

# **GMTA EXECUTIVE BOARD MEETING AGENDA**

August 18, 2018

11:15 a.m.

Music Education Building, Room 215

Clayton State University

Morrow, Georgia

President Rebekah Healan called the meeting to order at 11:22.

## **APPROVAL OF MINUTES:**

The minutes from April 7, 2018 were approved as e-mailed with a motion by Cathy Thacker and a 2<sup>nd</sup> by Charles Hutton.

## **REPORTS OF OFFICER**

### **PRESIDENT'S REPORT: Rebekah Healan**

Over the past few months, GMTA has been buzzing and bustling with new ideas, editing for the future and the constant revising and improving that keeps us moving forward. We are excited to be able to bring many of the new ideas to you today for your approval and input. Our membership continues to thrive although it is ever changing. This year alone we have had student members who graduated and became a part of our active membership, we've had College Faculty leave us for new chapters in their careers and others join us as they begin theirs. We have had new teachers to move in and we have lost a few dear ones as their lives here on earth have come to an end. Through it all, GMTA remains financially sound and continually striving for excellence and professionalism.

In the next few months, we will have opportunities for growth and enrichment through grants, competitions and our conference. The MTNA Competition will be held at The University of North Georgia in Dahlonega, GA on October 26-27. This year's GMTA Conference will be in my hometown on the campus of The University of Georgia in Athens, GA. An exciting detail regarding this year's conference is that it is free for members who register by October 15!! A lot of information, including online registration and hotel information, can already be found on the website. Pre-registration ends on October 15. Conference highlights include Peter Mack as both our Conference Recitalist and our Pedagogy Headliner, Lauren McCall as our 2018 GMTA Commissioned Composer, and many sessions presented by our Georgia's Own. Another exciting feature of this year's conference is that it is being held simultaneously with the kickoff of the University of Georgia's Spotlight on the Arts Festival. There will be additional performances going on during the weekend including the Kaleidoscope Concert on Thursday evening, which features different UGA student music, dance and theater ensembles, and a Friday evening performance by the Atlanta Symphony Orchestra! I look forward to seeing you all there!!

The Finance and Advisory Committee has been diligently working over the past month. There are numerous proposals today as a result of their hard work. We have finally completed the upgrading of our job descriptions. We are hopeful that these along with many edits to our Procedural Manual will be approved by the Executive Board at this meeting.

Two ad hoc committees have proposals today regarding new additions and improvements for our GMTA Auditions. We look forward to hearing from them.

Please be aware of our upcoming September deadlines that include GMTA Awards and Steinway Grants, along with Teacher of the Year nominations and registration for the upcoming MTNA Competitions.

I want to encourage each of you to consider attending the MTNA Conference this year which will be held in Spokane, WA, March 16-20. This is a wonderful opportunity to be refueled and inspired for another great year of teaching. There is so much to learn about MTNA, new technologies and pedagogical ideas that can truly enrich your own journey as a teacher and musician.

As I work to complete my term as President, I am continually reminded of the great men and women that are a part of GMTA. Each of you are the fabric that binds together this wonderful organization of colleagues and friends. A very special thank you to each of you who have put time and effort into Auditions, MTNA Competitions, the conference, ad hoc committees, building your local associations, endless emails to colleagues, the constant fleshing out of details and for pouring your creativity into GMTA and your local associations. We all benefit from your efforts!

### **PRESIDENT-ELECT: Joy Poole**

#### Local Chapter Events

Events or announcements that Local Association Presidents would like shared with other local MTA's may send information to [jpoole@burnthickory.com](mailto:jpoole@burnthickory.com). The info will be emailed to local association presidents to distribute.

#### Teacher of the Year Nominations

Any GMTA member can nominate another GMTA member as teacher of the year. Complete info and application can be found on the GMTA website. Deadline for applications is September 10, 2018.

#### Audition Online Registration

Does your local association have a new Audition or Theory Chair, or do you have members serving at the Region or State level for Auditions? Training is available for using the online registration system. We want to make sure you are using the system to the fullest extent. Contact Joy Poole ([jpoole@burnthickory.com](mailto:jpoole@burnthickory.com)) for information on training.

### MTNA Liability Insurance

General Liability Insurance is offered to all local associations at no charge. You can apply for this insurance for each event your association provides. Online forms are at [https://www.mtna.org/MTNA/Connect/Affiliate\\_Services/General\\_Liability\\_Insurance/MTNA/Connect/Affiliate\\_Services/General\\_Liability\\_Insurance.aspx?hkey=8d5fd1e1-42f1-48a8-9fad-04e5451aa233](https://www.mtna.org/MTNA/Connect/Affiliate_Services/General_Liability_Insurance/MTNA/Connect/Affiliate_Services/General_Liability_Insurance.aspx?hkey=8d5fd1e1-42f1-48a8-9fad-04e5451aa233)

Or go to MTNA.org and enter “General Liability Insurance” in the search box.

### **VP/PROGRAM: Chenny Gan**

Due to conflicts at University of Georgia, there will be some changes in schedule for the 2018 Conference. Be sure to purchase separate tickets for the ASO concert. The Banquet will be held at the Holiday Inn. We ask that you use the University of GA. Inn first since we have reserved several rooms and they need to be filled.

### **VP/MEMBERSHIP: Jerico Vasquez**

The free Conference registration is an incentive for past and new members to join GMTA this year.

### **VP/NEWSLETTERS: Nancy Riley**

Nancy has accepted a job at Belmont University. Reports can be turned in by August 20 to Nancy. Her email is [Nancy.riley@gmail.com](mailto:Nancy.riley@gmail.com).

### **VP/GMTA AUDITIONS: Cathy Thacker, NCTM**

2019 GMTA Regional Auditions will be held on March 16. GMTA State Auditions for Pre-College Piano and Piano Concerto will be held on March 30, 2019, at the University of Georgia. GMTA State Auditions for College Piano & Piano Concerto, Instrumental, Voice and Instrumental Concerto will be held on April 6, 2019, at Kennesaw State University. Online registration for these events will continue. The College Piano Concerto event will again offer a cash prize of \$500 to the winner in lieu of a performance.

A work requirement was added to 2018 Auditions, but there is a new recommendation for 2019 because of the need for workers. Consider volunteering to help out at Auditions events.

Please continue to enter your students in GMTA Auditions, or try it out in 2019! Auditions are comparable to GMEA District and All-State tryouts, and are beneficial to both students and teachers.

Please e-mail me at [csbt88@gmail.com](mailto:csbt88@gmail.com) with any comments or questions you may have.

**VP/MTNA COMPETITIONS: Joanna Kim Doyle, NCTM**

The MTNA Competitions will be held at University of North Georgia in Dahlonega on October 26-27. The College and Senior Competitions will be held October 26 and the Junior Competitions will be held on October 27. The Northeast Georgia Chapter has graciously volunteered to help monitor this event.

**EXECUTIVE DIRECTOR: Mandy Reynolds**

Each person was given a handout of the 2017-2018 GMTA Financial Summary and the 2017-2018 Financial Statement from Haley & Associates.

(2017-2018 GMTA Financial Summary) The 2017-2018 GMTA Financial Summary lists the income and expenses for this fiscal year. The second column lists the actual amounts at the end of June 2018. Our total income was \$87,576.02. Our total expenses were \$87,556.75. This left us with a net surplus of \$19.27. The third column lists the budgeted amounts for 2017-2018, and the last column compares our revenues and expenses for the 2017-2018 fiscal year to the 2016-2017 fiscal year. Beginning at the bottom of the first page, there are the explanations for the miscellaneous income and expenses. On the second page, the balances are listed for our checking account, savings account, savings CD, and three award fund CDs.

(2017-2018 Financial Statement from Haley & Associates) At the end of each fiscal year, GMTA hires a CPA firm, Haley & Associates, to complete an Accountant's Compilation Report. During July of 2018, GMTA worked with Haley & Associates to provide information for this year's Compilation Report, which has been submitted for your review.

The "Comparative Statement of Financial Position" for June 30, 2018 shows GMTA's total assets as \$122,539 and total liabilities of \$10,722. The total liabilities of \$10,722 represent prepaid GMTA dues received prior to July 1, 2018 for the 2018-2019 fiscal year. The last column on this page details last year's assets and liabilities.

The back page of the report titled "Comparative Statements of Activities" details income and expenses for fiscal years ending in 2018 and 2017. This report does detail 'non-cash' items such as depreciation on office equipment. This page also details GMTA's temporarily restricted funds, our Student Award Funds. Net assets at the end of the 2018 fiscal year were \$111,817, compared to \$108,376 in 2017.

**REPORTS OF COMMITTEE CHAIRS:**

**Arts Awareness and Advocacy: Pam Asberry**

No Report

**Certification: Cynthia DeFoor, NCTM**

No Report

**Collaborative Performance: Grace Huang**

No Report

**College Faculty: Owen Lovell, NCTM**

The College Faculty Exchange has now expanded to our neighboring state of Florida. Contact me if you are interested in performing a concert.

**Collegiate Chapters: Amy Neal**

Stephanie Neeman has moved to Australia. Amy Neal from Shorter University will be completing her term.

**Commissioning: Rebekah Healan**

Rebekah read the bio of Lauren McCall – the 2018 commissioned composer. A committee and chair will be appointed in the future to choose the composer, rather than the President. Composers are not required to live in Georgia but we continue to promote Georgia Artists whenever possible.

**Finance/Advisory Committee: Robin Engleman, NCTM**

**CONFERENCE**

- Mandy presented options for the banquet menu. A buffet “Simply Southern” dinner will be served at a cost of \$29.50 per person. There will be no box lunches this year.
- 1000 postcards will be sent out to all members and previous members who have not renewed for the last few years once registration is open.
- Registration will be free for all GMTA members until October 15<sup>th</sup>. After the 15<sup>th</sup> registration will be \$40 for GMTA members. Registration for non-members will be \$95.
- An orchestra will not be available for concerto recital this year due to space limitations. Due to repertoire selections, it was decided to use a second piano instead of a chamber orchestra.
- Ramsey Hall is available for some of the conference but not for the winners’ recital on Saturday.
- The Conference Programming Proposal was dropped. Presenters do not need to be GMTA members but would need to pay registration fee for each day they are at the conference.

## **2018-2020 EXECUTIVE BOARD**

- All officer positions on the Executive Board have been filled and will be presented to the EB for approval: President-Joy Poole, President-Elect-Jan Adams, Vice President of Programs-Owen Lovell, Vice President of Membership-Donna Dasher, Vice President of Newsletters-Cathy Thacker, Vice President of GMTA Auditions-Yien Wang, Vice President of MTNA Competitions-Ashley Craig-Diaz, Secretary-Mary Ann McTier, Immediate Past President-Rebekah Healan, Member-at-Large-Robert Henry, Member-at-Large-Michiko Otaki.
- Joy has made great progress with Committee Chair selections – 10 of 13 have been selected. These chair positions will be approved at the November EB meeting following the Conference.

## **JOB DESCRIPTIONS**

- The following job descriptions were approved: President, President-Elect, Collaborative Performance, Commissioning and Wellness.
- Edits for the VP of Programs job description were approved.

## **MTNA FELLOW**

- Robin has contacted several members of Columbus MTA to see if there would be interest and support in raising funds to make John Robert Poe an MTNA Fellow in 2019. This would be a posthumous award. The amount to raise has gone from \$1000 up to \$1500.

## **AWARD FUNDS**

- Jason is working on a proposal for changing 3.0 Award Funds in the Procedural Manual. Rebekah is appointing an ad hoc committee to assist Jason and they will decide parameters for GMTA Award Funds by the March, 2019 FAC meeting.

## **GMTA PIANO DUET AUDITIONS**

- The proposal passed according to GMTA guidelines.
- There was one request to change Section D #5 to: The GMTA Audition Theory Examination (GATE) will be required of every Pre-College Piano entrant. The student must achieve a passed score according to Auditions guidelines in order to be eligible for the Regional & State Auditions.
- It was recommended to use the fee of \$15 per student rather than \$30 per team on the online registration and text boxes will be added to notate student partner so that each teacher may register their student separately in the event that a duet entry has two students each with a different teacher.

## **PROCEDURAL MANUAL REVISION**

- The revisions to the Procedural Manual were approved.
- A proposal to promote more website advertising was tabled until the Spring, 2019 FAC meeting.

## **AUDITIONS AD HOC COMMITTEE**

- The following proposals were passed:
  - Audition Staff Restructure
  - Proposal for State Audition Location
  - Proposal for Volunteer Requirements
  - Proposal for Fees Paid to Host Schools
- The following proposals were tabled:
  - Request to move Pre-College Voice to the same day as Pre-College Piano
  - Discuss a percentage for number of students advancing to Regional instead of the set number of 10.
  - Evaluate low participation for College Piano Concerto Event

## **MUSICLINK**

- Discussion began regarding including MusicLink recognitions of GMTA members on Constant Contact and it was decided to continue this discussion further at a later date.

## **GMTA Awards: Kendra Gannaway, NCTM**

Donations of Gift baskets at the conference are appreciated. Teachers are encouraged to take advantage of the Award Funds and Grants offered to students and local associations.

## **Independent Music Teachers Forum (IMTF):**

No Report

## **MTNA Foundation: Rebekah Healan**

Please consider giving to the MTNA Foundation.

## **Piano Judges List: Jana Ritchie, NCTM**

Recent additions to the GMTA list of Judges includes Huu Mai and Ashley Craig Diaz. PDFs of the Recommendation form and/or application form can be emailed directly if desired.

## **Theory: Jason Bennett**

Diane Boyd gave report for Jason. She reiterated that no local chapter is to add to the set \$10 fee. Local Associations will be reimbursed from GMTA for any expenses concerning the theory tests. For information concerning GATE Theory – contact Collette Keogh; for GMTA Theory – contact Diane Boyd. The executive director needs current information concerning Theory/Audition Chairs. Tests should be sent to local theory chairs by October 1. Please check immediately to see if there are any problems with tests, CD's, etc. Tests will be mailed back to teachers by May 1.

## NEW BUSINESS

### 1) ACTION ITEMS FOR THE EXECUTIVE BOARD MEETING:

- The FAC recommends the approval of the following slate of officers for the 2018-2020 Executive Board: President-Joy Poole, President-Elect-Jan Adams, Vice President of Programs-Owen Lovell, Vice President of Membership-Donna Dasher, Vice President of Newsletters-Cathy Thacker, Vice President of GMTA Auditions- Yien Wang, Vice President of MTNA Competitions-Ashley Craig-Diaz, Secretary- Mary Ann McTier, Immediate Past President-Rebekah Healan, Member-at-Large- Robert Henry, Member-at-Large-Michiko Otaki  
This passed.
- The FAC recommends that the updated job descriptions for all GMTA Officers and Chairs be approved as distributed. See attached document.  
This passed.
- The FAC recommends that the proposal from the Piano Duet ad hoc committee to add a piano duet category to our GMTA Auditions be approved. See attached proposal.  
This passed.
- The FAC recommends that the proposals from the Auditions ad hoc committee including a restructuring of staff, adjustments to the volunteer requirement and an increase in fees to cover any fees requested from hosting institutions for Auditions be approved. See attached proposal.  
This passed.
- The FAC recommends that all revisions to the Procedural Manual be approved as distributed.  
See attached document.  
This passed.

### ANNOUNCEMENTS

Joy Poole explained that UGA schedules forced us to change dates and locations of Auditions. Volunteers are encouraged to help, rather than family members. All deadlines will be enforced! Fees for use of schools, churches, facilities for State/Region Auditions, which includes custodial care should not exceed \$500.00

- (1) **LAPs, Please let us know** (beside your name on the sign-in sheet) names of any incoming, new Presidents, Presidents-elect, Local Auditions Chair, Theory Chair or GATE Chair for your association and when his/her term begins
- (2) **GMTA Teacher Grants:** Application deadline is September 10, 2018.
- (3) **Steinway Piano Galleries Educator Grants:** Applications for these grants will be sent out by Steinway Galleries this summer and the deadline is September 10, 2018.

- (4) **GMTA Teacher of the Year Award 2018:** Deadline is September 10, 2018. For more information, visit the GMTA web site (<http://www.georgiamta.org/memberResources-teacherOfTheYearApp.php>).
- (5) **MTNA Competitions:**
  - a. 2018-2019 application deadline is 3:00 p.m. Eastern Time on September 12, 2018.
  - b. Current active membership dues for MTNA or a nonmember teacher fee must be paid prior to accessing the student competition application.
- (6) **The 2019 MTNA National Conference** will be held March 16-20, 2019 in Spokane, Washington.
- (7) **The next GMTA Council of Local Association Presidents Meeting and GMTA Executive Board Meeting** will be held at Kennesaw State University, Kennesaw, Georgia on Saturday, April 6, 2019.

### FOR YOUR CALENDAR

#### 2018:

- **August 13:** Officer reports due to Secretary for upcoming Board meeting
- **August 18:** GMTA Council of Local Association Presidents Meeting and GMTA Executive Board Meeting, Clayton State University, Morrow, Georgia
- **September 10:** Application deadline for GMTA Teacher of the Year, Steinway Teacher Awards, GMTA Teacher Grants (Deadline always on second Monday of September)
- **September 12:** Online application deadline (3:00 p.m. Eastern Time) for MTNA Competitions
- **September 30:** Student Membership Renewal Deadline. Student membership year runs from October 1 thru September 30.
- **October 1:** GMTA Theory Tests (not GATE) mailed to Local Associations
- **October 15:** Pre-registration Deadline for GMTA Conference
- **October 25-27:** MTNA Competitions, University of North Georgia, Dahlonega, GA
- **November 1-3:** GMTA State Conference, University of Georgia, Athens, GA
- **December 1:** Deadline for articles to be included in the GMTA Winter Newsletter. Cathy Thacker @ [csbt88@gmail.com](mailto:csbt88@gmail.com)

#### 2019:

- **February 25:** Deadline for GMTA Regional Auditions Registrations
- **February 25:** Deadline for Regional Coordinators to submit Judge information to VP of Auditions
- **March 15:** Deadline for completed GMTA Theory Tests to be mailed to Diane Boyd
- **March 16:** GMTA Regional Auditions
- **March 16-20:** MTNA Conference, Spokane, Washington
- **March 18:** Registration Deadline for GMTA State Auditions
- **March 30:** GMTA State Auditions for Pre-College Piano and Piano Concerto, UGA
- **April 6:** GMTA Council of Local Association Presidents Meeting and GMTA Executive Board Meeting, Kennesaw State University, Kennesaw, Georgia
- **April 6:** GMTA State Auditions for College Piano, Instrumental, Voice and Instrumental Concerto, College Piano Concerto, Kennesaw State University

- **May 1:** Deadline for articles to be included in the GMTA Summer Newsletter. [csbt88@gmail.com](mailto:csbt88@gmail.com)
- **May 1:** Graded GMTA Theory Achievement Tests (not GATE) & certificates mailed to participating teachers
- **August 1:** Deadline for articles to be included in the GMTA Fall Newsletter. [csbt88@gmail.com](mailto:csbt88@gmail.com)
- **August 12:** Officer reports due to Secretary for upcoming Board meeting
- **August 17:** GMTA Council of Local Association Presidents Meeting and GMTA Executive Board Meeting, Location TBD
- **September 9:** Application deadline for GMTA Teacher of the Year, Steinway Teacher Awards, GMTA Teacher Grants (Deadline always on second Monday of September)
- **September 30:** Student Membership Renewal Deadline. Student membership year runs from October 1 thru September 30.
- **November 7-9:** GMTA State Conference, Location TBD

## 2020

\*Tentative dates

- **\*March 18:** GMTA Regional Auditions
- **March 21-25:** MTNA Conference, Chicago, Illinois
- **\*March/April:** GMTA Auditions, College Piano, Instrumental, Voice and Instrumental Concerto, College Piano Concerto, Location TBD
- **\*March/April:** GMTA Auditions, Pre-College Piano and Piano Concerto, Location, TBD
- **May 1:** Deadline for articles to be included in the GMTA Summer Newsletter [csbt88@gmail.com](mailto:csbt88@gmail.com)
- **June 30:** Membership Renewal Deadline. Membership year runs July 1-June 30.
- **November 7-9:** GMTA State Conference, Location TBD

## 2021

- **March 20-24:** MTNA Conference, Atlanta, GA

# GMTA FINANCIAL SUMMARY -- July 1, 2017 to June 30, 2018

Revenues:	Actual Amt 06/30/2018	Budgeted Amount	+(-)	Actual Amt Jun-17
GMTA Dues (674 members)	\$26,114.00	\$27,000.00	-\$886.00	\$27,698.00
Newsletter Advertising	\$5,556.00	\$5,500.00	\$56.00	\$5,513.50
GMTA Auditions	\$ 23,070.00	\$ 22,900.00	\$170.00	\$21,880.00
... GMTA Audition Fees	\$ 15,290.00	\$ 16,000.00		\$14,680.00
... GATE Tests	\$ 4,690.00	\$ 4,400.00		\$4,670.00
... GMTA Theory Tests	\$ 2,330.00	\$ 2,500.00		\$2,530.00
... Volunteer Fee	\$ 760.00			
Local Audition Fees Collected	\$9,768.02	\$0.00		\$9,097.79
MTNA Competitions	\$4,875.00	\$5,000.00	-\$125.00	\$5,275.00
Donation to go to Student Awards	\$5,935.00	\$0.00	\$5,935.00	\$1,040.00
\$ Transferred from Award Funds	\$22.00	\$25.00	-\$3.00	\$22.00
Conference:	\$ 11,051.00	\$ 13,200.00	-\$2,149.00	\$15,188.50
.. Registrations/Meal Functions	\$ 7,908.00	\$ 10,000.00		\$10,807.00
.. Exhibit Tables	\$ 600.00	\$450.00		\$600.00
.. Program Ads	\$ 2,543.00	\$2,750.00		\$3,231.50
Commissioned Work	\$750.00	\$750.00	\$0.00	\$750.00
Miscellaneous (*See detail on page 2)	\$435.00	\$500.00	-\$65.00	\$475.00
<b>Total Revenues</b>	<b>\$87,576.02</b>	<b>\$74,875.00</b>	<b>\$12,701.02</b>	<b>\$86,939.79</b>
<b>Expenses:</b>				
GMTA Regional Auditions:	\$ 5,478.36	\$5,500.00	\$21.64	\$4,442.60
.. Judges Fees	\$ 4,500.00	\$4,600.00		\$3,740.00
.. Audition Expenses	\$ 581.10	\$400.00		\$414.57
.. Hospitality	\$ 397.26	\$500.00		\$288.03
GMTA State Auditions:	\$ 5,046.73	\$6,100.00	\$1,053.27	\$5,463.49
.. Judges Fees	\$ 4,200.00	\$5,000.00		\$4,430.00
.. Audition Expenses	\$ 346.73	\$600.00		\$275.17
.. Hospitality	\$ 500.00	\$500.00		\$758.32
Paid Audition Workers (volunteer fees)	\$760.00			
Local Audition Fees Reimbursed	\$9,768.02	\$0.00		\$9,097.79
GATE Expenses	\$64.34	\$400.00		\$44.88
GMTA Theory Test Expenses	\$177.90	\$400.00		\$354.26
MTNA Competitions:	\$ 6,816.93	\$7,700.00	\$883.07	\$7,588.10
.. Judges Fees	\$ 6,475.00	\$7,100.00		\$7,075.00
.. Competition Expenses	\$ -	\$200.00		\$92.23
.. Judges' hospitality	\$ 341.93	\$400.00		\$420.87
Awards paid to GMTA students	\$700.00	\$800.00	\$100.00	\$1,200.00
Awards paid to Teacher Grants	\$1,750.00	\$1,700.00	-\$50.00	\$1,600.00
Awards paid to Student Travel Grants (So Div & MTNA)	\$4,000.00	\$4,000.00	\$0.00	\$4,035.00
Donation to So Div Travel Fund	\$620.00	\$700.00	\$80.00	\$700.00
Accounting	\$1,600.00	\$1,650.00	\$50.00	\$1,500.00
Conference:	\$ 12,151.98	\$12,800.00	\$648.02	\$13,192.70
.. Presenter/Artist Fees-Honorariums	\$ 5,800.00	\$5,800.00		\$5,750.00
.. Meal Functions	\$ 1,995.89	\$2,000.00		\$2,089.37
.. Hospitality	\$ 160.50	\$400.00		\$233.47
.. Conference Programs	\$ 2,328.87	\$2,300.00		\$2,328.87
.. Registrar/Hotel Room	\$ 800.00	\$800.00		\$800.00
.. Concerts	\$ 1,000.00	\$1,000.00		\$950.00
.. Miscellaneous/Supplies	\$ 66.72	\$500.00		\$1,041.43
Commissioned Work	\$1,500.00	\$1,500.00	\$0.00	\$1,500.00
Executive Directory Salary	\$21,500.00	\$21,500.00	\$0.00	\$21,000.00
Employment Taxes	\$1,667.62	\$1,720.00	\$52.38	\$1,664.50
Office (incl.phone/postage)	\$2,246.82	\$2,250.00	\$3.18	\$2,267.76
Travel (President)	\$1,974.39	\$2,400.00	\$425.61	\$1,723.81
Travel (VP, Auditions)	\$300.00	\$300.00	\$0.00	\$300.00
Travel (VP, MTNA Competitions)	\$300.00	\$300.00	\$0.00	\$300.00
Transfer donations to award funds	\$5,935.00	\$0.00	-\$5,935.00	\$1,040.00
Equipment Purchase		\$0.00	\$0.00	\$0.00
GMTA Website Expenses	\$1,650.00	\$1,500.00	-\$150.00	\$2,952.00
Paypal Fees	\$889.60	\$905.00	\$15.40	\$853.86
Miscellaneous/Contingency	\$659.06	\$750.00	\$90.94	\$1,024.89
<b>Total Expenses</b>	<b>\$ 87,556.75</b>	<b>\$74,875.00</b>	<b>-\$12,681.75</b>	<b>\$83,845.64</b>
<b>Net Surplus</b>	<b>\$19.27</b>			<b>\$3,094.15</b>

**\*Explanation of Miscellaneous Income:**

11/8/17 - \$100 cash redeposited (change for GMTA Conference)

11/8/17 - \$180 checks collected for MTNA Foundation Fund at GMTA Conference (check written to MTNA Foundation - see Misc. Expenses)

11/8/17 - \$150 credit card payments collected for MTNA Foundation Fund at GMTA Conference (check written to MTNA Foundation - see Misc. Expenses)

5/16/18 - \$5 senior certificates

**\*Explanation of Miscellaneous/Contingency Expenses:**

8/2/17 - \$55.04 FAC lunch

9/15/17 - \$81.38 Executive Board Meeting Hospitality

11/1/17 - \$100 cash withdrawn for change at GMTA Conference (redeposited 11/8/17)

11/13/17 - \$330 check written to MTNA Foundation for donations given at GMTA Conference (see Misc. Income)

3/24/18 - \$42.64 FAC lunch

4/10/28 - \$50 Executive Board Meeting Hospitality

**2017-18 GMTA Membership Dues:**

.. Individual dues are \$44; Senior dues are \$22; Student dues are \$10.

**2017 GMTA State Conference:**

.. Pre-registration fee was \$80. An additional \$10 charged for late registrations.

**GMTA Checking Account**

	Revenues	Expenses	Balance
Balance 7/1/17			21962.63
.. Revenues	75184.02		
.. Prepaid Income (deposited & included in 7/1/17 balance)	12370.00		
.. Interest transferred from student award funds 6/30/2017	22.00		
Total Revenues	87576.02		
Total Expenses		87556.75	
Transferred from Savings	2018.18		
\$ Used from Savings (Deposit for 2018 Conference Banquet, Office iPad and Accessories)		2018.18	
Surplus used from 2016-2017		2026.55	
Remaining 2016-2017 Surplus Transferred to Savings		1067.45	
Prepaid Income 2018-2019	10743.00		
Balance 6/30/2018			17238.90

**GMTA Savings - Bank Account**

	Additions	Withdrawals	Balance
Balance 7/1/17			35698.13
Interest Earned	7.11		
Transferred to Checking		2018.18	
2016-2017 Surplus Transferred to Savings	1067.45		
Balance 6/30/2018			34754.51

**GMTA Savings - CD**

	Additions	Withdrawals	Balance
Balance 7/1/17			25339.13
Interest Earned (12 month CD matures in June annually)	17.74		
Balance 6/30/2018			25356.87

**GMTA Student Award Funds:****GMTA Award Fund**

	Additions	Withdrawals	Balance
Balance 7/1/17			15027.45
Interest Earned (12 month CD matures in June annually)	10.52		
2017-2018 Donations	435.00		
Transferred to checking account to pay 2018-19 award winner		9.00	
Balance 6/30/2018			15463.97

**Composition Award Fund**

	Additions	Withdrawals	Balance
Balance 7/1/17			8434.25
Interest Earned (12 month CD matures in June annually)	5.91		
2017-2018 Donations	5075.00		
Transferred to checking account to pay 2018-19 award winner		5.00	
Balance 6/30/2018			13510.16

**Broadhurst Junior Piano Award Fund**

	Additions	Withdrawals	Balance
Balance 7/1/17			12575.74
Interest Earned (12 month CD matures in June annually)	8.80		
2017-2018 Donations	425.00		
Transferred to checking account to pay 2018-19 award winner		7.00	
Balance 6/30/2018			13002.54

**GEORGIA MUSIC TEACHERS ASSOCIATION, INC.  
COMPARATIVE STATEMENTS OF FINANCIAL POSITION  
JUNE 30, 2018 and 2017**

**ASSETS**

	<u><b>2018</b></u>	<u><b>2017</b></u>
ASSETS:		
Cash in bank	\$17,239	\$21,963
Cash in savings	\$34,755	\$35,698
CD Savings	\$25,357	\$25,339
Award reserve funds	\$41,977	\$36,037
Prepaid expenses	\$650	-
Property and equipment, net of \$1499 and \$984 accumulated depreciation	\$2,562	\$1,709
<b>TOTAL ASSETS</b>	<u><b>\$122,539</b></u>	<u><b>\$120,746</b></u>

**LIABILITIES AND NET ASSETS**

LIABILITIES:		
Prepaid revenues	\$10,722	\$12,370
<b>TOTAL LIABILITIES</b>	<b>\$10,722</b>	<b>\$12,370</b>
 NET ASSETS:		
Fund Balance	\$108,376	\$107,416
Net Income	\$3,441	\$960
<b>TOTAL NET ASSETS</b>	<u><b>\$111,817</b></u>	<u><b>\$108,376</b></u>
 <b>TOTAL LIABILITIES AND NET ASSETS</b>	<u><b>\$122,539</b></u>	<u><b>\$120,746</b></u>

These financial statements have not been subjected to an audit or review or compilation engagement, and no assurance is provided on them.

**GEORGIA MUSIC TEACHERS ASSOCIATION, INC.  
COMPARATIVE STATEMENTS OF ACTIVITIES**

**FOR THE YEARS ENDED JUNE 30, 2018 AND 2017**

	<u>2018</u>	<u>2017</u>
<b>UNRESTRICTED NET ASSETS:</b>		
<b>SUPPORT, REVENUES, GAINS, AND RECLASSIFICATIONS</b>		
GMMA Dues	\$26,114	\$27,698
Advertising – newsletter	\$5,556	\$5,514
Auditions	\$23,070	\$21,880
MTNA Competitions	\$4,875	\$4,925
Conference	\$11,051	\$15,189
Commissioned Work	\$750	\$750
Net investment return	\$25	\$25
Senior Certificate Fee	<u>\$5</u>	<u>\$0</u>
TOTAL	\$71,446	\$75,980
 <b>EXPENSES</b>		
Executive Sec./Treas. Compensation and taxes	\$23,168	\$23,423
Auditions	\$19,121	\$18,215
Convention	\$13,102	\$12,484
Contributions	\$300	-
Office	\$3,136	\$3,443
Website expense	\$1,650	\$3,452
Travel	\$3,423	\$3,162
Travel – student grants	\$4,000	\$4,775
GTMA Music teacher grants	\$1,750	\$1,600
Accounting	\$1,600	\$1,500
Commissioned work	\$1,500	\$1,500
Depreciation	\$515	\$531
TOTAL	<u>\$73,265</u>	<u>\$74,085</u>
Change in unrestricted net assets	<u>(\$1,819)</u>	<u>\$1,895</u>
 <b>TEMPORARILY RESTRICTED NET ASSETS</b>		
Investment income, net of investment expenses	\$25	\$25
Contributions received	\$5,935	\$1,040
Awards paid	<u>(\$700)</u>	<u>(\$2,000)</u>
Change in temporarily restricted net assets	<u>\$5,260</u>	<u>(\$935)</u>
CHANGE IN NET ASSETS	\$3,441	\$960
 <b>NET ASSETS AT BEGINNING OF YEAR</b>		
	<u>\$108,376</u>	<u>\$107,416</u>
 <b>NET ASSETS AT END OF YEAR</b>		
	<u>\$111,817</u>	<u>\$108,376</u>

These financial statements have not been subjected to an audit or review or compilation engagement, and no assurance is provided on them.

# GEORGIA MUSIC TEACHERS ASSOCIATION

## PRESIDENT JOB DESCRIPTION REVISED AUGUST, 2018

### **I. First Year of Term**

During this portion of the Job Description you will continue to refer to the President-Elect Job description and fulfill those duties as listed. The following items are in addition to those as you begin to take on some of the responsibilities and duties that will lead you into your Presidency.

#### **July**

1. You will be asked to contact institutions to secure locations for the events that will occur during your Presidency.
  - a. Work with the VP of GMTA Auditions to select the deadlines and locations for Regional and State Auditions.
  - b. Work with the VP of MTNA Competitions to select the location and date for the Competitions. Deadlines for applications are set by MTNA. Be sure to include this deadline on the calendar for the Executive Director.

#### **August (Prior to your Installation)**

2. Submit a short article as President-Elect to the VP of Newsletters for the GMTA Fall Newsletter.
3. Submit a written report to the secretary prior to the Executive Board meeting.
4. Facilitate the Local Association Presidents meeting held in August prior to your taking office.  
(See President-Elect Job Description).
5. Use the information from this LAP meeting and the previous year's meetings to help you decide which association you will select to nominate for Local Affiliate of the year at the MTNA Leadership Summit.
6. Attend the Executive Board Meeting.
7. Use the information from this Board Meeting and the previous year's meetings to help you decide which initiative you will select to promote Georgia for State Affiliate of the year at the MTNA Leadership Summit.
8. Form a selection committee to help you choose a Collegiate Chapter to nominate as Collegiate Chapter of the Year at the MTNA Summit. This committee and other selection committees (see below) can include the Members-at-Large, should you wish to utilize them in this way, as well as others that you feel have knowledge or expertise that will aid in making a selection. Request information including activities or special initiatives from the Collegiate Chapter advisors. The Collegiate Chapter Chair can help you to collect this

information. It is not recommended that this chair would serve on the selection committee considering that their own chapter may be a candidate.

### **September (Prior to your Installation)**

9. Begin considering who you would like to select as the Commissioned Composer. You may work on one year at a time or it may be easier to select two candidates (one for each year) as you go through your search. You should appoint a small committee to assist you in the final selection that will be presented to the Executive Board for a vote of affirmation. You can research composers or do a call for compositions. This should be done very early on so that either you will give the composer ample time to complete their composition. MTNA has guidelines and a portal that you will use to nominate this Commissioned Composer. See the MTNA Website for instructions.

10. Attend the MTNA Leadership Summit in Cincinnati, OH. You will receive all details and information from MTNA regarding this event.

11. Submit a written report to the Southern Division Director Prior to the Leadership Summit Division Meeting.

12. Attend the Southern Division Meeting at the MTNA Summit.

### **October**

13. Attend at least a portion of the MTNA Competitions to observe how they are run.

### **November**

14. Attend the GMTA conference including the annual business meeting and the banquet where you will be installed.

15. You will present the TOY award at the conference banquet, and write the article highlighting the Teacher of the Year for the newsletter.

16. You will also prepare and submit the application to nominate this person for MTNA teacher of the year. See the MTNA Website.

17. Present the President a plaque at the annual business meeting during the conference.

18. You will conduct your first Executive Board meeting that will be held immediately following the GMTA conference on that Saturday.

19. Work with Executive Director to create your first Constant Contact.

### **December**

You will write articles and reports to be submitted to the secretary for the Executive Board meetings, the VP of Newsletter for the newsletters, and the Southern Division Director for Division Meetings. You will give a verbal report at the Executive Board meetings, Southern Division Meetings and at the State President's meeting at the MTNA National Conference. See previous report samples and previous newsletters for ideas.

20. Submit an article to the VP of Newsletters for the GMTA Winter Newsletter **deadline December 1.**

21. Confirm that all Regional Audition Locations have been secured. Some Institutions will have to let you know after the initial summer request.

### **March**

22. Attend the FAC Spring meeting.

23. Send a meeting notice and agenda to the Executive Board (including all Officers, Chairs and LAPs) about the upcoming Executive Board meeting 2 weeks before the meeting.

24. Submit a written report to the secretary prior to the board meeting.

25. Submit a written report to the Southern Division Director Prior to the Division meeting at the MTNA Conference. You will be asked to verbally give a short summary of this report at the meeting.

26. Attend the MTNA National Conference.

### **April**

27. You will Preside at all GMTA Executive Board meetings.

- a. Familiarize yourself with Roberts Rules of Order.
- b. At Board meetings and FAC meetings, keep the discussion on track and be mindful of the amount of time spent on each issue.

28. Attend at least a portion of the State Auditions.

29. Assist the VP of Auditions by performing a duty.

### **May/June**

30. Secure dates and locations (see additional notes) for the following and submit to the Executive Director for inclusion in the Fall Newsletter and Website calendar, **August 1 deadline:**

- a. The President secures dates and locations for the LAP and Executive Board meetings.
- b. Work with the VP of GMTA Auditions to select the online registration deadlines and locations for Regional and State Auditions.
- c. Work with the VP of MTNA Competitions to select the location and date for the Competitions. Deadlines for applications are set by MTNA. Be sure to include this deadline on the calendar for the Executive Director.
- d. Deadline dates for GMTA Theory Achievement Tests.
- e. Dates and location for GMTA Conference, including registration deadline.
- f. Dates and location for MTNA National Conference
- g. Newsletter deadlines.
- h. Deadlines for Submitting Officer Reports to the GMTA Secretary.
- i. Deadlines for Teacher of the year, Teacher Grants and Membership renewal.

31. Submit a short article to the VP of Newsletters for the GMTA Summer Newsletter.

32. Send an email letter to sponsors to ask if they are once again willing to provide Teacher Grants/Student Awards. The Executive Director can assist you with the contact information.

## **July**

33. Attend the FAC Summer meeting.

## **August**

34. Send a meeting notice and agenda to the Executive Board (including all Officers, Chairs and LAPs) about the upcoming Executive Board Meeting 2 weeks before the meeting.

35. Submit a short article the VP of Newsletters for the GMTA Fall Newsletter.

36. Submit a written report to the GMTA Secretary prior to the Executive Board meeting.

37. Attend the Local Association Presidents meeting held prior to the Executive Board Meeting.

38. Use the information from this LAP meeting, the previous year's meetings and any other valuable resource to help you decide which association you will select to nominate for Local Affiliate of the year at the MTNA Leadership Summit.

39. Preside at the Executive Board Meeting.

40. Use the information from this Board Meeting, the previous year's meetings and any other valuable resource to help you decide which initiative you will select to promote Georgia for State Affiliate of the year at the MTNA Leadership Summit.

41. Form a selection committee to help you choose a Collegiate Chapter to nominate as Collegiate Chapter of the Year at the MTNA Summit. (See number 8.)

## **September**

42. Appoint a selection committee for the GMTA Grants.

43. Attend the MTNA Leadership Summit in Cincinnati, OH. (See numbers 10-12.)

## **October**

44. Attend a portion of the Georgia MTNA Competitions.

45. Assist the VP by performing a duty.

46. Send an email to PianoWorks asking if they are willing to provide an artist bench for the MTNA Foundation Fund drive at the GMTA Conference.

## **November**

47. Attend the GMTA Conference. Be available to assist with any needs as they arise during the GMTA Conference. This includes arriving early to help set up, assisting at the registration area or Awards table, staying late to clean up and any other duty as requested by the VP of Programs or the Executive Director.

48. You will Preside at the Annual Business Meeting During the Conference.

49. You will Preside at the conference banquet.

50. You will present any 50 year awards or other special recognitions, i.e. MTNA Fellows.

## **II. Second Year of Term**

### **December**

1. Submit an article to the VP of Newsletters for the GMTA Winter Newsletter **December 1 deadline.**

2. Confirm that all Regional Audition Locations have been secured. Some Institutions will have to let you know after the initial summer request.

### **March/April**

3. Attend the FAC spring meeting.

4. Send a meeting notice and agenda to the Executive Board (including all Officers, Chairs and LAPs) about the upcoming Executive Board Meeting 2 weeks before the meeting.

5. Submit a written report to the secretary prior to the board meeting.

6. Submit a written report to the Southern Division Director Prior to the Division meeting at the MTNA Conference. You will be asked to verbally give a short summary of this report at the meeting.

7. Attend the MTNA National Conference.

### **April**

8. Preside over the Executive Board Meeting.

9. Attend the State Auditions.

10. Assist the VP of Auditions by performing a duty.

### **May/June**

11. Submit an article to the VP of Newsletters for the GMTA Summer Newsletter.

12. Secure dates and locations (see additional notes) for the following and submit to the Executive Director for inclusion in the Fall Newsletter and Website calendar, **August 1 deadline:**

a. The President secures dates and locations for the LAP and Executive Board meetings.

b. Work with the VP of GMTA Auditions to select the online registration deadlines and locations for Regional and State Auditions.

c. Work with the VP of MTNA Competitions to select the location and date for the Competitions. Deadlines for applications are set by MTNA. Be sure to include this deadline on the calendar for the Executive Director.

d. Deadline dates for GMTA Theory Achievement Tests.

e. Dates and location for GMTA Conference, including registration deadline.

- f. Dates and location for MTNA National Conference
- g. Newsletter deadlines.
- h. Deadlines for Submitting Officer Reports to the GMTA Secretary.
- i. Deadlines for Teacher of the year, Teacher Grants and Membership renewal.

13. Send an email letter to sponsors to ask if they are once again willing to provide Teacher Grants/ Student Awards. The Executive Director can assist you with the contact information.

### **July**

14. Assist the Finance and Advisory Chair in proofreading and editing the Procedural manual.

15. Attend FAC Summer meeting.

### **August**

16. Send a meeting notice and agenda to the Executive Board (including all Officers, Chairs and LAPs) about the upcoming Executive Board Meeting 2 weeks before the meeting.

17. Submit a short article to the VP of Newsletters for the GMTA Fall Newsletter.

18. Submit a written report to the secretary prior to the board meeting.

19. Attend the LAP meeting held prior to the board meeting.

20. Preside at the Executive Board Meeting.

### **September**

21. Appoint a selection Committee for GMTA Grants.

### **October**

22. Attend a portion of the Georgia MTNA Competitions.

23. Assist the VP by performing a duty.

24. Send an email to PianoWorks asking if they are willing to provide an artist bench for the MTNA Foundation Fund drive at the GMTA Conference.

### **November**

25. Attend the GMTA Conference. (See number 47 in First Year.)

26. Confirm that the outgoing Vice-President of Newsletters has appointed someone to write conference coverage articles and take photos.

27. Confirm to the Vice-President of Program that he/she must write this conference report for the newsletter.

28. Confirm to the Vice-President of MTNA Competitions that he/she must prepare the MTNA Competitions report. Ask them to be responsible for these articles in this newsletter.

29. At the annual business meeting of the conference during your second year, you will present the slate of officers to be elected and installed.

a. Confirm that the new officers will be present for the annual business meeting and for the conference banquet.

b. Be sure that the President-Elect has detailed information to give them well in advance.

30. Install the incoming President and Executive Board Officers at the banquet.

31. Write a thank you letter to your Executive Director, officers, chairs and any others that you deem appropriate.

### **III. Other Responsibilities**

1. As need arises, you will appoint ad hoc committees as determined by the FAC or Executive Board.

2. Each month you will work with the Executive Director to send out a Constant Contact to the Membership. The **Deadline is the 20<sup>th</sup> of the previous month**. Include new items of interest, promotions for upcoming events and Deadlines or other calendar items.

3. Make it a goal to efficiently run the business of GMTA.

a. Familiarize yourself with Roberts Rules of Order

b. At Board meetings and FAC meetings, keep the discussion on track and be mindful of the amount of time spent on each issue.

c. Work with the Executive Director to continue to find ways to communicate in a concise manner with the membership through Constant Contact, Newsletters, special emails or mailings and in the wording of documents and/or instructions.

4. Assist in the formation of new Local Associations and new Collegiate Chapters.

5. This is a listing of the necessary duties and responsibilities of the GMTA President. As you are inspired during your term as leader, it is highly recommended that you explore new ways to promote GMTA, motivate membership growth, create innovative ways to continue and improve the inner workings of our organization and above all promote professionalism and excellence in the lives of our members and their students. Utilize those who have agreed to serve alongside you, always remembering that those who invest themselves in the workings of an organization find the greatest value in it.

# GEORGIA MUSIC TEACHERS ASSOCIATION

## PRESIDENT-ELECT JOB DESCRIPTION REVISED JULY, 2018

### I. First Year of Term

#### August

1. Attend the Local Association Presidents meeting held in August prior to your taking office.

#### November

2. Set up your personal President-Elect files  
Keep copies of agendas and minutes of meetings of the Executive Board, Finance/Advisory Committee and Local Association Presidents Meetings, Financial Reports, announcements, GMTA *Newsletters*, MTNA announcements, and the American Music Teacher magazines.
3. Attend the GMTA conference including the annual business meeting and the banquet where you will be installed.
4. Attend the Executive Board meeting that is held immediately following the GMTA conference on that Saturday.

#### December

You will write short articles and reports to be submitted to the secretary for the Executive Board meetings and the VP of Newsletter for the newsletters. See previous report samples and previous newsletters for ideas. You will give a verbal report at the Executive Board meeting.

5. Submit a short article to the VP of Newsletters for the GMTA Winter Newsletter.

#### March

6. Attend the FAC Spring meeting.
7. Send a meeting notice and agenda to all of the Local Associations Presidents about the upcoming LAP meeting 1-2 weeks before the meeting. The President will send out a notice and agenda regarding the Executive Board meeting to all Executive Board Officers, Chairs and LAPs two weeks prior to the meeting.
8. Submit a written report to the secretary prior to the board meeting.

## **April**

You will Preside at all meetings of the local association presidents usually held prior to the GMTA Executive Board meetings.

a. Items discussed are feedback and suggestions pertaining to Conferences, concerns, problems, program ideas, opportunities and programs offered by MTNA, and current topics of interest or information supplied to you through MTNA and through your attendance at professional meetings.

b. A summary of the matters discussed at these meetings should be sent to all local association presidents.

c. You are responsible for bringing hospitality to these meetings. Turn in receipts to the Executive Director for reimbursement. Hospitality Expenditures should be kept under \$50 per meeting.

9. Preside over the LAP meeting that happens prior to the Executive Board Meeting.

10. Attend a portion of the State Auditions to observe how they are run.

11. Assist the VP of Auditions by performing a duty or helping with hospitality.

## **May/June**

Begin considering various members for your officers and committee chairs.

12. Submit a short article to the VP of Newsletters for the GMTA Summer Newsletter.

## **July**

13. Attend the FAC Summer meeting.

## **August**

14. Submit a short article to the VP of Newsletters for the GMTA Fall Newsletter.

15. Submit a written report to the secretary prior to the meeting.

16. At the August Board meeting of your first year, the President will appoint a nominating committee of two members to serve with you as chair to nominate a slate of officers (President-Elect; Vice-President of Programs; Vice-President of Membership; Vice-President of Newsletters; Vice-President of GMTA Auditions; Vice-President of MTNA Competitions; Secretary; and two Members-at-large) for your term as President.

a. Recommend members that you would like to serve on the nominating committee.

b. Secure your candidate for President-Elect first.

17. Appoint a selection committee for the GMTA Teacher of the Year. You will want this committee to be secured by September 1. In the past few years, we have been asking the three previous TOYs to serve. You are not limited to these three individuals, however, if they do not wish to serve. You are also a part of this nomination committee: see procedural manual.

## **September**

18. Once all applications are submitted, you will forward them to your committee and ask them to review and vote. All of this can be done by email. Once a selection has been made. You will send a congratulatory letter to the teacher, notify the Executive-Director

and then order the plaque to be presented at the conference. (Ask them to have a decision made by Oct. 1, so that there will be adequate time to get information together for the conference, i.e. Teaching tips, bio, plaque.)

We have been ordering the plaque from BoTH Awards in Lawrenceville, GA. You are not required to use them, but they know what we have been getting. The general cost is around \$65 with tax. If the total cost exceeds \$75, you should get approval from the Executive Director prior to finalizing the order.

BoTH Awards -  
5014 Highway 29 (Lawrenceville Highway)  
Lilburn, GA 30047  
770-921-0369  
bothawards@mindspring.com

### **October**

19. Attend a portion of the Georgia MTNA Competitions to see how they are run.

### **November**

20. You will present the TOY award at the conference banquet.

21. You will also prepare and submit the application to nominate this person for MTNA teacher of the year.

## **II. Second Year of Term**

### **December**

1. You will write an article highlighting the Teacher of the Year for the newsletter.
2. Secure a location for the first conference after you become President.
  - a. A letter of invitation to you from an official at the host college/university is required before presenting the possible site to the Board. You will request this letter when you contact the institution that you wish to be the Conference location.
  - b. Present the proposed conference site to the Board at the **April Board meeting** during your second year as **President-Elect**.

### **March/April**

3. Attend the FAC spring meeting.
4. Send a meeting notice and agenda to all of the Local Associations Presidents about the upcoming LAP meeting 1-2 weeks before the meeting.
5. Submit a written report to the secretary prior to the meeting.

### **April**

6. Preside over the LAP meeting that happens prior to the Executive Board Meeting. See April section of First Year.
7. You will present the slate of officers to the Executive Board for their approval at the **April Board meeting**. Once approved, you will be responsible for securing photos for

reproduction and bios of your slate of officers to appear in the fall issue of the GMTA *Newsletter*. These will be sent on to the Vice-President, Newsletters, by the **deadline for the Fall Newsletter**.

8. Attend the State Auditions.

9. Assist the VP of Auditions by performing a duty or helping with hospitality.

### **May/June**

10. Submit a short article to the VP of Newsletters for the GMTA Summer Newsletter.

### **July**

11. Attend FAC Summer meeting.

### **July/August**

12. Secure chairs (Certification; College Faculty; Arts Awareness and Advocacy; GMTA Awards; Independent Music Teachers Forum; MTNA Foundation; Collegiate Chapters; Theory; Judges List; Collaborative Performance; Wellness). A safe deadline for you to have these positions filled is **October 1**.

a. Board approval is required for chairs at the Board meeting **immediately following the conference**.

b. These names must be included in the Winter Newsletter and on the Website, **deadline December 1**.

### **August**

13. Submit a short article to the VP of Newsletters for the GMTA Fall Newsletter.

14. Submit a written report to the secretary prior to the board meeting.

15. Secure a location for the second conference after you become President.

a. A letter of invitation to you from an official at the host college/university is required before presenting the possible site to the Board.

b. Present the proposed conference site to the Board at the **April Board meeting** during your first year as **President**.

16. Appoint a selection committee for the GMTA Teacher of the Year. You will want this committee to be secured by September 1.

### **September**

17. Once all applications are submitted, you will forward them to your committee and ask them to review and vote. All of this can be done by email. See number 18 First Year.

18. Attend the MTNA Leadership Summit in Cincinnati, Ohio.

### **October**

19. Confirm with Executive Director that stationery and envelopes are printed in advance of the conference when you will be installed as President and give to your officers and chairs at your first Board meeting during the Conference.

20. Plan with your Vice-President of Newsletters, concerning your first newsletter.

- a. Installation is in early November with newsletter **deadline being December 1.**
- b. The outgoing Vice-President of Programs, must write a conference report for the newsletter, and the outgoing Vice-President of MTNA Competitions, must prepare the MTNA Competitions report. Ask them to be responsible for these articles in this issue.
- c. Plan in advance of the first newsletter concerning your article and president's photo.

### **November**

21. You will present the TOY award at the conference banquet.
22. You will also prepare and submit the application to nominate this person for MTNA teacher of the year.
23. At the annual business meeting at the conference during your second year, you and your slate of officers will be elected and installed.
  - a. Confirm that your officers will be present for the annual business meeting and for the conference banquet. Give them detailed information well in advance
  - b. Thank the outgoing president and present the president's plaque. You are to secure the plaque or see that it is done. Present the receipt to the Executive Director for reimbursement.
24. Write a thank you letter to the outgoing president and others you deem appropriate.
25. Plan ahead to have as much free time as possible for GMTA work during the last six weeks before your installation as President and the first six weeks after. The duties are demanding and much time must be spent on necessary work during this time.

### **III. Other Responsibilities**

1. Familiarize yourself with the job descriptions and responsibilities of the officers, chairs and GMTA Auditions and MTNA Competitions staff.
2. Be supportive of the President
  - a. Follow through with various assignments as professionally and quickly as possible.
  - b. At Board meetings, "come to the rescue" of the President if a motion, second, or support is needed.
3. Assist in the formation of new Local Associations.

## **GEORGIA MUSIC TEACHERS ASSOCIATION**

### **IMMEDIATE PAST PRESIDENT**

#### **JOB DESCRIPTION**

REVISED JULY, 2017

1. The Immediate Past President shall serve as an advisor to the President, serve on the Finance/Advisory Committee, and perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by GMTA.

## **GEORGIA MUSIC TEACHERS ASSOCIATION**

### **SECRETARY**

#### **JOB DESCRIPTION**

REVISED JULY, 2017

1. It is the responsibility of the GMTA Secretary to be present at all Executive Board meetings (April and August), taking minutes and a roster of those present, and accepting reports from officers and committee chairs.
2. The Secretary records the minutes of the annual business meeting held at the state conference each year in November.
3. At the conclusion of each board meeting and annual business meeting, the secretary shall proof and send all minutes to the President and Executive Director for distribution to the membership. The GMTA Executive Director will keep all past meeting minutes on file.

# **GEORGIA MUSIC TEACHERS ASSOCIATION**

## **VICE-PRESIDENT/MEMBERSHIP**

### **JOB DESCRIPTION**

REVISED JULY, 2017

1. Be aware of announcements and suggestions from the MTNA Vice-President/Membership.
2. Follow up any National Membership Campaigns with emails or personal contacts.
3. Suggestions for new membership materials:
  - a. Membership brochures and inserts
  - b. Sample letters of invitation and welcome
  - c. New-members packets
  - d. Respond to inquiries regarding membership
4. Attend as many Local Association Presidents meetings as possible. This is the most effective way to communicate ideas regarding membership to the local associations. Constantly encourage outreach to non-members who may be registered at local music stores.
5. Work with local music dealers:
  - a. Ask for permission to display state and national membership brochures.
6. Work with Vice-President/Newsletters:
  - a. Promote/encourage membership activities among members
  - b. Submit articles to GMTA newsletters to assist in member recruitment, i.e. reminder of member benefits
  - c. Recognize new members in GMTA newsletters
7. Encourage local association to initiate mentoring programs.
8. Write an article on membership issues, including latest membership statistics, for each issue of the GMTA Newsletter. (deadlines are August 1, December 1, and May 1)
9. Attend all Executive Board meetings (held in April and August) and submit a report in advance for each meeting.

10. Contact MTNA to receive a Membership Chair Login for the Georgia page on the MTNA website. You will be able to download current lists of GMTA members and their contact information.

## **GEORGIA MUSIC TEACHERS ASSOCIATION**

### **VICE-PRESIDENT/CONFERENCE PROGRAM**

#### **JOB DESCRIPTION**

REVISED JULY, 2018

#### **November** (after the conference)

- Immediately write winter newsletter article. The deadline for the winter newsletter article is December 1. (Look at the former winter newsletters to learn the format.)
- Work with the GMTA President and Executive Director to create a conference survey. Use the results of this survey to help plan next year's conference.
- Work with the GMTA President and Executive Director to schedule and contract the headliner (clinician) for the following year's conference if this has not already been done.
- If the headliner is connected with a publishing company, check with the publisher about providing Conference bags and any material they will donate to the conference (music samples, coupons, giveaways etc). If Conference bags are not provided by headliner, check with local music and piano stores for donations.

#### **December**

- Beginning in 2018, GMTA members will submit Conference Presenter Proposals through the GMTA Website. Potential presenters will submit an application, session description, biography, and photograph for the conference program. Applications will be due on April 1.

#### **January**

- Work on evening recitals for the upcoming conference (Thursday and Friday evening). This should be either the headliner (if he/she is a performer), or perhaps MTNA winners, or faculty from the host institution. The GMTA Audition concerto winners will need to perform with orchestra when available. This is usually the last selection on the program on Thursday evening. Consult with the orchestra director on possible additional programming. Set-up rehearsal time with the orchestra and the concerto winner. Consult with other performers about rehearsal time and schedule accordingly.

## **February**

- In consultation with the GMTA president, start tentatively mapping out a schedule of events for the next conference. It is especially important to coordinate the schedule with the available facility. Schedule classroom space for each session. Try to anticipate the particular physical needs of each presentation. (For example, computer and/or internet access for the technology session, lined blackboard, music stands, extra chairs, etc.)
- Schedule a time to visit with host location and contact person. Request a floor plan of buildings that will be used, locate parking, check room sizes and technology available in each room, etc. This info will be important when finalizing schedule and placement of sessions.
- Check with the IT department for advice on what is needed for presenters who will be using projectors, smart boards etc. What type of adapters are needed for PC vs Mac, etc.
- Check possible banquet facilities. Work with the food service of the potential banquet facility to plan menus and prices. Plan centerpieces for banquet tables. If it is not too expensive, these can be rented through host facility. Most likely, centerpieces will need to be set up by VP Programs. If needed, check with other members for ideas or possible supplies that can be borrowed.
- Prepare a proposed conference budget. It may be helpful to ask the Executive Director for a copy of the previous year's budget. (9.11. A proposed Conference budget shall be compiled annually by the Vice- President/Programs with the assistance of the GMTA President and the Executive Director. This budget will be presented to the Executive Director by February 1. The proposed Conference budget will be incorporated into the general operations budget, prepared by the FAC at its budget planning meeting.)

## **April**

- The spring GMTA executive board meeting is this month.
- The deadline for presenters to submit session proposals is on April 1. Following this deadline, begin selecting the presenters and inform all applicants if they will be presenting at the conference or not.

## **May**

- The deadline for the summer newsletter is May 1. It is important to include information on the headliners in this newsletter.
- Schedule a meeting with the president during this month (no later than the first week of June) to finalize the conference schedule and the sessions. It might be a good idea to include another person at this meeting simply to get more ideas for sessions and to head-off any possible scheduling conflicts. Be sure to allow time in scheduling for visiting the exhibits. Also, allow enough time for travel to and from restaurants at mealtime.
- Work in consultation with the president and the host representative to determine the most economical conference hotel. This information will need to be published in the fall newsletter.
- Make contact with the commissioned composer to ask if there will need to be rehearsal time allotted for the performance of his/her composition.

- Plan with host school for professional recording of the commissioned work at the conference.

### **June**

- Work with VP Auditions to schedule participants for the high school masterclass session and any other masterclasses which need to be scheduled.

### **July**

- Write the conference article for the fall newsletter. The deadline for the fall newsletter is August 1.
- Email the host local association to request help with hospitality and conference goody bags. (See sample email on page 5)

### **August**

- The GMTA executive board meets during this month. There should be a written report by the Vice-President/Program to the executive board which describes the upcoming November conference in detail. Consult with the president on any “to-do” items which must be done for the conference to run more effectively. Write to all the “Georgia’s Own” presenters letting them know the exact time and place they will be making their presentations.

### **September**

- Assemble all conference program material including the schedule and pictures of various program personalities. Send all this information to the Executive Director to include in the conference program by September 1.

### **October**

- Reserve this month to complete any final details. Make final contact with the headliner, confirming transportation plans from the airport, etc. If headliner does not use a rental car, uber etc, GMTA members may assist in transportation.
- Check with all presenters to make certain they know when and where they are scheduled to make their presentations.
- Verify that programs are printed for the recitals (GMTA auditions chairperson) masterclass(es), and MTNA Competitions Recital (GMTA Competition Chair). Contact Chairs about hosting the recitals. Also, verify that programs will be available for the evening recitals.
- Help the GMTA Executive Director and GMTA President to proofread the conference program and make any final changes.
- Request GMTA signs from Competition Chair

### **November Conference**

- Serve as the Conference Host and liaison with the host school. Troubleshoot issues as they arise.
- Arrive early on conference opening day allowing time to put out GMTA conference, parking, registration and session classroom signage.
- Check classrooms to make sure set up is correct with all requested items.

- Plan where vendors will set up (making sure that those needing an outlet are placed close to an outlet, hospitality close to kitchen or water and electric source etc.) Vendors typically will want to set up 3-4 hours before registration opens.
- Communicate the following with session presiders: Make sure all sessions start and end on time. At the beginning of each session, have the welcome and greet everyone. At the masterclass, thank parents and students for coming. At the end of each presentation, announce the upcoming event.
- Make sure the headliner's needs are met. Arrange his/her transportation to and from hotel to the sessions. If headliner does not use a rental car, uber etc, GMTA members may assist in transportation.
- There is a board meeting at the conclusion of the conference in even-numbered years.
- After the conference, write thank you notes to the headliner and all presenters.
- At the end of the second year, sometime during the conference, plan to meet with the incoming Vice-President/Program, transfer all pertinent materials, and discuss the duties of the position.
- In order to have a successful conference and do the most effective job possible as Vice-President for Program, it is essential to stay in constant contact with the GMTA president and the Executive Director. These two people will be an invaluable resource to the VP/Program.

**Sample email sent to Local Association closest to conference location:**

Dear \_\_\_\_\_,

Thanks so much to you and the \_\_\_\_\_ MTA for helping up provide refreshments for the conference! Here is some standard information from the past that you might find helpful:

The local MTA usually helps with refreshments, such as water, soft drinks and snacks for the duration of the conference and are generally "friendly faces" for conference attendees. Suggested times for refreshments to be set up are Thursday starting around 12:30pm, Friday starting around 8:15am, and Saturday starting around 8:15am. How long you would like to "staff" the tables is completely up to the local organization, but someone should definitely be there during the times designated as "Vendors/Exhibits/Hospitality" on the master schedule. I've attached the master schedule to this email for you to look over.

Some suggestions for Snacks:

Afternoon--Something salty (2-3 items) (chips and dip, Chex mix, etc.); Something sweet (brownies, cookies, etc.(2-3 dozen each); 3-4 two-liter drinks

Morning—Pastries (2-3 dozen each), Muffins, Fruit Tray

\*\*\*You may want to include if paper products/coffee makers/coffee is needed to be purchased. Sometimes there are leftover paper products from the previous year.\*\*\*

We are able to reimburse \_\_\_\_\_ MTA \$\_\_\_\_\_ (see conference budget and discuss with Executive Director) for the purchase of drinks and snack items. Please submit receipts to Mandy Reynolds <[georgiamta@gmail.com](mailto:georgiamta@gmail.com)>

We would also like the local MTA to help us collect items for, and stuff, about 200 goody bags to be passed out to conference attendees. Would you be willing to contact the local business bureau or chamber of commerce for bags, maps, coupons, pencils, souvenirs, etc? We welcome creative ideas for the goody bags! I know 200 bags sounds like a lot of work, but perhaps students could be involved and have it count as community service towards their resume or college applications.

Please let me know if you have questions. Again, thanks so much for your help and hospitality! We look forward to seeing you at the conference.

## **GEORGIA MUSIC TEACHERS ASSOCIATION**

### **VICE-PRESIDENT/NEWSLETTERS**

#### **JOB DESCRIPTION**

REVISED JULY, 2017

The job of the VP/Newsletters is to oversee the publication of GMTA's three annual (six per-term) online newsletters. This job includes the solicitation and gathering of content, complete editing of that content, and creating the design/layout of the newsletter. Further, the Vice-President of Newsletters is responsible for contacting and reminding those submitting articles for the online newsletter of upcoming submittal deadlines. Some directives related to the above include:

- 1. Thirty days prior to the deadline** email and/or phone everyone listed with "A Call for Reports" and announce the deadline. Request that the articles be emailed to you as an attachment in Microsoft Word or Submitted in a body of an Email.
2. Local Association Presidents – Ask them to keep the articles short, within 150-word limit. Remind them to word the article in the proper tense, keeping in mind when the newsletter will be published.
3. If you have not received an article by the deadline, follow-up with another email and a phone call requesting the article immediately.
- 4. BE FIRM WITH THE DEADLINE!**
5. Edit each article, set the heading, and forward it to online newsletter design and layout person IN INDIVIDUAL MS WORD DOCUMENTS FOR EACH ARTICLE as well as the GMTA President.
- 6. RE: Articles for the GMTA Conference – The first week of October, ask GMTA members to critique sessions (Pedagogy Headliner, Conference Recitalist, Commissioned Composer, and Conference Summary) and (if possible) take photos (GMTA has used a single conference photographer in the past).**

**Make sure they are aware of the deadline for the article. Only photos produced and from a digital camera will be accepted and should be sent to the VP of Newsletters.**

## **• YEAR ONE •**

**Newsletter - I “Winter/Spring”**

**Publication Date : January 15 | Deadline : December 1**

### **CONTENT**

- GMTA Teacher of the Year (GMTA President-Elect)
- President's report with conference “thank you” (GMTA President)
- Conference recitalist report (assigned by VP Newsletters ahead of November conference)
- Conference review (VP/Programs and GMTA President)
- Commissioned composer report (assigned by VP Newsletters ahead of November conference and advised by GMTA President)
- Steinway Piano Galleries Educator Grant report (assigned by VP Newsletters ahead of November conference and advised by the GMTA President)
- GMTA Annual Business Meeting Minutes from Conference (VP/Secretary)
- GMTA assorted news (any non-annual submittals/announcements – usually from the GMTA President)
- Photo's (VP/Newsletters, conference photographer, GMTA President, various other sources if applicable)
- Membership report (VP/Membership)
- GMTA Auditions report (VP/GMTA Auditions)
- MTNA Fall Competitions report and results (VP/ GMTA-MTNA Competitions)
- Certification news or report (Certification Chair)
- Local Association news (submitted by Local Association Presidents, 200 Words OR LESS). Associations featured in this newsletter include:
  - ATHENS
  - ATLANTA
  - AUGUSTA

CHEROKEE  
COBB  
COLUMBUS  
COWETA-FAYETTE

- GMTA Award Fund (Award Fund Chair)
- Theory report (Theory Chair)
- GMTA Calendar (GMTA President and/or GMTA Executive Director)
- MTNA Foundation (Foundation Chair)
- Arts Awareness & Advocacy (AA&A Chair)
- New member listing (GMTA Executive Director)
- Other...

FORMS (check with GMTA President to see if any/all of the following forms (or links to online forms) are to be included)

- GMTA Future Conference Presenter Proposal Form
- GMTA Conference Survey Form
- Teacher of the Year Application

ADVERTISEMENTS (Executive Director)

- GMTA Ads
- Advertisement Index

END

- Current GMTA Executive Board, GMTA Chairs, and Local President listings

**Newsletter – II “SUMMER”**

**Publication Date : June 15 | Deadline : May 1**

CONTENT

- President's Report (GMTA President)
- Upcoming Conference information and related photos (VP/ Programs)
- Upcoming Conference lodging (VP/Programs)
- Membership (VP/Membership)
- MTNA Conference report + relevant photos (Assigned, usually GMTA President)
- GMTA Auditions Report + Results (VP/ GMTA Auditions)
- MTNA Fall Competitions Report + Southern Division + National Results (VP/ GMTA-MTNA Competitions)
- Certification (Certification Chair)
- Local Association news (submitted by Local Association Presidents; 200 Words OR LESS). Associations featured in this newsletter include:

DECATUR  
GOLDEN ISLES  
GREATER MARIETTA  
GWINNETT  
MACON  
NORTH DEKALB

- GMTA Calendar (GMTA President and/or GMTA Executive Director)
- GMTA Award Fund (Award Fund Chair)
- Theory Report + Results (Theory Chair)
- MTNA Foundation (Foundation Chair)
- Arts Awareness & Advocacy (AA&A Chair)
- New member listing (GMTA Executive Director)
- Other...

FORMS (check with GMTA President to see if any/all of the following forms (or links to online forms) are to be included)

- Teacher of the Year Application
- GMTA Conference Registration Form

ADVERTISEMENTS (Executive Director)

- GMTA Ads
- Advertisement Index

END

- Current GMTA Executive Board, GMTA Chairs, and Local President listing

**Newsletter - III "Fall"**

**Publication Date : September 15 | Deadline : August 1)**

CONTENT

- President's Report (GMTA President)
- Upcoming Conference-INCLUDES BIO'S AND PICTURED (VP/Programs)
- NATS Article + photo (probably NATS chair and VP/Programs)
- Upcoming GMTA Conference Tentative Schedule
- Upcoming GMTA Conference Directions
- Upcoming GMTA Conference Lodging Information
- Membership (VP/Membership)
- GMTA Auditions (VP/ GMTA Auditions)
- MTNA Competitions (VP/ GMTA-MTNA Competitions)
- Certification (Certification Chair)
- Local Association news (submitted by Local Association Presidents; 200 Words OR LESS). Associations featured in this newsletter include:  
NORTH FULTON  
NORTHEAST GEORGIA  
ROME  
SAVANNAH  
SOUTH GEORGIA  
SOUTH METRO ATLANTA  
WESTERN GEORGIA

- GMTA Award Fund (Award Fund Chair)
- MTNA Foundation
- Arts Awareness & Advocacy (AA&A Chair)
- Other Submitted Articles
- GMTA Calendar (GMTA Executive Director and/or GMTA President)

FORMS (check with GMTA President to see if any/all of the following forms (or links to online forms) are to be included)

- GMTA Conference Advanced Registration Form

ADVERTISEMENTS (Executive Director)

- GMTA Ads
- Advertisement Index

END

- Current GMTA Executive Board, GMTA Chairs, and Local President listings

## •YEAR TWO•

**Newsletter - IV "Winter/Spring"**

**(Publication Date: January 15 | Deadline: December 1)**

CONTENT

- GMTA Teacher of the Year (GMTA President-Elect)
- President's report with conference "thank you" (GMTA President)
- Conference recitalist report (assigned by VP/Newsletters ahead of November conference)
- Conference review (VP/Programs and GMTA President)
- Commissioned composer report (assigned by VP/Newsletters ahead of November conference and advised by GMTA President)
- Steinway Piano Galleries Educator Grant report (assigned by VP/Newsletters ahead of November conference and advised by the GMTA President)
- GMTA Annual Business Meeting Minutes from Conference (VP/Secretary)
- GMTA assorted news (any non-annual submittals/announcements – usually from the GMTA President)
- Photo's (VP/Newsletters, conference photographer, GMTA President, various other sources if applicable)
- Membership report (VP/Membership)
- GMTA Auditions report (VP/ GMTA Auditions)
- MTNA Fall Competitions report and results (VP/ GMTA-MTNA Competitions)
- Certification news or report (Certification Chair)

- Local Association news (submitted by Local Association Presidents (200 Words OR LESS). Associations featured in this newsletter include:
  - ATHENS
  - ATLANTA
  - AUGUSTA
  - CHEROKEE
  - COBB
  - COLUMBUS
  - COWETA-FAYETTE
- GMTA Award Fund (Award Fund Chair)
- Theory report (Theory Chair)
- GMTA Calendar (GMTA President and/or GMTA Executive Director)
- MTNA Foundation (Foundation Chair)
- Arts Awareness & Advocacy (AA&A Chair)
- New member listing (GMTA Executive Director)
- Other...
- FORMS (check with GMTA President to see if any/all of the following forms (or links to online forms) are to be included)
  - GMTA Future Conference Presenter Proposal Form
  - GMTA Conference Survey Form
  - Teacher of the Year Application
- ADVERTISMENTS (Executive Director)
  - GMTA Ads
  - Advertisement Index
- END
  - Current GMTA Executive Board, GMTA Chairs, and Local President listings

**Newsletter - V "SUMMER"**

**Publication Date: June 15 | Deadline : May 1**

## CONTENT

- President's Report (GMTA President)
- Upcoming Conference information and related photos (VP/ Programs)
- Upcoming Conference lodging (VP/Programs)
- Membership (VP/Membership)
- MTNA Conference report + relevant photos (Assigned, usually GMTA President)
- GMTA Auditions Report + Results (VP/ GMTA Auditions)
- MTNA Fall Competitions Report + Southern Division + National Results (VP/ GMTA-MTNA Competitions)
- Certification (Certification Chair)
- Local Association Report (submitted by Local Association Presidents (200 Words OR LESS). Associations Featured in this newsletter include:
  - DECATUR

GOLDEN ISLES  
GREATER MARIETTA  
GWINNETT  
MACON  
NORTH DEKALB

- GMTA Calendar (GMTA President and/or GMTA Executive Director)
- GMTA Award Fund (Award Fund Chair)
- Theory Report + Results (Theory Chair)
- MTNA Foundation (Foundation Chair)
- Arts Awareness & Advocacy (AA&A Chair)
- New member listing (GMTA Executive Director)
- Other...

FORMS (check with GMTA President to see if any/all of the following forms (or links to online forms) are to be included)

- Teacher of the Year Application
- GMTA Conference Registration Form

ADVERTISEMENTS (Executive Director)

- GMTA Ads
- Advertisement Index

END

- Current GMTA Executive Board, GMTA Chairs, and Local President listings

**Newsletter - VI "Fall"**

**Publication Date : September 15 | Deadline : August 1)**

CONTENT

- President's Report (GMTA President)
- Upcoming Conference-INCLUDES BIO'S AND PICTURED (VP/Programs)
- NATS Article + photo (probably NATS chair and VP/Programs)
- Upcoming GMTA Conference Tentative Schedule
- Upcoming GMTA Conference Directions
- Upcoming GMTA Conference Lodging Information
- **INCOMING GMTA EXECUTIVE BOARD BIOS & PICTURES** (GMTA President Elect)
- Membership (VP/Membership)
- GMTA Auditions (VP/ GMTA Auditions)
- MTNA Competitions (VP/ GMTA-MTNA Competitions)
- Certification (Certification Chair)
- Local Association news (submitted by Local Association Presidents; 200 Words OR LESS). Associations featured in this newsletter include:  
NORTH FULTON  
NORTHEAST GEORGIA  
ROME  
SAVANNAH  
SOUTH GEORGIA

SOUTH METRO ATLANTA  
WESTERN GEORGIA

- GMTA Award Fund (Award Fund Chair)
- MTNA Foundation
- Arts Awareness & Advocacy (AA&A Chair)
- Other Submitted Articles
- GMTA Calendar (GMTA Executive Director and/or GMTA President)

FORMS (check with GMTA President to see if any/all of the following forms (or links to online forms) are to be included)

- GMTA Conference Advanced Registration Form

ADVERTISEMENTS (Executive Director)

- GMTA Ads
- Advertisement Index

END

- Current GMTA Executive Board, GMTA Chairs, and Local President listings

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## GEORGIA MUSIC TEACHERS ASSOCIATION

### VP MTNA COMPETITIONS JOB DESCRIPTION REVISED JULY, 2017

*Always refer to the current year's issue of "Handbook for State and Division Competition Chairs," particularly the "State Competitions Timeline," from MTNA, and the "GMTA Procedural Manual" for updated rules, procedures and deadlines. Those publications are the final authority and contain more detailed information than is found in the GMTA Job Description.*

#### **I. Duties of Vice-President for MTNA Competitions (two-year term)**

##### **A. State Coordinators (two-year term)**

**1. The initial duty as VP of MTNA Competitions is to secure the following State Coordinators, who must be GMTA members whose dues are current:**

- Junior Coordinator
- Senior Coordinator
- Young Artist/Chamber Music Coordinator
- Composition Coordinator

##### **B. Competition Site**

**1. One year in advance: Assist the GMTA President in securing a host location.**

- The competitions usually occur one week prior to the GMTA State Conference.
- Competitions take place over 2 ½ days, beginning with Thursday evening (rehearsals) and concluding on Saturday afternoon. Rehearsals also take place on Friday evening.
- A university, centrally located, works best.
- Four performance rooms or halls are needed, with assigned warm-up and practice rooms for each.
- A location for competition hospitality (judges' briefings, lunch) is required.

## 2. Two months in advance

- Contact local GMTA chapter to ask for assistance in obtaining monitors, arranging hospitality (lunch, refreshments, etc.), and other assistance. Check with the GMTA Executive Director for the hospitality budget.

## C. Competition Judges

1. **May 1: Begin securing performance judges.** University professors have many demands on their time, and it is imperative to contact them far in advance. The same judges may not be used in consecutive years. Consult lists from previous two years to determine approximately how many, and what instrument, will be needed.
  - a. **Composition Coordinator may secure composition judge(s).** The same judges may not be used in consecutive years. VP of MTNA Competitions may assist the Composition Coordinator in securing judges if requested. Three judges are required if there are 7 or more entries.
  - b. It is not a requirement that performance judges come from out of state, however, it is preferable. No hotel allowance is provided.
  - c. Compose an invitation email (or update previous year's) including the location, the amount of the honorarium, and the estimated judging time, based on the last two years' schedules.
  - d. The GMTA Procedural Manual lists the amounts paid to judges. Changes made in 2017 adjusted rates to agree with the rates paid to GMTA Auditions judges: *2.1.3 Judges' fees, per day, for MTNA Performance Competitions and GMTA Auditions will be \$200 up to four hours; \$300 for 4-8 hours; \$400 for more than 8 hours. Student cancellations will not affect judges' compensations. No lodging, meals, or travel expenses will be paid by GMTA to any judge.*
  - e. Once the performance schedule is complete, Complete the MTNA Competitions Judges' Honorarium Form, provided by the GMTA Executive Director. Include names, email addresses, and number of judging hours for each judge.

Additional changes made in 2017 are:

*Judges will be compensated for the following:*

- a. *30-minute orientation session*
- b. *Actual judging time*
- c. *15-minute deliberation session*
- d. *Breaks and lunch are not included in the computation*

*e. If judging on multiple days, orientation session will be compensated for each day*

**D. At the Competition**

1. Facilitate the event, assisting Coordinators as needed.
2. Enter names of Winners, Alternates, and Honorable Mentions on the MTNA website.
3. Give Winners information about the time and location of the Winners Recital at the GMTA Conference.

**E. Immediately following the competition**

1. Coordinate appropriate recognition of the state level winners with GMTA Vice-President/Program and GMTA President
2. Preside over Winners’ Recital at State Conference
  - a. Normally takes place on the Thursday afternoon of the conference.
  - b. Secure the names and contact information of all winners from the Composition Competition Coordinator. Invite winners to participate in the Winners Concert.
3. Listing of names in GMTA Newsletter

**Prepare GMTA Board report for Conference Board Meeting (odd numbered years)**  
**Prepare GMTA Board report for Executive Board Meetings (April and August)**

ALWAYS REFER TO CURRENT PROCEDURAL MANUAL FOR OTHER GUIDELINES AND JUDGES’ HONORARIUMS.

**GEORGIA MUSIC TEACHERS ASSOCIATION**  
**VICE-PRESIDENT/AUDITIONS**  
**JOB DESCRIPTION**  
 REVISED JULY, 2017

Prior to taking office	<ul style="list-style-type: none"> <li>• Attend State Auditions to observe and assist.</li> <li>• Secure Auditions Staff: Regional Coordinators (5); Piano Chairs (5) for Grades 4/5, 6/7, 8/9, 10/11, and 12/Concerto; Instrumental Chairs (4-5) for Strings/Guitar, Brass/Woodwinds, Percussion, Instrumental Concerto, Voice.</li> <li>• Secure judges for next year’s Auditions. 6-7 judges are needed for 1<sup>st</sup> round, and 10 judges are needed for 2<sup>nd</sup> round.</li> </ul>
November	<ul style="list-style-type: none"> <li>• Attend GMTA State Conference. Assume office and receive files from previous VP of Auditions.</li> </ul>
December	<ul style="list-style-type: none"> <li>• Submit article to VP of Newsletters for the winter newsletter by December 1.</li> <li>• Continue obtaining judges for State Auditions. Email GMTA Executive Director with the names &amp; email addresses for the judges.</li> <li>• Get signature of new GMTA President for certificates (needed every odd year). This needs to be done in Adobe.</li> </ul>

January	<ul style="list-style-type: none"> <li>• Email local Auditions chairs with information. Sample packet is on flash drive.</li> </ul>
February	<ul style="list-style-type: none"> <li>• Email Regional Coordinators with procedures. Sample packet is on flash drive.</li> </ul>
March	<ul style="list-style-type: none"> <li>• Regional Auditions occur mid-month. Prepare certificates to send to Coordinators.</li> <li>• Email state level chairs with information regarding State Auditions.</li> <li>• Approve schedules as they send them to you. Strings grades 6-11 &amp; IC must coordinate their schedules; Piano grades 9-11 &amp; Piano Concerto must coordinate their schedules. Sometimes accompanists play for students of more than one teacher, so this can be tricky.</li> <li>• In late March or early April, submit judges' time sheets to GMTA President for approval and Executive Director for issuance of checks.</li> </ul>
April	<ul style="list-style-type: none"> <li>• State Auditions occur on two different Saturdays. First round is Instrumental Concerto, Brass/WW, Strings, Voice, College Piano &amp; Piano Concerto. Second round is all Pre-College Piano.</li> <li>• Prepare certificates with names, event. Templates are on flash drive.</li> <li>• Assign teachers/parents to work as door monitors and at check-in.</li> <li>• Arrange for hospitality, and cater lunch.</li> <li>• Prepare name tags for judges and workers.</li> <li>• Go to facility the day before State Auditions to hang signs; get key from liaison for next morning, or coordinate unlocking the rooms to be used.</li> <li>• Attend the Executive Board meeting (same day as the first round). Prior to the meeting, prepare a written report and email to the Secretary. Present your report at the meeting, and have copies to hand out to others.</li> <li>• After each round of Auditions, prepare report of winners and submit to Executive Director for posting on the website.</li> <li>• As soon as possible but hopefully within a week, mail the certificates and rating sheets to teachers.</li> <li>• Submit expense report to Executive Director for reimbursement.</li> </ul>
May	<ul style="list-style-type: none"> <li>• Submit article to VP of Newsletters for the summer newsletter by May 1.</li> </ul>
June	<ul style="list-style-type: none"> <li>• Communicate with GMTA President, Pres-Elect, and Executive Director, and/or all FAC members regarding any needed procedural changes for the following year.</li> </ul>

July	<ul style="list-style-type: none"> <li>• Start contacting teachers whose students won at April State Auditions. Ask for repertoire to be performed at upcoming state conference in conference recitals &amp; master class.</li> </ul>
August	<ul style="list-style-type: none"> <li>• Submit article to the VP of Newsletters for the fall newsletter by August 1.</li> <li>• If asked, attend the FAC meeting in early August.</li> <li>• Continue contacting teachers whose students won at April State Auditions.</li> <li>• Attend the Executive Board meeting. Prior to the meeting, prepare a written report and email to the Secretary. Present your report at the meeting, and have copies to hand out to others.</li> </ul>
September	<ul style="list-style-type: none"> <li>• Follow up with teachers. Start preparing programs for conference recitals &amp; master class.</li> <li>• The Executive Director will send the first draft of the conference program to the printer during the second week of September. Email a copy of the recital programs and master class to the Executive Director.</li> </ul>
October	<ul style="list-style-type: none"> <li>• Finalize programs and have printed. Use MTNA discount card at Office Depot/Office Max for inexpensive copies. Make 100 copies (or best estimate) of each program.</li> <li>• Write directions to stage hands, using printed program (piano lid halfway up or down, chairs needed, music stands, etc.)</li> <li>• The final copy of the conference program will be printed by the second week of October. No changes to the recital programs can be made after this time.</li> </ul>
November	<ul style="list-style-type: none"> <li>• Attend GMTA State Conference. Act as Presider at the recitals and master class.</li> <li>• Begin your year again.</li> <li>• Contact judges for next year's State Auditions. Sample email is attached. 6-7 judges are needed for 1<sup>st</sup> round, and 10 judges are needed for 2<sup>nd</sup> round.</li> </ul>
December	<ul style="list-style-type: none"> <li>• Submit article to VP of Newsletters for the winter newsletter by December 1.</li> <li>• Continue obtaining judges for State Auditions. Email GMTA Executive Director with the names &amp; email addresses for the judges.</li> </ul>
January-October	<ul style="list-style-type: none"> <li>• Repeat steps from before.</li> <li>• If possible, meet with next VP of Auditions to discuss the job.</li> </ul>
November	<ul style="list-style-type: none"> <li>• Attend GMTA State Conference. Act as Presider at the recitals and master class.</li> <li>• Hand files over to new VP of Auditions.</li> </ul>

# **GEORGIA MUSIC TEACHERS ASSOCIATION**

## **MEMBERS – AT - LARGE**

### **JOB DESCRIPTION**

REVISED JULY, 2017

1. Serve in an advisory capacity and perform duties as requested by the President.
2. Attend all Executive Board meetings (April and August) and if requested, submit a written report in advance for each meeting.

# **GEORGIA MUSIC TEACHERS ASSOCIATION**

## **ARTS AWARENESS AND ADVOCACY**

### **JOB DESCRIPTION**

REVISED JULY, 2017

1. Communicate with the National Arts Awareness and Advocacy Chair any information that a) puts music education in peril or b) illustrates successful efforts in music advocacy. Examples: a) county or city governments requiring private music teachers to obtain a business license; b) local association brochures distributed to music stores, libraries, and Chamber of Commerce.

2. Report communications from the National Arts Awareness and Advocacy Chair to the Local Association Chairs. Help to implement the projects and campaigns prepared by the National Arts Awareness and Advocacy Chair
3. Contact the Vice-President, Program, to plan an information session with other committee chairs at the State Conference (optional).
4. Be willing to work with other advocacy groups within the state: GMEA, State Coalition for Music Education (optional).
5. Annually submit an article to the GMTA *Newsletter* about state and/or national activities.
6. Maintain the “Georgia’s Own” list of programs and presenters. In your newsletter article, encourage members to be added to the list. When teachers submit information to be added to the list, send the information to the Executive Director to post on the website.
7. Encourage Local Presidents to use publicity chairs for purpose of writing articles to local papers about auditions winners and other associational activities that would spotlight the arts.  
Attend all Executive Board meetings (April and August).

## **GEORGIA MUSIC TEACHERS ASSOCIATION**

### **CERTIFICATION CHAIR JOB DESCRIPTION REVISED JULY, 2017**

The State Certification Chair functions primarily as a liaison between the National Certification Chair and the members of GMTA. The responsibilities are as follows:

1. Communicate information sent from the national chair by means of articles in the *GMTA Newsletter* and correspondence with Local Association Presidents or Certification Chairs. Encourage members to become Nationally Certified.
2. Serve as a resource for GMTA members who inquire about National Certification.
3. Encourage Local Association Chairs to attend appropriate sessions at the MTNA conference and to attend the GMTA conference.
4. Pair up applicants with mentors who are Nationally Certified Teachers of Music.
5. Contact GMTA members whose national certification has lapsed.
6. Send a list of newly certified teachers to the Executive Director by October 15. These teachers will receive a \$50 grant at the GMTA Conference.
7. Attend all Executive Board meetings (April and August) and submit a report in advance for each meeting.

## **GEORGIA MUSIC TEACHERS ASSOCIATION**

### **COLLEGE FACULTY CHAIR**

#### **JOB DESCRIPTION**

REVISED JULY, 2017

1. Send email invitation to college music faculties within the state to join GMTA/MTNA.
2. Encourage collegiate student participation in the GMTA Auditions and MTNA Competitions.
3. Encourage College Faculty to attend the annual GMTA Conference and MTNA Conference. Encourage College Faculty to participate in their local associations.
4. Attend all GMTA Executive Board meetings (April and August) and submit a written report in advance for each meeting.
4. Develop innovative programs and opportunities for collegiate member faculty which promote professional development and networking.

## **GEORGIA MUSIC TEACHERS ASSOCIATION**

### **COLLEGIATE CHAPTERS CHAIR**

#### **JOB DESCRIPTION**

REVISED JULY, 2017

The Collegiate Chapters Program works to develop and implement strategies for establishing collegiate chapters, collegiate chapter activities and projects. Collegiate chapters allow tomorrow's teacher to get involved today, promoting student membership

at colleges and universities throughout the country. The responsibilities of the Collegiate Chapters Chair are as follows:

1. Encourage the establishment of new collegiate chapters in the state.
2. Help to identify college faculty members who would be effective advisors for a collegiate chapter.
3. Help support the continuing viability and success of existing collegiate chapters
  - a. Help existing collegiate chapters make important contributions to their institutions, their communities, and GMTA
  - b. Encourage student members to get involved in state conferences, communicate and collaborate with chapters at other schools, and attend and participate in local association meetings and events
  - c. Encourage local associations to plan events to which collegiate chapter members are invited and in which they can participate
  - d. In conjunction with the VP/Program, plan a session/s at the state conference that will involve and attract collegiate members
4. Attend all Executive Board meetings (April and August) and submit a written report in advance for each meeting.

## **GEORGIA MUSIC TEACHERS ASSOCIATION**

### **FINANCE/ADVISORY COMMITTEE**

#### **JOB DESCRIPTION**

REVISED, JULY 2017

1. Call meetings of the FAC as needed to conduct the business of GMTA. One meeting specifically to discuss GMTA budget for the next fiscal year shall be held in March or April.
2. Record minutes of all meetings and distribute to members following the meetings.
3. Attend Executive Board meetings (April and August) and bring motions for vote from the FAC.
4. Update the Procedural Manual during even-numbered years.

## **GEORGIA MUSIC TEACHERS ASSOCIATION**

### **GMTA AWARD FUNDS CHAIR**

#### **JOB DESCRIPTION**

REVISED JULY, 2017

1. Submit reports for GMTA Newsletter as requested. At least once per year, include in the newsletter article the names of those individuals or groups who have contributed to the GMTA Award Funds.
2. Email Local Association Presidents in September and ask for donations for the raffle that will be held at the GMTA Conference. Include some ideas for donations (various gift baskets, gift certificates, performance tickets, etc.) Monitor the Award Fund table during the duration of the conference and encourage members to donate to the fund. (All money will be deposited into the GMTA Award Funds.) Maintain a list of all donors for inclusion in the GMTA Newsletters.
3. Be an advocate for the GMTA Award Funds by promoting the fund to local association presidents, GMTA officers and members.
4. Attend all Executive Board meetings (April and August) and submit a report in advance for each meeting.

## **GEORGIA MUSIC TEACHERS ASSOCIATION**

### **GMTA JUDGES LIST CHAIR JOB DESCRIPTION REVISED JULY, 2017**

1. Keep the list of GMTA judges current.
2. Notify the Executive Director of any changes so that these corrections can be made on the website.
3. Keep rules and application form updated for those desiring to apply as a judge (submit changes to the Executive Director).
4. After approving new applications, send the judge's name, instrument, and judging level(s) to the Executive Director to be added to the website.
5. Encourage new members to apply as judges through announcements at Executive Board meetings and conferences.
6. Establish a full review of names and areas of judging every 4 years.

## **GEORGIA MUSIC TEACHERS ASSOCIATION**

### **INDEPENDENT MUSIC TEACHERS FORUM (IMTF) JOB DESCRIPTION REVISED JULY, 2017**

The IMTF State Chair functions primarily as a liaison between the IMTF National Chair and the members of GMTA. The IMTF State Chair oversees activities and concerns of the IMT (Independent Music Teacher) on the state and local levels and has the following responsibilities:

1. Occasionally, contribute a column to the GMTA Newsletter.
2. Encourage attendance at state and national conferences.
3. Attend state conference and plan a session if asked/encouraged by VP/Program addressing IMTF issues.
4. Bring to the attention of the membership items or issues pertaining to IMT's that are presented at state and national conferences.
5. If possible, attend national conference to represent your state at the IMTF meeting for state and local chairs, IMTF open meeting and IMTF related sessions.
6. Encourage IMTs to become Nationally Certified.
7. Communicate with the President regarding any problems or items of concern pertaining to occupational licensing, zoning, or other legal matters.
8. Attend all GMTA Executive Board meetings (April and August) and submit a written report in advance for each meeting.

## **GEORGIA MUSIC TEACHERS ASSOCIATION**

### **WELLNESS CHAIR JOB DESCRIPTION REVISED JULY, 2018**

The Wellness Chair functions primarily as a liaison between MTNA and the members of GMTA. The Wellness Chair oversees activities and concerns of Wellness on the state and local levels and has the following responsibilities:

1. Occasionally, contribute a report for the GMTA Newsletter.
2. Bring to the attention of the membership items or issues pertaining to Wellness that are presented at state and national conferences, or through MTNA correspondence.
3. Attend all GMTA Executive Board meetings (April and August) and submit a written report in advance for each meeting.

## **GEORGIA MUSIC TEACHERS ASSOCIATION**

### **MTNA FOUNDATION CHAIR JOB DESCRIPTION REVISED JULY, 2017**

The MTNA FOUNDATION is committed to keeping America's musical future alive for succeeding generations by supporting programs that demonstrate the value and enhance public understanding of the music teaching profession. The MTNA FOUNDATION supports and advocates comprehensive programs that nurture the creation, performance, study and teaching of music. The State MTNA Foundation Chair functions primarily as a liaison between the National MTNA Foundation Chair and the members of GMTA. The responsibilities are as follows:

1. Increase awareness of the FOUNDATION, its mission and its goals within the membership and local community.
2. Encourage members to participate in the support of music education through the FOUNDATION
3. Develop ways to cultivate new donors and to maintain/increase contributions from past donors
4. Encourage local associations to appoint FOUNDATION chairs.
5. Establish and maintain contact with local association FOUNDATION chairs, keeping them informed and assisting them with ideas and encouragement.
6. Keep the membership informed of the various programs and projects the FOUNDATION supports.
7. Keep state newsletter editors informed and encourage them to include a regular FOUNDATION column in state newsletters. Newsletter article deadlines are August 1, December 1, and May 1.
8. Staff a FOUNDATION table at state conferences providing attendees with information about the FOUNDATION and opportunities to contribute; National Headquarters will assist by providing brochures, buttons, stickers and contribution forms upon request.
9. Monitor the MTNA Foundation table during the duration of the conference and encourage members to donate to the fund. A raffle will be held for a piano bench. Raffle tickets are \$10 each. Maintain a list of all donors for inclusion in the GMTA Winter Newsletter (article due to VP of Newsletters on December 1).
10. Develop methods at public meetings, such as state conferences, local association meetings, recitals, etc., to keep the MTNA FOUNDATION before the membership.
11. Acknowledge contributions to the MTNA FOUNDATION in the GMTA Newsletters. Newsletter article deadlines are August 1, December 1, and May 1.
12. Design creative methods to solicit funds from the membership as well as from community businesses and citizens.
13. Submit a written report at all meetings of the GMTA Executive Board (April and August).

State Chairs are also asked to keep in touch with the FOUNDATION Staff at National Headquarters. It is important that any problems, suggestions and activities within the state and local associations be communicated. In this way, ideas may be shared on ways to increase donations and promote the goals of the FOUNDATION.

## **GEORGIA MUSIC TEACHERS ASSOCIATION**

### **THEORY CHAIR JOB DESCRIPTION**

REVISED OCTOBER 2017

1. Responsible for being a knowledgeable resource as well as providing a unified and informed voice on music theory matters to both the GMTA leadership and its members. At a minimum, the Theory Chair should have successfully completed all required music theory and ear training coursework (typically 2 full years) at an accredited college or university, preferably with high grades. The Theory Chair should also be knowledgeable about the various areas of music theory over which reasonable musicians disagree and be able to clearly explain and/or defend the choices made in the GMTA Theory Curricula.
2. Responsible for appointing and supervising administrators for GMTA's two music theory areas: GMTA Theory Tests (GTTs) & Georgia Auditions Theory Tests (GATEs). The GMTA Theory Chair may serve as one of the Administrators, if necessary. These volunteers, along with the Theory Chair and any other members-at-large appointed by the Theory Chair, form the GMTA Theory Committee. The members of the Theory Committee report to the Theory Chair, who reports to the Executive Board.
3. Responsible for maintaining open communication with the two theory Administrators and assisting with the execution of their responsibilities, if needed. The Theory Chair must maintain and monitor an active email account that is checked at least daily.
4. Responsible for meeting with the Theory Committee each year to review the programs' past performance and plan for the future.
5. Attend the annual GMTA Conference if at all possible, interacting with members & inviting informal comments and suggestions, when practical.
6. Review calendars of events & deadlines submitted by Administrators. Once approved, the Theory Chair will then submit both calendars to the GMTA Executive Board at the August board meeting for inclusion in GMTA's calendar.
7. Responsible for sending reports of results to VP/Newsletters for inclusion in the Summer GMTA Newsletter (deadline to submit information to VP Newsletters is May 1)
8. Responsible for sending all results to GMTA President and Executive Director for inclusion on the GMTA Website
9. Responsible for updating the GATE Exemption List each summer to be posted on the GMTA Website

10. Responsible for apprising GMTA President and Executive Director of any updates/deletions/additions to GMTA Website in Theory area
11. Attend all Executive Board meetings (April and August) and submit a report in advance for each meeting.
12. GMTA Theory Test Administrator duties:
  - a. Responsible for creating, mailing, & grading the GMTA Theory Tests.
  - b. With the advice of the Theory Chair, appoints a committee to assist in implementing the GMTA Theory Tests.
  - c. Maintains the theory test curriculum, including making recommendations and suggesting revisions to the Theory Chair.
  - d. Coordinates having the theory tests engraved and the ear training examples recorded and copied onto CDs.
  - e. A typical calendar is as follows:
    - i. Summer: meet with committee to review the past year's performance, review the curriculum, and plan for the subsequent school year. Oversee the creation/design/update of the content of the tests.
    - ii. August 1: Submit calendar of events to Theory Chair for approval.
    - iii. August: Deadline to have tests engraved & ear training CDs recorded.
    - iv. September: Proofread tests & check CDs for errors.
    - v. October 1: Postmark deadline to mail tests to each Local Association.
      1. One copy of each Level
      2. Ear training CD(s)
    - vi. LAs administer the tests through the spring deadline, and they should mail them to the GTT Administrator by March 15.
    - vii. Grade the tests. More than one committee member may grade the tests, but it is strongly preferred that only one person grade an entire level to maintain consistency.
    - viii. If possible, email results (students' names & test scores only) to participating members.
    - ix. Prepare a spreadsheet with all the participants' information and scores.
    - x. Print achievement certificates for all participants.
    - xi. May 1: Postmark deadline to mail participants' tests & certificates to their teachers.

- xii. Prepare report for inclusion in GMTA's Summer newsletter, including individual results of the tests, and send to Theory Chair for final review & submission.

13. GATE Administrator duties:

- a. Responsible for creating & distributing/emailing GATEs to LAs via the local theory chairs.
- b. With the advice of the Theory Chair, appoints a committee to assist in implementing the GATEs.
- c. Maintains the GATE curriculum, including making recommendations and suggesting revisions to the Theory Chair.
- d. A typical calendar is as follows:
  - i. Summer: meet with committee to review the past year's performance, review the curriculum, and plan for the subsequent school year. Oversee the creation/design/update of the content of the exams.
  - ii. August 1: Submit calendar of events to Theory Chair for approval.
  - iii. October 1: Deadline to finalize exams for distribution to LAs.
  - iv. Fall & Spring: Email GATEs & instructions to local theory chairs 2 weeks prior to administration date(s). LAs may administer and grade the exams up until the registration deadline for GMTA Regional Auditions.
  - v. Receives reports via spreadsheet from each LA with individual results of GATEs.
  - vi. Completed & graded tests. Although graded tests cannot be returned to members until after the registration deadline for GMTA Regional Auditions, local theory chairs may allow members to view their students' graded tests provided the tests remain in possession of the theory chair and members do not copy, scan, photograph, or otherwise record them.

## **GEORGIA MUSIC TEACHERS ASSOCIATION**

### **COLLABORATIVE PERFORMANCE CHAIR**

#### **JOB DESCRIPTION**

**REVISED JULY, 2018**

The Collaborative Performance Chair functions primarily as a liaison between MTNA and the members of GMTA. The Collaborative Performance Chair oversees activities and concerns of Collaborative Performing on the state and local levels and has the following responsibilities:

1. Occasionally, contribute a report for the GMTA Newsletter.
2. Bring to the attention of the membership items or issues pertaining to Collaborative Performance that are presented at state and national conferences, or through MTNA correspondence.
3. Attend all GMTA Executive Board meetings (April and August) and submit a written report in advance for each meeting.

## **GEORGIA MUSIC TEACHERS ASSOCIATION**

### **COMMISSIONING CHAIR**

#### **JOB DESCRIPTION**

**REVISED AUGUST, 2018**

The Commissioning Chair functions primarily as a liaison between the MTNA Distinguished Commissioned Composer program and the Commissioned Composer Selection Committee of GMTA. The Commissioning Chair has the following responsibilities:

1. Work with the President to appoint a Commissioned Composer Selection Committee.
2. Meet the committee to selection the nominee. Follow carefully all of the instructions provided to you by MTNA.
3. Occasionally, contribute a report for the GMTA Newsletter.
4. Bring to the attention of the membership items pertaining to Composing or the Commission Composer Program.

5. Attend all GMTA Executive Board meetings (April and August) and submit a written report in advance for each meeting.



## **GEORGIA MUSIC TEACHERS ASSOCIATION**

*Affiliate of the  
Music Teachers National Association*

### **PROCEDURAL MANUAL**

The GMTA Procedural Manual is a compendium of the current procedures, systems, and policies of the Georgia Music Teachers Association.

*Revised and Updated  
August 18, 2018*

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## **1.0 Archivist**

1.1. The Executive Director will serve as the GMTA archivist. The duties of the archivist shall be to collect and to keep in a secure place all items of historical interest to GMTA, including programs, publications, photographs, and the official minutes and financial documents of GMTA and the GMTA Executive Board. These documents will be stored electronically on the GMTA computer and backed up with an off-site server.

## **2.0 Auditions and Competitions**

### **2.1. Judges**

2.1.1. Judges for GMTA Local, Regional, and State Auditions and MTNA Competitions may not solicit or recruit students before, during, or after the event. Written notification of this policy shall be the responsibility of the Vice-President/GMTA Auditions and the Vice-President/MTNA Competitions. This statement will be included in the judges' contracts, which must be presented to and signed by the judges prior to the Auditions/Competitions.

2.1.2. Judges' fees for GMTA Auditions and MTNA Performance Competitions will be \$200 for up to 4 hours of judging, \$300 for 4-8 hours, and \$400 for more than 8 hours. Judges will be compensated for the following:

- a. 30-minute orientation session
- b. Actual judging time
- c. 15-minute deliberation session
- d. Breaks and lunch are not included in the computation.
- e. If judging on multiple days, orientation session will be compensated for each day.

f. lunch will be provided by GMTA for each judge.

~~will be \$150 for under 4 hours, \$200 for 4 hours plus \$40 for each additional hour, \$20 for any remaining half hour, and \$10 for any remaining quarter hour.~~ Student cancellations will not affect judges' compensations. No lodging, meals, or travel expenses will be paid by GMTA to any judge.

2.1.3. Judges' fees for MTNA Performance Competitions will be \$300 for a full day and \$200 for up to 4 hours.

2.1.4. Student cancellations within 7 days of the event will not affect judges' honorariums. Each day of judging is considered separately if a judge is judging for multiple days. No lodging, meals, or travel expenses will be paid by GMTA to any judge.

2.1.3. The Vice-President/GMTA Auditions and the Vice-President/MTNA Competitions must submit schedules for all the judges, to include 30 minutes for orientation and 15 minutes for deliberation, to the GMTA President. The GMTA President will then determine the number of hours judged for each judge for the various competitions. The GMTA President will submit this information on the Judges' Compensation Form to the Executive Director. The Vice-Presidents should

notify the judges that their checks will be mailed to them by the GMTA Executive Director after the conclusion of the event.

2.1.4. The Vice-President/GMTA Auditions and the Vice-President/MTNA Competitions should review the judges' fees/compensation report biennially in even numbered years. Recommendations should be presented to the FAC, which is responsible for fiscal oversight.

2.1.5. Judges will be given guidelines along with their schedule. The State Auditions guidelines will instruct the judges to select approximately 75% of the students in each grade to receive recognition; of those 75%, 1/3 should receive OP, 1/3 AE and 1/3 HM. At Local and Regional Auditions, judges may designate as many OP, AE, and HM awards as they deem appropriate, with the following stipulations: only those receiving OP may advance to the Regional and State Auditions; no more than 10 OP's per grade level may be awarded at Local Auditions, and no more than 7 OP's per grade level may be awarded at Regional Auditions.

2.1.6. The Vice-Presidents/MTNA Competitions and GMTA Auditions will arrange for hospitality to be provided for the judges and Competitions/Auditions staff and will monitor the allotted budget funds for the current year. Check the current year spring executive board minutes of the budget on the GMTA website.

~~2.1.7. The Vice President/MTNA Competitions will arrange for hospitality to be provided for the judges and Competition staff and will monitor the allotted budget funds for the current year.~~

2.1.7. Composition judges will be paid \$125 per judge, inclusive of expenses. The ~~MTNA Composition Chair~~ VP of Competitions shall send the Executive Director the names of the composition judges and the mailing address for each judge. The checks for the composition judges' honoraria will be mailed no later than October 15 one week after the conclusion of the Composition Competition.

**2.2. Event Sites:** Each administration shall evaluate the GMTA Auditions site and the MTNA Competitions site to determine if a change in location is advisable. This evaluation should include the Conference site to determine whether it will be separate from the MTNA Competitions date and site.

**2.3.** Names of student Winners will be published in the GMTA Newsletter and on the GMTA Website. Requests for other information (i.e., names, addresses, telephone numbers, etc.) regarding GMTA/MTNA participants will not be honored. The Vice-President/GMTA Auditions and the Vice-President/MTNA Competitions are responsible for informing their staff of this policy and for its enforcement.

**2.4.** All expenditures in excess of the budgeted allowance must be pre-approved by the Executive Director.

## **2.5. GMTA Auditions**

## 2.5.1. Event Reports

2.5.1.1. An Auditions report (giving number of participants and teachers by category) from the Vice-President/GMTA Auditions shall be compiled annually with the assistance of the Regional Coordinators, Category Chairs and the Executive Director. This report shall be presented to the GMTA Executive Board at the first meeting following the GMTA Auditions.

2.5.1.2. The Auditions report from the Vice-President/GMTA Auditions shall also be sent to the Vice-President/Newsletters and to the Executive Director for inclusion in the Summer GMTA Newsletter and the website. This report shall include the award recipients, their teachers, and the Local Associations they represent.

## 2.5.2. Terms

2.5.2.1. **For GMTA Auditions**, Outstanding Performer, Award of Excellence, and Honorable Mention (OP, AE and HM) terminology should be used for the award recognitions given.

2.5.2.2. **For MTNA Competitions**, the terms Finalist **or Representative** will be used to designate those students advancing to the next level.

## 2.5.3. Organization of Audition Events

2.5.3.1. Local and Regional Auditions are for Pre-College Piano Grades 4-11 only. All other grade levels and events will compete at the State Auditions.

2.5.3.2. Piano, Grades 4-11, will participate in the Local Association Auditions. Finalists in Grades 4-11 will proceed to the next level. Piano Grade 12, College Piano, Voice, Strings/Guitar and Brass/Woodwinds will participate at the State Auditions only.

2.5.3.3. Local Association Finalists in Grades 4-11 will progress to the Regional Auditions Event.

### 2.5.3.4 Regional Auditions

2.5.3.4.1 A maximum of 10 students per grade level may be sent to Regionals from each Local Association Audition Event.

2.5.3.4.2 A maximum of 7 students per grade level will be sent to the State Auditions from every Region. All students advancing from Regional Auditions to State Auditions must be awarded OP. The total number of entries for each grade level will be 35 students based on 5 regions.

2.5.3.4.3 For Regional Auditions, the Vice President of Auditions will send judges' names and email addresses to the GMTA Executive Director by the deadline for Regional Auditions.

2.5.3.4.4 For Regional Auditions, the judging schedules, to include 30 minutes for orientation and 15 minutes for deliberation, are to be sent to the Vice President/ Auditions, in consultation with the GMTA President, for approval. An approved schedule will be forwarded to the GMTA Executive Director. Once approved, the schedule then may be disseminated to the respective teachers and students.

2.5.3.5. The following participants will progress to the State Auditions Event: Regional Finalists and Entrants for Grade 12, Concerto, Voice, and Brass/Woodwinds/Strings/Guitar.

2.5.3.6. The GMTA Auditions Theory Examination (GATE) will be required of every Pre-College Piano (Grades 4-12) and Piano Concerto entrant. The fees for GATE are set by GMTA, and Local Associations are not allowed to add additional fees for GATE.

2.5.3.7. At the State Auditions, one Outstanding Performer from each grade level will be selected by the judge as a Conference Recitalist and will perform at the GMTA Conference, except in 12<sup>th</sup> grade Auditions.

2.5.3.8 One Outstanding Performer selected from each of the 12<sup>th</sup> grade Auditions categories (Voice, Strings, Woodwinds/Brass) may be selected by the judge to receive a Senior Cash Award from GMTA, if available. The Senior Piano Cash Award is currently provided by a grant from Steinway Pianos.

2.5.3.9. Master Class performers are selected by the judge from the Outstanding Performers at the State Auditions in Pre-College Piano Grades 9-11. A total of two performers per grade may be selected.

2.5.3.10. Master Class and Recital Alternates

2.5.3.10.1. Master Class Alternates are selected by the judge from the Outstanding Performers at the State Auditions in Pre-College Piano Grades 9-11. A total of two per grade may be selected.

2.5.3.10.2. Conference Recital Alternates are selected by the judge from the Outstanding Performers at the State Auditions in Pre-College Piano Grades 4-8. A total of two per grade may be chosen.

2.5.3.10.3. If the Conference Recitalist for a certain grade is unable to perform, then the Master Class performer for that grade becomes the Recitalist and the 1st Alternate becomes the Master Class performer.

If the 1st Alternate is unavailable, then the 2nd Alternate becomes the Master Class performer.

2.5.4. A student may enter in a grade level only one time. A student cannot repeat a grade level.

2.5.5. In the event an orchestra is available at the Conference for the Concerto Winners, the performers will be asked to perform the same piece used in the competition, and the performers need not supply an accompanist. If an orchestra is unavailable, GMTA will pay an honorarium of \$200 to each accompanist.

2.5.6. Any changes in the Auditions fees and regulations that are recommended by an Auditions Committee and approved by the FAC and the GMTA Executive Board shall be emailed by the President-elect to the Local Association Presidents (LAPs). It is the responsibility of the LAPs to disseminate the information to the Local Auditions Chairs and Association members through news outlets such as email, local newsletters, and directories. The Vice-President/GMTA Auditions shall also notify the webmaster GMTA Executive Director of Auditions changes so that the GMTA Website can be updated.

2.5.7. GMTA Collegiate members shall not have the right to enter students in the GMTA Auditions.

## **2.6. MTNA Competitions**

2.6.1. An MTNA Competitions report shall be compiled annually by the Vice-President/MTNA Competitions with the assistance of the State Chairs and the Executive Director. This report shall be presented to the GMTA Executive Board at the first meeting following the Competitions, shall be printed in the Winter GMTA Newsletter, and shall be included on the GMTA Website.

2.6.2. ~~The deadline for the Vice-President/MTNA Competitions to give the schedule to the GMTA President is October 15<sup>th</sup> of every year.~~ The deadline for the Vice-President of MTNA Competitions to give the schedule to the GMTA President is 3 weeks after registration has been closed. The schedule will include the orientation session(s), judging time, and deliberation session.

2.6.3. Scheduling for MTNA Competitions should be based on random selection.

2.6.4. If there is only one entry in a category, that entrant is automatically declared as State Representative. Based on scheduling, State Representatives may or may not be allowed given the opportunity to perform for a judge at the MTNA Competitions. If invited, the entrant may decline that invitation. The decision regarding this performance will be made by the GMTA VP of Competitions. All state representatives will be invited to perform at the winner's winners' recital at the GMTA Conference.

2.6.5. The exact dates for specific competitions will not be available until all events have been scheduled following the application deadline. Any times and dates prior to this will be considered tentative.

### **3.0 Award Funds**

3.1. ~~The Composition Award Fund~~, The Betty Nolting Award Fund for Composition, initially funded by Betty Nolting in 1987, ~~(to be renamed the Betty Nolting Award at the time of her death)~~ is an award given annually to first-place winners in the MTNA Student Composition Competition in each age category. The amount of the award will be a maximum amount of 90% of the earnings for that year plus any subsidy from the GMTA operating budget, divided by the number of first place winners. Additional donations will be accepted and added to the principal. The principal will be invested at the discretion of the FAC. The first award was presented in 1988, and the name of the fund was changed in 2017 per her request upon her death.

3.2. The Broadhurst Junior Piano Award Fund was established in 1992 by the Broadhurst family in commemoration of Joan Broadhurst. This award will be given annually to the MTNA Junior Piano Performance Competition winner. The amount of the award will be 90% of the earnings for that year. Additional donations will be accepted and added to the principal. The principal will be invested at the discretion of the FAC. The first award was presented in November of 1992.

3.3. The GMTA Honors Award Fund was established in 1993 to include honorary and memorial gifts. Awards are made from this fund at the discretion of the FAC.

3.4. Future award funds may be established and named in honor of any person or organization. The minimum amount required to establish a fund is \$10,000. The maximum amount of the award shall be 90% of the earnings for that year. The FAC reserves the right to make the final decision of the award recipient, taking into consideration the wishes of the fund initiator.

3.5. GMTA Award Fund donors will be recognized in the GMTA Newsletter.

### **4.0 Calendar**

4.1. The GMTA calendar should reflect 1 ½ to 2 years of future dates wherever it is published (i.e., GMTA Website and Newsletters)

### **5.0 Certification**

5.1. Newly certified teachers will be recognized at the Conference Banquet.

5.2. As funds allow, newly certified teachers may be given a stipend to defray a portion of their certification application fee. The amount of the stipend will be determined at the FAC Budget Meeting each spring.

### **6.0 Chairs**

6.1. Chairs who serve on the GMTA Executive Board are: Arts Awareness and Advocacy, Certification, Collaborative Performance, College Faculty, Collegiate Chapters, Commissioning, Finance/Advisory Committee (FAC), GMTA Award Funds,

Independent Music Teachers Forum (IMTF), MTNA Foundation, Judges List, Technology, Theory, and Wellness. The President-elect selects the Chairs in even-numbered years when the President-elect is to take office. These appointees are approved by the GMTA Executive Board at its meeting immediately following the conclusion of the Conference.

6.2. Chairs' dues should be paid by June 30<sup>th</sup> to be considered members in good standing.

## **7.0 Collegiate Chapters**

7.1. Collegiate Chapters may be formed by sponsoring institutions. Each chapter shall have a sponsor or advisor who is an active member of GMTA and MTNA.

## **8.0 Commissioned Compositions**

8.1. The permanent collection of GMTA/MTNA Commissioned Compositions will be stored at the Kennesaw State University (KSU) Music Library. The compositions will be catalogued through the KSU Main Library and will be kept in the KSU Music Library available to interested parties.

8.2. ~~The GMTA President is responsible for following the rules and regulations of the MTNA Composers Commissioning Program.~~ The GMTA President, in conjunction with the commissioning chair, shall be responsible for the selection of the GMTA Commissioned Composer and for following the rules and regulations as found on the MTNA Website.

## **9.0 Conferences**

9.1. All GMTA members attending the Conference will pay the registration fee, including officers, chairs, presenters, performers, presiders, and monitors.

9.2. The VP of Programs and the GMTA President will receive free conference registration as well as free banquet and box lunch tickets.

9.3. GMTA collegiate members and the students and faculty of the host institution who are GMTA members should receive complimentary Conference registration, but no complimentary banquet tickets. At the discretion of the GMTA President, one music executive of the host institution may be offered complimentary Conference registration if he/she is not a member of GMTA. ~~Clinicians, presenters, and performers who serve as~~ Designated headliners who are not members of GMTA receive complimentary Conference registration, ~~but no complimentary banquet tickets unless authorized by the Vice-President/Programs and the GMTA President.~~

9.4. Complimentary banquet tickets should be given to any MTNA National or Division Representative, the administrative representative of the host institution and guest, the music executive of the host institution and guest, the guest artists the designated headliners, GMTA Teacher of the Year, Executive Director, and banquet performers. Other guests may be considered for complimentary banquet tickets at the discretion of the Vice-President/Programs and the GMTA President.

9.5. No GMTA member receives a fee for serving as a clinician, presenter, or performer at a GMTA Conference. Reimbursement of expenses incurred by clinicians, presenters, or performers for expenses will be left to the discretion of the Vice-President/Programs and the GMTA President, according to need and funds available.

9.6. GMTA supports an active exhibit program at its annual Conference to the extent that the host institution and GMTA are capable of providing facilities and to the extent that the exhibits are not counter to the philosophy of the host institution or GMTA. GMTA will facilitate the sale of exhibit space. The FAC will establish the price per table. Since exhibit space is limited, requests will be granted as applications are received. The Executive Director, with the approval of the GMTA President, may waive the fee for conference exhibit tables for music-related non-profit organizations, provided space is available. GMTA and the host institution do not assume security responsibility for exhibitors' property. Exhibitors will need to remove valued merchandise from the college or find an approved secured place to store items after registration closes for the day. No pedagogical or performance activities (e.g., workshop, master class) may be presented by exhibitors at the exhibit area.

9.7. The host institution for the annual GMTA Conference will be offered a complimentary exhibit table at the Conference.

#### 9.8. Conference Program Advertising

9.8.1 The host institution for the annual GMTA Conference will receive a complimentary 5"x 8" advertisement space in the GMTA Conference program.

9.8.2. A discount is offered for Conference Program advertising purchased in conjunction with Newsletter advertising.

9.9. Colleges and universities other than the host institution, as well as other organizations, wishing to hold receptions or hospitality may do so at sites other than the host institution and must assume responsibility for all arrangements and publicity.

9.10. The Local Association(s) may be asked to assist the Vice-President/Programs with the annual Conference.

9.11. The Past Presidents may periodically be recognized at GMTA Conference banquets.

9.12. New 50 Year GMTA Members will be recognized at the GMTA Conference banquet and receive a free banquet ticket.

9.13. A proposed Conference budget shall be compiled annually by the Vice-President/Programs with the assistance of the GMTA President and the Executive Director. This budget will be presented to the Executive Director by February 1<sup>st</sup>.

The proposed Conference budget will be incorporated into the general operations budget, prepared by the FAC at its budget planning meeting.

9.14. The Executive Director will provide the Conference headliners and the commissioned composer with IRS Form 1099 for tax purposes.

9.15. The Executive Director, in consultation with the Vice-President/Programs, will prepare contracts for the Conference headliners and the Conference host institution.

9.16. Conference Recitals and Master Class

9.16.1. GMTA members may attend the Master Class or Student Recitals in which their student is performing without having to pay one-day conference registration.

9.16.2. GMTA members who are registered for the conference may bring non-participating students and their parents to the Master Class or Student Recitals.

9.16.3. GMTA members who have not registered for the conference will not be charged to attend the headliner concert if the general public will not be charged admission

9.17. In odd numbered years, there will be a Conference drawing of first-time attendees. The winner(s) will receive complimentary Conference registration for the following year's Conference.

9.18. The winning Local Associations in the Membership Campaigns will each receive one complimentary Conference registration.

9.19. Time needs to be allotted for tuning of the pianos for the Conference.

9.20. All expenditures in excess of the budgeted allowance must be pre-approved by the Executive Director.

9.21. Only live performances will be accepted at the GMTA Conference for GMTA Auditions recitals and MTNA performance and composition competitions recitals. This policy is in keeping with the MTNA Southern Division competitions and the MTNA National competitions.

9.22. Conference Cancellation Policy: Before the pre-registration deadline, the full registration fee, less a \$20 cancellation fee, will be refunded. After the deadline, a percentage of the registration fee, less the \$20 cancellation fee, may be refunded at the discretion of the Executive Director and the President. No meal refunds are given after the pre-registration deadline.

### **10.0 Directory**

10.1. A GMTA Membership Directory will be available on the GMTA Website. The Executive Director will update the Membership Directory weekly from July-December and biweekly from January-March.

10.2. In an effort to make new members more engaged in GMTA, the Executive Director will send a membership brochure to each new member of the Association.

### **11.0 Executive Board Meetings and Minutes**

11.1. Any main motion to come before the GMTA Executive Board must be presented to the GMTA President in writing thirty days prior to the GMTA Executive Board meeting. If financial consideration is involved, any motion exceeding \$500 must come before the FAC prior to the GMTA Executive Board meeting.

~~11.2. All GMTA financial statements and GMTA minutes are to be backed up into an electronic data storage unit—(listed under Archivist 1.1)~~

11.3. Since the GMTA Executive Board meeting minutes are sent to the GMTA Executive Board two weeks in advance, the minutes do not have to be read at the actual GMTA Executive Board meeting and will be presented for approval.

### **12.0 Executive Director (Paid Administrator)**

12.1. The Paid Administrator is known as the GMTA Executive Director.

12.2. The Executive Director shall handle all funds of GMTA and make a report of the financial condition of the organization at the annual business meeting of GMTA and at all meetings of the GMTA Executive Board. The records of the Executive Director shall be reviewed annually by an accountant engaged by the ~~GMTA President~~ the FAC.

12.3. The Executive Director will update the job description for the position and present it to the FAC at the annual budget planning meeting in odd-numbered years.

12.4. In addition to the maintenance of an in-home GMTA office, the areas of responsibility for the Executive Director will include solicitation of advertisements, assisting with the layout of the Conference Program, website editing, uploading of the GMTA Membership

Directory, monitoring and facilitating online Auditions registrations, preparation of financial statements and budgets and assistance with the annual financial reviews. The Executive Director acts as Conference registrar and exhibit coordinator and as liaison between MTNA, the GMTA Executive Board, Local Associations and the GMTA membership. GMTA will pay the monthly phone charges for a GMTA phone in the home of the paid administrator.

12.5. The Executive Director's salary will be stated annually in the GMTA budget.

12.6. The Executive Director shall attend the GMTA Executive Board meetings as an ex-officio member (without vote) and shall present current financial statements, submit quarterly financial statements to the FAC, attend FAC meetings as an ex-officio member, and attempt to recover losses resulting from returned checks.

### **13.0 Finance/Advisory Committee (FAC)**

13.1. The GMTA President shall appoint one to three members to serve on the FAC along with the GMTA President, the Immediate Past President, the President-elect and the Executive Director (ex-officio without vote).

13.2. The term of service for the three members serving on the committee due to the office they hold (President-elect, GMTA President, and Immediate Past President) will expire when their term as Immediate Past President ends. The term for non-officers will be three years. Past committee members may be asked to serve in an advisory capacity.

13.3. The FAC Chair shall be appointed by the GMTA President. Traditionally, the Immediate Past-President is appointed as chair of the FAC.

13.4. The FAC shall prepare a budget to be presented to the GMTA Executive Board for its approval at the last meeting prior to the beginning of the fiscal year.

13.5. The FAC shall be responsible for reviewing the Procedural Manual (PM). Any revisions to the PM must be approved by the GMTA Executive Board.

13.6. The FAC shall serve in an advisory capacity to the GMTA President and the GMTA Executive Board.

### **14.0 Financial Policies (other than Auditions/Conferences)**

14.1. When a contribution from GMTA (a fee, etc.) is based on the number of GMTA members, unless otherwise specified by Southern Division or MTNA, the number should be the total number of paid regular members and should not include collegiate members since their membership dues are not sufficient to warrant inclusion in extra expenses.

14.2. GMTA reserves the right to discontinue service to advertisers whose accounts are delinquent for more than four months.

14.3. The GMTA President, ~~President-elect, Immediate Past President~~ and Executive Director will sign the signature card required by GMTA's bank.

14.4. No GMTA member shall receive any compensation from GMTA (including travel, food, or lodging) for serving in any capacity except in those cases specifically provided by GMTA policy or by GMTA Executive Board decision. As funds allow, the VP/Competitions and VP/Auditions will receive a stipend to assist with mileage and travel expenses. The amount of the stipend will be determined at the FAC Budget Meeting each spring.

14.5. GMTA provides an Expense Report form for the GMTA officers and chairs to be reimbursed for eligible expenses. Eligible expenses include office supplies, copies, postage and phone charges necessary to complete their duties. GMTA will not reimburse expenses for printer cartridges. Receipts must be attached to the expense report form, and the form must be mailed to the Executive Director **within 45 days of any receipt in the report or by June 1, whichever comes first.** ~~GMTA's fiscal year ends on June 30<sup>th</sup>. All expense reports must be submitted prior to that date in order to be included in the appropriate budget. At the end of each administration's term, all expense reports must be received in the GMTA office no later than December 1<sup>st</sup>.~~

14.6. As funds allow, mileage and travel expenses are paid only to the GMTA President (or designate) as GMTA's official representative to the MTNA Leadership Summit, MTNA Southern Division Meeting and Competitions and the MTNA Conference.

14.7. Officers' requests for expenses in excess of \$50, outside of budgeted items, should be submitted to the Executive Director and approved by the FAC prior to any purchase.

14.8. Any motion that involves expenditures exceeding \$500 must have the approval of the FAC prior to the GMTA Executive Board meeting.

14.9. The GMTA President may authorize non-budgeted expenditures of 0.5% of the budget and the FAC may authorize non-budgeted expenditures of 1.5% of the budget without the approval of the GMTA Executive Board.

14.10. GMTA will not honor requests to reissue checks for travel grants or student awards that have not been cashed within the fiscal year (July 1-June 30) in which they were awarded.

### **15.0 GMTA Recognition**

15.1. Special recognition of a GMTA member, other than the Teacher of the Year Award, must be approved by the FAC.

15.2. The President-elect shall have a plaque prepared (to be reimbursed by GMTA) to present to the outgoing GMTA President following the installation of the new officers.

15.3. Unless approved by the GMTA Executive Board, no other officer, chair, committee member, etc. shall receive a plaque or other item of recognition for serving a regular term of office.

15.4. Member Honors is a link on the GMTA Website. The Member Honors section includes information on the GMTA 50-year members, MTNA Awards & Recognitions, and the GMTA Teacher of the Year.

### **16.0 Judges List**

16.1. The GMTA Judges List, which is available on the GMTA Website, may be used by Local Audition chairs or festival chairs for assistance in locating potential judges who have letters of reference for the category in which they wish to judge and approval of the judges committee. Any GMTA member, whether on the list or not, may accept an invitation to judge any GMTA event. This list is to be an aid and not the only source from which judges may be selected. The (X) indicates the person's judging preference and shows that each applicant has two letters of recommendation to support this judging preference.

16.2. Any GMTA member interested in being included on the GMTA Judges List should consult the GMTA Website for application procedures.

16.3. Any further questions or requests for applications should be directed to the Judges List chair.

### **17.0 Membership Classifications and Policies**

17.1. GMTA is affiliated with MTNA, and all GMTA members must hold membership in MTNA. Membership in a Local Association is not mandatory; however, membership in a Local Association requires joining GMTA and MTNA. The membership year is July 1 to June 30, except student and six-month memberships.

17.2. GMTA offers the following types of membership:

- Active Membership:** This membership is open to all individuals professionally engaged in any field of musical activity. Active members are entitled to participate in all GMTA/MTNA activities and programs, to vote, to hold office, and to receive the official publications of GMTA. Recent college graduates will be granted half price state membership for one year, provided they join GMTA within one year of graduation.
- Senior Membership:** Members 70 years of age or older will receive a senior discount of 25% as of June 30, 2001. Those members who had been receiving a 50% discount prior to that date will continue to do so. Senior membership carries all of the privileges of Active membership.
- Collegiate Membership:** This membership is open to all college music students who are also members of an affiliated state association and a collegiate chapter if available. Collegiate members shall be entitled to attend programs of GMTA and to receive the official GMTA publications, but shall not have the right to vote, hold

office, or enter students in GMTA/MTNA competitions. The collegiate membership year is October 1 to September 30.

- **Patron Membership:** This membership is open to all individuals who are not professionally engaged in any field of music activity, but who wish to support the programs of GMTA/MTNA. Patron members are entitled to attend programs of GMTA/MTNA and to receive member publications, but do not have the right to vote or to hold office. (Note: State membership is not an MTNA Patron membership requirement.)
- **Retired Membership:** Retired membership is open to those who have been active members for at least 20 continuous years, are age 65 or greater and are essentially retired from teaching. A member must send written notice to the MTNA Executive Director for this class of membership to be activated. Retired members may vote, but cannot hold elective office at the division or national levels or enter students in MTNA competitions. A retired member must also be a member of a state affiliated association. Retired members will receive a discount of 50% as of August 31, 2010.
- **Six-Month Membership:** This membership is open to individuals meeting active member criteria, but who have never been members of GMTA/MTNA. The six-month membership runs from January 1 through June 30.
- **Honorary Lifetime GMTA Membership:** This membership is a special honor given to members with exceptional service to GMTA as well as MTNA. Any GMTA Teacher of the Year who becomes an MTNA Teacher of the Year will automatically become an Honorary Lifetime Member of GMTA. Members are also eligible for consideration for lifetime membership if they demonstrate exemplary service to the Association and to the music teaching profession and meet one of the following requirements: 1) served as an MTNA officer; 2) been designated as an MTNA Foundation Fellow. The presentation of honorary lifetime membership must be approved by the FAC and the Executive Board.

17.3. No requests for dues refunds will be honored after the beginning of the fiscal year (July 1). Prior to that time, dues may be refunded, but a processing fee of \$10 will be assessed.

17.4. State dues are traditionally raised \$2.00 every two years at the GMTA Executive Board meeting when the new GMTA President takes office.

17.5. All members are to abide by the current MTNA Code of Ethics. The MTNA Revised Code of Ethics may be found on the GMTA website, which includes a link to MTNA. Local Associations are encouraged to make this statement on their websites and in their bylaws, procedural manuals and/or directories.

17.6. Membership may be terminated by the member or revoked by GMTA as prescribed in the GMTA Procedural Manual or the GMTA and MTNA Bylaws. No person who has been convicted of a crime involving the sexual or other abuse of a person shall be a member of GMTA. Any accusation that a member of GMTA has been convicted of a crime involving sexual or other abuse of a person shall be reported to the GMTA President, who shall

immediately report the accusation to the President of MTNA, who shall appoint a three-person committee to ascertain the validity of the conviction. If the committee substantiates that a person has been convicted of a crime involving sexual or other abuse of a person, the President of MTNA shall immediately terminate the membership of the person. Any action authorized by the MTNA President in this resolution may be appealed to the Board of Directors of MTNA. Any membership terminated under this section shall be reinstated upon the filing with the MTNA President of a certified copy of the judgment reversing the conviction.

17.7. Regarding collection of membership dues: (a) statements will be issued by MTNA in the spring of each year, (b) payment is due upon receipt of the statement, (c) MTNA will send GMTA and its Local Associations a rebate check for membership dues on a regular basis, (d) a reminder notice will be sent by MTNA each summer.

17.8. Membership campaigns may be held beginning July 1<sup>st</sup> of even numbered years and ending on June 30<sup>th</sup> of the following year. The Local Association with the most new members and the Local Association with the highest percentage of new members will each receive one complimentary Conference registration.

### **18.0 Miscellaneous Policies**

18.1. Established procedural guidelines, which are adequately serving GMTA, shall not be changed solely for the purpose of accommodating individual officers or chairs.

18.2. Neither GMTA letterhead nor titles may be used by individual GMTA Executive Board members when expressing opinions – internally or externally – that are not officially those of GMTA. Neither may individuals imply that GMTA shares their views. In all cases, the GMTA President (or his/her designate) represents and speaks for the GMTA Executive Board and for the entire Association.

18.3. The Procedural Manual is available on the GMTA Website for each new term of officers and chairs.

18.4. The MTNA Foundation drawing will include individual contributions (one chance per \$10 contribution) made during the GMTA Conference in November.

18.5. Any changes in a Local Association's Constitution and/or Bylaws must be presented in writing to the Executive Board. Copies of the Local Association's Constitution and/or Bylaws will be kept in the GMTA office and the MTNA office.

18.6. Out-of-state persons who wish to have their presentations included in the Georgia's Own listing will be invited to join GMTA.

18.7. Requests to the GMTA office to announce events, scholarships, etc. will be forwarded to the President-elect to disseminate to the Local Association Presidents. Requests to

publicize job openings will be referred to the Presidents of Local Associations in the vicinity of the openings

### **19.0 MTNA State Portal**

19.1. On the State Portal of the MTNA Website where the state association officers/chairs are listed, the GMTA President-elect shall be listed as the Local Association Chair. The GMTA Vice-President/MTNA Competitions shall be listed as the MTNA Competitions Chair. The GMTA Vice-President/MTNA Competitions shall be responsible for forwarding all MTNA/Southern Division correspondence to the proper Division/Category Coordinators.

### **20.0 Newsletters**

20.1. GMTA publishes an online Newsletter three times per year. Publication and deadline dates are January 15 (deadline December 1), June 15 (deadline May 1), and September 15 (deadline August 1).

20.2. The GMTA Newsletter is to include only articles and news on the State, Southern Division, and National levels. Local Association news may be included in each GMTA Newsletter. An exception for some outstanding accomplishment may be considered by the VP/Newsletters and the GMTA President. News releases from colleges, individuals, etc. should not be considered so as not to set a precedent. Other articles not meeting the above criteria are available subject to space and current advertising fees.

20.3. Members may download the GMTA Newsletter from the GMTA Website.

20.4. A 15% discount will be offered to all advertisers who advertise in the Conference program, three issues of the GMTA Newsletter, and on the GMTA website. A 10% discount will be offered to all advertisers who advertise in the Conference Program and three issues of the GMTA Newsletter. In order to receive the 10% discount, the ad contract must be accompanied by payment or purchase order.

20.5. All GMTA Newsletter advertisements must be submitted electronically, preferably in JPEG form.

### **21.0 Officers**

21.1. Officers' dues should be paid by June 30<sup>th</sup> to be considered members in good standing.

21.2. The GMTA President shall preside at meetings of GMTA, shall call and preside at meetings of the GMTA Executive Board, and shall be empowered to conduct the day-to-day business of GMTA. The GMTA President shall, subject to the approval of the GMTA Executive Board, appoint committees as deemed necessary, and shall be a member ex-officio of all committees except the nominating committee.

21.3. The President-elect, in the absence of the GMTA President, shall perform the duties of the office. The President-elect shall serve the GMTA President in an assisting capacity, and shall serve as chair of the nominating committee in even-numbered years. The President-elect, upon completion of that term in office, shall become President of GMTA.

21.4. The GMTA President-elect shall serve as the Chair of the GMTA Teacher of the Year Selection Committee and shall appoint at least two other members to serve on the committee.

21.5. The Vice-Presidents shall perform duties applicable to their offices as requested by the GMTA President and GMTA Executive Board and prescribed by the parliamentary authority adopted by GMTA. If the President-elect is unable to preside in the absence of the GMTA President, then a Vice-President, selected by the GMTA Executive Board, shall preside in the absence of that officer. The GMTA Executive Board shall determine the number and titles of Vice-Presidents to be elected.

21.6. The Vice-President/Programs shall be responsible for planning and coordinating the GMTA Conference.

21.7. The Vice-President/Membership shall be responsible for membership promotion and shall assist in the establishment of Local Associations and Collegiate Chapters.

21.8. The Vice-President/Newsletters shall serve as coordinator and editor of the GMTA Newsletter.

21.9. The Vice-President/GMTA Auditions shall be responsible for all GMTA Auditions. The GMTA Region Coordinators, and State and Region Grade Level Chairs shall serve under this officer as the GMTA Auditions Staff.

21.10. The Vice-President/MTNA Competitions shall be responsible for the MTNA Competitions at the state level. The State Coordinators in this area shall serve under this officer as the State MTNA Competitions Staff.

21.11. The Secretary shall keep minutes of all meetings of GMTA and the GMTA Executive Board. Upon approval by the GMTA President, the minutes will be uploaded to the GMTA website

21.12. The Members-at-Large shall serve in an advisory capacity and shall perform duties as requested by the GMTA President.

21.13. The Immediate Past President shall serve as an advisor to the GMTA President, serve on the FAC, and act as Parliamentarian at Executive Board meetings and the Annual Business Meeting.

21.14. A vacancy in any office, except that of GMTA President, shall be filled by the GMTA President in consultation with the FAC and shall be subject to approval of the GMTA Executive Board. A President-elect selected in this manner cannot assume the office of GMTA President without being elected to that office by the membership in a special election.

## **22.0 Presidential Authority and Travel**

22.1. The GMTA President shall have the authority to conduct business by e-mail, mail, or telephone with the GMTA Executive Board. When approval is needed by vote, a return by 50% of those members polled shall be necessary to constitute a quorum. Any business conducted by e-mail, mail, or telephone shall be reported at the next GMTA Executive Board meeting so that this information may be included in the minutes.

22.2. The GMTA President shall be the official delegate of GMTA for the annual MTNA Leadership Summit, MTNA Southern Division Meeting and Competitions, and the MTNA National Conference. Expenses as delegate shall be paid from the GMTA treasury for each of these events up to the amount allocated and available for these purposes in the GMTA budget.

22.3. Provided funds are available, the GMTA President's travel expense to the MTNA Leadership Summit, MTNA Southern Division Meeting and Competitions, and MTNA Conference shall include coach airfare or the mileage amount allowed by the IRS (note: the total amount of transportation reimbursement is not to exceed the amount of coach airfare and may include transportation to and from the airports **or other business events**); hotel/motel room for three nights for Southern Division and six nights maximum lodging for the MTNA Conference; and a food allotment at a rate of \$50 per day for three days Southern Division and six days for the MTNA Conference (maximum). These amounts are to be reviewed frequently by the FAC and adjusted to be in line with current needs.

## **23.0 Procedural Manual (PM)**

23.1. The FAC shall review the PM in even-numbered years or as needed. The FAC shall research all past GMTA Executive Board and FAC minutes since the last review for approved changes.

23.2. Upon the recommendation of the FAC, the PM may be updated at any meeting of the GMTA Executive Board by a simple majority (51%) of members present and voting. Written notice of the proposed update(s) must be submitted to the GMTA Executive Board at least two weeks prior to the meeting.

23.3. Upon recommendation of the FAC, the PM may be updated by a majority vote via e-mail or other media ballot open to the members of the GMTA Executive Board. The proposed update(s) must be submitted to the GMTA Executive Board at least two weeks prior to the voting deadline.

23.4. The PM shall be posted on the GMTA Website. Whenever the PM is updated, and the updated version is approved by the GMTA Executive Board, the updated version shall be posted to the GMTA Website.

#### **24.0 Teacher of the Year Award**

24.1. The GMTA Teacher of the Year Award is presented annually to a member of GMTA in recognition of excellence in teaching, musicianship, professional activity, and service to the community and/or state. The award, which is presented at the Conference banquet, will include a plaque, a complimentary banquet ticket, and recognition in the GMTA Newsletter and on the GMTA Website. The GMTA Teacher of the Year will be entered in the MTNA Teacher of the Year competition.

24.2. The Award is entitled “Teacher of the Year: Recognizing Lifetime Achievement as a Music Teacher.”

24.3. The Teacher of the Year Selection Committee shall consist of the GMTA President-elect and at least two other members appointed by the President-Elect. The members of the Teacher of the Year Selection Committee may be former Teacher of the Year Award recipients.

24.4. Any member may nominate any GMTA member for this award.

24.5. The criteria listed on the MTNA Teacher of the Year application form will be used in the GMTA selection process. If a candidate is nominated for a second time, a new application must be filled out. The letters, resume and any other supporting materials that were previously submitted may be resubmitted.

24.6. The GMTA member who is named GMTA Teacher of the Year will be asked to provide a short article on piano pedagogy (“Teaching Tips”) which will be disseminated at the GMTA Conference Banquet.

24.7. The biography and photo of the GMTA Teacher of the Year will be featured in the Winter GMTA Newsletter as well as posted on the GMTA Website. The Teaching Tips will also be posted on the GMTA Website.

24.8. A GMTA Teacher of the Year who is declared the MTNA Teacher of the Year will receive honorary lifetime membership in GMTA.

#### **25.0 Website**

25.1. The GMTA domain name is [georgiamta.org](http://georgiamta.org). A commercial web firm is contracted to host and manage the GMTA website. The GMTA Executive Director ensures that the domain name and the hosting services are renewed as needed.

25.2. Included on the GMTA Website are the GMTA Membership Directory, Auditions and Theory information, names and photos of the GMTA Officers and Committee Chairs, names

of Local Association Presidents and Auditions Chairs, the GMTA Bylaws, the MTNA Revised Code of Ethics, the GMTA Procedural Manual, calendar and minutes of the Executive Board and Annual Business Meetings. In addition, the GMTA Newsletter shall be posted and archived on the GMTA Website.

25.3. Additional information featured on the GMTA Website shall include (but is not limited to) current and past Teachers of the Year and their Teaching Tips, GMTA history, annual GMTA Conference, Judges List, Certification, Grants and Awards, Georgia's Own Listing, Collegiate Chapters, Member Honors, and a teacher search engine.

25.4. The GMTA email database is to be used to disseminate information from and about MTNA, MTNA Southern Division, and GMTA only. Requests to use the GMTA database by individuals, Local Associations, businesses, other professional organizations and educational institutions will be denied. Paid advertisements can be purchased for the GMTA website or monthly Constant Contact emails. There is no advertising or announcement page on the GMTA Website.

25.5. The website will be edited and updated by the Executive Director, with oversight by the GMTA President and assistance from the Technology Chair.

## **APPENDIX A-GMTA POSITION ON HOME STUDIOS**

### **1993 Policy Statement**

The Georgia Music Teachers Association supports the principle of independent music teachers instructing in the home. At a time when many school districts are dropping music programs, the service the private music teacher offers is especially important to the cultural development of a community. Our primary concern is the musical education of our students. We feel the home provides a safe learning environment and is a convenience to students and parents. We make every effort to cooperate with the neighborhood and uphold its standards, and we feel that we are providing a necessary service to the community.

### **1986 Policy Statement**

The Georgia Music Teachers Association affirms and endorses the right of independent music teachers to teach music in their homes.

GMTA takes the position that private music teaching in the home is not a business but is an educational occupation, and as such, teachers performing this service should not be required to obtain business licenses nor should they be in violation of any residential zoning ordinances by teaching one on one in their homes.

Private teachers should assume the responsibility for maintaining the neighborhood standards.

Reasons to support this policy:

- (1) Teachers have taught in their homes for over a century and are preserving a vital musical heritage by teaching the great musical literature of the ages.
- (2) The services of the independent music teacher are unavailable in the public schools but are a necessary supplement for their successful music programs.
- (3) Pre-college students planning to pursue a musical career in college must avail themselves of the services of the private music teacher.
- (4) As a school is located in a residential community for the safety and convenience of students and parents, so must the private music teacher be located there.
- (5) The cost of private music lessons would be prohibitive if teachers were located in the business district. Only wealthy students would be able to afford lessons.

*This policy statement was drawn up by Joan Broadhurst, Independent Music Teachers Forum Chair, Janice White and Mary Brown on October 15, 1986, revised October 22, 1986 and approved at the January 1987 GMTA Executive Board Meeting.*

#### **APPENDIX B-FEE STRUCTURE FOR NON-MEMBER PARTICIPATION IN GMTA AUDITIONS (Updated August 2015)**

In order to be fully compliant with the April 3, 2014 Federal Trade Commission (“FTC”) Antitrust settlement with Music Teachers National Association, GMTA is offering access for competitive events to non-members of Georgia Music Teachers Association and its affiliates. The FTC’s rationale for this is the belief that “for music teachers, the success of students in these competitions can elevate the teachers’ reputations and marketability” (ATCG, pg. 8).

GMTA and its affiliates sponsoring a competition may charge non-members and their students higher fees than those of its members and still be FTC antitrust compliant. However, “the fee differential should not be so high that it effectively compels a teacher to join MTNA, GMTA, or its local affiliates” (ATCG, pg. 9). The GMTA Executive Board approved on April 18, 2015 a schedule of fees for non-members who wish to participate in GMTA affiliated events. Note: Advertisement of this fee schedule or specific competition events to non-members is NOT required by GMTA or its local affiliates by the FTC.

#### **PRE-COLLEGE PIANO AUDITIONS**

Current Active Member Dues & Fees:

\$114 MTNA/GMTA Dues (Teacher)

\$20 GMTA Audition Fee (Teacher)

\$0-\$20 Local Audition Fee (Teacher)

\$25 GMTA Audition Fee (Student)

\$15-\$20 Local Audition Fee (Student)

**Non-Member Fee:**

**\$75 Local Level Audition Non-Member (Per-Teacher)**

**\$35 Regional/State Audition Non-Member (Per-Teacher)**

**\$35 Local Level Audition Non-Member (Per-Student)**

**\$30 Regional/State Audition Non-Member (Per-Student)**

**Note: A GMTA teacher participating in a Local Audition as a non-member of that Local Association would pay the non-member fees. If the auditionee advances to the Regional/State level, the teacher and student would pay the current active member fees.**

**PIANO CONCERTO**

Current Active Member Dues & Fees:

\$114 MTNA/GMTA Dues (Teacher)

\$20 GMTA Audition Fee (Teacher)

\$25 GMTA Audition Fee (Student)

**Non-Member Fee:**

**\$50 State Audition Non-Member (Per-Teacher)**

**\$100 State Audition Non-Member (Per-Student)**

**COLLEGE/ADULT PIANO**

Current Active Member Dues & Fees:

\$114 MTNA/GMTA Dues (Teacher)

\$20 GMTA Audition Fee (Teacher)

\$25 GMTA Audition Fee (Student)

**Non-Member Fee:**

**\$50 State Audition Non-Member (Per-Teacher)**

**\$100 State Audition Non-Member (Per-Student)**

**STRINGS & CLASSICAL GUITAR**

Current Active Member Dues & Fees:

\$114 MTNA/GMTA Dues (Teacher)

\$20 GMTA Audition Fee (Teacher)

\$25 GMTA Audition Fee (Student)

**Non-Member Fee:**

**\$50 State Audition Non-Member (Per-Teacher)**

**\$100 State Audition Non-Member (Per-Student)**

**VOICE**

Current Active Member Dues & Fees:

\$114 MTNA/GMTA Dues (Teacher)

\$20 GMTA Audition Fee (Teacher)

\$25 GMTA Audition Fee (Student)

**Non-Member Fee:**

**\$50 State Audition Non-Member (Per-Teacher)**

**\$100 State Audition Non-Member (Per-Student)**

**WOODWINDS & BRASS**

Current Active Member Dues & Fees:

\$114 MTNA/GMTA Dues (Teacher)

\$20 GMTA Audition Fee (Teacher)

\$25 GMTA Audition Fee (Student)

**Non-Member Fee:**

**\$50 State Audition Non-Member (Per-Teacher)**

**\$100 State Audition Non-Member (Per-Student)**

INSTRUMENTAL CONCERTO

Current Active Member Dues & Fees:

\$114 MTNA/GMTA Dues (Teacher)

\$20 GMTA Audition Fee (Teacher)

\$25 GMTA Audition Fee (Student)

**Non-Member Fee:**

**\$50 State Audition Non-Member (Per-Teacher)**

**\$100 State Audition Non-Member (Per-Student)**

GMTA THEORY TESTS

Current Active Member Dues & Fees:

\$114 MTNA/GMTA Dues (Teacher)

\$0 GMTA Test Fee (Teacher)

\$10 GMTA Test Fee (Student)

**Non-Member Fee:**

**\$50 State Testing Non-Member (Per-Teacher)**

**\$25 State Testing Non-Member (Per-Student)**

GATE(Georgia Auditions Theory Exam)

Current Active Member Dues & Fees:

\$114 MTNA/GMTA Dues (Teacher)

\$0 GATE Test Fee (Teacher)

\$10 GATE Test Fee (Student)

**Non-Member Fee:**

**\$0 State Exam Non-Member (Per-Teacher)**

**\$15 State Exam Non-Member (Per-Student)**

## GEORGIA MUSIC TEACHERS ASSOCIATION

The Georgia Music Teachers Association auditions are dedicated to the promotion of excellence in performance. They also provide recognition for outstanding achievement in music theory. GMTA auditions guidelines are set and regulated by GMTA.

### SECTION A: LOGISTICS:

Dates:

2019 GMTA STATE AUDITIONS

Piano Duet (one-piano/four-hands): Grades 6-8 & 9-11

Saturday, April 20, 2019

Deadline for application: March 18, 2019

Location:

State Auditions for all events will take place at:

University of Georgia

Hugh Hodgson School of Music

250 River Road, Athens, GA 30602

Application Form:

All applications will be done online at the GMTA web site [www.georgiamta.org](http://www.georgiamta.org).

If you are not a GMTA member and would like to enter a student in GMTA

Auditions please email [georgiamta@gmail.com](mailto:georgiamta@gmail.com) for a registration form.

Fees for the GMTA Auditions:

Students Fee: \$15.00 (per student)

\$10.00 GMTA Audition Theory Examination (GATE)

NOTE: The GATE is required (if student is not exempt) to take before auditions. Please check with your local association for test administration date.

Teacher Fee: \$20.00 One-time fee regardless of number of students entered in the GMTA

Auditions.

Teacher Volunteer Requirement:

Beginning with the 2018 auditions, teachers who enter five or more students will be required to volunteer at the Regional and State Auditions. If the teacher cannot fulfill a volunteer position, then the teacher must appoint a substitute (age 17 or older) or pay a \$40 fee to compensate a college student to assist. If a teacher has five or more students at both Regional and State Auditions, the teacher will be

required to volunteer, send a substitute, or pay the \$40 fee for both events. The volunteer form can be found on the GMTA website. Volunteer forms are due on February 25 for Regional Auditions and on March 18 for State Auditions.

## SECTION B: LEVEL DIVISION & GRADES

1. The GMTA Piano Duet (one-piano/four-hands) auditions consists of two divisions:

**MIDDLE Division (GRADES 6-8):** Piano duet teams that have students in grades 6, 7 or 8 will be allowed to compete in the middle division. The grade of each piano duet team is determined by grade of the oldest performer on that team.

**UPPER Division (GRADES 9-11):** Piano duet teams that have students in grades 9, 10, or 11 will be allowed to compete in the upper division. The grade of each piano duet team is determined by grade of the oldest performer on that team.

2. Students may only register and audition on ONE piano duet team. Students who register and/or audition on more than one piano duet team will be disqualified from the duet auditions.

3. Duet team members may change parts (primo/secondo) for different selections in their program.

## SECTION C: REPERTOIRE SELECTION & DURATION REQUIREMENTS

1. Repertoire for this event is limited to compositions for four-hands performed on one piano.

Performances requiring the use of two pianos will not be permitted.

2. TWO contrasting selections are required for this audition. The selections may contrast according to musical time period (i.e. Classical & Contemporary Composers), musical style (i.e. Nocturne & Sonata), or by tempo (i.e. Allegro & Andante of the same or different works).

A single movement from a sonata or suite may count as one selection. Two movements from the same work can be submitted as the two qualifying selections so long as they are of contrasting tempo and character.

Further, several selections from a single work (i.e. theme and variations; short characters pieces) may be grouped to count as a single selection, when appropriate. Any other sectional pieces (such as fantasies) must be performed in their entirety.

3. Original compositions or arrangements for one-piano/four-hands will be accepted.

Transcriptions and arrangements may also be used.

4. It is strongly recommended that the same repertoire not be used two years (or more) in a row by the same piano duet team.
5. Memorization of all repertoire is NOT required. Each duet team not playing from memory will be responsible for providing their own page turner.
6. Contact the Vice-President/GMTA Auditions regarding repertoire concerns or questions PRIOR to submitting the application to the appropriate state chair.
7. Audition Time Limits:  
There will be no minimum or maximum time limits for repertoire but, piano duet teams will be allotted maximum times for their audition to be heard (see below). For example, a duet team may program two pieces totaling 18 minutes in length, with the understanding that the judge will hear a maximum of 12 minutes of the program. Judges may stop a duet team on either or both pieces before the maximum time has expired in order to write comments, etc.
8. Duet teams who perform different repertoire from that which is on the application form will be disqualified.
9. MUSIC SCORES: For all auditions, entrants must provide the judge with one published and purchased score of the music with measures fully numbered.

#### MIDDLE

Grades 6-8

10 minutes

#### UPPER:

Grades 9-11 12 minutes

**PHOTOCOPIES AND HANDWRITTEN COPIES ARE PROHIBITED FOR THE JUDGE'S AND STUDENT'S USE.** Piano duet teams may use reproductions of single pages to facilitate page turns, but the appropriate published score must also be present on the music stand/rack during auditions.

#### SECTION D: ELIGIBILITY FOR STUDENTS AND TEACHERS

1. GMTA audition rules require that participating students must be currently studying voice or the instrument on which they are auditioning with the teacher who is entering them in GMTA Auditions. Collegiate members are not permitted to enter students in the Auditions. Active member teachers paying professional GMTA membership dues may enter students. Students of non-member teachers are subject to a different fee structure, imposed by the FAC of GMTA.
2. Teachers entering students in the GMTA Pre-College Piano Duet Auditions as member teachers must belong to a GMTA Local Association, as well as GMTA and MTNA. Nonmember teachers entering students in the GMTA Pre-College Piano Auditions are subject to a different fee structure, imposed by the FAC of GMTA.

3. All membership dues must be effective by the date of the audition application deadline for GMTA members submitting student performers.
4. Two teachers may jointly enter a piano duet team. Both teachers must be listed on the application and each teacher must pay all audition related fees.
5. The GMTA Audition Theory Examination (GATE) will be required of every Pre-College Piano entrant. The student must achieve a passing score according to audition guidelines in order to be eligible for Regional and State auditions.

#### SECTION E: GENERAL INFORMATION

1. Only teachers receive information regarding auditions, schedules, etc. Therefore, it is the responsibility of the teacher to give full details concerning the auditions to the student entrants.
2. Application fees are non-refundable.
3. Auditions will be closed.
4. All auditions are to be performed in person on the specified GMTA Auditions date. (No recordings, no make-ups are allowed)
5. In no way are teachers, students, and parents to identify themselves to the judge, nor converse with the judge before or during the auditions or at any time before the judge's decision is announced.
6. The decision of the judge is final and cannot be questioned by the participant, teacher, parent or chair. Any teacher who contacts a judge following the GMTA Auditions, in an effort to challenge, clarify, or question a student's rating or comments, may forfeit the right to enter students in the following year's auditions.
7. Students may choose the first piece to perform at the auditions, with the judge choosing the order of the repertoire performance thereafter when there are more than two pieces. Judges may choose to stop performers on any or all pieces if hearing the pieces in their entirety will exceed the time allotment. Judges may stop students before the maximum time has expired in order to write comments.
8. Comment Sheets and Certificates from the auditions will be mailed to the teacher of the participating students.
9. COMMENTS ONLY - Students in all divisions may enter at the appropriate grade level for "comments only" feedback and not receive a judges rating.
10. Only the Vice-President/GMTA Auditions has the authority to disqualify a contestant. Judges, individual chairs, and coordinators should submit their questions to the Vice- President/GMTA Auditions.
11. All applications will be checked for appropriate literature, signatures and current membership of teachers. Applications not meeting these criteria are subject to disqualification.
12. Failure to abide by the rules, regulations and requirements as outlined by GMTA (and local associations, where applicable) will result in the disqualification of a contestant.

## SECTION F: AWARDS/RECOGNITION FOR THE GMTA AUDITIONS

### AWARDS:

Approximately 75% of the entrants in each DIVISION will be recognized. Of that 75% -1/3 should receive “Outstanding Performer,” 1/3 should receive “Award of Excellence,” and 1/3 should receive “Honorable Mention” Awards. However, if there are less than six contestant GROUPS in a category, then the number and level of awards will be at the discretion of the judge.

1. “OUTSTANDING PERFORMER”: Students receiving this highest award will receive “Outstanding Performer” on their certificates.
2. "AWARD OF EXCELLENCE": Students receiving this second highest award will receive “Award of Excellence” on their certificates.
3. "HONORABLE MENTION": Students receiving this third highest award will receive “Honorable Mention” on their certificates.
4. All other entrants will receive "Participant" certificates.

For a listing of the GMTA Auditions Staff, consult the GMTA Directory and/or the GMTA website [www.georgiamta.org](http://www.georgiamta.org). Click on the “About Us” link found on the homepage and then click on “GMTA Auditions Staff”.

## **Auditions ad hoc Committee 2018**

Proposal for Audition Staff Restructure:

State Level:

Add State Auditions Coordinator

Add Hospitality

Region Level:

Add Hospitality

Remove Grade Chairs (Region Coordinator may recruit Grade chairs, if preferred)

Proposal for State Audition Location:

Pre-College State Auditions

UGA

March 30, 2019

College/Instrumental/Voice

KSU

April 6, 2019

Proposal for Volunteer Requirements:

We encourage all teachers who register a student to volunteer for the event. However, the following volunteer requirement will be for teachers who have 3 or more students in Region or State Auditions.

Students will only be scheduled for Region and State Auditions when teacher has completed the Volunteer Form. This form should be completed at the same time a teacher completes registration for Regional Auditions. Directions are on the online registration form.

For State Auditions, teachers will receive via email names of students advancing to state level and instructions to complete Volunteer Form by deadline. Students will only be scheduled when Volunteer Form is complete.

Teachers with 3 students registered are required to volunteer ½ day

Teachers with 4 or more students are required to volunteer 1 full day

If the teacher is unable to fulfill the work requirement, then s/he must find a substitute to work in his/her place.

If a substitute is not provided, the teacher will pay a volunteer fee following the guidelines below:

3 registered students - \$50

4 or more students - \$100

Proposal for Fees Paid to Host Schools

A maximum amount of \$500 will be paid to host schools, if required, to offset custodial, tuning, and site rental fees. Student Audition Fee may be increased \$3 to help offset school fees in future years