

## **Composition Commissioning Chair**

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### **General duties:**

- Serve as a non-voting member of the State Executive Board.
- Maintain current job description and Manual of Procedure to be passed along to successor.
- Award a commission each year to at State of Florida resident composer for a new work which shall be premiered at the annual State Conference.
- Selection process may include nominations from the Executive Board, FSMTA members, and/or former commissioned composers.
- Following commissioning, give name of composer to FSMTA directory publisher to be added to list of commissions.

### **Specific rules governing the commissioning:**

- Composer must be approved by the Executive Board.
- Choices over successive years should reflect a balance between younger and more mature composers as well as representation of various geographic locations.
- Composer must be a Florida resident.
- Specifications as to length or performance medium for the commissioned work shall be a matter of negotiation between the composer and the Chair.
- The amount of honorarium (\$750 as of 1/31/04) shall be determined by the Executive Board.
- The completed composition must bear the inscription, "Commissioned by the Florida State Music Teachers Association" but all rights of publication, sale and distribution shall remain with the composer.
- A credit line must be printed on the program that reads: "The (insert year) commissioned work is funded by Music Teachers National Association and Florida State Music Teachers Association."
- It is the job of the composer to provide performers and arrange for the performance at the State Conference.
- Guidelines for the MTNA composer commissioning program should be followed so that the composer may enter their work.

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

#### **November – odd year (incoming)**

- Attend the State Conference.
- Attend last Executive Board meeting and receive Manual and materials from outgoing Chair.

### **January**

- Prepare a written report for Executive Board meeting and file electronically with the Corresponding Secretary by the issued deadline. If unable to attend the Executive Board meeting, mail or email the report to the President to present at the meeting.

### **February**

- Attend State Exec Board meeting.
- Present a commissioned composer for the State Conference to be approved by the Board (if this has not already been done at the November Executive Board meeting).
- Meet with the President-Elect or State Conference committee representative to make arrangements for the commissioned work to be placed on the program at a time suitable for all involved - usually one of the General Sessions.

### **May**

- Prepare a written report for Executive Board meeting and file electronically with the Corresponding Secretary by the issued deadline. If unable to attend the Executive Board meeting, mail or email the report to the President to present at the meeting.
- Check on the progress of the composition with composer.

### **June**

- Attend State Executive Board meetings.

### **October**

- Deadline date on contract for composer to deliver the commissioned work to the Commissioning Chair must be at least 4 weeks before premiere performance at State Conference.
- After signing all 3 copies of Contract the Chair forwards them to the composer for signatures including a stamped envelope addressed to the State President.
- The President then checks the Contract Form, signs all three copies and forwards them to the MTNA Executive Director at MTNA headquarters.
- Request matching funds for honorarium from MTNA and check from FSMTA Treasurer.
- Prepare a written report for Executive Board meeting and file electronically with the Corresponding Secretary. If unable to attend the Executive Board meeting, mail or email the report to the President to present at the meeting.

### **November**

- Attend the State Conference and Executive Board meetings.
- Present a commissioned composer for the next State Conference to be approved by the Board.
- Introduce commissioned composer and present checks following performance.

**November – odd year** (outgoing)

- At last Executive Board meeting, turn over Manual and materials to incoming Chair.