

# Iowa Music Teachers Association

## Officers Handbook



The IMTA Officer's Handbook was developed in 1995 under the leadership of Dr. Suzanne Torkelson, who was president at that time. The intent was that each officer or committee chair would update the section relating to their position annually. The most recent version of the document is housed on the IMTA website and maintained by the handbook editor and current webmaster. Each section briefly describes the duties of each position. For a list of current officers, please refer to the IMTA website at [www.iamta.org](http://www.iamta.org)

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# **Elected Officers: President**

## Required Meetings and Reports

### **Board meetings:**

The president schedules 2-3 board meetings each year. Typical dates are 3rd Sundays in September and January, and (if necessary) at the summer conference. Location and times are at the discretion of the president, but 1:15 – 4:00 seems to work well for most officers and a central location is appreciated.

Voting members of the board include elected officers and local association presidents. There must be a quorum to conduct official business. The president usually sends a reminder postcard to all board members which also might request specific reports or information to be brought to the meeting. This is especially important to be sure local association representatives are present. Request that detailed reports given at meetings be typed and submitted to the secretary if information must be added to the minutes.

The fall board meeting is the time for auditions and festival chairs to receive their forms and information so a representative from each local needs to be there. Take to the board meetings:

1. gavel, stationary, envelopes
2. bills and receipts for treasurer
3. copies of meeting agenda for members
4. supporting documents and letters
5. parliamentary procedure handbook

### **Annual Reports:**

Each officer will bring three copies of an annual report to the summer business meeting. One is for the president, one for the archives. Each officer will also keep a copy of the annual report in the files for that particular office. The president prepares an annual report for the national MTNA conference in December, using the information for the annual reports. Most states try to highlight innovative or exciting directions they are taking in addition to the standard numbers information. National will send a request and suggested format in November/December.

### **Regional/National Meetings:**

The state president is expected to attend president's meetings in January at the WCD regional auditions and in March at the national conference. Times and locations will be sent to you by the regional and national presidents.

Take to the regional meeting:

1. National conference schedule in AMT magazine
2. Items of information from state activities
3. Minutes and information from regional activities
4. Meeting agenda
5. Iowa and WCD officers list

Take to the national meeting:

1. National conference schedule in AMT magazine
2. Copies of conference program from IMT for each state president
3. Minutes and information from national activities
4. Meeting agenda
5. Iowa, WCD and national officers list

## Grants and Scholarships

### **MTNA Administrative Grants to State Associations:**

These grants assist state associations in developing or improving programs and services for their members. Complete information is included in the president's handbook from National.

### **Legal Status:**

For tax purposes, IMTA is listed 501 © 3, non-profit. We do not have separate state insurance but are covered under MTNA.

### **Student scholarships:**

There are four student scholarships through IMTA.

Pella Rolscreen/IMTA Scholarship

MTNA Travel Grants

IMTA Travel Awards to MTNA Competition Winners

The state president handles the details for all but the Pella Rolscreen/IMTA Scholarship, which falls under the office of the Scholarship Chairperson.

## **MTNA NATIONAL STUDENT TRAVEL GRANTS**

Previously, it was the duty of the president to apply for the MTNA fund. Until 1995, funding was based on the state support of the MTNA National Foundation (recent years it has been about \$150 divided among all winners). Beginning in 1995, a set fee will be awarded each of the winners to advance to the next level regardless of the support receive from that particular state. Since 2000, the state president no longer has to apply for these funds; they are sent automatically to the state treasurer.

## **IMTA TRAVEL AWARDS TO MTNA COMPETITION WINNERS**

Sponsor: IMTA budgets an amount (typically \$1600) for student winner travel to be given according to need. Amounts over the past few years:

1993 -- \$1600 (2 regional winners –Spokane)  
1994 -- \$1600 (7 regional winners – Washington D.C.)  
1995 -- \$800 (2 regional winners – Albuquerque)  
1999 -- \$1850  
2000 -- \$2150  
2001 -- \$500  
2002 -- \$350  
2003 -- \$2550  
2004 -- \$2200  
2005 -- \$750 (Austin)  
2006 -- \$2400 (Toronto)

### Timeline of Duties

#### **June**

1. Give officer reports to archivist at conference
2. Announce deadline for summer newsletter at conference
3. Reports & thanks for IMTA Scholarship Auditions to sponsors
4. Order stationery if necessary
5. Send new officers' list to secretary
6. Check secretary's minutes and return for printing
7. Appoint chairs as needed

#### **July**

1. Contact local association chair for list of presidents
2. Contact chairs for reports into newsletter
3. Send new officers' list to editor & regional/national
4. Schedule and reserve fall board meeting
5. Get black/white picture for magazine
6. Write president's message for summer newsletter

#### **August**

1. Prepare summer newsletter and send to editor
2. Schedule and reserve winter board meeting
3. Write president's message for fall magazine
4. Update IMTA webpage

#### **September**

1. Attend MTNA Leadership Summit
2. Prepare for board meeting—send reminders, report requests
3. Remind festival/audition/theory chairs to bring forms!

4. Check that IMTA Scholarship money has been received
5. Check on conference progress

### **October**

1. Check on MTNA Foundation State Travel Grant
2. Check on IMTA Composer Commission progress
3. Check on conference progress
4. Proof board meeting minutes and return to secretary

### **November**

1. Check that IMTA commissioned work has been sent to MTNA for the
2. Composer of the Year Award
3. Check on conference progress; request info for magazine
4. Write congratulatory letters to MTNA auditions winners
5. Send winners' names/addresses to treasurer

### **December**

1. Write president's message for winter magazine
2. Schedule next year's MTNA Auditions date and location

### **January**

1. Prepare for board meeting – send reminders, report requests
2. Write state president's report for national
3. Attend WCD Auditions and president's meetings
4. Write congratulatory letters to Iowa WCD winners
5. Notify treasurer of winners' travel money allocation
6. Check on travel grants for IMTA members to national conv.
7. Update IMTA webpage

### **February**

1. Sign certificate for state auditions for both piano and voice and return to chair
2. Proof board meeting minutes and return to secretary
3. Check on Distinguished Service Award committee
4. Pick up 51 magazines from editor for national conference
5. Check on conference progress

### **March**

1. Write president's message for spring magazine
2. Schedule and reserve conference board meeting
3. Attend national conference – presidents' meetings
4. File the Iowa nonprofit Biennial Report for the IMTA Corporation.
5. This may be done [online](#) and must be completed by April 1 in odd years.

**Failure to report will result in an administrative dissolution/revocation of the Corporation.**

## **April**

1. Request national's part of composition award
2. Appoint nominating committee (2nd year only)
3. Identify site and chairperson for next year's conference

## **May**

1. Request officers' reports for summer conference
2. Check on Distinguished Service Award committee
3. Prepare for business and board meeting at conference
4. Update officers' handbook checklist and notes and send to webmaster

## **Magazine and Summer Newsletter**

The president is responsible for preparing a copy-ready newsletter and sending it to the magazine editor for copying and mailing. Use the editor's return address and be sure to list the correct Vol. and Issue number. These news items should be included:

### **Summer Newsletter**

1. Announcement of fall board meeting date and location
2. President's message
3. Festivals dates and locations (contact chair)
4. Auditions dates and locations (contact chair)
5. MTNA auditions information sheet
6. Financial report from treasurer
7. Reminders of what members missed at summer conference
8. General announcements sent to you
9. Syllabus order form, new member contact person
10. Announcement of location and dates for next conference
11. Corrections/additions to repertoire list (contact chair)

### **Fall Magazine**

1. Announcement of winter board meeting date and location
2. President's message
3. Festivals dates and locations (contact chair)
4. Auditions dates and locations (contact chair)
5. Financial report from treasurer
6. Notices of policy changes
7. Local association programs (contact local presidents)
8. Syllabus order form; new member contact
9. Officers' reports as needed
10. Corrections/additions to repertoire list (contact chair)
11. Officers of Iowa and West Central Division addresses, committees and chairpersons in Iowa, local assn. Presidents
12. Arts alliance activities (contact chair)

## **Winter Magazine**

1. Announcement of conference board meeting
2. President's message
3. Festivals report (contact chair)
4. Auditions winners pics (contact chair)
5. MTNA auditions results and pics (contact chair)
6. Notices of policy changes
7. Local association news (contact local presidents)
8. Syllabus order form; new member contact
9. Officers' report as needed
10. Preliminary conference information (contact chair)
11. Announcements of regional information
12. Request for repertoire list suggestions (contact chair)
13. Arts alliance activities (contact chair)

## **Spring Magazine**

1. Announcement of conference board meeting
2. President's message
3. Notices of policy changes
4. Local association news (contact local presidents)
5. Syllabus order form; new member contact
6. Officers' reports as needed
7. Conference information (contact chair)
8. National representative to conference bio (alternate yrs)
9. Announcement of regional information
10. Travel grant recipient review of national conference
11. Arts alliance activities (contact chair)

# **Elected Officers: President-Elect**

The IMTA President-Elect serves as the annual summer conference chairperson.

## **June**

1. If you have just been elected President Elect, secure a site and on-site chairperson for the next year's IMTA Conference. Try to alternate locations between central Iowa and areas farther out. The on-site chairperson should be someone from the immediate area where the Conference will be, preferably with close working ties to the college or university.
2. If this is your second year as President Elect, the site and dates should already be chosen. Confirm it with the on-site chairperson.

## **July-August**

1. Discuss potential presenters and artists with on-site chairperson(s).
2. Contact convention artists with preliminary questions and information. Finalize convention artists and presenters and send contracts. (Usually contracts for payment are needed only for non-IMTA members. An exception might be an IMTA member who is the featured artist/performer.)
3. Contact potential IMTA member presenters and college faculty presenters for topics. Meet with on-site chairperson(s) and committee members to discuss plans.

## **September**

1. Attend fall board meeting with report on conference plans.
2. Request housing and meal information and fees from on-site chairperson(s).
3. Request registration information from on-site chairperson(s).

## **October-November**

1. Request bio and picture from conference artist(s) and presenters. Send these to on-site chair for inclusion in conference materials. (Alternative: Request on-site personnel to obtain these materials directly since they will be preparing the articles for inclusion in the IMT. If you choose this method, ask to have materials forwarded to you for approval.)
2. Request on-site personnel to obtain information and map for site for publication in IMT. (This step may be delayed until Jan.-Feb. if it is decided this would be more appropriate in the Spring IMT.)
3. Request on-site personnel to compose an introductory article about the conference for inclusion in the Winter IMT. This should include bios and topics of major presenter(s) and any other information that might generate interest in attending.
4. Request on-site personnel to prepare the registration form for inclusion in both the winter and spring issues of IMT and include information about costs (e.g. registration as well as housing) in the introductory article.

## **December**

1. Be certain that on-site host meets winter IMT magazine deadline for conference information. (Check with editor for this deadline.)

## **January**

1. Request programs, specifics from conference artist(s). Forward to on-site hosts. (Or have the on-site personnel request them from artist(s) and forward them to you.)

## **February**

1. Meet deadline for spring issue of IMT with complete conference information. This should include welcome articles from both you and the on-site chairperson, pictures of the site, full program schedule, registration materials, bios/pictures of presenters and artists not included in the winter issue, map, directions, information on off campus housing possibilities (motels, hotels, etc.), information about the locale, etc.

## **April-May**

1. Assist on-site personnel regarding all last minute details. The on-site chairperson is in charge of everything pertaining to the site – housing arrangements, meals, room set-ups, warm-up rooms, program printing, etc. *Remember to stress the need for microphones in all rooms used for sessions, including the general business meeting!*
2. Check on artist/presenter(s) travel needs and arrange for someone to meet airplanes if needed.

## **June**

1. Through 2012: take the Local Association Plaque and letters to the conference for display.
2. Arrive at the conference early to help in any way needed and attend to any final details.
3. Run errands for the president or local chairperson.
4. Request payment for artist/presenters from IMTA treasurer before the end of the conference. Be certain all bills are submitted to the state treasurer in a timely fashion for payment of all bills. (This may also be coordinated with the local treasurer.)
5. Update officers' handbook and send to handbook editor.

# **Elected Officers: First Vice-President - Auditions**

The First Vice-President serves as Chairperson for the IMTA Auditions

## **April**

1. Contact state winners about performing in Honors Recital at State Conference
2. Order awards for State Winners
3. Contact conference chair about Honors Recital requirements and Schedule Honors Recital
4. Secure date and place for next year's state auditions
5. Decide if more certificates need to be printed for district auditions in the fall

## **May**

1. Type and make copies of program for Honors Recital
2. Prepare annual report for conference's business meeting
3. Mail recital information (time, place, map) to performers
4. Update officers' handbook checklist and notes and send to handbook editor

## **June**

1. Attend summer conference,
2. Chair Honors Recitals
3. Present report at annual business meeting
4. Request local auditions information

## **July**

1. Meet summer newsletter deadline for state Audition announcement
2. Contact local chairs for locations and dates of district auditions

## **August**

1. Type local audition information for fall magazine
2. Update/Print registration forms and certificates
3. Send registration and other forms to website
4. Copy and compile packets for Distribution at Fall Meeting
5. Update IMTA webpage

## **September-November**

1. Attend fall board meeting
2. Distribute packets

## **January**

1. Begin to record data from District Auditions (Dec to Feb)
2. Begin to make schedules for State Auditions
3. Compile packets to mail to judges
4. Update IMTA webpage

## **February**

1. Attend Winter Board Meeting
2. Secure judges for State Auditions
3. Secure judges' Assistants for State Auditions
4. Schedule performers and mail to students/teachers
5. Type and make copies of Program for State Auditions

## **March**

1. Chair State Auditions
2. Send winner information and pictures to magazine editor and to website

## **Elected Officers: Second Vice-President - Membership**

The Second Vice-President serves as membership chair for the organization.

### **Ongoing Duties**

1. Beginning in May, receive membership reports/lists from treasurer. Make a copy and highlight changes of address, email, and phone from the previous year's directory or your list. Send these highlighted changes to the magazine editor.
2. Communicate new member information to the Mentor Chair and co-ordinate welcome and communications with new members.
3. Update new member packet and coordinate distribution to new members with the Mentor Chair. Regularly check for changes in membership addresses. Answer questions. Raise awareness of the benefits of IMTA among music teachers and carry out actions which will attract new members.
4. Update IMTA webpage as necessary (send changes to webmaster)
5. Attend board meetings and summer conference general meeting. Prepare reports for board meetings and an annual report for the general meeting at the summer conference.

**ANNUAL REPORT: 3 copies (1 President, 2 Archivist, 3 Membership Chair)**

Submit the following information in paragraph form:

1. Number of new and renewing members
2. Activities to encourage membership
3. Procedures and procedural changes

# **Elected Officers: Third Vice-President - Local Associations**

The Third Vice-President serves as local associations chair for the organization.

## **Ongoing**

1. Keep open communication & encourage to locals
2. Update files for all local associations
3. Submit records or expenses to treasurer for reimbursement
4. Encourage student membership by contacting college pedagogy instructors

## **July**

1. Report Local Assn. Presidents, officers and dues to State president and magazine editor
2. Record Local Assn. Presidents, member names, and meeting times. Send copies to State President and magazine editor.

## **August**

1. Meet fall magazine deadline for Local Assn. information

## **September**

1. Request program information from local associations
2. Attend fall board meeting and give report

## **November**

1. Contact conference chair with program or topics for IMT forum breakfast

## **December**

1. Meet winter magazine deadline for article on local assn. activities and programs

## **January**

1. Attend winter board meeting and give report

## **March**

1. Meet spring magazine deadline for article on local assn. activities and programs
2. Attend National Conference meetings or send alternate

## **April**

1. Finalize topics for IMT forum breakfast at conference

## **May**

1. Prepare annual report for conference business meeting
2. Update officers' handbook checklist and notes and send to handbook editor

## **June**

1. Attend summer conference and give report at meeting. Submit the following information in paragraph form (4 copies - one each for President, Archivist, National Chair of Local Associations):
  1. Number of local and student chapters
  2. Activities of local associations
  3. Procedures and procedural changes
2. Request new officers' names from local assn. and indicate willingness to speak at local meetings
3. Present IMT Forum breakfast program.

# **Elected Officers: Treasurer**

## **THE OFFICE OF THE TREASURER**

Prepared by Deanne Tibben (2001)

The main duties of the treasurer are to deposit all money, pay all bills, prepare a budget and the financial reports before each Board Meeting, prepare IRS Report Form 990 after the end of the fiscal year reports are made, and reconcile the bank statement each month. All money for members' dues will come from MTNA. They will also send a computer print out list of the members that have paid dues. Send one copy to the editor of the magazine and one copy to the membership chair. I usually make deposits twice a month. I pay all bills immediately. I also prepare a spreadsheet in Excel for Auditions and Festivals to keep track of which center has paid and to keep a running total of the number of miles traveled and the total number of hours spent judging. That way you can figure out the impact of an increase in mileage or in the hourly fee paid to the judges. There is a saving account, our checking account, and two CDs at Wells Fargo.

All auditions and festival center's chair are asked to send receipts for expenses. They do not all do it. I do glance over them, but do not cross check all items. You do need to keep an eye on reports for a center that seem to go excessively in the red. Sometimes rent, meals, or piano rental have been exceedingly high. You need to be ready to discuss this with the chair or the state president. All members are asked to submit a bill or receipts for any reimbursement. The auditions and festival chairs are to pay all of their bills and send you the net.

The books are currently kept on Quicken 2001 Deluxe. The income accounts are: Auditions, Certification, Commissioned Composition, Convention, Festival, Foundation (Bach Books), Interest, Magazine, Miscellaneous, MTNA Auditions, Scholarship, State Dues, Student Compositions, Student Travel, and Syllabus. The expense accounts are: Auditions, Certification, Commissioned Composition, Convention, Festival, Foundation, Magazine, Member Travel, Miscellaneous, MTNA Auditions, Postage, Printing, Scholarship, Student Composition, Student Travel, Syllabus, and Telephone. The best way to see these is to look at a "Report by Categories". You will see each account and the sub accounts under these. Maintain these as they are set up so you can more easily fill out IRS Report 990.

The budget needs to be prepared and presented at the Fall Board Meeting. I use last year's budget as a guide and the immediate past year's financial reports. I estimate what I think the amounts of each category will be.

### **July**

1. Set up new file folders for the new year. Make folders for membership, bills, auditions reports, banking, festival reports, financial reports, and MTNA auditions.

2. Deposit all income and pay bills. Take any auditions, banking, festivals, membership and financial reports to the large plastic box that has IMTA records in it. I keep audition and festival records 2 years. Keep all financial records and bank statements for 7 years.
3. Prepare the annual report for the past fiscal year. Our fiscal year runs from July 1 - June 30. Send a copy to the president so it can go into the Summer Newsletter. If you don't get it prepared in time for the newsletter, send it electronically to the magazine editor to be printed in the fall magazine.
4. Send copies of any new members to the magazine editor and membership chair.
5. Prepare IRS Form 990. It is due October 15.
6. Get a new signature card for the new president. Have her/him sign it. The president has a checkbook. If she/he writes any checks, be sure she/he emails the information to you to be recorded on the computer.

### **August**

1. Continue to deposit income and pay bills.

### **September**

1. Continue to deposit income and pay bills.
2. Prepare the budget for the Fall Board meeting.
  - Compare this past year's expenditures to last year's and last year's budget. Make adjustments as you see fit. Call the president and go over it with him/her.
  - Included in the member travel is \$300 for the president to travel to the West Central Divisional meeting in January, and \$1600 for members to travel the national convention. \$400 is always given to the president and \$400 to the editor of the magazine. The remaining \$800 is divided among other officers who are going to convention. The treasurer, auditions chair, festival chair, president elect, and certification chair have all received some funds at various times. You need to consult with the president to decide who gets how much. These funds are distributed just before the national convention.
  - The budgeted amount for Student Travel is \$1600 plus what we received from MTNA for travel money for IMTA winners that go to the West Central Divisional auditions. The \$1600 is IMTA travel money for students who go to the MTNA convention and audition. You need to wait until after the MTNA Convention to distribute these funds. Each student is not to receive any more than the president receives. There is no longer the Seiffert Student grant.
  - The Commissioned Composition amount is the same each year. One half of the amount comes from national and one half from IMTA. Prepare financial reports from July 1 to the date of the meeting. Use the Cash Flow report on Quicken. Manually transfer those figures to an Excel Spreadsheet we have prepared. It shows a comparison to the last three years. Prepare a Net Worth Statement. You do not need to print copies of the Cash Flow report for the whole board. Give a copy to the President and Recording Secretary for their records. Print 25 copies of these reports and take them to the board meeting. Print out a copy of all transactions by category so you can have it as a reference if anyone needs some specific information. Be sure to keep copies of each report in your file folder

“Financial Reports”. Prepare the net cost of the magazine per member per year. These costs go up yearly and you need to keep the board aware of this fact. It will create a need to raise dues eventually.

3. Print the financial reports for the last fiscal year. Set it up the same way as the year-to-date report in number 3 above. Print 25 copies. Print out a “transactions by category” report. Put a copy of all of these reports in the “Financial Records” folder for the past year and a copy in this year’s financial reports folder.

### **October**

1. Take all of the above reports to the board meeting. Take your checkbook along to the board meeting because people will have bills that you can pay at that time.
2. Find out who is the overall chair of the MTNA Auditions held in November. You will be getting information and possibly questions from that person.
3. Prepare and mail IRS Form 990.

### **November**

1. You will get information from the MTNA Auditions chair about who the judges are, their names and addresses and what their mileage and their judging honorarium are. We pay a minimum of \$20 to any judge, \$20 an hour for judging and \$.28 a mile for travel. There will be hotel and food expenses for the judges. These auditions are not self-sufficient. You will receive funds from National to help with the costs. You need to keep these records under the MTNA Auditions file on the computer. You will need this information for IRS Form 990. I also keep a paper file labeled “MTNA Auditions” for all of the correspondence concerning these auditions. Be sure you keep all records of these auditions because National will send you a form to fill out after the auditions are over. Later, (in February or March) you will receive travel funds to be distributed to those students who went on to West Central Divisional Auditions. After the National Auditions in March you will need to send travel money granted to them from IMTA. The amount given to them is not to exceed the amount given to the state president for his/her travel to the MTNA Convention. The budgeted amount for student travel to national auditions is \$1600.
2. You may begin receiving Festival Reports. If there is a deficit send them a check to cover their expenses. If you haven’t printed a copy of the Excel Spreadsheet “Festival Report” do so now and put it in last year’s “Financial records folder. Insert all new information on the Excel Spreadsheet “Festival Report”. Rename it to fit the current year.
3. If you haven’t received the scholarship money from Pella Rollscreen, let the president know, so he/she can write to them. They give \$500. This is for the scholarship that is given at the state convention in June.

### **December**

1. You will probably begin receiving some Auditions Reports. A few centers have their auditions in December. If there is a deficit, send them a check to cover their expenses.

2. Print a copy of the Excel Spreadsheet “Audition Report” and put it in last year’s “Financial Records” folder. Insert this year’s information into the old spreadsheet and rename it for the current year.

## **Elected Officers: Recording Secretary**

The Recording Secretary is charged with keeping minutes at all business meetings. The secretary does not file an annual report, but should submit copies of the year's minutes to the archivist at the state conference. Originals should be saved in the secretary's minute book.

### **July**

1. E-mail minutes to board members

### **September**

1. Attend fall board meeting
2. Type minutes and mail to president for approval

### **October**

1. Mail minutes to board members

### **January**

1. Attend winter board meeting
2. Type minutes and mail to president for approval
3. Update IMTA webpage

### **February**

1. Mail minutes to board members

### **May**

1. Update officers' handbook checklist and notes and send to handbook editor

### **June**

1. Attend summer conference business meeting
2. Type minutes and mail to president for approval
3. Request new officer mailing list from president
4. Submit copies of the minutes for the year to the archivist

## **Elected Officers: Immediate Past-President**

The Immediate Past-President is expected to advise and assist the current president when necessary. He or she also serves as chair of the Awards Committee along with the President and President-Elect. The duties of the Awards Committee Chair are as follows:

### **September**

1. Send letter requesting nominations to local associations

### **January**

1. Send reminder card to local association presidents for award
2. Update IMTA webpage

### **February**

1. Request application information from nominees

### **March**

1. Circulate applications among committee members

### **April**

1. Call meeting or conference call to choose award recipient

### **May**

1. Order award plaque and prepare award presentation
2. Contact conference chairperson to reserve time at banquet
3. Update officers' handbook checklist and notes and send to handbook editor
4. editor

### **Jun**

1. Attend conference and present award at banquet
2. Send article with biography of recipient to magazine editor

Every June, at the State Conference Banquet, a Distinguished Service Award is presented to a deserving IMTA member. It is an excellent way to honor those members who have shown outstanding service and dedication to teaching and to IMTA.

Local associations nominate a candidate based on these criteria:

- 25% Educational Preparation
- 25% Effectiveness as a Teacher
- 30% Professional Activity
- 20% Service to the Community

Names are sent, along with a biographical background sketch, and description of reasons for selection to chair of Distinguished Service Committee.

A copy of the letter requesting local association participation is included in the appendix.

## **Elected Officers: Members-at-Large**

Members-at-Large are considered members of the administrative board with full voting privileges. They are expected to attend and participate in all board meetings.

## **Appointed Officers: MTNA Foundation Chair**

The purpose of the MTNA Foundation is to provide scholarships and awards to worthy students. Funds are produced by donations of state members and through benefits. Until 1995, the amount given by each state determined the amount of audition travel money sent back to the state. Since 1995, there has been a set fee awarded to each student winner.

In addition to the student awards, the MTNA Foundation is expanding to sponsor local association projects and state administrative grants. Information about these programs and the student awards is sent to the State Foundation Chair and/or State President on a regular basis from National.

National continues to encourage states to contribute as fully as possible. In Iowa, we give money directly to our students for travel so many of our teachers have not been as supportive of the national program as many states (until 1994, appr. \$200 per year). In recent years we have established several fund-raising activities, such as support of the Million Dollar Dream program and sale of T-shirts and sweatshirts for profit. We have also donated items pieces for the silent auction at MTNA National Conference.

### **September**

1. Attend fall board meeting to report on foundation activities

### **January**

1. Plan Iowa's foundation activity as requested by national
2. Attend winter board meeting to report on foundation activities
3. Update IMTA webpage

### **March**

1. Attend National conference meetings or send alternate

### **May**

1. Update officers' handbook checklist and notes and send to handbook editor

### **June**

1. Attend conference and report on foundation activities

# **Appointed Officers: IMTA Festival Chair**

## **Ongoing**

1. Keep an updated list of e-mail addresses and a group e-mail for communication.
2. Keep several information packets and two hundred certificates on hand for last-minute mailings.
3. Keep track of Festival profits and losses and the number of student entries each year, in order to present a report, when necessary, to increase Festival student fees.

## **July**

1. Contact local chairs to confirm Festival locations and dates for centers that haven't set them, and to confirm receipt of information packets.
2. Type local Festival information for Summer IMT Magazine.
3. Email to IMTA president by deadline date (7-1).

## **August**

1. Update local Festival information for Fall IMT Magazine.
2. E-mail to IMTA president by deadline date (8-15).
3. Update Festival group email list.

## **September**

1. Confirm Festival dates for centers that haven't confirmed them yet.
2. Attend IMTA Board Retreat or fall Board Meeting; prepare and present report on the number of planned Festivals.

## **October - May**

1. Receive and file reports and repertoire lists from local Festival chairs.
2. Respond to questions and needs.

## **February**

1. Attend IMTA Board Winter Meeting; prepare and present report on profits to date.

## **March - May**

1. Print certificates and materials for information packets if necessary.

## **May**

1. Make sure all local Festival chairs have returned reports and repertoire lists to you and the State Treasurer.
2. Prepare annual report for State Conference business meeting. (Confer with State Treasurer for confirmed profit/loss.)
3. Prepare information packets and certificates for next year's Festival chairs.
4. Update Festival group email list.
5. Update State Festival Chairperson Duties for IMTA website and send to [handbook editor](#) and [webmaster](#).
6. Update Festival Rules for IMTA website and send to [webmaster](#).

### **June-August**

1. Attend IMTA State Conference in June; present annual report.
2. Hand deliver as many packets as possible to next year's local Festival chairs.
3. Attend NAMTA Pedagogy Workshop, if possible, to hand deliver more packets.
4. Mail ASCAP Festival repertoire information to MTNA National Office by June 30.
5. Mail remaining information packets to local Festival chairs.
6. Check IMTA Website monthly and send updates to [webmaster](#).

### **ANNUAL REPORT:**

FIVE copies: 1) President 2) Secretary 3) Archivist 4) Treasurer 5) State Festival Chair

1. Submit the following information:
2. Names and locations of Festivals and chairs
3. Number of students, centers, and teachers involved in Iowa Festivals
4. Financial report
5. Fees, mileage rates, and general information pertinent to year

## **Appointed Officers: Technology Chair**

The Technology Chair plans a two-hour technology workshop for annual state convention, writes three articles for the Iowa Music Teacher Magazine (fall/winter/spring issues), and attends three board meetings (give written/oral reports).

### **Fall**

1. August 15 (deadline) - Write music technology article and submit to editor of Iowa Music Teacher Magazine for fall issue.
2. Plan two technology workshops for annual state conference.  
Attend fall executive board meeting; submit written report and give oral report of work done to date.

### **Winter**

1. December 15 (deadline) - Write music technology article for each issue of Iowa Music Teacher Magazine and submit to the editor.
2. December 15 (deadline) - Write publicity for two technology workshops for annual state conference and submit to editor of Iowa Music Teacher Magazine for winter issue.
3. Attend winter IMTA executive board meeting; submit written report and give oral report of work done to date.

### **Spring**

1. March 1 (deadline) - Write music technology article and submit to editor of Iowa Music Teacher Magazine for spring issue.
2. June Convention - Attend IMTA executive board meeting. Attend business meeting, submit written report, and give oral report.
3. June Convention - Present technology workshop

## **Appointed Officers: IMTA Archivist/Historian**

### **Ongoing**

1. Update IMTA webpage as needed.
2. Collect current magazines and newsletters.

### **September**

1. Attend fall board meeting
2. Collect various officers' reports

### **Winter**

1. Attend winter board meeting
2. Collect various officers' reports

### **May**

1. Attend spring board meeting
2. Collect various officers' reports

### **June**

1. Attend state conference
2. Collect various officers' reports

### **August**

1. Mail or deliver annual collection of archival materials to the Iowa Historical Society in Des Moines.

## **Appointed Officers: MTNA Competitions Chair**

The duties of the MTNA Competitions Chair are governed by the national association. The chair is expected to communicate with the national association chair and coordinate the activities of the individual competition chairs and site coordinator.

## **Appointed Officers: Grant and Scholarship Development Chair**

The Grant and Scholarship chair shall contact organizations and individuals to interest them in donating funds for scholarships and grants to be used for statewide IMTA student and teacher benefits and awards. Primary focus shall be to continually generate additional funds from new sources specifically for the IMTA scholarship awards held at the June conference to benefit IMTA members' students.

### **September**

Attend fall board meeting

Attend any subsequent board meetings set by the administrative board and submit a report.

### **June**

Attend summer conference and submit written reports

## **Appointed Officers: Theory Committee Chair**

The theory chair is responsible for the theory examinations given as part of the IMTA Auditions.

### **Summer**

1. Decide which of the 5 existing Tests to use for the following year.
2. Use a format that is transmissible via e-mail (Cyndie Caruth currently has such a program and has been preparing the Tests)
3. Make corrections and changes as needed.
4. Proofread!
5. Update IMTA webpage

### **September**

1. Attend fall board meeting and give a short report.

### **October**

1. Distribute sets of Practice Tests to District Chairs. They can go in the auditions packets. (Use the Final Tests from the previous year.)
2. Send copies of Final Tests to District Chairs via e-mail. They are to be copied by the District Chairs in different colors for use at Auditions.

### **February**

1. Attend Winter Board Meeting and give a short report.

### **June**

1. Attend business meeting at IMTA Conference and give a short report.

# **Appointed Officers: Certification Chair**

## **Ongoing**

1. Answer correspondence regarding certification within 2-3 days
2. Notify local association presidents of certification programs for meetings
3. Submit quarterly reports to the national association

## **August**

1. Meet fall magazine deadline with certification article
2. Publish names of newly certified (State & National) teachers
3. Provide updated list of State & National certified teachers for membership list
4. Publish Certified Judge lists in fall magazine
5. Give critique sheets for provisional judges to Festival chair
6. Give Certified Judge Lists to State Festival & Auditions chairs for placement in packets
7. Update IMTA webpage

## **September**

1. Attend fall board meeting & give report
2. Request president's signature on certificates at board meeting
3. Send quarterly report to National

## **January**

1. Quarterly report to National
2. Attend winter board meeting & give report
3. Request president's signature on certificates at board meeting
4. Update IMTA webpage

## **March**

1. Send reminders for renewal to IA Standard & IA Superiors
2. Attend meetings at National conference or send alternate

## **April**

1. Meet with IA Certification Board to update rules
2. Submit receipts for expenses to treasurer for reimbursement
3. Quarterly report to National

## **May**

1. Prepare Annual Report to give at summer conference
2. Prepare table of materials for summer conference display
3. Contact conference chair with table requirements etc.
4. Update officers' handbook checklist and notes and send to handbook editor

## **June**

1. Attend summer conference business meeting & give report
2. Keep files for all certified members & update as necessary
3. Contact local association vice-president for presidents list
4. Check supply of certificates, pins, etc. and reorder

### Notes:

1. When a teacher gets certified at the State level, you must send:
  1. A letter of congratulation
  2. The appropriate certificate
  3. News release to local paper
  4. Certification pin
  5. Point card for tracking renewal points
2. Send out reminder cards to Iowa Standard and Iowa Superior Achievement certificate holders about renewal
3. Put all lists on computer for ease in correcting and updating

ANNUAL REPORT – 3 copies (1 president, 2-Archivist, 3-Cert. Chair)

Submit the following information in paragraph form:

1. Numbers of certified teachers (State and National)
2. Newly certified teachers
3. Certification activities
4. Procedures and procedural changes

## **Appointed Officers: Scholarship Chair**

There are three student scholarships through IMTA:

Pella Rolscreen/IMTA Scholarship

MTNA Travel Grants

IMTA Travel Awards to MTNA Competition Winners

The state president handles the details for all but the Pella Rolscreen/IMTA Scholarship which falls under this office.

### **Pella Rolscreen Corporation**

In past years, Pella Rolscreen and Pioneer Corporation each gave \$500 for the IMTA Scholarship. After convention, the president sends reports of the auditions to them thanking them for their support and requesting it for the next year. Since 1992, however, Pioneer has chosen to support other endeavors, particularly athletic. The contacts are there, so we continue to request funding in hopes that the new director for gifts will choose to support IMTA's scholarship again.

Recent scholarship chairs have been:

1987-88	Joyce Gault
1989	Jim March
1991-92	Bill David
1993-95	Ted Reuter
1999	Barbara Rivadeneira
2000	Rachel Taylor
2001	Barbara Ruff

Information regarding the audition is to be published in the spring magazine. It is also good to promote the scholarship in the fall magazine when the picture and article about the previous year's winner is published so teachers begin planning for it. Application is made to the chairperson by the deadline. Auditions are held during the summer convention and winners are announced at the convention. Pictures of the winner, judge, chairperson, and president should be sent to the magazine editor for publication in the fall magazine. The check is given to the student at the audition by the state treasurer.

Recent piano winners of the Pella Rolscreen/IMTA scholarshp:

1992	Emily Senti, student of Chiu Ling Lin
1993	Andrew Tam, student of Chiu Ling Lin
1994	Stephanie Haak, student of Kathryn March
1995	Thor Crabb, student of Suzanne Torkelson

### **July**

1. Contact potential donors for future scholarship money

### **August**

1. Meet fall magazine deadline for informational article
2. Update IMTA webpage

### **December**

1. Meet winter magazine deadline for reminder article

### **February**

1. Contact judge for auditions
2. Notify convention chair with requirements for judge
3. Contact convention chair with requirements for site

### **May**

1. Schedule audition times
2. Mail schedule to contestants
3. Mail schedule and convention info to judge
4. Update officers' handbook checklist and notes and send to handbook editor

# **Appointed Officers: Commissioning Chair**

See the most current MTA Commissioning Program Guidelines for Rules & Regulations. If the committee plans to invite composers to submit tapes/scores, a list of Iowa composers can be secured through the Iowa Composers Forum. There are also a few Iowa composers working at Iowa colleges/universities who are not a member of this group. Their names can be found in the most current College Music Society Directory.

The review of scores/tapes can be done by mail, but check to be sure that there is a budget that allows for these costs. Committees have sometimes found that they can “meet” by phone or mail (telephone conference calls save a lot of travel time).

One approach in selecting a composer is to contact the conference host/chair and ask for suggestions of faculty composers at that institution or other area composers. Since the premiere of the commissioned work takes place at the state conference, it can be advantageous to work with the conference committee prior to selecting a composer. By selecting a composer associated with the institution where the conference is to take place, college faculty performers at that institution are often pleased to perform the premiere. Having the conference host/chair involved in the selection of the type of work to be commissioned and the instrumentation also facilitates a successful premiere.

## **July**

1. Make final decision for commission request
2. Notify composer, send contract and information
3. Complete MTNA Commissioning Program application

## **September**

1. Attend fall board meeting
2. Check with composer to answer questions

## **November**

1. Submit manuscript and tape to national competition
2. Contact state conference chair to program premiere
3. Secure performers for premiere performance
4. Meet winter magazine deadline for conference info

## **January**

1. Attend winter board meeting
2. Invite composer to premiere performance at conference
3. Update IMTA webpage

## **April**

1. Solicit recommendations for composers for upcoming year
2. Check with committee members to plan procedure
3. Plan for performance of commissioned piece at summer conference

## **May**

1. Request materials from recommended composers
2. Check that performance details are ready for conference
3. Update officers' handbook checklist and notes and send to handbook editor

## **June**

1. Attend conference and report on foundation activities

ANNUAL REPORT – 3 copies (1-President, 2-Archivist, 3-Commission chair)

Submit the following information in paragraph form:

1. Name and position of commissioned composer
2. Title and instrumental medium for commissioned piece
3. Amount of commission, amount of national contribution
4. Results of national competition
5. Location, date, performers of premiere performance
6. Location and contact for manuscript

# **Iowa Music Teachers Association Ethical Concerns Committee (ECC) Guidelines**

As members of the Music Teachers National Association (MTNA), Iowa Music Teachers Association (IMTA) members uphold the MTNA Code of Ethics. Direct communication is essential in resolving ethical concerns. Members are strongly encouraged to work out ethical problems themselves. If issues cannot be resolved by the parties involved, the three-member IMTA Ethical Concerns Committee (ECC) may assist in their resolution. Procedures for handling ethical concerns are outlined below. Each step will be followed in a timely fashion with the utmost tact and confidentiality. Communication beyond the parties involved will take place only when necessary or required by law.

## **I. Purpose of the Committee**

- A. To work with the IMTA membership to advance the MTNA Code of Ethics
- B. To provide a forum where members may present ethical issues of concern
- C. To aid in the communication, mediation, and resolution of said issues

## **II. Submission of a Concern**

- A. A member may report an alleged ethical infringement by another member to the ECC chair. An issue reported first to a member of the IMTA Board of Directors will be referred to the ECC Chair.
- B. Any ECC member who has a conflict of interest with respect to a petitioning member or an issue brought to the committee should not participate in the discussions of that issue. A petitioning member who is concerned about a possible conflict of interest within the committee should discuss it with the IMTA President who will make the final determination.
- C. Particularly grievous cases may be referred by the IMTA President to the MTNA Executive Director for consideration by the MTNA Ethical Concerns Committee

## **III. Practice and Procedure**

### **A. Informal Procedure**

1. A member who has an ethical concern may bring it to the Chair of the ECC for feedback
2. The chair will first discuss with the member whether an informal resolution of the concern is an option
3. If the member requests a hearing with the ECC, the chair will notify committee members and schedule a meeting or conference call

### **B. Formal Procedure**

1. If the member decides to file a formal complaint, the chair will send the reporting member an outline of ethical concerns procedures (to include the MTNA Code of Ethics and the ECC Guidelines) and request for written documentation, which must contain specific charges, supporting evidence, and the reporting member's address, phone number, email address, and signature

2. Upon receipt of the documentation, the ECC Chair will communicate with all parties involved and ask them to submit their perspective to the committee. Identity of the parties involved will be made known to those involved if deemed necessary to facilitate a resolution.
3. The ECC Chair will also notify the IMTA President of the complaint.

#### C. Resolution of a Complaint

1. After reviewing all sides, the committee will explore the facts and offer options for resolution.
2. The committee may stop the process at any point, finding that the issue does not constitute a clear code violation warranting intervention. The committee may also stop the process if a resolution is not forthcoming and further intervention would not be productive. The IMTA President is notified of this decision.
3. The procedures for reviewing complaints are not judicial, they serve only as a method or means to communicate the allegations, determine facts, and resolve the issues within the stated purposes of the association.
4. Any ECC reports to the IMTA Board of Directors will not contain names of individuals involved in formal or informal complaints.

#### D. Privacy

1. All communication with the committee and within the committee is deemed private and not discussed with anyone else in the membership or associated with the membership.
2. If members wish to discuss an issue electronically, the ECC suggests names not be included in the correspondence to protect the privacy of individuals involved.

### IV. Committee Membership

- A. The ECC consists of three IMTA members appointed by the IMTA President.
- B. Terms are two years in length, with no restriction on the number of terms served.
- C. Terms should be staggered so that, whenever possible, no more than two members are replaced in a given year.