



*PMTA is an affiliate of Music Teachers National Association.
PMTA is a 501c3 non-profit educational corporation.*

PMTA

JOB DESCRIPTION/POLICIES AND PROCEDURES HANDBOOK

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MTNA History and Mission Statement

Elected Officer Duties: The Executive Committee, within the limits of the Bylaws, shall determine policies of the Association with recommendations from the Board of Directors, Standing and ad hoc Committee Chairs, and individual members. It shall actively pursue the purposes of the Association and shall have discretion in the disbursement of all funds of the Association. It may adopt such rules and regulations for the conduct of Association business as shall be deemed advisable, and may, in the execution of powers granted, appoint such agents as it may consider necessary.

PRESIDENT

The **President** shall be the principal elected officer of the Association and shall preside at all meetings of the Association, the Executive Committee, and the Board of Directors. He or she shall recommend for appointment by the Board of Directors all standing and ad hoc committees as required by the Bylaws or as he or she may deem beneficial to the Association. The President shall serve as a member *ex officio* of all committees except the Nominating Committee and shall be responsible for work product of every board member. He or she shall perform such other duties applicable to the office and as prescribed by the parliamentary authority adopted by the Association.

Responsibilities include but are not limited to:

MEETINGS:

- Schedule and preside over two state Board meetings and one General Membership Meeting per year. Solicit agenda items and prepare agenda for said meeting. Make arrangements with restaurants and/or campus catering for meals when necessary.
- When feasible, with assistance from the Board, schedule and plan a Leadership Summit.
- When possible, attend National Conference, preparing any reports as requested.

NEWSLETTER:

- Write a column for each newsletter, "From the President's Desk"
- Solicit articles from Chairs or other sources.
- Include information from Eastern Division and National Competitions, or any other items of interest/concern.
- Send newsletter text to online communications editor for formatting.
- Proofread a draft of the newsletter and approve sending out by the OCE.
- Newsletters should happen 4x a year, going out no later than September 15 (pre-DSPF registration but after Leadership Summit), November 15 (or post DSPF and state competition), March 15 (pre-conference registration), and June 30 (post-conference)

ANNUAL CONFERENCE:

- Assist Conference Committee as needed in planning aspects of the annual event.

COMMUNICATIONS:

- Inform MTNA of leadership changes via their website.
- Stay in touch with Local Association Presidents.
- Stay familiar with the website and send edits/updates to the OCE as necessary.
- Communicate with board members concerning day/time/place of board meetings and send previous board meeting minutes to board members for review in advance of board meetings.

FINANCIAL:

- Work with Treasurer in establishing a working budget annually and forming an audit committee every other year.

CHAIR/BOARD APPOINTMENTS:

- Make any necessary chair or committee appointments.

ETHICS COMMITTEE

- Appoint and oversee committee to handle ethical grievances that may be filed.

GENERAL

- Assist/oversee all officers/chairs as needed

- Be aware of any new initiatives, grant programs, scholarship programs and publicize to appropriate parties.
- Assist Nomination Committee in creating list of potential leaders.
- Stay in touch with OCE to be sure she understands her job.

VICE-PRESIDENT

The Vice-President shall assume all duties of the President in the absence of that officer, serve on the Nominating Committee and assist the President as needed. He or she may perform such other duties as applicable to the office as requested by the President and Board of Directors to the office as prescribed by the parliamentary authority adopted by the Association.

SECRETARY/HISTORIAN

The secretary shall record minutes of the Executive Committee, Board and Association meetings, maintain files of reports from various offices, distribute copies of minutes in legal form to all members of the Executive Committee and Board of Directors, and perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.

Responsibilities include but are not limited to:

- Attend all meetings and take minutes; prepare minutes from previous meeting for review.
- Pass around an attendance sheet for all present to sign. These names are recorded in the minutes.
- Attend business meeting at the conference and take minutes;
- Prepare minutes after both meetings.
- Keep a set of reports from both Board meetings submitted by each committee chairperson.
- Collate meeting minutes and reports to upload to website via the OCE.
- Keep in contact with the president as the need arises.
- Minutes include all motions made and their votes to either pass or fail

TREASURER

The Treasurer shall be responsible for overseeing in cooperation with the President, all financial affairs of the Association; shall chair the Finance Committee; shall be responsible for the preparation of periodic reports to the Executive Committee, and shall perform such other duties applicable to the office prescribed by the parliamentary authority adopted by the Association.

Treasurer Job Description

- Manage day-to-day check writing and deposits in a timely manner
- Manage PayPal invoicing as requested
- Reconcile banking statements monthly
- Keep current and past several years recordkeeping on excel file (or other)
- Submit completed Sales tax forms to those who need them
- Review investment accounts twice yearly in consultation with the finance committee
- Conduct an annual or biannual audit with two other members appointed by the president

Recordkeeping

- Print all monthly statements for active accounts
- File all deposits by date – use ATM with check images
- File all disbursement receipts by date

Transfer payment contacts

- Bluehost
- Insurance
- Sales tax license
- Debit card/checking account

- PayPal (*If primary address for PayPal account is changed, notify Alejandro Cremaschi so Tenutoweb registration can be updated*)
- Tenutoweb

Fiscal year July 1-June 30.

- File e-postcard taxes before November if gross receipts are under \$50,000
- Prepare paperwork for accountant if gross receipts are over \$50,000
- Create budget for current year to submit at fall board meeting
- Supply YTD expenditures in June, final totals in November for previous year

At Competitions:

- Have judge checks pre-written and in envelopes as per Competitions Coordinator schedule (hourly rates in Policies and Procedures Handbook)
- Have winner checks completed except for names and in marked envelopes so they can be completed quickly
- Handle bills as needed

Pre-Conference:

- Make artist/clinician/composer hotel reservations as necessary with debit card
- Cross-check conference advertising spreadsheet to make sure payment information matches advertising sizes and advertisers

At Conference:

- Have checks pre-written as per contracts – if reimbursing for travel, use separate check. Only payment for services reported to IRS if over \$600 – not travel reimbursement.
- Obtain W-9 forms from internet. Clinician receives payment only AFTER completion of form.
- Take care of on-site expenditures that need attention.
- Have extra cash for ticket sales/misc
- Handle raffle cash and write MTNA Foundation check for chair
- Handle bills as needed

Board Meetings:

- Prepare complete financial report
- Have multiple copies of reimbursement forms
- Reimburse mileage/hotel only with completed reimbursement form or hotel bill

January:

- Get 1099 forms and complete/send/file

IMMEDIATE PAST-PRESIDENT

The Immediate Past President shall serve as an adviser to the President, chair the Nominating Committee and shall perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.

Responsibilities include but are not limited to:

- Solicit nominations for Teacher of the Year Award and Distinguished Service Award. If more than one nomination, appoint a committee to make the decision. Elicit more information about the candidates if necessary. Deadline for nominations each year is March 15.
- Order award plaques and coordinate presentation at annual conference. The following company has our logo and templates of both plaques:

Trophy Case, LLC
P.O. Box 8622
New Castle, PA 16107

Contact: Elizabeth Payne, elizabeth@trophycase.us

ARTS AWARENESS AND ADVOCACY

The Arts Awareness and Advocacy Chair's role is to help promote awareness of the importance of music and the arts for everyone. Responsibilities include but are not limited to:

- Help to implement projects and campaigns and disseminate information.
- Contribute or solicit articles about music advocacy efforts to the state newsletter.
- Help build an online advocacy resource center.
- Encourage local associations to elect AAA chairs.
- Suggest to the conference committee possible music advocacy speakers for the annual State Conference.
- Be willing to speak to interest groups about the mission of the AAA committee and to encourage advocacy in the communities of the state.
- Encourage networking by maintaining communication with other advocacy groups in the state.

CERTIFICATION

(FROM THE MTNA WEBSITE)

Duties of the State Association Certification Chair

1. Be Knowledgeable

- Be aware of procedures for procuring an application packet and making an application for MTNA Certification
- Be able to explain application brochure and procedure
- Review the renewal points folder and know of activities that will count for certification renewal points
- Answer any questions regarding the MTNA Professional Certification Program or know where to refer them for an answer

2. Be a Communicator

- Serve as liaison to local certification chairman--Provide them with ideas for promoting certification
- Recruit candidates for MTNA Professional Certification
- Write a regular article for your state's newsletter/magazine
- Answer all inquiries about certification promptly and pleasantly
- Encourage retention of NCTM through the MTNA Professional Certification Renewal program

3. Be Available

- Recruit candidates for MTNA Professional Certification
- Offer to provide a certification program for local associations

4. Be Visible

- Provide a certification display for your state convention
- Organize a question/answer or other certification information session at a state workshop or as part of the state convention
- Secure mentors, when requested, for candidates applying for MTNA certification
- Acknowledge the names of those newly certified in the state at state convention

COLLABORATIVE MUSIC FORUM

The Collaborative Music Chair:

- Leads a collaborative music forum at the PMTA state conference or other PMTA events
- Whenever possible, attends the collaborative music forum at the MTNA National Conference and reports back to the PMTA Board pertinent information shared at the forum
- Encourages PMTA membership to participate in, organize and host collaborative music events
- Attends PMTA board meetings twice annually and presents a report as appropriate

COLLEGE FACULTY FORUM

The job of the College/University Faculty Forum Chair is:

- To invite all university faculties within the state in both public and private colleges and universities to become members of PMTA.
- Coordinate with the Membership Chair, checking on new members from the faculty lists, sending invitations through email, and making phone calls to prospective members.
- Educate prospective members about the benefits of PMTA and MTNA for themselves and their students. Faculty members are often unaware of the requirements for competitions and should have access to past programs for examples in their respective areas.
- Encourage new faculty members to take an active role in PMTA. One way would be to invite new faculty to present workshops at conferences.
- Link new faculty members with a mentor who is active in PMTA to assist them as they learn about our organization and to encourage their participation at the local level as well.
- Present a summary report of activity to the Board at its bi-annual meetings.
- Lead a college faculty forum at the annual state conference.

COLLEGIATE STUDENT CHAPTERS

"The PMTA College Student Chapter Chairperson shall act as an advisor to assist in the organization of any college student chapter in the state. The Chair will help foster increased awareness of and interest in creating/building student chapters in Pennsylvania. The Chairperson will also work closely with the National Office to expedite the process of beginning new student chapters."

Responsibilities include but are not limited to:

- Encourage colleges and universities to develop student chapters.
- Encourage existing student chapters to pursue new projects.
- Encourage communication between chapters and students statewide.
- Organize students to provide conference support.
- Select potential candidates for the MTNA Collegiate Chapter of the Year Award in collaboration with the president (see info on MTNA website)
- Develop other projects and initiatives as appropriate.

COMMISSIONED COMPOSER

Mission Statement – from the MTNA website

MTNA is dedicated to encouraging the creation of new works by American composers and annually assists its affiliated state associations in the generation and performance of new music through the national composers commissioning program. A newly commissioned work receives its premiere performance at the conference of the State MTA.

To further promote and recognize outstanding contributions to American music, MTNA annually has its state affiliates submit their commissioned works to a panel of recognized composers for selection of the MTNA-Shepherd Distinguished Composer of the Year. The new work of the selected composer is presented in a performance during a general session at the next MTNA national conference, and the composer is proclaimed the MTNA-Shepherd Distinguished Composer of the Year.

PMTA Timeline

Commissioned Composer program

1 st call for nominations	18 months prior to premiere
2 nd call	16 months
Nominations due and sent to Commissioned Composer committee	15 months
Selection by committee	14 months
Selected composer contacted - if 1 st choice declines, move to second choice	13 – 14 months
Contract completed and returned to MTNA	12 – 14 months
During this time, chair, local host, and composer consult on instrumentation of work depending on availability of performers at time of premiere at host institution. Arrangements made for composer to attend the premiere.	
Composer announced at state conference	Conference one year prior
Delivery of completed piece to chair of committee or to performers	4 – 6 months
Electronic request for check from MTNA for matching funds	As soon as score is received
Score pdfs and recording mp3s submitted to MTNA	On or before December 1 in commissioning year

REFER TO MTNA WEBSITE AND COMMISSIONED COMPOSER MANUAL FOR LATEST GUIDELINES

COMPETITIONS – MTNA/PMTA PERFORMANCE COMPETITIONS

The MTNA/PMTA Performance Competitions Chair is responsible for all aspects of the state level competition held in November.

The Performance Chair is included in board discussions of site coordination for the event. Minimum space requirements are:

- 3 performance spaces with concert-quality grand pianos
- 1 (2, if available) other performance or large classroom spaces with a good piano, preferably a grand
- a balloting/lunch room
- 4 dedicated practice rooms for warm-ups

The Performance Competitions Chair may communicate and delegate responsibilities to the competition coordinators (Junior, Senior and Young Artist/Chamber Music and possible co-chair) as needed. The Competitions Chair is also responsible for updating all competition information on the PMTA website.

Complete guidelines can be found online at the MTNA website, currently at https://www.mtna.org/MTNA/Engage/Competitions/Performance_Guidelines.aspx Guidelines can also be found in the April/May AMT magazine.

The competitions handbook is available currently at http://members.mtna.org/competition_handbook/handbook.html This link is subject to change and will be sent to each coordinator in the summer prior to the competitions.

Make sure the national Competition Chair has your correct contact information as well as that of all the coordinators. MTNA requires coordinators to have email and internet access. The current MTNA Director of Competitions and contact person is Linda Stump at lindastump@mtna.org. She will provide you with an ID and password to access the MTNA management website where you will report winners and the list the judges.

Follow the timetable set by the MTNA and make note of all deadlines.

Responsibilities include but are not limited to:

- Processing entries and creating schedule according to MTNA Guidelines
- Procuring judges and monitors
- Preparing judges and balloting packets
- Securing checks for judges and winners from the PMTA Treasurer
- Creating the Program Book
- Announcing winners in newsletter and/or website
- Updating the past winner documents

The Performance Competitions Chair calculates honorariums and requests checks from the treasurer according to the following fee schedule:

Performance judges are paid \$75 for the first hour, and \$25 for each additional hour payable in half hour increments, rounded up. Lunch or other breaks not included in compensation. Parking fees and lunch, if any, are covered by PMTA. Overnight hotel stays are not covered unless the competition must run for two days. Extra money for travel/mileage is possible – discuss with treasurer/coordinators/president before offering.

Winners honorarium: Young Artist \$125
Senior \$100
Junior \$75

MTNA STUDENT COMPETITION TRAVEL STIPEND

A travel stipend of \$300 is awarded to any MTNA Pennsylvania state winner who participates or competes at the national conference (Eastern Division performance winners and national composition winner). The State Competitions Chair is responsible for monitoring the results of the division competition to determine if PA state winners will go to the National Competition. Checks for winning students are requested and sent by the State Competitions Chair.

The Performance Competitions Chair keeps (and passes on to next chair) the Competition Supply Box to include:

- Clipboards
- Notebook with dividers for registration
- 5 or more working stopwatches
- Mechanical pencils
- Tape – scotch and masking
- Pens/markers
- Music Release forms
- Multiple copies of door signs

MTNA PERFORMANCE COMPETITIONS SITE PROSPECTUS

Rooms must be available late afternoon/evening prior to competitions

- _____ Room A - 1 grand, audience 50-100 (piano competition)
- _____ Room B - 1 grand, audience 50-100 (piano competition)
- _____ Room C - 1 grand, audience 50 (piano competition)
- _____ Room D - 1 piano, audience 25-50 (instrumental or vocal competition)
- _____ Room E - 1 piano, audience 25-50 (instrumental or vocal)
- _____ Balloting room - classroom/conference room (should accommodate refreshments)
- _____ 4-6 practice rooms reserved during competitions

MTNA/PMTA COMPOSITION COMPETITION

The purpose of the Music Teachers National Association composition competition is to encourage creativity and self-expression in students through the art of composing and to recognize their achievements, as well as the significant work of their teachers. The overall experience should be a positive one for students and teachers.

The MTNA Composition Competition consists of three levels: State Competition, Division Competition and National Finals. The PMTA coordinator is responsible only for the state level competition.

Complete guidelines can be found online at the MTNA website, currently at https://www.mtna.org/MTNA/engage/competitions/Composition_Guidelines.aspx Guidelines can also be found in the April/May AMT magazine.

The competitions handbook is available currently at http://members.mtna.org/competition_handbook/handbook.html This link is subject to change and will be sent to each coordinator in the summer prior to the competitions.

Make sure the national Competition Chair has your correct contact information. MTNA requires coordinators to have email and internet access. The current MTNA Director of Competitions and contact person is Linda Stump at lindastump@mtna.org. She will provide you with an ID and password to access the MTNA management website where you will report winners and the list the judges.

Follow the timetable set by the MTNA and make note of all deadlines.

Responsibilities include but are not limited to:

- Processing entries according to MTNA Guidelines
- Procuring judges
- Securing checks for judges and winners from the PMTA Treasurer
- Announcing winners in newsletter and/or website
- Coordinating performance of winners with the DSPF Chair
- Submit expense reimbursement request to Treasurer

Composition judges are paid \$15 per composition with \$50 minimum fee per judge.

Winners honorarium:

Young Artist \$125

Senior \$100

Junior \$75

Elementary \$75

State Representatives are not awarded an honorarium.

COMPETITIONS-PMTA KEYSTONE CHAMBER MUSIC COMPETITION

The purpose of the PMTA Chamber Music Competition is to encourage young musicians to collaborate in forming groups to explore and perform chamber music.

Summer of prior year

- Secure a location for the competition. The competition has traditionally been held at Penn State, but was also held at Elizabethtown due to repairs at the recital hall at Penn State. The location should be determined by the coordinator, and a local onsite PMTA member can help with the scheduling and acquiring of judges.
- The competition is held the first Saturday of March to coordinate with the college break. If possible, a snow date would be helpful, but often difficult to procure.
- Update guideline and application for website, including changing all dates in all places – submit for uploading
- Submit updates to information page on the website
- Coordinate newsletter announcements

November of prior year

- Coordinate e-blast/newsletter announcements

January/February

- Process applications. Determine if there are enough applicants in each category, junior and senior, to have the competition in that category.
- Secure one judge if there are two instrument families represented in the chamber groups. If there are three instrument families, acquire two judges who are comfortable with the chamber repertoire in their particular instrument family. Be sure to get address, email, home phone if applicable, and cell phone for each judge. Also ask for a short bio from each judge.
- Send email acknowledgement to each coach and entrant when you receive all the applications. • Check all applications to be sure they meet the eligibility requirements for each category, junior and senior.
- Make a schedule for the competition. Acquire a room for warmups for the chamber groups. Make a schedule for the warmup room. Send schedules to coaches, entrants and judges.
- Make a program of all the entrant groups, including the chamber group name and the repertoire for each group. Photocopy enough programs for the judges and for the entrants and families. Parents and students often listen to the other chamber groups.
- Make rating sheets for the judges, including the name of the chamber group, the repertoire listed for each group, the timing for each piece, and the total timing for the entire program. Each chamber group should be on a separate sheet with an extra sheet for additional comments. The judges often write in detail. The comment sheets will be mailed to the students after the competition.
- If there are a lot of entrants in each category, both junior and senior, the results can be announced at the end of each category. If there are just a few entrants in each category, the results can be announced for both groups at the end. Either the junior or senior category can be first, depending on how the schedule works out.
- At the results announcement, judges can be introduced first with a short bio for each. Then any Honorable Mentions can be announced, and then the Winner. Coaches can also be acknowledged. A monetary award is given to the Winners. Because of the nature of having to split the award, cash is usually used. The treasurer can write a check to the coordinator, and then the coordinator can cash the check and convert the check into cash for the winning chamber groups. Have extra cash on hand since the number of entrants in each group varies, and the exact number of entrants in the winning group cannot be determined ahead of time. Or, reimbursement can be made from the treasurer after the competition if that is easier for the coordinator.
- There is one Winner in the Junior and one Winner in the Senior categories. If there are a larger number of entrants, then the judges can choose some for Honorable Mention if they wish.
- Each entrant in the competition must have an individual set of comments, so the comments can be mailed to the students with their certificates and letters after the competition when there is time to make copies. Samples of the certificates and letters are on file that can be passed on to each competition coordinator.
- Judges' remuneration checks can be sent from the treasurer to the coordinator ahead of time and given to the judges at the time of the competition. An email or hand written "thank you" can be sent to the judges a day or two after the competition

COMPETITIONS - PMTA (KEYSTONE) COMPOSITION COMPETITION

Coordinator Job Description

The purpose of the PMTA (KEYSTONE) composition competition is to encourage creativity and self-expression in students through the art of composing and to recognize their achievements, as well as the significant work of their teachers. The overall experience should be a positive one for students and teachers.

Spring/Summer of prior year

- Update guideline and application form for website – submit for uploading
- Submit updates to information page on the website

January of Competition year

- Coordinate eblast/newsletter announcements

February/March of Competition year

- Process entries
- Procure 3 judges. Judges' honorarium is \$15 per composition
- After securing three judges, send to judges, as email attachments: (1) Judge Guidelines, (2) a sample Ranking Form, and (3) a Timeline for completion of the project. Be sure to obtain a mailing address for each judge, so that honoraria checks can be sent after the Competition; and a phone number in case of the need for an immediate communication.
- Send acknowledgement email to each teacher when you receive the PDF manuscripts and the registration forms and checks (by postal mail). [might want to consider on-line registration and credit card or PayPal payments in the future, to eliminate paper bank checks.]
- After registration deadline, when all student (PDF) submissions arrive by email, review them for legibility and that they meet the competition requirements (e.g., teacher name should not be on manuscripts, etc.). Forward all PDFs to each of the three judges, sorted by Division level.
- Judges should return all completed Comment sheets as *editable* Word files. Review them for legibility, grammar, syntax, etc. Make appropriate edits, without distorting or misrepresenting the judges' comments.

Immediately following receipt of judges' Comment Sheets

- For each student, combine (using Copy and Paste) all three judges' Comment Sheets into one file. Save the completed Comment file for each student as a PDF, to be forwarded to the appropriate teacher at the end of the Competition.
- Determination of Winners, Runners-up, and Honorable Mentions:

The judges will rank all compositions in each division by assigning numbers, assigning #1 to the best composition, #2 to the second-best composition and so on. [There is no need to assign a numerical grade.]

Example:

RANK	ENTRANT NAME	TITLE
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Junior (age 11-14)

1. Sally Rachmaninoff Sinfonia in Gm

2. George Scriabin Prelude in E# Major

3. Betty Schumann Rock Garden Rock

4. etc.... ranking ALL compositions in order from best to worst

- In the Excel registration worksheet, add up the judges' ranking numbers for each student, keeping Divisions separated. The lowest number in each Division is the Winner, next lowest is Second Place, etc. **If a student receives a #1 by two (or more) judges, he/she is automatically declared the Winner.** This criterion takes precedence over the lowest number benchmark.
- Determine any Honorable Mentions by selecting the next closest rankings below the Runners-up. Determination of Honorable Mentions is more subjective, allowing for as many Honorable Mentions as fitting, as there is no cash prize associated with this category.

Announcements and wrap-up

- Send announcement of Winners, etc., to all participating teachers, the three judges and all PMTA Board members. Remind teachers that Winners and Runners-ups are invited to perform in a DSPF Showcase Recital and must register online during the DSPF registration window.
- Send a separate email to the Treasurer, itemizing (1) all Winners' names and award amounts, and (2) the judges' names and amount of honorarium for each. Request that checks be sent to the Coordinator.
- Send each teacher the completed Comment Sheets as email attachments. (There is no need to send back the original PDF manuscripts.)
- Prepare Certificates for all students, acknowledging Winners, Honorable Mentions and Participants (students who do not place within their Division) on each Certificate. When the Coordinator receives the award checks from the Treasurer, include the reward checks with the Certificates, and send one mailing to each teacher, which includes all of that teacher's student certificates and checks.
- Send an expense reimbursement request to the Treasurer for the cost of printing of certificates and mailings to all teachers and judges.
- Prepare newsletter and/or website announcement
- Submit updates for the Competition Winners page

CONCERTO FESTIVAL

PMTA State Concerto Festival runs the same time as the DSPF. Responsibilities include but are not limited to:

- Maintain guidelines for the Concerto Festival as a discrete event within the Dorothy Sutton Festival, using the same date and the same facility, and coordinating with the Chair of the Dorothy Sutton Festival and the Site Coordinator.
- Hire one or more judges for the Festival, depending upon the number of entrants and the availability of one or more qualified judges.
- Work with the Sutton Chair in determining payment for the judge(s); income from Concerto Festival enrollment fees will be part of the Sutton budget and may be used to pay the judge(s).
- Oversight of the Concerto Festival on the day of the event.

CONFERENCE CHAIR

Responsibilities include but are not limited to:

ARTIST(S):

- Should be contracted one to two years ahead of conference date. Discuss venues outside the concert -- sessions, workshops, master classes, etc. Review contract and expenses with regard to hotel, travel, meals, etc.
- Decide on other guest clinicians in cooperation with local music stores or guest speakers. Review contract and expenses with regard to hotel, travel, meals, etc.
- Contract with local hotel(s) regarding block of rooms for special rate. Send signed contract to Treasurer.
- Discuss with Site Coordinator room availability, instruments, meal/catering service, shuttle-service, participation of college faculty for recitals or workshops.
- Send Contract Letters to all participating artists, guest speakers and clinicians. Send signed copies to Treasurer.

SITE CONSIDERATIONS:

- Meals: On or off site, receptions, light refreshments during the day, Any special meals such as IMT Luncheon or an evening banquet.
- At least one organized group meal should take place to include a time for the General Membership Meeting and Awards. Also a good time for a keynote speaker.
- Instrument availability and workshop space. Do you need to rent instruments?
- Microphone availability; recording workshops; tech person on site?
- Be aware of other events scheduled on site to make sure they don't interfere with our events with regard to floor space, sound bleeding, etc.
- Central registration site.

- Vendor space (for clinicians only) - kept as centrally located as possible.

WORKSHOP CONSIDERATIONS:

- Designate one person to collect Call for Clinicians. Designate the committee to make final decision as to participation. Be sure to include hosting college faculty presentations.
- Poster sessions for collegiate students.
- Designate Presiders for all events. Include Dean of Music School when appropriate.

COMMUNICATION CONSIDERATIONS:

OCE will need:

- Workshop title, description, clinician bio
- Artist, speaker bios, programs
- Complete registration information including specific meal info and fees to be charged (reviewed by the conference committee and executive board.)
- Hosting University info including time and place for onsite registration
- Hotel info, travel directions to hotel and university, website links
- Conference Registration form

PROGRAM BOOK:

The Conference chair oversees the creation of the conference program book, but does not necessarily need to create it. It may be hired out or done by another volunteer. Program books should go to the printer a minimum of two weeks before the conference.

Program books should include:

- Special letters from President, from MTNA, local college Pres
- List of special acknowledgments
- Table of contents and advertiser index
- Artist, keynote speaker and Clinician biographies
- Recital programs
- Advertisements
- Schedule of events (with times and rooms and summary descriptions of sessions)
- List of Upcoming PMTA and MTNA events
- One-page conference at a glance schedule

ONE/TWO YEARS AHEAD:

- Book artists and special clinicians
- Book Conference site and hotel accommodations

NINE MONTHS AHEAD:

- Send out Call for Clinicians e-mail to membership list and put call for clinicians on PMTA website with help of OCE

SIX MONTHS AHEAD:

- Registration Forms and Conference info on website.
- Create and mail postcard promoting the conference. Print extras for president or other representative to take to MTNA National Conference and other local piano teacher association events.
- Reconfirm artist/speaker details
- Oversee creation of promotional e-mails and website content
- Secure reception sponsors

THREE MONTHS AHEAD:

- Put out a call to universities for master class participants and collegiate recital participants

ONE MONTH AHEAD:

- Oversee production of program book
- Confirm participants for master class if applicable
- Create or oversee creation of master class and collegiate recital programs

- Confirm travel details for guest artists and clinicians

TWO WEEKS AHEAD

- Headcount for meals due to caterers
- Consult with registrar about creation of all needed tickets.
- Create and copy special programs
- Review site needs
- Create signage

PROGRAM ADVERTISING

All advertising rates are subject to change and to the approval of the PMTA Board of Directors. Complimentary ads are offered at the discretion of the Conference Chair.

Conference Ads: Contact Advertising Coordinator for rates.

Complimentary Ads offered to conference sponsors such as:

Full page – Hosting university (generally a cover)

Half page – Piano dealer sponsoring clinician or supplying instruments

Publisher sponsoring a clinician

Another music organization who shares costs of event/clinician/etc

EXHIBITORS/VENDORS

The PMTA Board has done away with inviting vendors to the state conference. If clinicians ask to sell their products at the conference, it is at the discretion of the conference committee and the site coordinator if that will be permitted.

PMTA MEMBER CONFERENCE CLINICIANS

PMTA Members who serve as workshop clinicians are not reimbursed for services or for expenses associated with their presentations including handouts, rental equipment, travel, meals, etc.

HIRED ARTIST FEES

Read the contract thoroughly. Since our artists generally give us a significantly reduced fee, PMTA will assume the cost of meals and sometimes lodging. Consult with site coordinator to determine if hosting university can provide adequate housing or if the music department will assist with fees. The performance fee is generally around \$3000. Actively seek co-sponsors!

HIRED CLINICIAN FEES

Read the contract thoroughly. Often, travel and lodging fees are assumed by a publisher or instrument dealer. PMTA will assume the cost of meals. Depending on level of commitment, the sponsor may receive a free ad in conference program.

CONFERENCE SITE FEES

The Conference Chair should consult with the Executive Board prior to ordering payment of deposits or fees to hosting universities.

PMTA ANNUAL CONFERENCE SITE PROSPECTUS

Hosting University: _____ **~ Contact person:** _____

Proposed Dates: Conferences have run Thursday through Sunday, Friday through Sunday, or Saturday and Sunday. Specific dates determined by the conference chair, Board of Directors and site coordinator.

DATE REQUESTED: _____

Accommodations: To be secured by site coordinator. Approximately 60-80 moderately priced rooms convenient to conference site. Hotel name: _____

Address: _____

—

Phone: _____

—

Contact person: _____ Price: \$ _____

**Thursday evening board meeting will take place at hotel.

Meals: Catering or meal consideration --

_____ Friday lunch (bag/box/buffet lunch)

_____ Friday preconcert dinner (no program)

_____ Friday artist reception (optional)

_____ Saturday IMT Luncheon (served luncheon; with presentation; podium/microphone)

_____ Saturday cocktail/social hour prior to banquet (_____ on campus or _____ at hotel)

_____ Saturday banquet (_____ on campus or _____ at hotel); with entertainment

_____ Sunday lunch (bag/box lunch)

Provide campus food service contact information:

Name: _____

Phone: _____

Parking:

_____ Friday for approximately 100 -150 (members, clinicians)

_____ Saturday for approximately 100 -150 (members, clinicians)

_____ Sunday for approximately 100 - 150 (members, clinicians)

_____ Are parking passes required?

_____ Is there handicapped parking?

_____ Shuttle between hotel and campus (optional)

Equipment for workshop rooms:

_____ pianos

_____ Powerpoint

_____ large space for movement

_____ blackboard

Commitment from university:

_____ Piano technicians

_____ Guest artist assistance

_____ Refreshments

_____ Other

Convention Site Coordinator:

Name

_____ Coordinator for duties per job description handbook (copy attached)

_____ Coordinator for faculty recital (Optional!!!)

_____ Coordinator for recruiting student volunteers

Local music contacts: (on separate sheet)

_____ Name/address/phone of local/nearest music distributor

_____ Name/address/phone of local/nearest piano/keyboard dealer

_____ Name/address/phone of other potential exhibitors

Suggestions for a conference artist?

Information needed 8-12 months prior to conference date

_____ Map of university and parking information

_____ Driving directions

_____ Info regarding school and music department

_____ Names/phone/email of potential competition adjudicators

_____ List of nearby restaurants/eateries and alternate hotel accommodations

_____ Official hotel information (page)

Rooms for Conference Sessions:

Workshops/Friday/Saturday/Sunday

_____ 2 classrooms each accommodating audience of 75; 1 grand in each

_____ 1 classroom devoted to technology (lab; digitals; computers; etc)

_____ Exhibitors area (preferably with registration)

_____ Registration area (large open area preferably near exhibit area)

_____ Artist recital auditorium (Friday or Saturday)

_____ Certification testing classroom (small room; no instruments; desks/chairs required; Saturday only)

CONFERENCE ADVERTISING CHAIR

(Not a Board position, but serves on Conference Committee)

Responsibilities include but are not limited to:

PROMOTING ADVERTISEMENTS IN CONFERENCE BOOK:

- Sending out a call for advertisement to previous advertisers
- Sending out multiple reminders to local association presidents to place an advertisement
- Sending out to potential new advertisers such as colleges/universities who have not yet advertised, music stores, etc.

COMPILING AND RECORDING ADVERTISEMENTS

- Receiving advertisements from advertisers by the deadline set (usually by May 1 at the latest)
- Checking to make sure advertisers sent the proper size according to the request
- If checks are sent to you, forward them on to the PMTA Treasurer
- Keeping a spreadsheet of advertisers' ad sizes and payment information
- Forwarding the completed spreadsheet to the conference chairs and the PMTA treasurer
- Forwarding the advertisements to the conference chair in charge of the program book by their deadline (usually by May 15 at the latest)

CONFERENCE REGISTRAR

Responsibilities include but are not limited to:

- Update all registration details on Tenutoweb in consultation with Conference Committee
- Respond to and assist all those with questions concerning registration
- Create registration inserts, meal and concert tickets and registration lists directly from Tenutoweb. Forward to member who will create registration packets.
- Keep track of inventory supplies needed for registration: Avery Labels 5392 (or compatible) for badge inserts; Avery Labels 8371 (or compatible) for meals/concert tickets, registration envelopes, clear badge holders (for handling 3x4" horizontal inserts, lanyards).

CONFERENCE SITE COORDINATOR

(Not a Board position, but serves on Conference Committee)

Responsibilities include but are not limited to:

ARTIST/CLINICIAN CONSIDERATIONS:

- Determine if music department can assist with any funding
- Determine if faculty is interested in presenting a one-hour recital
- Solicit faculty clinicians
- Assist with participants for master classes

SITE CONSIDERATIONS:

- Workshop rooms, equipment, power point capability, instruments/pianos
- Large space for movement workshops, recitals
- Exhibit and Registration space
- Determine parking needs, permit information, handicap access
- List of restaurants
- Instrument tuning for weekend and for artist concert
- Custodial presence

MEAL CONSIDERATIONS:

- Reserve dining space; obtain menus; coordinate with any conference or catering representatives on campus

CONFERENCE WEEKEND:

- Signs on campus
- Registration table personnel
- Student helpers and monitors
- Procure school or music department representative (usually department chair) for welcome on Saturday
- Bulletin boards for posting messages, changes in programs, and competition winners
- Phone access
- Secretarial help or office help during the days of conference
- Photocopying availability

DOROTHY SUTTON PERFORMANCE FESTIVAL

The DSPF Chair manages the local and state festivals as follows:

- Determine location and date of State Festival and registration deadline.
- Provide and update all forms and tests distributed to the Local Associations.
- With your site coordinator, determine space availability including registration area, recital rooms and instruments.
- Manage the funds to run the State Festival.
- Keep the PMTA members informed about the DSPF through the PMTA Newsletters and website.
- Contact site coordinator about any special needs (duet benches, music stands, extra chairs, etc.) Offer performance time for a local group. Suggest a flower sale or bake sale for local student chapter if applicable.
- Schedule student and teacher work assignments.
- Prepare mailings/emails to all teachers participating in the State Festival.
- Receive Local Association Reports and verify eligibility of students applying for State; collect fees.
- Purchase supplies, materials, certificates, and medals.
- Supervise the printing and distribution of all certificates and medals.
- Supervise printing and organization of programs in cooperation with PMTA Concerto Chair.
- Send the LA report summaries to president for board meeting.
- **Note:** Other miscellaneous responsibilities are listed in the DSPF Manual.

Each year the DSPF makes a donation of \$1 per registered student to the MTNA Foundation Dorothy Sutton Fund. These funds could be used to honor a PMTA member as a Foundation Fellow (minimum of \$1000 required). Prior to each DSPF, the Board of Directors (or appointed committee) should decide whom to honor with that year's donation.

REGARDING RE- ISSUE OF DSPF OR OTHER CERTIFICATES: If the request for a re- issued certificate is due to the requesting teacher's mistake, there is a \$5 per certificate charge payable in advance. If the mistake is the chair's or AA, PMTA will absorb the cost.

DSPF/SOLO, ENSEMBLE FESTIVAL & CONCERTO FESTIVAL SITE PROSPECTUS

This event is for students of all ages who qualify at the local DSPF, and their families; can attract up to 400 students.

_____2-3 recital rooms with grand pianos

_____1-2 room with two grand pianos

_____Registration area

INDEPENDENT MUSIC TEACHERS

The State IMT Chairperson serves as a resource of information for those teachers who maintain independent studios. Responsibilities include but are not limited to:

- Liaison between the state, division, and national IMT representatives. This person shall represent the state on the national level and attend meetings of IMTs that are held during the national conference;
- Be informed on issues related to zoning, licensing and taxes on services within our state;
- Be familiar with the content of various publications available from MTNA National Headquarters and have an awareness of how they relate to our state;
- Suggest to the conference committee a session relating to IMT topics of interest at the state conference;
- Contribute columns regularly for the state newsletter;
- Encourage the IMTs throughout the state to attend local workshops, state conferences and the national conference;
- Understand current requirements for National Certification and work with the State Certification chairperson to promote certification of the IMT;
- Maintain a file to be passed to the next State IMT chair.

LOCAL ASSOCIATIONS

The State Local Association Chairperson serves as a resource of information for Local Association leaders. Responsibilities include but are not limited to:

- Administering the PMTA Local Association Matching Grants Program
- Assist with the establishment of new local associations.
- Plan a session or workshop relating to LA issues for state conference
- Write or solicit articles for the state newsletter.
- Stay in touch with Local Association presidents.
- Disseminate information to local association presidents regarding founding/managing an education non-profit organization.
- Supervise the Local Associations forum at the state conference.

Timeline

- March – update deadline for LA Grant, submit new document to OCE to be uploaded onto PMTA website
- April – email LA Presidents reminding them of deadline for LA Grants,
- April – email LA Presidents regarding upcoming PMTA conference. Ask for summary of events from each LA to be presented at the LA Forum during the Conference. Ask for any topics which the LA's would like to discuss during the LA Forum.
- Annually ask for list of calendar events from the LA's or link to the calendar on their website
- JUNE – send reminder email to LA's regarding grant deadline. Form a committee to approve the grant submissions
- July 1 -10 review Grant applications. Report findings to Board. Prepare financial summary statement including, LA, date & type of event, funding amount requested. Inform LAs once the Board approves funding
- Throughout the year, submit reimbursement statements to Treasurer as the LA's send them in.

MEMBERSHIP/MENTORING

The Membership/Mentoring Chair shall serve as a liaison between the state and MTNA, and shall serve as a resource person providing information, upon request, to local chapter presidents concerning the expansion and strengthening of existing mentoring programs and the implementation of new mentoring programs.

Responsibilities include but are not limited to:

- Complete dues forms as requested by national office.
- Provide member information updates to OCE in a timely fashion.
- Submit complete contact information (name, address, local association) to treasurer for eligible incentive rebate recipients. Keep track of names and include in membership board report.
- Submit or present membership report to the Board at its semi-annual meetings.
- Contact non-renewing members to determine status.
- Upon receipt of new member info from MTNA, send them welcome letter.

MTNA FOUNDATION

The PMTA Foundation Chair is the state liaison with the National Foundation whose main function is to encourage state support for MTNA Foundation. Responsibilities include but are not limited to:

- Quarterly state donor reports and updates on MTNA Foundation programs are received from the National Chair.
- Coordinate a fundraiser at the State Conference.
- Send a state donation to the National Conference's "State Pride Drawing". Specific directions are sent from the National Headquarters for this event.
- Promote the MTNA Foundation Programs including solicitation of candidates for Foundation Fellow.

SPONSORSHIP/ADVERTISING

The PMTA Sponsorship/Advertising Chair:

- Is responsible for maintaining records for sponsors' packages and monthly calendar announcements.
- Responds to all inquiries involving sponsorship packages.
- Monitors sponsorship page on website for accuracy.
- Provides sponsors with reminders when current sponsorship packages are expiring.
- Is a liaison between the treasurer, sponsor, and web administrator.
- Is responsible for procuring new sponsorship leads (best times are late August, October and January).
- Prepares reports for the PMTA Board meetings twice a year and attends meetings.

PAID STAFF ONLINE COMMUNICATIONS EDITOR:

PMTA hires the Online Communications Editor to do the following:

- Make updates to the PMTA website.
- Send e-blasts. The content of all updates and e-blasts will be created by key PMTA personnel and emailed to the Online Communications Editor.
- The Online Communications Editor agrees to perform the above tasks within one week of receipt. As necessary, PMTA will communicate the need for a faster turnaround time for certain tasks.
- PMTA will review all work product, will be available to the Online Communications Editor concerning any questions regarding tasks and provide timely feedback and decisions as necessary.

PMTA will pay the Online Communications Editor at an agreed upon hourly rate.

- The Online Communications Editor has the choice of invoicing the PMTA Treasurer monthly, bi-monthly or quarterly depending upon the work product volume. PMTA agrees to pay the amount owed within 30 days of receiving the invoice.
- The Online Communications Editor is an independent contractor and responsible for its own taxes. 1099's will be issued by PMTA for any earning over \$600 in a calendar year.

This agreement is considered ongoing unless communicated otherwise by either PMTA or the Online Communications Editor.

- Both PMTA and the Online Communications Editor will give a 30-day notice for terminating this agreement.
- The Online Communications Editor will make reasonable effort to inform PMTA when unavailable to make updates due to illness, vacation, emergencies, etc. The Online Communications Editor will be aware of PMTA's timeline and perform work ahead of time, if possible.

BOARD POLICIES AND PROCEDURES

As of 2007, the Board agreed to NOT sell the member email list and as of 2014 PMTA no longer sells labels for our membership.

REIMBURSEMENT OF OFFICER AND CHAIR EXPENSES

All requests for reimbursement of expenses by PMTA Officers or Chairs must be submitted in writing on the appropriate form available on the website. All receipts must be attached. Any expenditure over \$100 (except as listed below) must be pre-approved by the Executive Committee. All requests for reimbursement must be submitted within 60 days of the event date. All reimbursement requests are periodically reviewed by the Executive Committee.

OFFICE EXPENSES: All office expenses incurred by any chair, officer, competition coordinator on behalf of the organization (postage, printing, supplies, etc) are fully reimbursed.

PRESIDENT:

State Conference: Lodging and gas reimbursement

Board Meeting(s): Lodging and gas reimbursement

National Leadership Summit (first year of term): Paid by MTNA

National Conference: Lodging and travel

Visits to Local Associations: Gas reimbursement; one night's lodging if necessary

Lodging reimbursement based on PMTA or MTNA group discounted rate.

Gas reimbursement for roundtrip miles as follows: \$30 for 75-149 miles, \$40 for 150-249 miles, \$50 for 250-349 miles, \$60 for 350- 449 miles, \$70 for 450-549 miles, \$80 for 550-649 miles, \$90 for over 650 miles. (Revised November 2013)

VICE-PRESIDENT:

State Conference: Lodging (see above) and gas reimbursement

Board Meeting(s): Lodging (see above) and gas reimbursement

National Leadership Summit (year prior to taking presidency): Lodging and travel

SECRETARY

Conference: Lodging (see above) and gas reimbursement Board Meeting(s): Lodging (see above) and gas reimbursement

TREASURER

Conference: Lodging (see above) and gas reimbursement Board Meeting(s): Lodging (see above) and gas reimbursement

COMPETITION CHAIR AND COORDINATORS:

Lodging (see above) for night preceding MTNA competitions

Gas reimbursement to competition site

CONFERENCE COMMITTEE MEMBERS:

Conference: Lodging (see above) and gas reimbursement

DSPF CHAIR(S):

Lodging (see above) for night preceding DSPF

BOARD MEMBERS:

Board Meeting(s): Lodging for one night (see above) and gas reimbursement

State Conference: Lodging for two nights (see above) and gas reimbursement

OCE SERVICES

PMTA OCE will periodically invoice PMTA for services rendered. Such invoices will be forwarded to the President and Treasurer. The Board of Directors grants the President and Treasurer authority to approve payment of invoices as they come due.

WEBSITE HOSTING

Hosting Beginning Jan 2012: Mike Shirk, Shirk Communications, 1048 Terrace Ave., Wyomissing PA 19610; adguys@shirkcom.com, 610-736-9223.

Managed by: President, Treasurer, and OCE

PMTA FINANCE COMMITTEE

The PMTA Finance Committee will periodically review the organization's finances and report to the Board of Directors with any suggestions for change.

MEMBERSHIP

MTNA/PMTA MEMBERS CATEGORIES, DUES AMOUNTS, BENEFITS - Refer to website for current rates.

Active	\$45.00 (subject to annual review)
Active Senior age 70+	\$33.75 - 25% discount
Retired, age 65+, not teaching	\$22.50 - 50% discount
(with 20 yrs. continuous teaching)	
Collegiate	Free (pay only MTNA national dues)
Honorary	Waived with board approval

DUES REBATE POLICY

Members are eligible for only one rebate incentive during PMTA tenure.

PMTA offers new college graduates at any degree level a one-time free state and local membership during their first 5 post-graduate years. Graduates are not required to have been MTNA members during their student years but may not have previously held full MTNA membership in any state. State and local dues will be reimbursed by check upon verification.

PMTA offers a one-time free state membership for new (not reinstated) 'Active' PMTA members if the member registers for the full conference in his/her first year of membership. State membership dues will be reimbursed by check at the conference.

PMTA HISTORY

A predecessor of the present Pennsylvania MTA was founded at the close of MTNA's thirteenth annual meeting in Philadelphia, on July 5, 1889. Seventeen "earnest music teachers of Pennsylvania" met at the call of Joseph H. Gittings of Pittsburgh, but Theodore H. Presser was elected temporary chairman. The newly formed organization, taking the name of Pennsylvania State Music Teachers Association, elected William Wolsieffer its president and made plans for its first state convention, to be held in Philadelphia during the Christmas holidays of 1889.

Records of eight annual meetings are available, extending to that of 1896. At the fourth meeting, held in Reading in 1892, the Association imported a large orchestra from Philadelphia, was able to cover its costs through the sale of tickets to the general public, and yet emerged with a cash surplus of \$625.52. The fifth meeting, at Scranton in 1893, again presented an orchestra; and a concert containing the music of seventeen Pennsylvania composers was "a pronounced feature of a very gratifying nature." Thereafter, each annual meeting showed a declining cash surplus; the meeting of 1896, at which Thomas à Becket (who was to be MTNA's president in 1904) was elected president, is the last for which records are known.

Discussions leading to the formation of the present Pennsylvania Music Teachers Association were begun by a group of the state's teachers at the MTNA Cleveland convention of 1940, but definitive action was delayed. Eight years later, at Chicago, discussions were resumed under the leadership of F.A. Diefenthaler and Arzella Huntsberger; Leroy B. Campbell was appointed temporary president, and planning continued. The Association was formally established and the first slate of officers elected during the MTNA convention of 1950 at Washington; James Francis Cooke was elected president. PMTA enjoyed a rapid growth in membership in the following years, and became affiliated with MTNA in 1953.

In 1957 the state was divided into seven districts, each with its own appointed chairman. Local organizations of teachers (in Pittsburgh, Reading, etc.) were organized, this action contributing largely to the success of a membership recruitment drive. Certification had been an item of concern as early as 1954, but was officially approved at the PMTA convention of 1959. PMTA has participated actively in the Student Auditions programs at all levels, and since 1969 has contributed several Eastern Division and national competition winners in various categories.

In recent years, PMTA membership averages 600 with 16 active Local Associations. Ongoing state activities include an annual conference, the Dorothy Sutton Performance Festival (semi-competitive adjudication event), PMTA/Keystone Composition Competition, PMTA/Jacobs Chamber Music Competition (junior and senior high), and an annual Leadership Weekend held in conjunction with its June Board meeting. Other state conference activities have included a piano ensemble concert, student masterclasses, ongoing student workshops and clinics. In 2006 PMTA became an Act 48 Provider for the PA Department of Education. The newest service that PMTA provides its membership is a quarterly email newsletter. For more information on PMTA visit our website - pamusicteachers.org.

PMTA MISSION STATEMENT

The purpose of this organization is to:

- Further the art of music;
- Promote the professional growth and development of its members by providing programs that encourage and support teaching, performance, composition and research;
- Provide ongoing performance and education opportunities for students of its membership;
- Promote and support music and music education in the community;
- Promote public awareness of the value of music education for all individuals.