,
- day, location, Chair's name and address
- An article about Music Progressions encouraging participation. The Kansas Music Review Editor will provide details as to length and format,
- Submit information by deadline requested by the Kansas Music Review Editor.
- This same information should be reported to the KMTA Board.

- Prepare for the KMTA Update the Music Progressions Enrollment Form.
- Prepare a packet for each Music Progressions Chair to be sent to the Chair not less than thirty days in advance of their scheduled Music Progressions date. Packet should contain one copy of all the required Music Progressions pages. Local Chair will make copies as needed. All of this information may also be found on the KMTA web page.
- Keep the KMTA web page current as far as forms and changes that may have occurred.
- Communicate with the KMTA President and board regarding the number of Music Progressions.
- Certificates needed for each site so that sufficient Certificates can be sent to each Local Chair in advance of their scheduled Music Progressions date.
- Prepare, in cooperation with the KMTA board and participating teachers, revised pages of the Music Progressions handbook when necessary.
- Plan, when appropriate, in cooperation with the Vice President for Conference, a Music Progressions session for the Conference program. Inform the VP for Conference of the session as soon as possible.
- Keep a record of all expenses (postage, telephone calls, etc.) and submit receipts to the Executive Secretary for reimbursement. Receipts must be submitted for all expenses.
- Transfer the Officers Handbook and all files to the new Chairperson promptly (within 30 days) at the end of the term of office.

OUTSTANDING TEACHER SERVICE AWARD CHAIR

The Outstanding Teacher Service Award Chair serves as a member of the KMTA Advisory Board (Public Relations area) and is appointed by the President for a two year term of office.

Criteria For Outstanding Teacher Service Award include:

The following criteria should be considered when nominating and selecting the KMTA Teacher of the Year:

- Years of continuous membership in KMTA/MTNA
- Years of continuous certification, NCTM
- Student Participation in Local, State, and National Auditions, or other sponsored activities.
- (Include dates and locations)

- Contributions to KMTA/MTNA (give dates)
 - Offices held
 - Programs, lectures, etc. presented
 - Committees chaired
 - Committee membership
 - Other
- Contributions to the Music Profession at large. (May include membership and participation in other music organizations)

Responsibilities of the Outstanding Teacher Service Award Chair include:

- Prepare information for board meetings and an article about the Outstanding Teacher Service Award (OTSA) for the KMTA Update. Invite nominations from all KMTA members, include a deadline, and your name and address as chair.
- Send the same information to the President of all affiliated local associations.
- The Executive Board serve as voting members for the Outstanding Teacher Service Award. (See by laws for voting members).
- Send results of the selection to each KMTA member or association who submitted a nomination.
- Arrange with the nominator to have the winner present at the Conference.
- Obtain the plaque for the winner.
- Send the name of the winner and a copy of the winner's resume (nominating form) to the President at least 3 weeks prior to the Convention. The President presents the Award at the Convention Banquet.
- Prepare a news release for distribution to the President, KMTA Update, Kansas Music Review, American Music Teacher, and the winner's local newspaper. If possible, include a black and white glossy photo for use in the KMTA Update and the recipient's local newspaper. This news release should be prepared in cooperation with the recipient and the KMTA Publicity Chair.
- Secure a photo of the recipient for inclusion in the KMTA Scrapbook. Send this photo to the KMTA Historian.
- Keep a record of all expenses (postage, telephone calls, etc.) and submit receipts to the Executive Secretary for reimbursement. Receipts must be submitted for all expenses.
- Transfer the Officers Handbook and all files to the new Chairperson promptly (within 30 days) at the end of the term of office.

POWER OF ONE COORDINATOR

The Power of One Coordinator serves as a member of the KMTA Advisory Board (Public Relations area) and is appointed by the President for a two year term of office.

Responsibilities of the Power of One Coordinator are:

- To use every available and creative means to help individual teachers raise awareness of the value of music study and of that study being with a certified teacher in their communities.
- To keep informed of the current information supporting the value of music study and to share that information with the KMTA membership.
- To help focus the attention of the KMTA membership on the importance of promoting the study of music by writing articles for the Kansas Music Review and the KMTA Update and by assisting with conference sessions promoting this.
- To keep an up-to-date file of all persons being honored for their influence on music study and of those who make the contributions in their honor.
- To keep the "Book of Memories" listing honorees and donors and to solicit additional material (pictures, tributes, etc.) about those being honored and keep these in the book.
- To promptly send responses both to those making contributions and to those being honored (or their families).
- Keep a record of all expenses (postage, telephone calls, etc.) and submit receipts to the Executive Secretary for reimbursement. Receipts must be submitted for all expenses.
- Transfer the Officers Handbook and all files to the new Chairperson promptly (within 30 days) at the end of the term of office.

STUDENT CHAPTERS CHAIR

The Student Chapters Chair serves as a member of the KMTA Advisory Board (Associations area) and is appointed by the President for a two year term of office. Responsibilities include advising and assisting in the development of new and present KMTA Student Chapters.

- Promote and assist in the organization and development of Student Chapters on the campuses of Kansas colleges and universities.
- Maintain a copy of the Constitution and By-laws of each Chapter, as well as a current roster of officers, advisors, and members.
- Plan, in cooperation with the Vice-President for Conference, the Vice-President for Associations, and the state SMTA President, a session for the Annual Conference. The Student Chapter Chair traditionally presides at this session.
- Plan, in cooperation with the Vice-President for Conference, the Vice-President for Associations, and the state SMTA President, a meeting for the student KMTA members to be held during the Annual Conference. The state SMTA President presides at, and represents KMTA at this, and all, meetings of the state SMTA.
- Assist the Student Chapters with activities that encourage involvement of student members in KMTA activities, i.e. attending the Conference, assisting at the Conference, assisting at auditions and Music Progressions, sessions at Auditions, etc.
- Report to the KMTA Board, in cooperation with the state SMTA President, the activities of Student Chapters.
- Send a list of student chapters, sponsors, and student presidents to the KMTA President, the Vice President for Associations, the KMTA Update Editor, and the Kansas Music Review Editor within two weeks of election or appointment.
- Keep a record of all expenses (postage, telephone calls, etc.) and send to the Executive Secretary for reimbursement. Receipts must be submitted for all expenses.
- Transfer the Officers Handbook and all files to the new Chairperson promptly (within 30 days) at the end of the term of office.

TECHNOLOGY CHAIR

The Technology Chair is a member of the KMTA Advisory Board (Public Relations Area) and is appointed by the President for a term of two years.

Responsibilities of the Technology Chair include:

- Assist the membership in strategies and opportunities to use technology in music education and studio management.
- Maintain the KMTA website as per the following procedures:
 1. The Executive Secretary should contact the Technology Chair with the names of teachers who send money to set up their own web pages. The Technology Chair will have password control and can give the appropriate password to the teachers and help them get their pages set up.
 2. Updates in areas that are already included on the site (Auditions, Conference, Certification, etc.) should be sent directly to the Technology Chair who will take care of either updating them personally or working with Handmade Designs to have the updates implemented.
 3. New links deemed to be of interest to the KMTA membership may be added to the Links page at the discretion of the Technology Chair.
 4. New information that someone would like to see included on the website will be sent directly to the Technology Chair who will clear it with the KMTA president. Then the Technology Chair will either add it personally or work with Handmade Designs to have it added.
 5. New ideas for the website (forums, new template design, bulletin boards, etc. things that would change the current site considerably) will be cleared through the KMTA president and/or presented to the Board for consideration and approval before being implemented.
- Keep a record of all expenses (postage, telephone calls, etc.) and submit receipts to the Executive Secretary for reimbursement. Receipts must be submitted for all expenses.
- Transfer the Officers Handbook and all files to the new Chairperson promptly (within 30 days) at the end of the term of office.

ALL NECESSARY FORMS FOR KMTA AUDITIONS AND MUSIC PROGRESSIONS AS WELL AS ALL OTHER FORMS AND REPORTS MAY BE FOUND ON THE KMTA WEB SITE. THAT ADDRESS IS: <http://www.ksmta.org/> PLEASE REFER TO THIS WEB SITE FOR ANY ADDITIONAL INFORMATION.