



NWNMMEA Officer and Position Responsibilities

The document below serves as the current document that reflects the current practices, responsibilities, and expected duties of all district personnel within the NWNMMEA organization. Since the NWNMMEA district does not currently elect any officers-in-training, known as “elect” officers, this document provides a baseline to any incoming, elected officers. Thank you to the current officers in the 2024-2025 School Year who contributed to the lists below.

It should always be noted that these duties are subject to change over time.

NWNMMEA District President

Overview:

- Acts as the main connection between the NWNMMEA district and the state organization (NMMEA).
- Helps manage district decisions, rules, and processes.
- Shares updates and gets advice from state leaders when needed.

Duties:

- Plan and lead a **Fall and Spring NWNMMEA General Meeting** with all sections to discuss and vote on district matters.
 - Always review notes from past meetings to remind everyone what was talked about or decided.
- Check and use the state email account (**president-nw@nmmea.com**) regularly.
- Keep up with emails from the NMMEA State Executive President and Committee.
 - Be aware of deadlines for documents that need to be sent throughout the year (see list below).
- Share any issues with the Executive Committee.
- Guide members to the handbook or rules when questions come up. If something isn't covered, bring it as a proposal to the summer Board of Directors meeting.

Important Documents to Send to the State:

- **Audit Report** – due July 1
- **District Survey** – due July 1
- **President's Reports (2 per year)** – due in December and July
- **Meeting Minutes** – due within 1 week after each general meeting

- **District Dates for State Calendar** – due June 1
- **Payment for Website** – due September 1
- **Award Nominations** – due June 1
- **NMAA State Council Representatives** – due June 1
- **IRS Tax Document** – due August 15

These forms take time and may need some digging to complete correctly.

If anything is missing or late, the District President should follow up and keep others accountable.

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- Keep an updated **contact list and email list** of all active members in the region.
 - Attend the **Board of Directors meeting in Albuquerque in July** with other District Presidents and the NMMEA Executive Committee.
 - Travel costs (gas, food, hotel) are paid for by District 3 funds.
 - Make sure all district officers (like Vice Presidents and Treasurer) are doing their jobs.
 - For example: A treasurer shouldn't ignore emails, especially when financial matters need to be handled.
 - Stay connected with **non-active or retired members** who want to hear about district events.
 - Help promote **regional and state events**, including reminders sent by the state.
 - **Train the next District President** after they're elected at the Spring General Meeting (every 2 years).
 - Always look for ways to **improve the district's communication, efficiency, and operations**.
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NWNMMEA Band Vice President

Band VP – General Responsibilities

General Band VP Responsibilities

- Hold at least two meetings each school year—one in the fall and one in the spring.
- Set NWNMMEA band event dates for the next school year by the end of the spring meeting.
- Schedule extra meetings as needed during the school year. You're in charge of setting the date and time.
- Send out surveys to directors if small issues come up during the year.
- Remind directors when NWNMMEA events are approaching.
- Hire two Honor Band Clinicians each year. Also hire:
 - 3 judges for Marching MPA
 - 4 judges for Large Group MPA
 - 3 judges for Jazz MPA
- Book Honor Band Clinicians at least one year ahead. Two years ahead is even better.
- Hire judges for Marching, Large Group, and Jazz MPA in the spring semester or over the summer for the following school year.
- Keep a record of all clinicians and judges you hire so we can contact them in the future.
 - You can't use the same clinicians or judges two years in a row, but you can use them every other year.
- Get familiar with the NWNMMEA Handbook (by-laws, rules, and procedures), found on the NMMEA website. If it's not there, ask the District President.

Band VP – Honor Band Responsibilities

- Work closely with and support the Honor Band Chair.
- Send any materials the Chair needs to the directors quickly.
- Check in with the Honor Band Clinicians about the festival.
- Ask clinicians for their repertoire list by mid-September.
- Order the music by the end of September and send it to the Honor Band Chair. It should be ready after auditions in November.
- During the festival, host the clinicians. Take them out for lunch and dinner.
 - If you can't do this, ask another director ahead of time.
- After each festival, upload the program to Google Drive. Clinicians often use past programs when planning their own.

Band VP – MPA Festival Responsibilities

- Remind directors when MPA events are coming up.
 - Remind the site host to finish the schedule at least one month before the festival. Share it with directors as soon as you get it.
 - Make sure there are enough trophies or plaques for each festival.
 - For Large Group MPA, also provide awards for Superior Sight Reading ratings.
 - Contact judges before each MPA to remind them of the event.
 - Give judges the schedule and adjudication sheets before the event. On the day of the festival, they should arrive 30 minutes early.
 - Remind directors they need to bring:
 - 3 original scores (not needed for Marching MPA)
 - 3 adjudication sheets
 - 1 Sight Reading adjudication sheet (Large Group only)
 - 3 SD cards
 - All music scores must have numbered measures
 - Learn the Sight Reading Procedures in the NWNMMEA Handbook. Make sure the directors, site host, and sight reading judge understand them.
 - After each MPA festival, create a spreadsheet with all group scores. Send copies of all adjudication forms (front and back) to Neil Swapp within a week.
 - **Sweepstakes Award** – Any high school group that earns Superior ratings in Marching, Large Group, Sight Reading, and Jazz MPA should receive a trophy or plaque.
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NWNMMEA Band Treasurer

Band Treasurer - General Responsibilities

- Ensures bank account and balances are up-to-date throughout academic school year
 - Submits W-9's to all prospective judges and clinicians for various events
 - Regularly checks NWNMMEA treasurer email for communications
 - Pays/signs checks for judges clinicians at the clinician of events.
 - Sends "amounts paid" to state executive committee head for auditing and record-keeping
 - o Any amount over \$599 requires a 1099 form instead for accounting purposes from the NMMEA organization
 - Monitors and ensures all fees are paid in a timely manner.
 - Cross-reference registrations from NMMEA website to generate invoices to schools for participation in various events
 - Purchases and reimburses for supplies needed for various events, including food for district honor band event.
 - Ensures invoices/quotes are provided for all participating schools.
 - Provides a financial report at both the fall and spring meetings, advising as needed.
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NWNMMEA Honor Band Chair

(Chronological Order)

General Responsibilities

- Disseminate current year's MS honor band audition materials.
 - o Suggested: 1st or 2nd Week in August
 - o HS Directors need to acquire their own All-State materials or share among themselves.
- Prepare and disseminate ***Honor Band Audition Information*** document with audition materials
 - o Update the dates and any language that someone may have had a problem with.
 - o Remind directors that they need to be current with NWNMMEA/NMMEA registration to have their students participate. This needs to be completed and updated BEFORE they submit auditions
 - o Directors must also register their students online through the NMMEA website. Students that are NOT registered but auditions are submitted for are not allowed. Amy Williams can provide the registration at the close of that window to the VP or President when then can be shared to the honor band chair person.
- Determine who will be judging which section when auditions are due via email.
 - o Suggested: 1st or 2nd week in September
 - o Create a ***Judging Assignment Document*** to be shared out once this is determined.
 - o Typically shoot for that director's primary instrument when asking, but we are always unbalanced and some folks will have to jump into other sections. *Some directors don't feel comfortable with that.* May have to reach outside of director body.
 - o HS directors typically adjudicate MS auditions; MS directors typically adjudicate HS auditions.
- Create individual school folders on Google Drive to have recordings dropped into and shared ONLY with that director (always triple check this!).

- Suggested: 1st or 2nd Week in October
- This is one of the few areas of frustration with the position. Some directors may ask for exceptions to the timeline of things or that they “forgot” to put in a kid’s audition or some other reason. Sometimes directors don’t follow the protocol spelled out in the audition sheet. You have to determine what is and isn’t allowable in those instances.
- Once all auditions are submitted into their respective folders and the submission window is closed, block out that director’s access to the folders. Very important to ensure that no alterations happen! No late submissions should be accepted at this point.
 - Note: It is possible you may have to convert some audio files at this point. I always ensure that all directors receive “.mp3” files and will convert them from whatever other file type they submitted
- Clear out the **Master Code Sheet** and relabel all the audition files. This will be used to generate the **Honor Band Results** document.
- Create section folders for each instrument type and level (i.e. HS Clarinets vs. MS Clarinets)
- Share the judges’ folders out to adjudicators including the following documents
 - **Honor Band Judging Sheet**
 - **Honor Band Ranking Sheet**
 - *Be sure to remind judges that they indicate where the clear cut-off point is on their rankings.*
- While adjudications are happening, you may have to filter questions from judges/directors about what is and isn’t acceptable. That is really on you as the chair to determine how to answer and proceed. Be warned, decisions you make here may not make you friends.
- Once you’ve gathered most or all of the ranking sheets, you can then begin to build the **Honor Band Results** document. Use the **Master Code Sheet** to ensure you have the right person in the right spot.
 - This is the other tough aspect of the position: When building the rosters of each section, you may need to make some determinations of what the ensemble size and ability actually will be.
 - Though a judge may have a clear cut-off point, if a school isn’t represented that is below the cutoff point and only submitted one audition, we should include that student.
 - Sometimes a section will only have a small number of auditions submitted and accepting all auditions regardless of ability may be what fills out the section on the rosters (ex. 23-24 HS Trumpets).
 - Note: The percussion adjudicators should determine who is playing which instruments/parts on each tune. Share with the **Honor Band Percussion Assignment** document to organize this
 - Last year, no percussion adjudicator wanted to determine parts, so I had to step up and do it. Be prepared to make those determinations. Or reach out to me and I’d be happy to help.
- Once satisfied with the rosters, send out the **Honor Band Results** document to all directors.
- At this point, there is down time until you get near the actual honor band.
- Create/finalize the **MS/HS Honor Band Schedule** documents
 - There is always room to tweak things here, but always keep in mind the distance being traveled by schools, how much podium time a clinician gets, and also how much break time is/isn’t needed.
 - Update the room locations based on the what the site host has available.
- Create seating charts for the site host to be able to set up rehearsal rooms
 - Use: <https://www.bgreco.net/band/>
 - MUST consult with the clinicians on what they want for ensemble setup. 24-25 Clinicians were very particular about things. Have VP do this if you aren’t comfortable; be ready to share instrumentation numbers with them.
- Print nametags for students using the **Honor Band Nametag Template** document.

- Create concert program
 - o Again, I use Canva each year to create it. I can share that template out as desired or you can create your own.
- Print certificates for student's participation in the honor band
 - o I have a template in Canva I can share out to be used or a new one can be created
 - o If you go my route and run out of certificate paper, I purchase it at Office Depot (Durango, CO)
 - Neenah Creative Collection Metallic Specialty Card Stock, White Gold
 - Current treasurer can reimburse you if you keep your receipts.
- Get honor band certificates signed by VP/Chair
- Pass out certificates to directors during event
 - o For any spelling errors, tell directors a new one will be made for them and will be available at MPA front desk.
- Send out a feedback survey and share out said feedback survey to directors.
 - o Note: You can't please everyone! The feedback is to tweak things in its current state and the band section meetings are the place to actually vote on and change big processes.

NWNMMEA Choral Vice President

Choir VP – General Responsibilities

- o Schedule and host a Fall and Spring section meeting
 - Discuss policies and procedural changes as necessary for all NWNMMEA Choral events
 - Schedule all events for the following school year (Spring Meeting)
 - Inform/vote on clinicians for the following school year's events
- o Contact judges and clinicians for all adjudicated events
- o Report out all MPA event scores to Neil Swapp, NMMEA
- o Make contact list for choral section to share out group email blasts
- o Familiarize oneself with all current procedures/policies regionally as well as at the state level.
- o Help support directors in any way possible with concerns throughout the school year.
- o Special meetings may need to be scheduled throughout the year to address immediate concerns (typically virtual/digital).

NWNMMEA Choral Treasurer/Secretary

Choir Treasurer/Secretary - Solo & Ensemble

- Collect W-9s and contracts from judges, then send them to Neil Swapp
 - Pay the judges

Honor Choir

- Collect W-9s and contracts from clinicians and accompanists, then send to Neil Swapp
 - Pay clinicians and accompanists
 - Book hotels for non-local clinicians and accompanists

- Make and send the schedule
 - Reserve and pay for the venue
 - Provide snacks, drinks (with ice/cooler), and lunch for teachers, clinicians, and accompanists
 - Collect and deposit money from ticket sales
 - Create, send, and update invoices to schools as they pay
 - Deposit school payments
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MPA (Music Performance Assessment)

- Collect W-9s and contracts from clinicians, then send to Neil Swapp
 - Pay the clinicians
 - Book hotels for non-local clinicians and send credit card forms
 - Make and send the schedule (middle and high school)
 - Provide snacks, drinks (with ice/cooler), and lunch for both days
 - Book and pay the piano tuner and photographer
 - Create, send, and update invoices to schools as they pay
 - Deposit school payments
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Meetings

- Write and send meeting agendas; take minutes for spring and fall meetings
 - Buy breakfast for meeting attendees
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Other

- Track all finances (income and expenses), and send reports to Neil Swapp
 - Complete Neil Swapp's end-of-year spreadsheet
 - Contact schools to follow up on unpaid invoices
 - Keep itemized receipts for all credit card purchases
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NWNMMEA Site Host

Site Host – General MPA Festival Responsibilities

The foremost responsibility is to be ON-SITE for any and all issues pertaining to the event. Abandoning the event without proper procedures/instructions/help set in place and proper communication may result in future withholding of hosting and ensemble participation in NWNMMEA events!

Hosting and Preparation

- Encourage as many staff as possible to help host to share the workload and improve the experience.
- At least two weeks before MPA, the site host sends out:

- Maps showing doors, bus parking, case storage, performance space, sight-reading room, warm-up room, and restrooms.
- List of equipment provided for the event.
- The festival site must be ready well before the event. Hosts are responsible for obtaining all necessary equipment, including chairs, stands, percussion/piano needs, tables, computers, lights, pencils, judging sheets, recorders, etc.
- Provide a hospitality area with snacks, water, caffeinated drinks, and utensils for directors, clinicians, and judges. Booster groups may run concessions.

Scheduling

- The event schedule should be made and emailed to members one month before MPA.
- All scheduling changes go through the site host.
- Consider travel time for out-of-town schools and any special director requests.
- Updated schedules should be sent two weeks, one week, and the day before the event.
- Use past schedules for reference and consult the Band VP for major changes. Unresolved issues go to the next NWNMMEA Band Section Meeting.

Judges Meeting

- Meet and greet adjudicators at least 30 minutes before the event to review procedures, goals, rules, and use of digital recorders.
- Judges may collaborate and calibrate scoring between ensembles.
- Review judging sheet criteria and answer questions.
- Inform the sight-reading judge about scripts and any NWNMMEA-specific rules.

Extra Help Coordination (Parent/Student Volunteers)

- **Registration Desk (Adults only):** See detailed instructions below.
- **Case Storage Monitor:** Direct incoming groups to labeled case storage areas, help keep cases organized and guide directors to registration.
- **Warm-up Monitor:** Inform directors when to start/end warm-up, assist with setup, and guide to the stage.
- **On-stage Crew:** Set up chairs, stands, and equipment for each group, manage a crew of 3–4, and assist sight-reading guide.
- **Performance Area Monitor:** See detailed instructions below.
- **Announcer:** Experienced with concert etiquette and composer names; review the program beforehand.
- **Sight-reading Monitors:** Preferably 3 helpers with one experienced adult; assist with setup, distribute/collect parts, keep timing, and deliver adjudication forms to registration.

Registration Desk Responsibilities

- Provide adults to run registration, supplying pencils, pens, sharpies, paperclips, sticky notes, tape, laptop with Wi-Fi, instrument repair kit, and first aid kit.
- Check in bands/choirs by collecting:
 - 3 copies of conductor's scores (with publisher's letter if needed)
 - 3 copies of adjudication score sheets
 - Announcement and stage setup forms
 - Sight-reading adjudication sheets

- 3+ SD cards
- Introduce directors to student runners and direct them to case storage.
- Organize materials/forms by group and communicate schedule updates or delays.
- Scan/copy completed adjudication sheets and give them to the Band VP after the event.
- Check out bands by returning all scores, SD cards, and awards.

Performance Area Monitor Duties

- Provide stage crew with setup and announcement forms.
- Distribute conductor's scores and adjudication sheets to judges between performances.
- Check judges' needs (pencils, batteries, breaks, snacks).
- Collect completed score sheets and return them to registration.
- Keep auditorium doors closed during performances; allow quiet guest entry only between songs or groups.

NMAA Council Representative

NMAA Council – General Responsibilities

- Serves as the liaison between NMAA and NWNMMEA regarding NMAA sponsored events.
- Familiarize oneself with the current NMAA Eligibility and Participation rules
- Advise as necessary with eligibility concerns as needed.
- Report to NWNMMEA District President of concerns with NMAA events.
- Be available for any necessary meetings regarding NMAA events as requested by NMMEA.