

## **Vice-President for FSMTA 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.
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*(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 are:**

- Call and officiate at Board meetings of State Competitive Events. (Appointed Chairs and Chairs of District Concerto Competitions are members of this Board.)
- Prepare and publish information for the general membership about activities in the organizations communiqués, the state publication by contacting the Editor and website by contacting the Webmaster.
- Monitor activities of appointed Chairs.
- Serve as advisor to appointed Chairs as needed.
- Serve as mediator, if questions of procedures should arise. Refer to the *2000 Edition of the Handbook for Student Activities*, its updates or competition applications and supplemental information to assist with resolution.
- Always work to serve the needs of the student participants while staying within existing guidelines.
- Consult with State President about policies if needed.
- Consult with President-Elect or representative of annual State Conference planning committee to determine if an orchestra will be available to perform with State Concerto Senior Contest winners or if a recital including State Competition winners will be held in place of the orchestra concert.

- If a recital is warranted, request the State Conference committee determine date and time in the schedule and a block of rehearsal time for student performers.
- Appoint a Chair in charge of recital details or request that a member of the State Conference planning committee be in charge of the recital.
- Be available to direct any FSMTA members' questions about the competitions to the appropriate Chair.
- Appoint Chairs in concurrence with the President-Elect for the following positions:
  - Pre-college Chamber Ensemble Competition
  - Byrd Memorial Piano Ensemble Award - Pre-college and Collegiate
  - State Concerto Contest
  - Gray Perry Young Collegiate Piano Competition
  - Community Service Awards
  - State Competition Recital (held at State Conference, if needed)
- Work with District Presidents to fill these positions:
  - State Competitive Day District Chair
  - State Competitive Day Site Coordinator (faculty member from host site)
- Presently, rotation for Districts hosting State Competitive Day is as follows:
  - 2006 - District 7
  - 2007 - District 3
  - 2008 - District 5
  - 2009 - District 6
  - 2010 - District 4
  - 2011 - District 2
  - 2012 - District 8
  - 2013 - District 9
  - 2014 - District 1
- Schedule competitions on 3<sup>rd</sup> weekend of May, if possible.
- Hire adjudicators.
  - Hiring of adjudicators should be done in consultation with competition Chairs and Site Coordinator.
  - Try to hire some local adjudicators as well as from other regions of the state.
  - Hire judges of the highest quality available, most coming from colleges/universities who would be familiar with the repertoire.
- Payment of adjudicators:
  - Adjudicator honorariums are \$50 for the first hour and \$30 for additional hours (or part of an hour).
  - Mileage will be paid at the current IRS rate.

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

**November - odd year**

- Attend State Conference and State Student Activities Board meeting.
- Assist out-going VP as needed during the Conference.

- Meet with out-going VP and State Competitive Day District Chair to be briefed on details for next calendar years event. These details may include:
  - Location/dates for competitions (date to be 3<sup>rd</sup> weekend of May, if possible)
  - Entry deadline for competitions (45 days prior to scheduled event)
  - Prepared publicity about competition for State Publication and website listing:
    - Competition location/dates/deadlines
    - Competition Chairs names and how to contact them
  - List of Concerto Chairs to be given to State Concerto Chair (received info from VP for District and Local Associations).
- Attend last Executive Board meeting and receive from out-going VP files and Manual of Procedure.
- Acquire FSMTA stationery from the Corresponding Secretary and Reimbursement Form from FSMTA Treasurer. This can be done at this and each Board meeting attended.

### **December**

- Contact District Site Coordinator and District Chair to establish a date in January when all of you can visit the site.
  - Or establish that you will meet with them (or a representative) during the State Executive Board meeting held in February.

### **January**

- Before the 10<sup>th</sup> of the month mail to Editor and Webmaster any publicity for State Competitive Day.
- Contact appointed State Competition Chairs and request that they send you reports for State Executive Board meeting, or give them in person.
- Visit the Competition site and meet with Site Coordinator and District Chair. During this meeting work with the Site Coordinator to establish room assignments with Site Coordinator for:
  - Byrd Ensemble/Gray Perry Young Collegiate as follows:
    - Two grand pianos (one piano that may have the lid removed), and benches of the same size (if possible)
    - Need rehearsal time the afternoon and night prior to competition; 30 minutes will be scheduled for each team or contestant;
  - Piano Concerto as follows:
    - Two grand pianos and benches
    - Rehearsal time available the afternoon and evening prior to competition
  - Vocal and other instrument Concerto and Pre-College Chamber competition as follows:
    - One grand piano and bench
    - Rehearsal time available the afternoon and evening prior to competition

- Room large enough to hold at least a 6 person ensemble, adjudicators and audience
- Room for adjudicators breakfast/lunch, adjudicators briefing, tallying scores, paperwork; should have several tables and work areas.
- Practice rooms, two with two pianos available day of competitions for contestant warm-ups and one with one piano for contestant warm-ups day of competition.
- Registration table area in central location to rooms used on Friday for check-in at rehearsals, and on Saturday for information for audience.
- Determine needs for reimbursement for the host site for possible piano moving or tuning.
- Request information on possible adjudicators from university or community, names, addresses, phone and e-mail info.
- Work with District Chairman to:
  - Secure map of campus, hotel/motel information for immediate mailing to all competition Chairmen (which they distribute to student participants) and to mail to judges in April.
  - Secure liability insurance certificate from MTNA for location of event.
  - Secure monitors as needed for each competition (number depends on doors to room and need of Competition Chairman.
  - Prepare meal accommodations for event.
  - Prepare and post directional signs as needed to rooms and/or buildings for the event.
- Prepare a written report for February Executive Board meeting

## **February**

- Plan to attend Executive Board meeting.
- Turn in Reimbursement Form to FSMTA Treasurer, with receipts stapled to Form.
- If you were unable to visit Competition site, meet with Site Coordinator and District Chair during the Executive Board meeting discussing items listed above.
- During Board meetings, meet with representatives from the District that will be hosting the Competitive Events the following calendar year.
  - Request that they determine a site, Site Coordinator and District Chair with that information to be given to you at the June Executive Board meeting.
- During the Board meetings, meet with Vice-President for Non-Competitive Events. Determine a date and time (which you will request from the State Conference planning committee) for State Student Activities Board meeting during State Conference.
  - Meet with the President-Elect or representative from State Conference planning committee and make the request.

## **March**

- Attend (if possible) MTNA National Conference.
- Hire judges for competitions, (usually) consisting of:

- Panel of three piano judges for Concerto.
- Panel of three piano judges for GPYCA/Byrd.
- Panel of three Vocal, Woodwind, Brass and/or String and/or Pre- College Chamber judges as needed.

## April

- Immediately following competition deadline:
  - Contact competition Chairs and request from them amount of time they will need for their competition and that they give you a list of names of students, competition and level for preparing of certificates before the competition day.
  - Compile a general schedule for the event remembering the following:
    - 15 minute judges briefing before the beginning of each new competition.
    - No time is allotted for judges deliberation
    - Schedule competitions immediately following one another ( i.e. no need for long break between levels of concerto); assign rooms according to requirements for instruments.
    - When scheduling the state concerto competitions which involve more than one instrument category, do not schedule the same starting or stopping times as the state Chair needs to be at each judges' briefing, startup and close of the competition.
    - Plan to end all a.m. competitions around noon and schedule at this time the mid-day awards ceremony; award ceremony may take place in largest room.
    - Allot one hour lunch break for judges during the mid-day awards ceremony.
    - Immediately after last p.m. competition is ended, schedule end-of-the-day awards ceremony.
    - Depending on arrangement of competitions in various rooms, leave some time for rearranging instruments or removing piano lid (in the case of the Byrd competition).
      - Make sure someone is on hand with proper equipment to remove lid.
  - Finalize this schedule with competition Chairs and get a copy to Chairs immediately; make copies of this schedule to distribute on the day of the event.
  - Write letters to adjudicators with schedule of their event, map of campus, parking permit or other pertinent information.
  - Mail the same information to State President and President-Elect.
  - Request payment for adjudicators from FSMTA Treasurer and prepare checks with thank you acknowledgment.
- Contact certificate Chairman to secure certificates for students.
  - Certificates must be prepared for each student in advance, either on computer or by hand.

- Certificates must include information on which competition, level, instrument, date.
- Place each level and category in a separate folder to have available to give to competition Chairs day of event.
- Have other supplies needed to complete the certificates: stamps and stamp pad, blue ribbons and gold seals for day of the event.

## May

- Weekend of the event:
  - Be on site at information table during day-before rehearsals and competitions.
  - Distribute to Chairmen checks for adjudicators.
    - These are usually given when the competition Chairman meets with the judges prior to the competition.
- After completion of each competition:
  - The competition Chair completes the certificates with blue ribbons and seals and stamps.
    - A stamp is available for Winner, 2<sup>nd</sup> place and Honorable Mention while the winner receives a gold seal with two blue ribbon streamers.
  - Pick up a copy of each competition schedule for records.
- Host Award ceremonies (held at mid-day and end-of-the-day competitions).
- Introduce Chairmen at awards ceremonies during which the Competition Chairs:
  - Give out certificates and papers from adjudicators.
  - Announce about the cash awards given from the FSMTA Foundation.
- At the close of each competition get information from Competition Chairs regarding winners to include in report later (include competition, level, name, and teacher).
- Be available for consultation with Chairmen on immediate concerns during the competitions.
- Immediately after the event:
  - Write thank you notes to District Chairmen, Site Coordinator and others.
  - Prepare article for FSMTA newsletter thanking District and describing event.
  - Remind Competition Chairmen to mail articles/photos for FSMTA newsletter Editor and Webmaster. Signed Photo Permission Forms must be included for each winner who has submitted a photo (downloadable from the FSMTA website).
  - Turn in any bills to the FSMTA Treasurer before June 30<sup>th</sup>.
  - Before June 30<sup>th</sup>, turn in Reimbursement Form to the FSMTA Treasurer, with receipts stapled to the Form.
  - Mail to MTNA copies of programs from competitions as per ASCAP agreement.
  - Remind competition Chairmen to submit Foundation Award Request Form to the Foundation Treasurer (form can be found on page F23).

- Prepare a written report for June Executive Board meeting and file electronically with the Corresponding Secretary by the issued deadline. Include proposed date and location for next State Competitive Events day.
- Plan to attend Executive Board meeting.
- Prior to or between Board meetings meet with representatives from the District hosting Competitive Events the following calendar year to get information on the site, Site Coordinator, District Chair and work to establish a date for event.
- During Board meetings verify requested date/time for State Student Activities Board meeting during State Conference with President-Elect or Conference planning committee representative.

### **June**

- Attend Executive Board meeting.

### **August**

- Receive from the VP for District and Local Associations a list of current District Presidents, Local Association Presidents, Student Activities Chairs and District Concerto Chairs.
  - Use this list if you wish to contact Board members individually.
  - Photocopy this list and mail it to the State Concerto Chair.

### **September**

- By 10<sup>th</sup> of the month, mail to Editor and Webmaster a request to announce an invitation to State Competition board members to attend the State Student Activities Board meeting at the State Conference.
  - Appointed competition Chairs and Chairs of District Concerto competitions are members of this board.

### **October**

- Receive request from FSMTA Treasurer for recommendations regarding changes in present budget.
- Request from appointed Chairs a written report to be used for Executive Board meeting.
- Prepare a written report for State Conference Executive Board meeting. Include announcement of entry deadline, site location and date for next calendar year's State Competitive Events.
- Prepare a verbal report to be given during a General session of the State Conference.

### **November**

- Plan to attend State Conference.
- Attend Executive Board meetings.
- Turn in Reimbursement Form to FSMTA Treasurer, with receipts stapled to Form.

- Give verbal report during a General session of the State Conference. Include announcement of entry deadline, site location and date for next calendar year's State Competitive Day.
- Officiate during segment of the State Student Activities Board meeting regarding the State Competitive Day.

**Summer - odd year** (outgoing)

- Work with incoming VP who is appointing Chairs for all aspects of the State Competitive Day in concurrence with the President-Elect.
- Request that the new Chairs attend the State Conference State Student Activities meeting during the State Conference.
- Plan a time to meet the out-going Chairs and transfer materials during the State Conference.
- Request from President-Elect a signature stamp and ask that they bring it to the State Conference event where you can receive it and then turn it over to the Certificate Chair for use in printing Competition certificates.

**August - odd year** (outgoing)

- Receive from the VP for District and Local Associations a list of current District Presidents, Local Association Presidents, Student Activities Chairs and District Concerto Chairs.
  - Use this list if you wish to contact Board members individually.
  - Photocopy this list and mail it to the incoming State Concerto Chair.

**September - odd year** (outgoing)

- By 10<sup>th</sup> of the month, mail to Editor and Webmaster a request to announce an invitation to State Competition board members to attend the State Student Activities Board meeting at the State Conference.
  - Appointed competition Chairs and Chairs of District Concerto competitions are members of this board.
  - Invite in-coming VP to attend this meeting.

**October - odd year** (outgoing)

- Receive request from FSMTA Treasurer for recommendations regarding changes in present budget.
- Request from appointed chairs a written report to be used for Executive Board meeting.
- Prepare a written report for State Conference Executive Board meeting. Include announcement of entry deadline, site location and date for next calendar year's State Competitive Events.
- Prepare verbal report to be given during a General session of the State Conference.

**November - odd year** (outgoing)

- Attend State Conference and Executive Board meetings.
- Turn in Reimbursement Form to FSMTA Treasurer, with receipts stapled to Form.
- Give verbal report during a General session of the State Conference. Include announcement of entry deadline, site location and date for next calendar year's State Competitive Day.
- Officiate during segment of the State Student Activities Board meeting regarding the State Competitive Day.
- Meet with in-coming VP and State Competitive Day District Chair to brief them on details for next calendar years event. These details may include:
  - Location/dates for competitions.
  - Entry deadline for competitions (45 days prior to scheduled event).
  - Prepared publicity about competition for FSMTA newsletter and website listing:
    - Competition location/dates/deadlines.
    - Competition Chairs' names and contact information.
    - List of Concerto Chairs to be given to State Concerto Chair (received info from VP for District and Local Associations) if not already done.
- Attend last Executive Board meeting and give files and Manual of Procedure to in-coming VP.