

## **Vice-President for MTNA Competitive Student Events**

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### **General duties:**

*(From Bylaws Article VIII, Section 3)*

- The Vice- Presidents for Membership, District and Local Associations, MTNA Student Events, FSMTA Competitive Student Events, and FSMTA Non-Competitive Student Events shall fulfill their duties listed in their respective Manuals of procedure and other such duties as requested by the President and/or the Executive Board.
- Following the above order they will be expected to preside when all officers listed before them, including the President and President-Elect are absent for an entire Executive Board meeting and/or Conference.

*(From Bylaws Article VIII, Section 7)*

- All officers shall:
  - Present written reports at each meeting of the Executive Board;
  - Maintain current job descriptions and Manual of Procedure to be passed along to their successors.

*(From Bylaws Article VIII, Section 8)*

- Any officer may be removed at any time by a majority vote of those present at any duly constituted meeting of the Executive Board. Officers must fulfill their duties as outlined in the Bylaws and must attend at least four (4) Executive Board meetings during their term of office.

### **Specific duties:**

- Oversee and be responsible for all phases of the MTNA state level competitions
- Obtain coordinators in concurrence with the President-Elect for the following competitions: Student Composition (one coordinator for all competition levels), and performance competitions – Junior, Senior, Young Artist and Chamber Music.
- Notify the National Competition Chair, State and Division Chairs, the officers of FSMTA, newsletter Editor and Webmaster of any competition coordinator changes.
- Select qualified adjudicators for all competitions; hire adjudicators by September.
  - Payment will be \$40/hour plus mileage at current IRS rate or one night hotel payment at event room rate.
  - For adjudicators traveling 250 miles or more one way to event, payment will be \$40 per hour, mileage at the current IRS rate and the amount of a two-night stay at room rate of event hotel. (Rates established at Executive Board meeting in November 2005).
- Submit an article publicizing winners of the competition to the Editor of the official FSMTA newsletter. Signed Photo Permission Forms must be included for each winner who has submitted a photo (downloadable from the FSMTA website).

- Mail or e-mail winners' information and photos to the Webmaster as soon as possible after the competition to be posted on the FSMTA website.
- Assist with updating MTNA Competition information for FSMTA Student Activities Handbook when revisions are made.

**A suggested time-table for duties follows:**

**Prior to election** (incoming)

- Begin working to obtain coordinators for all competitions and notify FSMTA and MTNA personnel.

**November – odd year** (Incoming)

- Attend the State Conference.
- Assist the outgoing VP for MTNA Competitions as needed during the competitions and conference.
- Attend final State Executive Board meeting of the Conference and receive files and Manual from outgoing VP for MTNA Competitions.
- ~~Ensure that all MTNA Competition Coordinators submit Florida State Music Teachers Foundation Award Request Form with winner information to Foundation Treasurer. (See attached sample form)~~
- Acquire FSMTA stationery from the Corresponding Secretary and Reimbursement Form from FSMTA Treasurer. This can be done at this and each Board meeting attended.
  - May be reimbursed for postage, printing, and phone calls.
- Begin working to obtain coordinators for all competitions and notify FSMTA and MTNA personnel.

**January**

- Prepare a written report including information on competitions at the last State Conference for February Executive Board meeting.

**February**

- Attend State Executive Board meeting.

**March**

- Attend (if possible) MTNA National Conference.

**April/May**

- Prepare a written report for June Executive Board meeting and file electronically with the Corresponding Secretary by the issued deadline.
- Contact a few possible judges (may not be able to get confirmation until fall - see specific adjudicator guidelines listed in MTNA Competitions Handbook).
- Inventory equipment needed for competitions (scotch tape, ink pad, stamps, stapler, very large, large and small removable labels, stop watches, pens, pencils, pencil sharpener).

- Inventory certificates (should have at least 50 printed or photocopied). Secure a calligrapher to write the entrant names on certificates (will be done in mid-October).
- Receive request from FSMTA Treasurer for recommendations regarding changes in present budget.

### June/July/August

- Attend State Executive Board meeting.
- Turn in Reimbursement Form to FSMTA Treasurer, with receipts stapled to Form.
- ~~Receive list of State Competitive winners from VP for FSMTA Competitive Events.~~
- Meet with President-Elect and/or representatives from upcoming State Conference to make them aware of needs of the competitions.
  - Arrange for breakfast and lunch for the adjudicators
  - Give President-Elect and Conference Site Coordinator a copy of the duties of a monitor and estimated scheduling requirements including a tentative sign-up list.
  - Determine the rehearsal and performance schedules of State Competitive winners during the State Conference.
- Visit competition site
  - Obtain maps of the competition location, nearby hotels and restaurants.
  - Obtain room numbers for the competitions.
  - Obtain directions from the Conference location to the competition site, if necessary.
  - Determine the need for any additional equipment which might have to be brought in for the competitions.
- Make signs for competition room doors and directional signs to the competition rooms (sign templates are included in MTNA Handbook).
- Study MTNA Handbook for State and Division Competition Chairs and Coordinators.
- Prepare envelopes for timekeeper monitors. Envelopes should include ballots for winner, alternate winner and honorable mention.
- Label folders that will be given to Winners and Alternate Winners.
- Label door monitor folders.
- ~~(delete) Write competition coordinators a checklist of responsibilities. Remind them to send you a copy of each entrant's application as soon as they receive them, this is vital.~~
- Get names of possible brass and woodwind judges in the area of the upcoming conference.
- Hire adjudicators.
  - Hire 9 piano adjudicators – some from out-of-state when financially possible.
  - Hire 1 - 3 string adjudicators (1 violin, 1 viola, and 1 low string) – one from out-of-state when financially possible.

- Hire an out-of-state woodwind adjudicator when financially possible and a brass adjudicator (possibly a second adjudicator in the winds/brass field).
- Hire 1 - 3 vocal adjudicators – one from out-of-state when financially possible.
- **\*\*Note:** Adjudicators may judge two years in a row, but only if they would not be judging any of the same entrants. Therefore, a collegiate adjudicator could judge high school performers the second year.
- A period of two years must elapse before an adjudicator may judge a Florida MTNA Competition at the same or higher level.
- Complete hiring of all judges by September 1.

### August

- Receive email from MTNA Director of Competitions including link to access Competitions Handbook and other important updates on event.
- Receive email from MTNA Director of Competitions outlining how to retrieve state applications and enter information to generate competition reports at the MTNA website.

### September/October

- ~~(delete) Receive request from FSMTA Treasurer for recommendations regarding changes in present budget.~~
- ~~(delete) Contact National Chairs for a list of Florida entrants as soon as the numbers are available. Request they e-mail you the numbers and instruments in each competition (a competition is defined as a group—several or only one—in the same age level performing on the same class of instruments, for i.e.: Junior Brass).~~
- Retrieve list of entries from MTNA website.
- Send a complete list of adjudicators including names and addresses and the remuneration for each to FSMTA Treasurer (may need to send info on out-of-state mileage at a later time).
- ~~(delete) Receive entrant application forms from coordinators in October.~~
- Consult the MTNA Handbook for scheduling requirements.
- Schedule entrants for competition rehearsals.
  - Rehearsals occur the day before competitions.
  - Taking into consideration the travel distances, schedule students for later rehearsals that are coming from farther away.
  - Schedule rehearsals in actual competition rooms.
- Schedule entrants' warm-ups on day of competition in alternate rooms.
  - It may be necessary to make one or two alterations due to shared accompanists between competitors or conflict with rehearsal/performance of State Competitive winners during the State Conference (use information from VP for State Competitive Events Chair).
- Schedule competition audition times
- Send completed rehearsal, warm-up, and audition schedules to the coordinators so they can send them on to entrants. Include for each coordinator:

- Maps, hotel and restaurant information, location and time for entrant registration.
- Indicate when and where the announcement of winners will take place.
- Stress that photocopies for performers or their accompanists are not acceptable (see MTNA Handbook).
- Send informational letter to hired adjudicators including:
  - Judging schedule, including briefing session
  - Remuneration
  - Competition schedule
  - Repertoire list
  - Repertoire requirements for the competition (from MTNA Handbook)
  - Guidelines for adjudicators (from MTNA Handbook)
  - Copy of Adjudicators Form used in competition
  - Maps and directions to the hotel and competition site
  - Request out-of-state adjudicators give you their mileage as soon as possible
- Have calligrapher prepare certificates with entrant names (pre-sign about 30 if signature stamps are not available).
- Complete monitor folders that were started in the summer. Include:
  - Timekeeper monitors: competition schedules, repertoire lists, ballots for competition (make copies of the Balloting Forms and put them in labeled envelopes Winner, Alternate, and Honorable Mention), and page of instructions for monitors.
  - Door monitors: page of instructions for monitors.
  - Continue to prepare folders that were labeled in the summer for Winners and Alternate Winners of each competition. Include:
    - Letter of information about the Division Competitions (copied from the MTNA Handbook, which should include the date and location).
- Remind Competition Coordinators to bring to the State competition:
  - Original entrant application forms
  - Pen with blue ink.
  - The hotel and restaurant brochures which they should have received from the Division Chairs containing information on Southern Division competitions.
- Prepare entrant registration list (refer to example in MTNA Handbook).
- Receive from Conference committee list of monitors for MTNA Competitions.
- Prepare a written report for State Conference Executive Board meeting.

### **November (even and odd years)**

- During the week before the MTNA Competition leave as much time as possible in your schedule to deal with any last-minute difficulties.
- Arrange for a digital camera to take photos of winners following the competition. Bring Photo Release Forms for winners to sign after competition (available for download from the FSMTA website).
- Attend State Executive Board meetings, when possible, during the State Conference.

- Be on-site during entrant registration, rehearsals on day before the competition, and warm-ups and auditions on the day of the competitions.
- At the close of each competition the coordinator should bring to you:
  - The decision signed by all of the adjudicators
  - All ballots used
  - Timed program from the competition which the monitor has signed and dated
  - All original entrant forms
- As VP for MTNA Competitions, it is your responsibility to:
  - Stamp the Winner, Alternate Winner and Honorable Mention Forms
  - Place seals on the certificates of the Winners
  - Give all the certificates and folders for the Winner and Alternate Winner to the competition Coordinator to distribute as they announce the results.
- ~~(delete) Each Competition Coordinator should obtain checks for accompanists at Division Competitions from competition winners if applicable. Checks should be obtained immediately after competition results are announced.~~
- After the MTNA Competition, the Coordinators will complete reports on the official MTNA website link. VP for MTNA Competitions will complete the Judges Report on the official MTNA website link.
- ~~(delete) Post a list of Winners and their teachers at the competition site and the Conference site.~~
- Prepare a report to be given at the final Executive Board meeting of the Conference.
- Present a report about the competition at the last General Session during the Conference.
- Ensure that each Competition Coordinator submits Award Request Forms with winner information to Foundation Treasurer.
- Turn in Reimbursement Form to FSMTA Treasurer, with receipts stapled to Form.
- Prepare and mail a list of MTNA Competition Winners, Alternates and Honorable Mentions for state newsletter to Editor including: competition name; student name; teacher name; instrument; and any photos (if possible). A signed Photo Permission Release Form must be obtained from each winning student (downloadable from the FSMTA website.)
- Mail or e-mail same information to the Webmaster to be posted on the FSMTA website. A signed Photo Permission Release Form must be obtained from each winning student.
- Mail the same list to the FSMTA President and FSMTA Treasurer (include to Treasurer any last-minute information on adjudicator payments).
- ~~(delete) Send the adjudicator report to the people listed in the MTNA Handbook for competition coordinators.~~
- Update a list of recommended adjudicators for future competitions.

**November – odd year** (outgoing)

- Turn over to the newly elected VP for MTNA Student Events as many files, job description and policy Manual information as possible during the State Conference.
- Mail to the newly elected VP for MTNA Student Events any last materials that will be helpful in continuing the program as soon as possible following the State Conference.