

**Minnesota Music Educators Association
Board of Directors Job Descriptions**

Approved September 2008

www.mmea.org

(763) 566-1460

Chair	Program	Interval	Board Meetings
Advocacy	<p>Lead Advocacy initiatives with Executive Director</p> <p>Participate with Arts Education Consortium of Minnesota</p> <p>Host and/or coordinate MMEA presence at the State Fair w/Retired Chair.</p> <p>MidWinter Clinic</p> <ul style="list-style-type: none"> • Present/moderate one session related to Advocacy • Host performance, headliner, or interest sessions, as needed • Assist with other tasks, as needed 	<p>Contribute one article each year, honoring the theme of the issue</p> <p>Email updates to membership as needed</p>	<p>Participate in September, January, and May meetings</p> <p>Submit annual written recap of programming</p>
Collegiate	<p>With MMEA office, lead New Teachers Network</p> <ul style="list-style-type: none"> • Host Fall Collegiate/New Teachers Conference • Encourage “Clinicians for a Day” program • Encourage One-on-One Mentoring <p>MidWinter Clinic</p> <ul style="list-style-type: none"> • Host New Teachers Network reunion • Host performance, headliner, or interest sessions, as needed • Assist with other tasks, as needed 	<p>Contribute an article for at least one issue each year, honoring the theme of the issue</p>	<p>Participate in September, January, and May meetings</p> <p>Submit annual written recap of programming</p>
Early Childhood	<p>With MMEA office, lead annual Early Childhood in-service</p> <p>MidWinter Clinic</p> <ul style="list-style-type: none"> • Present/moderate one session related to Early Childhood music • Host performance, headliner, or interest sessions, as needed • Assist with other tasks, as needed 	<p>Contribute an article for at least one issue each year, honoring the theme of the issue</p>	<p>Participate in September, January, and May meetings</p> <p>Submit written recap of the in-service at Board meeting</p> <p>Participate in meetings of Classroom Music Advisory Council</p>

Chair	Program	Interval	Board Meetings
Editor	<p>MidWinter Clinic</p> <ul style="list-style-type: none"> • Host performance, headliner, or interest sessions, as needed • Assist with other tasks, as needed 	<p>Lead content of three issues of <i>Interval</i> each year</p> <ul style="list-style-type: none"> • With Executive Board, plan issue themes • Solicit feature articles • Edit articles from Board members 	<p>Participate in September, January, and May meetings</p>
Elementary	<p>With MMEA office, lead Celebration of Young Musicians – Honor Festival</p> <ul style="list-style-type: none"> • Secure host sites • Choose suggested music • Participate in annual conf call workshop with all hosts • Draft promotional materials <p>MidWinter Clinic</p> <ul style="list-style-type: none"> • Present/moderate one session related to Celebration of Young Musicians • Host performance, headliner, or interest sessions, as needed • Assist with other tasks, as needed 	<p>Contribute an article for at least one issue each year, honoring the theme of the issue</p>	<p>Participate in September, January, and May meetings</p> <p>Submit written recap of the Festivals at May meeting</p> <p>Participate in meetings of Classroom Music Advisory Council</p>
Jazz	<p>With MMEA office, lead All-State Jazz Ensemble program</p> <ul style="list-style-type: none"> • Detailed timeline and tasks available through MMEA office. <p>MidWinter Clinic</p> <ul style="list-style-type: none"> • Host All-State reunion rehearsals and concert 	<p>Contribute an article for each issue, honoring the theme of the issue and/or reporting on significant program changes</p>	<p>Participate in September, January, and May meetings</p>
Middle Level	<p>Lead Middle Level Festivals</p> <ul style="list-style-type: none"> • Secure host sites • Participate in annual conf call workshop with all hosts (one call for choir, one for band) • Draft promotional materials <p>MidWinter Clinic</p> <ul style="list-style-type: none"> • Present/moderate one session related to Celebration of Young Musicians • Host performance, headliner, or interest sessions, as needed • Assist with other tasks, as needed 	<p>Contribute an article for at least one issue each year, honoring the theme of the issue</p>	<p>Participate in September, January, and May meetings</p> <p>Submit written recap of the Festivals at May meeting</p>

Chair	Program	Interval	Board Meetings
Socioeconomic & Cultural Issues chair (SECI)	<p>Work with other organizations, including the Perpich Center, to promote 7-12 courses other than traditional band, choir, orchestra</p> <p>With MMEA office, lead Equal Access-Changing Classrooms grants</p> <p>MidWinter Clinic</p> <ul style="list-style-type: none"> • Present/moderate one session related to non-traditional courses • Host performance, headliner, or interest sessions, as needed • Assist with other tasks, as needed 	Contribute an article for at least one issue each year, honoring the theme of the issue	<p>Participate in September, January, and May meetings</p> <p>Submit annual written recap of programming</p>
Research	<p>Work as an advisor to all MMEA programs on evaluation tools</p> <p>MidWinter Clinic</p> <ul style="list-style-type: none"> • Lead poster session at Clinic: Solicit participants, confirm session, confirm set-up needs • Host performance, headliner, or interest sessions, as needed • Assist with other tasks, as needed 	<p>Contribute an article for at least one issue each year, honoring the theme of the issue</p> <p>Lead <i>Intersections</i> section of winter issue</p> <ul style="list-style-type: none"> • Solicit articles • Edit articles for publication 	Participate in September, January, and May meetings
Retired	<p>Work with Advocacy Chair to host MMEA presence at State Fair</p> <p>Work with MMEA office and Collegiate Chair to develop and maintain a cadre of teachers for “Clinician for a Day”</p> <p>MidWinter Clinic</p> <ul style="list-style-type: none"> • Host Retired member session and/or gathering • Host performance, headliner, or interest sessions, as needed • Assist with other tasks, as needed 	Contribute an article for at least one issue each year, honoring the theme of the issue	<p>Participate in September, January, and May meetings</p> <p>Submit annual written recap of programming</p>

Elected	Program	Interval	Board Meetings
Band	<p>With MMEA office, lead All-State Band program</p> <ul style="list-style-type: none"> Detailed timeline and tasks available through MMEA office. <p>MidWinter Clinic</p> <ul style="list-style-type: none"> Host All-State reunion rehearsals and concert 	<p>Contribute an article for each issue, honoring the theme of the issue and/or reporting on significant program changes</p>	<p>Participate in September, January, and May meetings</p> <p>Based on all available information, the strategic priorities defined by the Board, and in the best interests of MMEA as an organization, vote on motions before the Board.</p>
Choir	<p>With MMEA office, lead All-State Choir program</p> <ul style="list-style-type: none"> Detailed timeline and tasks available through MMEA office. <p>MidWinter Clinic</p> <ul style="list-style-type: none"> Host All-State reunion rehearsals and concert 	<p>Contribute an article for each issue, honoring the theme of the issue and/or reporting on significant program changes</p>	<p>Participate in September, January, and May meetings</p> <p>Based on all available information, the strategic priorities defined by the Board, and in the best interests of MMEA as an organization, vote on motions before the Board.</p>
Classroom	<p>Lead Classroom Music Advisory Council</p> <p>Serve as representative on classroom-related initiatives such as Minnesota Singing Challenge</p> <p>With MMEA office, lead composition contests</p> <ul style="list-style-type: none"> Draft promotional materials Communicate with judges and winners <p>MidWinter Clinic</p> <ul style="list-style-type: none"> Recommend possible interest sessions and headliners to Clinic Chair according to rotation Host performance, headliner, or interest sessions, as needed Assist with other tasks, as needed 	<p>Contribute an article for each issue, honoring the theme of the issue and/or reporting on significant program changes</p>	<p>Participate in September, January, and May meetings</p> <p>Based on all available information, the strategic priorities defined by the Board, and in the best interests of MMEA as an organization, vote on motions before the Board.</p>
Orchestra	<p>With MMEA office, lead All-State Orchestra program</p> <ul style="list-style-type: none"> Detailed timeline and tasks available through MMEA office. <p>MidWinter Clinic</p> <ul style="list-style-type: none"> Host All-State reunion rehearsals and concert 	<p>Contribute an article for each issue, honoring the theme of the issue and/or reporting on significant program changes</p>	<p>Participate in September, January, and May meetings</p> <p>Based on all available information, the strategic priorities defined by the Board, and in the best interests of MMEA as an organization, vote on motions before the Board.</p>

Elected	Program	Interval	Board Meetings
Region Reps	<p>Communicate with MMEA members and potential members on a regular basis</p> <p>Work to support one MMEA program area each year</p> <p>MidWinter Clinic</p> <ul style="list-style-type: none"> • Host performance, headliner, or interest sessions, as needed • Find presidors • Assist with other tasks, as needed 	Contribute an article for one issue each term, honoring the theme of the issue	<p>Participate in September, January, and May meetings</p> <p>Based on all available information, the strategic priorities defined by the Board, and in the best interests of MMEA as an organization, vote on motions before the Board.</p>
President-Elect	<p>With MMEA office, lead MidWinter Clinic</p> <ul style="list-style-type: none"> • Detailed timeline and tasks available through MMEA office. <p>All-State Camps</p> <ul style="list-style-type: none"> • Attend camp and/or concert 	<p>Work with Executive Board and Editor to plan issue themes</p> <p>Contribute an article for one or more issues each year, honoring the theme of the issue</p>	<p>Participate in Executive Board meetings</p> <p>Participate in September, January, and May meetings of full Board</p> <p>Based on all available information, the strategic priorities defined by the Board, and in the best interests of MMEA as an organization, vote on motions before the Board.</p> <p>Become acquainted with MENC and North Central division operations</p>
President	<p>With MMEA office, maintain correspondence on behalf of MMEA</p> <p>With MMEA office, facilitate selection of award recipients</p> <p>Appoint Chair positions</p> <p>Complete annual review of Executive Director</p> <p>MidWinter Clinic</p> <ul style="list-style-type: none"> • Host sessions such as General Session, banquet, and All-State concerts • Assist with all tasks, as needed <p>All-State Camps</p> <ul style="list-style-type: none"> • Attend camp and/or concert 	<p>Work with Executive Board and Editor to plan issue themes</p> <p>Write President's Letter for each issue</p>	<p>Participate in Executive Board meetings</p> <p>With MMEA office, plan and facilitate Board meetings in September, January, and May</p> <p>Based on all available information, the strategic priorities defined by the Board, and in the best interests of MMEA as an organization, vote on motions before the Board.</p> <p>Represent Minnesota in MENC and North Central division initiatives</p>
Past President	<p>Secure slate of candidates for elections</p> <p>Treasurer: Work with advisor to understand budget and</p>	<p>Work with Executive Board and Editor to plan issue themes</p> <p>Contribute an article for one or</p>	<p>Participate in Executive Board meetings</p> <p>Participate in September, January, and May meetings of</p>

	<p>financial statements and advise MMEA Board</p> <p>All-State Camps</p> <ul style="list-style-type: none"> Attend camp and/or concert <p>Participate on MMEA Foundation Board</p> <p>MidWinter Clinic</p> <ul style="list-style-type: none"> Host Past President's lunch Host performance, headliner, or interest sessions, as needed Assist with other tasks, as needed 	<p>more issues each year, honoring the theme of the issue</p>	<p>the full Board</p> <p>Based on all available information, the strategic priorities defined by the Board, and in the best interests of MMEA as an organization, vote on motions before the Board.</p>
Other	Program	Interval	Board Meetings
<p>Music Education Specialist - Perpich</p>	<p>Inform MMEA Board of initiatives of Department of Education and Board of Teaching, such as standards, assessment and licensure.</p> <p>MidWinter Clinic</p> <ul style="list-style-type: none"> Work with Clinic chair to secure one headliner Present/moderate one session related to state initiatives Host performance, headliner, or interest sessions, as needed Assist with other tasks, as needed 	<p>Contribute an article for one or more issues each year, honoring the theme of the issue</p>	<p>Participate in September, January, and May meetings</p> <p>Submit written report as needed on significant issues related to Department of Education or Board of Teaching.</p>
<p>MSHSL</p>	<p>Represent MMEA on MSHSL board</p> <p>MidWinter Clinic</p> <ul style="list-style-type: none"> Present/moderate one session related to MSHSL initiatives Host performance, headliner, or interest sessions, as needed Assist with other tasks, as needed 	<p>Contribute an article for one or more issues each year, honoring the theme of the issue</p>	<p>Participate in September, January, and May meetings</p> <p>Submit annual written report of MSHSL work impacting music educators</p>