

**Job Descriptions
Board Positions**
Revised 4/21/2015
March 2019 updates

President

1. As the board's presiding officer, you must plan to attend board meetings. However, the president only votes in the case of a tie.
2. Organize and facilitate the board meetings. Send an agenda two weeks in advance of the meeting.
3. Organize and facilitate the general business meetings. Present to general membership any discussion and recommendations by the board, including those requiring a vote.
4. Ensure that all appointed positions are filled.
5. Create any ad hoc committees that need to be formed, including the nominating committee by March 1.
6. President should be familiar with every aspect of the organization. This includes knowledge of constitution, bylaws, policies and events. Respond to all communications regarding DMTA in a timely manner.
7. President is expected to attend the NCMTA state conference. Local chapter will pay the registration fee for the President. The President shall submit a yearly report for the DMTA year (membership levels, activities, etc.) if requested by the NCMTA board.
8. Be aware of which board positions are coming up for election in an upcoming year and work with the nominating committee to be prepared to fill them.

First Vice President, Programs

1. As a voting board member, you must plan to attend board meetings. You may also need to fill in for the president if he or she is unable to attend.
2. Over the summer, organize programs for general meetings. Provide Handbook Editor with details of meetings (speaker/subject matter/location, etc.) for inclusion in handbook. Programs should be as inclusive as possible to all members and their teaching curriculums. Supply program details to Secretary and Publicity.
3. Introduce the guest speaker or program for each general meeting, and be sure to get a check from the treasurer to cover the honorarium. First VP should work within budget for programs. Any expenses exceeding budget require board approval.
4. Write a thank you note to the speaker after the event. Provide a report to the board at the next meeting regarding meeting attendance and any important feedback, and pass along any notes/programs/ handouts to the historian for inclusion in the scrapbook.
5. Turn in any reimbursement requests to treasurer within 30 days.

Second Vice President, Membership

1. As a voting board member, you must plan to attend board meetings. Reports to the board should include current number of members, any inquiries made by potential members, and any contacts for teacher referrals.
2. Handle teacher referrals.
3. Handle inquiries from potential members. Be prepared to (1) convey the procedure for joining DMTA and (2) highlight DMTA activities and the benefits of membership. Send potential members a recent newsletter.
4. Work with Recording Secretary, Treasurer, Newsletter Editor, and Webmaster to maintain accurate email and membership lists. Check MTNA state portal on a regular basis for membership updates.
5. Communicate with state and national offices regarding membership issues

Third Vice President, Publicity/Community Liaison

1. As a voting board member, you must plan to attend board meetings.
2. Receive information from other board and appointed members about upcoming events and distribute to appropriate media outlets, including local newspapers, radio stations, etc.

3. Maintain a list of media outlets.
4. Supply Historian with copies of any publicity the organization, its members, or students of its members may receive.
5. Coordinate organization newsletter, including soliciting articles from members, reminders of upcoming events, and news about organization, members, or the students of members.
6. Assist President and Secretary in any outgoing correspondence from the organization.

Recording Secretary

1. Take minutes from board meetings and distribute to board members two weeks prior to the next board meeting.
2. Take minutes from general meetings and send all relevant information to the Publicity Chair for distribution to the membership.
3. Conduct the correspondence of the Association.
4. Forwarding messages from members between issues of the Newsletter
5. Send sympathy cards following the death of a parent, spouse/partner, or child.
6. Make arrangements for flowers for a member who loses a parent, spouse/partner, or child.

Treasurer

1. As a voting board member, you must plan to attend board meetings.
2. Keep accounting records for organization.
3. Write checks for organization.
4. Report financial status at each board meeting.
5. Work with Membership Vice President to maintain accurate membership roster.
6. Communicate with state and national offices regarding applicable financial issues.
7. File 1099 forms.

Scholarship Chair

1. As a voting board member, you must plan to attend board meetings.
2. Maintain financial records of scholarship account.
3. Receive scholarship application information and assemble for review at board meetings.
4. Keep scholarship information current.
5. Appoint a committee to work on scholarship fundraising activities and ideas.

Performance Festival Chair

1. Organize the Performance Festival for a weekend in May of each year. This includes securing a venue for the event. Communicate date and location as soon as possible to membership via the usual means of communication (newsletters, email, website, Facebook, etc.).
2. Appoint a committee by November 1 prior to the festival that comprises:
 - a. Chairs for different divisions
 - i. Piano
 - ii. Voice
 - iii. Strings
 - iv. Composition (as needed)
 - v. Young Artist
 - vi. Jazz
 - vii. Hospitality
 - viii. Other instruments
 - b. DMTA Treasurer
3. Ensure tasks are being completed in a timely manner to help the festival run as smoothly as possible. These tasks include student participation certificates and awards, registration forms, publicity (to the membership and community at large), fundraising, registration and scheduling, Honors Recital, musical marketplace, obtaining volunteers especially monitors. You may do these tasks yourself, or

enlarge your committee to obtain more support. This is in no way a complete list, so please refer to the Performance Festival Chair Guide.

4. Provide continuous support and assistance to all the committee members in the performance of their duties and responsibilities.
5. Provide organization with a budget report after the event.
6. Maintain the Performance Festival Chair Guide and the Performance Festival Section of the DMTA Handbook.

Members at Large:

1. Attend board meetings.
2. Provide input for the general membership and vote on board issues.
3. Be available to help board members to facilitate projects or jobs particularly working with the President.
4. Members at Large are expected to select a board chair to 'shadow' and assist. Both the interest of the Member at Large and the needs of the Board will be taken into consideration for this assignment

Appointed Positions

Appointed position chairs are encouraged to take photos to submit to the Publicity Chair, and to submit reports to the board and present copies of the programs or other promotional materials (i.e, Master Class clinician bios) to the Historian and the webmaster

Handbook Editor

1. Create DMTA Handbook.
2. During the summer, work with board to implement any policy changes for the upcoming handbook. Handbook should be ready to distribute by the first general meeting of the school year, typically in September.
3. Distribute letters to businesses for handbook ads, and follow up with a copy of handbook to contributing businesses and organizations.

Historian

1. Receive information about DMTA events from the members responsible for the events, and file in the organization's scrapbook.
2. Maintain in the organization's scrapbook the records of DMTA events and activities, such as recital and master class programs, competitions and festivals, and other relevant information.

Librarian

1. Organize DMTA's library collection.
2. Maintain inventory of collection
3. Alert membership to new arrivals.

Charles F. T. Nakarai Piano Competition Chair (Withers)

1. Confirm date, time, and location of competition with President. Typically, competition is held in November on a Saturday afternoon.
2. Find and hire three adjudicators for the competition. Start looking at least three months before the date of the competition. Find someone who can work with students at the DMTA Young Artist level, and someone who is also used to working with children. The fee paid to each adjudicator is \$100.
3. Inform the membership of when and where the competition will be held. Ask for teachers to submit application that is found on page 6. Be sure to give a deadline for entries, 14 days before the date of the competition.
4. Confirm membership status with membership chair; participants' teacher must be a current DMTA member.

5. Be sure the publicity chair is aware of the event; you may need to be the one to submit information about the event to local papers and community bulletin boards.
6. Ask the treasurer for checks BEFORE the competition so you may give the adjudicators their honorarium at the conclusion of the event and the winners their prize.
7. Type up program for the event, and pass along a copy of the program to the historian. If possible, try to make the program available to the membership prior to the event.
8. Provide the Board with a written report as to the number of participants, the number of attendees, and the winners' and their teachers' names before the next board meeting. Provide the Treasurer with the income and expenses before the next board meeting. Send a thank you note to the adjudicators.
9. Send a copy of program, notating the winners, to the Triangle Community Foundation, 324 Blackwell Street, Suite 1220, Durham, NC 27701
10. Reimbursement requests must be turned in to the Treasurer within 30 days following the competition.

Master Class Chair

1. Confirm date, time, and location of master class with President.
2. Find and hire a clinician to do the master class. Start looking at least three months before the date of the master class. The best clinicians book up early. Find someone who can work with students at the DMTA Young Artist level, and someone who is also used to working with children. Most classes last 2-3 hours. The fee paid to each clinician is 100.00 per hour. An additional mileage stipend will be considered for clinicians outside the immediate area.
3. Inform the membership of when and where the master class will be held, and who the clinician will be. Ask for teachers to submit participants, including their name, grade, performance piece, and one alternate piece. Each student will play one piece for the clinician, and in the case of repeated pieces the student may be asked to play an alternate piece. The fee is \$25.00 per student participant. Be sure to give a deadline for entries, 14 days before the date of the master class. As a guideline, we must limit one participant per teacher, unless interest indicates otherwise. Plan on scheduling 3 students per hour, depending on level.
4. Confirm membership status with membership chair; participants' teacher must be a current DMTA member or pay the \$30 non member fee.
5. Be sure the publicity chair is aware of the event; you may need to be the one to submit information about the event to local papers and community bulletin boards.
6. Ask the treasurer for a check BEFORE the master class so you may give the clinician his/her honorarium at the conclusion of the event.
7. Type up program for the event, and pass along a copy of the program to the historian. If possible, try to make the program available to the membership prior to the event.
8. Attend the next board meeting following the master class and give a report as to the number of participants, the number of attendees, and income and expenses. Send a thank you note to the clinician.
9. Reimbursement requests must be turned in to the Treasurer within 30 days following an event.

Community Performance Coordinator (Playathons)

1. Schedule three playathons (minimum) per year. Typically, these have occurred on Saturdays at the end of October, the beginning of December, and in April (avoiding spring holidays and prior to the DMTA annual Performance Festival). Northgate Mall has been the fall and spring location; Brightleaf Square, in December.
2. Timely submit information to the publicity chair for newsletter inclusion and eblasts as needed prior to each event.
3. Arrange with mall coordinators for them to provide a skirted table, 35 chairs at Northgate, sound system with microphone, stanchions and chains; and to turn off broadcast Muzak during the hours of the playathon.
4. Arrange for the delivery of pianos (generally provided free of charge by local piano store) to the mall the Friday evening (typically between 6 and 8 p.m.) before each playathon. The DMTA Community

- Performance Coordinator should either be present for the delivery or visit the playathon location Friday evening at 9 p.m. to ensure a proper setup.
5. Prepare signs to display on each piano stating “Piano Provided by...” if store does not provide signs. Procure the DMTA signboard and easel to display during each playathon. DMTA scholarship and general information brochures should be available at the welcome table.
 6. A five dollar donation to the DMTA scholarship fund is requested for each participating student. The coordinator should display the donation box. Each participating teacher should announce this at the beginning of each performance. Some teachers prefer to write a check for their students’ participation.
 7. The coordinator will staff the welcome table at all times during the designated playathon hours to secure the donated funds, as well as to answer questions about our organization and refer any teacher requests to the DMTA membership chairperson. The coordinator may prepare a simple handout with the scheduled teachers’ names and times, as well as additional DMTA information, especially contact information for the Membership Chair.
 8. Following the playathon, the coordinator will give the donations received to the scholarship chairperson, write DMTA’s thanks to the mail contact person(s), and report to the President the number of participants (teachers and students), scholarship income, and any other points of interest to be shared with the general membership.
 9. Optional suggestions: The Community Performance Coordinator may wish to provide a seasonal tablecloth, flower arrangement, basket of candy for performers, and bring a camera to take photographs to be given to the Historian for the DMTA archives.

Recital Chair

1. Receive information from teachers who wish to have students perform in Sunday recital series, following the guidelines stated in the handbook.
2. Try to ensure that recitals are not canceled due to lack of participation.
3. If a recital must be canceled because not enough students are signed up to play, inform members of the cancellation by email and calling tree.
4. Create program for each recital.
5. Secure a recital host for each recital and instruct the host about his duties. Recital hosts should arrive early, set up room as needed, greet the audience, distribute programs, make announcements (including the DMTA Scholarship Program), provide or arrange for help with music stands, opening /closing the piano lid, and similar needs; announce the end of the recital; make sure the room is orderly before leaving.
6. Inform the board and members about recital participation, attendance and any issues.
7. If recital etiquette is not observed, follow up with a phone call to teacher.

Teachers Recital

1. Secure a date, time and location for the performance.
2. Solicit teachers for performances.
3. Provide Publicity Vice President with information for local media.
4. Create program for event.
5. Provide report to board following event including audience size, participants (students and their teachers), and other general feedback. Include any documentation for the historian.