

NWNMMEA District 3
District Duties
Last Updated: **June 2025**
District President: Cody Jackson



NWNMMEA Officer and Position Responsibilities

This document reflects the current practices, responsibilities, and expectations for all NWNMMEA personnel. As there are currently no "elect" officers, this document also serves as a guide for incoming elected officers.

District President

Overview

- Primary liaison between NWNMMEA and the state organization (NMMEA).
- Oversees decisions, processes, and policies across all sections.
- Represents NWNMMEA at state-level meetings and ensures compliance with state deadlines and documentation.

Responsibilities

- Host and facilitate Fall and Spring General Meetings.
 - Maintain consistent communication via state-issued email.
 - Monitor and respond to communication from NMMEA Executive Committee.
 - Submit required documentation to the state:
 - Audit Report, District Survey, President's Reports, Meeting Minutes, IRS Tax Documents, District Dates, Website Payment, Award Nominations, and NMAA Representative Nominees.
 - Maintain active and accurate contact lists of regional NMMEA members.
 - Attend the summer Board of Directors Meeting in Albuquerque.
 - Hold all other officers accountable and support consistent engagement.
 - Include non-active or retired members in district communications.
 - Promote and reinforce state and regional events.
 - Ensure a proper transition for the next District President.
 - Continuously assess district function for improvements.
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Band Vice President

Overview

- Leads the NWNMMEA Band Section, oversees meetings, coordinates adjudicated and honor events, and ensures communication among band directors.
- Collaborates with Honor Band Chair and site hosts for event planning and execution.

General Responsibilities

- Host at least two meetings per year.
- Set event dates and communicate regularly with directors.
- Hire clinicians and judges for all band events.
- Maintain a record of clinicians/judges (avoid repetition in consecutive years).
- Understand NWNMMEA bylaws and procedural documents.

Honor Band Responsibilities

- Coordinate with Honor Band Chair and clinicians.
- Order repertoire music and manage festival clinician hospitality.
- Upload final programs to shared drive post-festival.

MPA Festival Responsibilities

- Communicate event dates, deadlines, and documentation needs to directors.
- Coordinate judges and confirm logistics and materials.
- Ensure distribution of adjudication materials and schedules.
- Manage post-event documentation and results (e.g., spreadsheets, award decisions).
- Coordinate Sweepstakes Award process.

Band Treasurer

Overview

- Manages finances for all NWNMMEA Band events, ensures timely payments, and handles event-related reimbursements and reporting.

Responsibilities

- Maintain accurate financial records and balances.
- Submit W-9s and process 1099s as needed.
- Process event payments and reimbursements.
- Regularly check treasurer email.
- Cross-reference event registrations for invoicing.
- Present financial reports at fall and spring meetings.
- Coordinate with President and event organizers for timely transactions.

Honor Band Chair

Overview

- Coordinates and administers Honor Band auditions, adjudications, and logistics, including organizing rosters, managing files, and producing festival materials.

Responsibilities (Chronological)

- Disseminate audition materials and timeline early in the school year.
- Assign judges and manage the audition folder structure.
- Review and relabel all submissions to ensure fairness.
- Build the Honor Band rosters considering balance and equity.
- Create festival schedule, seating charts, concert programs, and nametags.
- Oversee percussion part assignments.
- Coordinate final documents: programs, certificates, surveys.
- Manage all feedback and submit for evaluation at section meetings.

Choral Vice President

Overview

- Leads the NWNMMEA Choral Section, hosts meetings, organizes events, communicates with directors, and ensures consistency in choral procedures.

Responsibilities

- Host Fall and Spring section meetings.
- Schedule events and vote on clinicians.
- Hire judges and clinicians for MPA and festivals.
- Submit MPA scores to Neil Swapp.
- Create and maintain a communication list.
- Support choral directors throughout the year.
- Schedule emergency meetings as needed.

Choral Treasurer/Secretary

Overview

- Handles all logistical, financial, and administrative work for choral events, including Solo & Ensemble, Honor Choir, and MPA.

Solo & Ensemble

- Collect W-9s/contracts and pay judges.

Honor Choir

- Process paperwork, book venues/hotels, coordinate schedules.
- Purchase and deliver food, collect entry fees, and issue invoices.
- Deposit funds and communicate with participating schools.

MPA

- Organize all logistics (hotels, piano tuning, photos, food).
- Distribute schedules and pay relevant service providers.
- Send contracts/W-9s to Neil Swapp.
- Track payments and update invoices accordingly.

Meetings

- Draft and share agendas; record and distribute minutes.
- Provide refreshments for meetings.

General

- Maintain complete financial records.
 - Complete year-end spreadsheet for Neil Swapp.
 - Ensure all receipts and credit card use are documented.
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Site Host

Overview

- Hosts and manages on-site operations for MPA festivals, coordinates volunteers, schedules, and equipment, and ensures director and judge needs are met.

Responsibilities

- Be physically present and prepared for all site logistics.
- Send maps and event instructions 2+ weeks prior.
- Set up all equipment (chairs, stands, percussion, etc.).
- Provide hospitality space and concessions (optional).
- Ensure accurate, timely scheduling and communication.
- Meet with judges pre-event to review procedures.

Volunteer Coordination

- Organize and delegate tasks to student/parent helpers:
 - Registration Desk
 - Warm-up Room
 - On-Stage Crew
 - Sight Reading Room
 - Performance Area Monitor
 - Announcer

Registration Desk

- Collect and verify all director paperwork.
- Track arrival/departure of bands.
- Return original materials post-performance.
- Copy/scan adjudication materials and distribute accordingly.

Performance Area Monitor

- Oversee adjudicators' needs and score transfers.
- Maintain quiet performance environments.
- Control auditorium access during performances.

NMAA Council Representative

Overview

- Acts as the liaison between NWNMMEA and the New Mexico Activities Association (NMAA), with focus on compliance and eligibility for NMAA-sanctioned events.

Responsibilities

- Understand and interpret NMAA eligibility and participation rules.
- Support the District President on NMAA-related concerns.
- Attend relevant meetings as needed or requested by NMMEA.