

New Mexico Music Educators Association Operating Procedures

Paid Services

Most all tasks and services provided by our membership in support of NMMEA activities are done on a volunteer basis.

Executive Committee and Board of Directors

- Expenses for attending Executive Committee meetings including hotel, meals, and travel are paid for or reimbursed with the exception of the All-State meetings unless these expenses are not covered by the Executive Committee member's school.
- Board of Directors expenses are covered by their respective district. Lunch is provided for the entire Board for the July meeting.

Salaried Employees are the Executive Director & the Editor of the "New Mexico Musician"

- The Executive Director is paid an annual salary of \$24,000 and is paid on a monthly basis. The Executive Director is reimbursed for mileage connected with attending meetings relating to NMMEA and is also reimbursed for Internet and phone service. NMMEA also provides a computer and printer for the NMMEA office.
- The Editor is paid an annual salary of \$8,000.00 and is paid on a monthly basis. The salary is for doing the layout of the magazine and all related business for the "New Mexico Musician".
- Assist the Executive Director with the first section of the All-State Program as needed.

Sliding Mileage Reimbursement Scale 7/09

<u>Gas Price Range</u>	<u>Mileage Reimbursement</u>
\$2.01 to \$2.50	\$.38
\$2.51 to \$3.00	\$.41
\$3.01 to \$3.50	\$.44
\$3.51 to \$4.00	\$.47
\$4.01 to \$4.50	\$.50

Average gas price determined by AAA New Mexico State Average per gallon
\$.03 increase for reimbursement per \$.50 increase in price per gallon.

Honoraria

- **Audition Team**
Choral and guitar adjudicators are paid \$100 per day for each of the days they audition students plus \$20 per day for their evening meal. The Audition Team is also reimbursed for their mileage for traveling from one audition site to another. Their lunch is provided by the audition site chair who is reimbursed by NMMEA.
Wind/Percussion, Jazz and string adjudicators are paid \$3 per student audition they listen to and score.
- **All-State Guest Conductors (excluding Jazz)** receive an honoraria of \$500 per day for the three days that they working with our students. Their expenses are reimbursed and meals are reimbursed at \$120 for the three days they are working with their ensemble. NMMEA arranges and pays for their airline tickets as well as their housing for All-State.
- **All-State Jazz Guest Conductors** receive the following honorarium: Jazz 1 - \$1500, Jazz 2 and 3 (local educators) - \$599. Their expenses are reimbursed and meals are reimbursed at \$80 for the two days they are working with their ensemble. NMMEA arranges and pays for their airline tickets as well as their housing for All-State.
- **Elementary & Collegiate Guest Clinician/Headliner** is paid honoraria not to exceed \$900 to deliver at least three (3) clinics at All-State. Their expenses are reimbursed and meals are reimbursed at \$40 for the day they are delivering clinics. NMMEA arranges and pays for their airline tickets as well as their housing for All-State.

- **All-State Chorus Accompanists** are paid an honorarium of \$500 for three days of accompanying the All-State Choirs.
- **All-State Performers** - In the event that our All-State Groups need additional musician support for their programs NMMEA encourages In-Kind support. If that is not possible, the performer is paid an honorarium of \$100 for any rehearsals and the performance. All performers must have approval from the Executive Director and must have a signed contract on file prior to All-State. When a harpist is needed a student, whenever possible, will be assigned to play the part(s).
- **All-State Coordinator (excluding Jazz All-State)** - The All-State Coordinator(s) are paid a stipend of \$4,500 by UNM and upon settlement for All-State we reimburse UNM for the coordinator(s).
- **Executive Director Support** - Up to \$1,200 is budgeted for the Executive Director's office and All-State support.
- **Flowers/Memorials** - The Executive Director may spend up to \$100 for memorials or flowers in recognition of NMMEA members who pass away.

Protocol for Posting Information on the NMMEA Website

- Our website is currently maintained and updated by a person designated by our President. At this time Neil Swapp is the designated person. The NMMEA Executive Director will also assist with maintaining our website.
- All material posted on the NMMEA website is to be sent to the NMMEA Executive Director or the designated person for posting. The current fee for posting district information is \$100.
- District Presidents or designee are responsible for keeping their respective websites up to date.
- It will be determined if and what the District Presidents will be able to post. Until this is determined the District matters (calendars, listing of officers, bulletin boards, handbooks, etc) are to be sent to the Executive Director or designee for posting.
- NMMEA does not do links for non Music Industry Council Members or individuals/businesses who do not support NMMEA. Our policy is to prohibit free linking.

Parking

- **Executive Committee** - Parking is paid for by NMMEA as our officers need to park in the Cornell Parking Structure because they frequently have materials and instruments for their section. The Executive Director will inform them how to get reimbursed or obtain parking passes, secure validation, etc. as determined by UNM Parking and Transportation and the NMMEA Board of Directors.
- **Members** attending the conference are provided free parking in Lot E if approved by UNM Parking Services. If they wish to park in any of the paid parking areas they are responsible for paying for their parking. NMMEA will not reimburse them.
- NMMEA will not pay for parking tickets issued to anyone during NMMEA events.

All-State Concert Sponsors

The New Mexico Music Educators Association offers up to eight businesses the opportunity to be an All-State Concert Sponsor for our eight All-State Ensembles. Sponsors may place a black and white ad approximately 3.5" high x 5" wide at no additional cost in our programs that are handed out at the Saturday concerts. Sponsors may request two luncheon tickets to our Awards Luncheon. The fee to sponsor our concerts is \$500. Sponsors will also have first choice to purchase one booth in the foyer of Keller Hall at a rate of \$250.

Exhibitor Booth Fees

Exhibitors at All-State are charged for their booth space at the rate of \$250 on a space available basis. The host university is provided one booth free of charge. No additional amenities are provided.

Clinicians

NMMEA does not compensate clinicians for delivering a clinic or workshop at our All-State In-Service Conference nor is a complimentary badge or registration provided. Clinician services are provided free of charge to NMMEA. These services are treated as "In-Kind" donations. Vice Presidents are to communicate

this at the time they contact prospective clinicians. Vice Presidents are highly encouraged to contact nationally recognized clinicians who are fully sponsored by a business, company, or college/university. Businesses or companies who sponsor clinicians and wish to market their materials will not be provided with a space to do so. They are encouraged to purchase a booth in the exhibit area if they wish to do so. Clinicians are responsible for providing any handouts for their sessions at no cost to NMMEA.

Duties of the Officers of the Association

President

- Preside at all the meetings of the NMMEA Executive Committee, Board of Directors, and at all the NMMEA meetings of the Corporation.
- He/she shall be responsible for the general administration of the affairs of the Corporation.
- Represents the Association as their state president at the NAFME National Assembly and Southwest Division meetings.
- Serves as New Mexico's representation on the Southwest Division Board.
- The President or his/her designee shall act as an advisory to the New Mexico Activities Association and serve as a member of their Activity Council representing music.
- Responsible for securing entertainment for the Business/Awards Luncheon.
- Responsible for getting the New Mexico Arts Grant completed.

Executive Director

- Responsible for executing all of business of the corporation.
- Responsible for all funds of the Corporation.
Note: See attached copy of the "Executive Directors Timeline for Tasks".

Editor of the "New Mexico Musician"

- Serve as a member of the Executive Committee and the Board of Directors.
- Solicit advertising and copy for each issues of the magazine. Advertising and copy are due August 1, October 1, and March 1. Advertising sales are to cover the cost of printing and mailing the magazines.
- Edit copy as needed.
- Prepare the complete layout including picture editing for each of the three issues per year and deliver the copy ready issue to the printer. Copy should be delivered to the printer by September 1, November 1, and April 1.
- Prepare magazines for mailing, which may include attaching mailing labels and bundling magazines for bulk mailing if the printer does not do so.
- Deliver the magazines for mailing to the local post office no later than the third week in September, November, and April.
- Sell, invoice, and track all advertising as well as other financial transactions.
- Provide a status report at each Executive Committee and Board of Directors Meeting.
- Present an end of year financial report at the July Board of Directors Meeting.
- Write a column for each issue of the magazine.
- Communicate effectively and in a timely manner with the Executive Director, officers of the Association, your printer, your advertisers and NMMEA members (as needed),
- Maintain an accurate an up to date listing of members, New Mexico schools, advertisers, and out of state presidents and editors. Data is updated monthly.
- Provide the Executive Director with electronic copy of the opening section of the All-State Program.

Vice Presidents

Each Vice President has very specific information about what needs to be done for their respective section and the time line for when the various tasks need to take place. The following duties of the Vice Presidents are mainly an overview of their responsibilities.

- Represent your section membership at the Executive Committee and Board of Directors meetings.
- Take care of all business relating to your respective section.
- Help formulate policy and planning for the advancement of the total music education program for the Association.
- Make the decisions needed to operate your section.
- Maintain open lines of communication between your members, fellow NMMEA officers, and the Executive Director as well as with all parties relating to your section in preparing for All-State.
- Determine agenda and Chair your respective Section Meeting.
- Keep your audition team, guest conductors, clinicians, and site chairpersons informed at all times.

- Select your All-State Audition Team.
- In conjunction with each of your site chairpersons are sure the locations of the auditions are in place.
- Appoint a committee to select each year's audition materials.
- Prepare a master list of personnel for each of your All-State performing groups.
- Assign specific parts for students to play as necessary.
- Set up clinics for All-State.
- Contact guest conductors as prioritized by your section and get them committed one year in advance of the year they are to serve as guest conductors. **Guest conductors need the approval of the Executive Committee.**
- Determine All-State concert programs in conjunction with your guest conductors.
- Prepare equipment needs for all of your section's All-State activities.
- Provide a section column or article for the "New Mexico Musician".
- Provide the mechanism to select the honor group for your section and be the contact person to be sure all information for their performance is in place.
- Ensure that honor group directors are communicating with All-State Site Coordinator regarding equipment/facility needs and logistics.
- **Additionally, the Jazz Vice President or designee will serve as site coordinator for Jazz All-State.**

Collegiate Vice President

- Represent your section membership at the Executive Committee and Board of Directors meetings.
- Take care of all business relating to your respective section.
- Help formulate policy and planning for the advancement of the total music education program for the Association.
- Make the decisions needed to operate your section.
- Maintain open lines of communication between your members, fellow NMMEA officers, and the Executive Director as well as with all parties relating to your section in preparing for All-State.
- Provide a section column or article for the "New Mexico Musician".
- Serve as the New Mexico CNAFME representative for NAFME.
- Determine the All-State collegiate headliner clinician **for Executive Committee approval** as well as setting up the remainder of the clinics for your section.
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General Music Vice President

- Represent your section membership at the Executive Committee and Board of Directors meetings.
- Take care of all business relating to your respective section.
- Help formulate policy and planning for the advancement of the total music education program for the Association.
- Make the decisions needed to operate your section.
- Maintain open lines of communication between your members, fellow NMMEA officers, and the Executive Director as well as with all parties relating to your section in preparing for All-State.
- Provide a section column or article for the "New Mexico Musician".
- Provide the mechanism to select the honor group for your section and be the contact person to be sure all information for their performance is in place.
- Serve as the Music In Our Schools Month Coordinator.
- Determine the All-State general music headliner clinician **for Executive Committee approval** as well as setting up the remainder of the clinics for your section.

Past President

- Serve as an advisor to the President
- Serve as House Manager for All-State
- Chair of the Awards Committee
- Chair the Past Presidents
- Manage the officer election process including securing short bios to be included with the ballot, form a small committee to count the ballots and certify the results, and notify the candidates of the results.

- Maintain open lines of communication between your members, fellow NMMEA officers, and the Executive Director.
- Serve as host and emcee for the Business/Awards Luncheon.

District Presidents

- Responsible for the business of your respective District within the by laws of your District and those of NMMEA.
- Maintain open lines of communication between your members, NMMEA officers, and the Executive Director.
- Attend all Board of Directors Meetings and present a report of your District.
- Encouraged to attend the July Executive Committee Meeting.
- Keep NMMEA informed of what is happening in your District.
- Disseminate information from the state level to your district membership.
- Submit NMMEA award nominations by July 1.
- Submit district calendar dates to the Executive Director by June 1.
- Update your web site as needed.
- Submit minutes of each of your district meetings to the Executive Director shortly after your meetings and an end of year financial report to the Executive Director no later than the July Board of Directors Meeting.
- Provide the Executive Director with a financial report of your district for the July Board of Directors Meeting.
- Responsible to see that the results of your District MPA's are provided to the Executive Director within a week of the conclusion of the MPA.
- Provide the Executive Director with updated information for the District Presidents Questionnaire no later than June 15th.
- Provide the number of students that participated in all of your district music events no later than June 1st.

Descriptions for All-State Volunteer Positions Job

The following All-State positions may differ between the different sections. The intent of these brief descriptions is to list the general duties of each position. The respective Vice President may have more specific instructions and guidelines in place for each position.

Chair Placement Audition Team

- Attend the chair placement meeting, which is held Wednesday evening the first day of All-State.
- Chair placements take place on Wednesday following the All-State Orientation.
- Listen to students on selected passages of their music.
- Determine seating order for band, orchestra, and guitar and notify the respective VP if a student is not prepared on his/her music. Determine if any student is unprepared on the choral music.
- All students selected to participate in any All-State group will be tested on their preparation of the All-State music in a final audition held as scheduled.
- Any student failing to pass this final audition or test on any of the All-State music may not be allowed to participate. Any unprepared student will be the responsibility of his instructor.
- Submit chair placement lists to the respective vice president at the conclusion of the auditions.

Ensemble Co Chairs

- Prepare a seating chart for the group.
- Attend logistical meeting Wednesday evening with the site chairs.
- Introduce guest conductor to the students at the first rehearsal.
- Provide any assistance to the conductor and make them feel at home.
- Handle the logistics of each rehearsal including the Popejoy rehearsal and performance.
- Make announcements as needed.
- Solve any problems that occur in rehearsal.
- Check attendance. Attendance is mandatory at every rehearsal and the performance.
- Be sure the conductor knows that the first group of Saturday's concert (Small School Band, Treble Choir, Guitar Ensemble) must perform our "National Anthem".

- Be sure that travel arrangements to and from the hotel to UNM are in place.
- You may wish to take the conductor to lunch and/or dinner with some of your colleagues.
- Invite the conductor to the Thursday lunch (Phi Beta Mu, ASTA, ASCDA).
- Invite the conductor to Friday's Business Meeting and Awards Luncheon.
- Should a student become ill either find the conductor quickly or if necessary take the student to the UNM Student Clinic.
- Provide each student in your group with the All-State Program at the first full rehearsal.

Presiders

- Be in the room at least ten minutes before the clinic or workshop begins.
- Introduce yourself to the clinician and ask the clinician what he/she would like to have said in your introduction.
- Help the clinician get ready for the presentation and assist with handouts if needed.
- Introduce the clinician.
- Pass around an attendance sheet for each person to sign half way through the session and turn in the roster to your VP.
- Thank the clinician at the end of the presentation.

Monitors for Clinics and Workshops

- Check badges at the door. No one is to be admitted in the room if they do not have a badge.
- Remain at the entrance to the room to control traffic and preventing noise from the door and hallway.
- Assist with attendees signing the attendance roster and see to it that the presider has it at the conclusion of the session.

Monitors for Rehearsals

- Check badges at the door. No one is to be admitted in the room if they do not have a badge.
- Assist with crowd control and help keep noise to a minimum.
- Position yourself at the entrance to the rehearsal area and control traffic as needed.
- Band rehearsals in the music wing basement have limited room for observers. Be sure attendance is controlled if space becomes an issue.

Percussion Facilitator

- Works with Band VP, Orchestra VP and percussion adjudicator to be sure all parts are assigned and equipment is supplied for all bands and orchestras.
- Makes certain that ensemble Percussion Assistants have all equipment in rehearsal rooms and that it is in good working order. The ensemble Percussion Assistants will need to be available Wednesday evening to rehearse respective percussion sectionals (during final chair auditions.)
- Provides support to the ensemble Percussion Assistants in assisting conductors in the area of percussion- teaching sectionals, supervising the percussion sections during all rehearsals, and as a liaison to the Facilities Coordinator.
- Assist with percussion as needed at the Saturday All-State concerts for Band and Orchestra.

Driver

- Responsible for picking up conductor/headliner clinician at the airport
- Getting conductor/headliner to rehearsals/clinic sessions in the morning, and returning them to the hotel in the evenings
- Take the conductor/headliner back to the airport after the All-State Concerts/clinics if needed.

Stage Supervisor and Stage Crew

- Responsible for making sure the final stage set up is correct on Popejoy stage.
- Organize and communicate to the stage crew, and inform ensemble co chair when stage is ready for performance.
- Six to eight directors are chosen by the VP or designee to act as the stage crew to set the stage as fast and accurately as possible.
- Honor groups are responsible for securing their own stage crews.

All-State Site Coordinator

- Serve as a liaison with the Popejoy staff for use of their facilities.
- Help as needed to finalize the Music Educators Schedule and the Students Schedule for the All-State Program.
- Chair Wednesday Assembly of All-State Students, Teachers, Sponsors, etc.
- Deliver and pickup requested equipment for all workshops.
- Organize student work crews.
- Deliver chairs, podiums, conductors' stands, pianos, and percussion instruments for rehearsals and performances of each ensemble.
- Keep an accurate accounting of all UNM loaned instruments and equipment.
- Return all UNM instruments/equipment from Popejoy immediately following performances with the help of several of the local music educators.
- Communicate with honor group directors regarding equipment/facility needs and logistics.
- Provide warm-up rooms for Honor Band, Honor Orchestra, Honor Choir.
- Reserve Center for the Arts, Popejoy, Woodward, Kiva, and others, if needed, for all events.
- Arrange security for Storage Area - One guard, responsible adult, or a responsible UNM student.
- Communicate with NMMEA regarding the Business/Awards Luncheon and assist as needed with the necessary arrangements for the event.
- Arrange to have rehearsal rooms locked and unlocked.
- Organize and arrange for the delivery and return of choral risers, percussion instruments, and music stands for the All-State Festival.
- Help organize set-up for Honors concerts.
- Arrange for PA system for each choir if needed.
- Provide choral risers for All-State choir rehearsals and performances in Popejoy and Woodward (Elementary Honor Choir Performance).
- Assist other All-State Coordinators with on-site activities.
- Reserve audio/visual equipment.
- Serve as liaison between Parking Services and NMMEA regarding parking issues if needed.
- Arrange for all building openings with campus police by October 1. Confirm December 1. Buildings include the Center for the Arts, Popejoy, Popejoy, Woodward, Kiva, and others as needed.
- Arrange to have security to guard Exhibit Area in the Sub if used for the following times:
Wednesday, 8:00 PM - All Night - to 8:00 AM. One Guard

Exhibit Coordinator (If Exhibit Hall is Used)

- Be in the exhibit area starting Wednesday shortly after noon through about 8:00 PM. On Thursday be in the exhibit area by 8:00 AM until 5:00 PM.
- Help exhibitors find their assigned booths.
- Distribute exhibitor badges and make badges as necessary.
- Distribute a program to each exhibitor.
- On Thursday morning find out which exhibitors plan to still be here on Friday and wish to attend the Business Meeting and Awards Luncheon. See to it that they get luncheon tickets not to exceed two tickets per vendor.
- Make the exhibitors feel at home. They are an important part of All-State.
- Take time to visit with them and thank them for exhibiting with us.
- Handle any problems that may take place regarding the exhibits.

Registrars

- Registration is open from 4:30 to 8:00 PM on Wednesday, 7:30 AM to 5:00 PM on Thursday and 7:30 AM until about 10:00 AM on Friday.
- Register attendees. (The Executive Director provides specific information.)
- Record pertinent information for credit card transactions and payment by check and cash on the person's completed registration form.
- Provide a receipt if requested.
- Verify NAFME/NMMEA membership before completing any registration.

- Be sure each person who completes their registration has their badge.
- Make badges as necessary.
- Hand out badges to those that have pre-registered.
- Answer questions the best you can and handle minor problems should they occur.
- If unable to answer a question or solve a problem refer the person to the Executive Director.
- Sell tickets to the Awards Luncheon and record name and ticket number on the luncheon sales log.

Audition Site Chairperson

Specific duties of the audition site chairperson are listed in the NMMEA Handbook.

Additional responsibilities include:

- Review guidelines of the audition process with the audition team. This is critical at the first day of auditions.
- Collect all “No Show” score sheets from each audition team member and return to the Executive Director.
- At the conclusion of the auditions be sure all necessary paperwork is completed by the audition team and submitted prior to paying the audition team member for their services.
- As much as possible keep conversation about the auditions at each site under control and very limited. There should be no discussion about the audition process between the audition team and the directors.
- Provide light refreshments for members of the audition team.
- Make arrangements to have lunch brought in for the audition team. NMMEA will reimburse the chairperson for both light refreshments and lunch for the audition team at a reasonable rate.

NMMEA Rosters

The complete NMMEA roster will be made available to the Board of Directors for their official use only and is not to be shared with others.

The NMMEA roster with school information only will be made available in electronic form to MIC members and our New Mexico universities upon request. This roster is for their use only and is not to be shared with others.

Printed labels will not be furnished to anyone.

Awards for Outgoing Officers/Appointed Positions

Upon completion of an elected officer’s term of office a plaque of appreciation will be presented at the Awards Banquet. These officers include President, VP Band, VP, Orchestra, VP Choir, VP Guitar, VP General Music, VP Collegiate, and Past President. A Past President pin will be presented to the outgoing President upon completion of their term of office.

A plaque of appreciation will be presented to appointed positions such as the Executive Director and the editor upon completion of their service.

Additional plaques of appreciation may be awarded at the discretion of the Board of Directors.

Updated July 2018