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RVMTA Officers and Chairmen Job Descriptions
(updated Sept. 2016)

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President

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1. Is an elected Officer who presides at all meetings of RVMTA. Serves as an ex-officio member of all committees except the Nominating Committee. Serves on the Administrative Committee and Executive Board, attending all meetings of both. If unable to perform the duties of the office, notifies the President-elect in advance.
2. Informs VMTA President of chapter's new officers in **June**.
3. Meets with Finance Committee meeting in **June**, prior to Executive Board's planning meeting, to help develop proposed budget.
4. Selects and confirms all committee chairmen **prior to the summer Executive Board meeting**, so they may attend the Board meeting.
5. Calls a planning meeting for the Executive Board by **July 1st**.
6. Emails Proposed Agendas for Board and regular Association meetings to all members prior to each meeting involving business items. Calls for a vote to adopt the Proposed Agenda prior to any meeting involving business items. Makes sure someone is recording Minutes at any meeting where business items are on the Agenda.
7. Coordinates with President-Elect to see that one of you contacts, in writing, the facility where chapter holds meetings, seeking approval for the dates and rooms needed for chapter functions for the following year, by **July 15th**. (At Grandin Court Baptist, this involves filling out a "Building Use" Request form.)
8. Submits pertinent information to Webmaster by **Aug. 1st** and as needed, thereafter, during the year. (Examples include: RVMTA Calendar of Events, updates in Job Descriptions, revisions of web pages, new web pages, etc.)
9. Solicits members and businesses, by mail and email, to advertise on www.rvmta.org by **July 12th**. (Allows for longer postal delivery time, and still have about two weeks for replies to come in.)
10. Creates newsletters to send to members via email (or snail mail, if member has no email) each month, as needed. Ask for contributions from officers and chairmen prior to each publication.
11. Contacts each member of the Executive Board prior to business meetings in **Sept.** and **May** (and other meetings, as needed) to determine if they will need to be on the Agenda.
12. Verifies plans with chairmen before festivals, exams or recitals.
13. Attends the VMTA President's Summit, if held, bringing a summary of RVMTA activity (for the past and coming years) to share with each Chapter in VMTA. If unable to attend, designates President-Elect or another member to represent our chapter.
14. Represents RVMTA at the VMTA Conference. If not able to attend, designates another member as our representative.
15. Checks with Treasurer to be sure the financial records of RVMTA are audited over the **summer** per Bylaws and Standing Rules.
16. Along with the Webmaster, is a designated Administrator of the RVMTA Facebook page. **Should post at least monthly**.
17. At the **February** meeting of even-numbered years, holds election of a Nominating Committee to present a slate of officers at the next meeting. (See Bylaws and Standing Rules on the website for details.)
18. Arranges for the installation of new officers at the **May** meeting of an even-numbered year.
19. May wish to acknowledge outgoing Executive Board with a small gift of thanks at the **May** meeting in even-numbered years. See **Bylaws** at www.rvmta.org for more information re: President's role.
20. Brings two hard copies of an annual report to the **May** business meeting. One is for Recording Secretary, and one for the President's files. Also, attach the same report (in Word) in an email to the Recording Secretary and the President to go in their electronic files. Keep a copy in your own files for future President.

1. Is an elected Officer who supports the President and presides at meetings in the absence of the President.
2. Plans programs and workshops for all meetings and sends information concerning the dates, clinicians, and titles of programs to the President, Vice-President for Membership, Yearbook Chairman, and Webmaster by **August 1st**, if possible, and no later than **August 15th**.
3. Coordinates with President to see that one of you contacts, in writing, the facility where the chapter holds meetings, seeking approval for the dates and rooms needed for chapter functions for the coming year, **by July 15th**. (At Grandin Court Baptist, this involves filling out a "Building Use" Request form.)
4. Emails (or calls members without email) reminder of the upcoming workshop at least one week prior to meetings.
5. Suggestions for arranging workshops:
 - Establish a budget
 - Contact clinicians and negotiate agreements
 - Secure dates and location, consulting with President
 - Send reminder to clinicians two weeks prior to their programs and find out what equipment (piano(s), projection screen, etc.) they will need
 - Encourage clinician to provide handouts for meeting
 - Confirm location before each meeting
 - Remind Treasurer to prepare check for clinician
 - Be prepared to introduce the clinician
 - Give check to clinician with a thank you note or follow up with a thank you note
 -
6. Emails information for monthly newsletters to the President well in advance.
7. Sees that all workshop clinicians sign a copy of the Workshop Presenter Agreement prior to speaking at RVMTA meetings, regarding MTNA antitrust agreement issues.
8. Sends out a survey before the **May** meeting for members to critique the past year's programs as well as provide suggestions for future programs.
9. In even-numbered years, arranges for a gift for the outgoing President, using money from the Miscellaneous Line item of the RVMTA budget. Presents gift at the **May** business meeting.
10. Provides two hard copies of your annual report at the **May** business meeting: one to Recording Secretary and one to President. Also sends each of them an email with your annual report attached (preferably in Word) for their electronic files. Keeps one hard copy of your report in your own files to give to your successor.
11. Serves on the Administrative Committee and Executive Board, and attends all meetings of these groups.

See **Bylaws** at www.rvmta.org for more information.

Immediate Past President

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1. Is an elected Officer, who is a member of the Administrative Committee, the Executive Board, and the Finance Committee, and attends all meetings of these groups.
2. Provides two hard copies of an annual report at the **May** business meeting: one to Recording Secretary and one to President. Also sends each of them an email with the annual report attached (preferably in Word) for their electronic files. Keeps one hard copy of your report in your own files to give to your successor.

See **Bylaws** at www.rvmta.org for more information.

Vice-President for Membership

1. Is an elected Officer, who serves as Membership Chairman and promotes membership in our local chapter, providing information to new and prospective members.
2. Obtains names of prospective members from music stores, churches, want ads and referrals from present members. Invites these people to become members.
3. Prints brochure for new members, adding dates, clinician and titles of programs. Distributes additional brochures at local music stores no later than **Sept. 1st**.
4. May organize an orientation coffee in mid to late **August** to stimulate interest, as requested by Exec. Bd.
5. Invites all prospective members to the open meeting and luncheon in **September**. Includes an RSVP by email or phone.
6. Assists the Hospitality Chairman with the **September** luncheon and gives a brief orientation program to answer questions of new and prospective members, during or following the luncheon.
7. Refers people wanting to join RVMTA to the MTNA website at www.mtna.org.
8. Updates the membership list throughout the year, using the MTNA membership forms that are sent to the Treasurer, and notifies the President and President-Elect of new additions.
9. Emails the President, well in advance, with any info desired to be posted in the next newsletter.
10. Provides two hard copies of an annual report at the **May** business meeting: one to Recording Secretary and one to President. Also sends each of them an email with the annual report attached (preferably in Word) for their electronic files. Keeps one hard copy of your report in your own files to give to your successor.
11. Serves on the Administrative Committee and Executive Board, and attends all meetings of these groups.

See **Bylaws** at www.rvmta.org for more information.

1. The Treasurer is an elected Officer, who also serves as the Finance Committee Chairman. Meets with Finance Committee in **June**, prior to the Executive Board's planning meeting, to prepare the next year's budget. Makes copies of, and presents the proposed budget at Executive Board's planning meeting. Does the same for the membership at the **September** meeting.
2. Keeps accurate accounts of all income and disbursements.
3. Receives membership dues from MTNA and deposits in account. Keeps a file of new and renewal memberships. Sends membership forms that are received from MTNA to Yearbook Chairman in **August** and to Vice-President, President, and Webmaster after recording information.
4. Receives and deposits monies for website ads from Yearbook Chairman. Retains list of patrons and amount of ad in Treasurer files. Pays bill for copies of yearbook and membership brochures when invoice is received.
5. Receives and deposits monies for MusicLearningCommunity.com from MusicLearningCommunity (MLC) Account Manager. Sends payment from RVMTA to MLC.
6. Receives and deposits monies from VMFTA Fall Festival and Theory Tests from the respective chairman. Sends VMFTA fees to state treasurer.
7. Receives and deposits entry fees for RVMTA Student Recital, if applicable.
8. Presents proposed budget at **September** business meeting for approval by chapter. Gives treasurer's report at each business meeting, filing one copy and providing copies to President and Recording Secretary.
9. Reimburses committee chairmen for expenses after receiving receipts, filing them for audit and making sure expenses do not exceed budget allotment.
10. Writes checks for program/ workshop presenters, making sure these do not exceed budget allotment.
11. Receives and deposits monies from teacher referrals to scholarship account, recording in account log.
12. Deposits scholarship funds in RVMTA Scholarship account. Collects teacher donations at chapter meetings. Pays expenses for Scholarship Chairman and judges from this account. Writes check for scholarship winner in May.
13. If applicable, receives and deposits **May** luncheon reservations. Pays bill for luncheon. Transfers the difference between reservation amount received and luncheon cost to scholarship account.
14. Presents annual financial statement at the **May** business meeting, providing copies for President (electronic or paper).
15. Has accounts audited yearly (**in summer**) by volunteer auditor. Provides all files, receipts, bank statements, and checkbooks to auditor.
16. Provides two hard copies of an annual report at the **May** business meeting: one to Recording Secretary and one to President. Also sends each of them an email with an annual report attached (preferably in Word) for their electronic files. Keeps one hard copy of your report in your own files to give to successor.
17. Serves on the Administrative Committee and the Executive Board, attending all meetings of these groups. See **Bylaws** at www.rvmta.org for more information.

Recording Secretary

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1. Is an elected Officer who keeps accurate written Minutes of all meetings. Emails the Minutes (in Word) to the President within two weeks after each meeting.
2. Keeps accurate attendance of members at all workshops.
3. Reads Minutes of previous meeting at all business meetings and makes corrections as needed.
4. Reports Minutes of Board meetings to the Board only.
5. Provides two hard copies of an annual report at the **May** business meeting: one for your own files, and one to President. Also sends President (and yourself) an email with your annual report attached (preferably in Word) for electronic files.
6. Serves on the Administrative Committee and the Executive Board, attending all meetings of each group.

See **Bylaws** at www.rvmta.org for more information.

Corresponding Secretary

1. Is an elected Officer who sends sympathy, get well, thank you, and thinking of you cards to RVMTA members and others when informed by the President or others of the need.
2. Keeps a record of each card sent.
3. Sends correspondence on behalf of the organization if requested by the President.
3. Provides two hard copies of your annual report at the **May** business meeting: one to Recording Secretary and one to President. Also sends each of them an email with your annual report attached (preferably in Word) for their electronic files. Keeps one hard copy of your report in your own files to give to your successor.
4. Serves on the Administrative Committee and the Executive Board, and attends all meetings of these groups.

See **Bylaws** at www.rvmta.org for more information.

Historian

1. Is an elected Officer who keeps a scrapbook of chapter yearbooks, chapter newsletters, programs, newspaper clippings, photos, and all other publicity related to the chapter.
2. Sends state historian a chapter yearbook and any news articles that mention VMTA.
3. Provides two hard copies of your annual report at the **May** business meeting: one to Recording Secretary and one to President. Also sends each of them an email with your annual report attached (preferably in Word) for their electronic files. Keeps one hard copy of your report in your own files to give to your successor.
4. Serves on the Administrative Committee and Executive Board, and attends all meetings of these groups.

See **Bylaws** at www.rvmta.org for more information on Historian.

Parliamentarian

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1. Is an Officer appointed by the President.
2. Is familiar with, and brings a copy of RVMTA Bylaws to all meetings.
3. Advises the President of procedures as established by Roberts Rules of Order, where they do not conflict with RVMTA Bylaws.
4. Passes out copies of MTNA Antitrust Compliance Guidelines to members at all meetings and assists President in conducting meetings in compliance with MTNA policy.
4. Provides two hard copies of your annual report at the **May** business meeting: one to Recording Secretary and one to President. Also sends each of them an email with your annual report attached (preferably in Word) for their electronic files. Keeps one hard copy of your report in your own files to give to your successor.
5. Serves on the Administrative Committee, as well as the Executive Board, attending meetings of both.

Chaplain

1. Is an Officer appointed by the President.
2. Leads brief devotions at each meeting of the entire Association.
3. Provides two hard copies of your annual report at the **May** business meeting: one to Recording Secretary and one to President. Also sends each of them an email with your annual report attached (preferably in Word) for their electronic files. Keeps one hard copy of your report in your own files to give to your successor.
4. Serves on the Administrative Committee, as well as the Executive Board, attending meetings of both.

Certification Chairman

1. Contacts uncertified members and encourages them to become certified.
2. Answers members questions concerning certification or guides them to someone who has the answers.
3. Provides two hard copies of your annual report at the **May** business meeting: one to Recording Secretary and one to President. Also sends each of them an email with your annual report attached (preferably in Word) for their electronic files. Keeps one hard copy of your report in your own files to give to your successor.
4. Serves on the Executive Board and attends meeting held in summer.

Hospitality Chairman

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1. Plans refreshments for all workshops throughout the year or organizes volunteers to do so.
2. Provides a sign-up sheet at **September** meeting for co-hostess volunteers and food contributions for meetings during the year.
3. Arranges for food contributions for Fall Festival.
4. Reminds volunteers 1-2 weeks prior to scheduled meeting of their commitment. Arranges for food to be at meeting on time. Contacts the meeting site to ask if table can be provided for refreshments.
5. Keeps box of supplies on hand and replenishes as necessary, giving itemized receipt to treasurer for reimbursement. Supplies on hand should be: regular drip coffee, instant decaf, tea, sugar, half-and-half creamer (brought to each meeting), sweeteners, paper cups, plates, napkins, and plastic spoons and forks.
6. The chapter has a coffee pot, a linen tablecloth, and some disposable table coverings that can be used for regular meeting gatherings. Other supplies include paper towels, plastic wrap, plastic knives, scissors, and an extension cord. Hospitality Chair also brings plates, cups and napkins. For luncheons, you will need to borrow real table cloths from elsewhere, wash and return them, or purchase disposable ones with the Hospitality budget.
7. Plans all food for the Fall Festival. Set up ahead of time. Bring ice the day of the Festival. Table and cloth are provided by Hollins University. Food needs to be provided for two coffee breaks for the judges and other festival workers. The chairman of the festival committee should provide information regarding the number of people involved.
8. Collects orders for Box Luncheon and arranges delivery at **May** meeting, (if there is to be a box luncheon.)
9. Provides two hard copies of an annual report at the **May** business meeting: one to Recording Secretary and one to President. Also sends each of them an email with your annual report attached (preferably in Word) for their electronic files. Keeps one hard copy of your report in your own files to give to your successor.
10. Serves on the Executive Board and attends meeting held in summer.

Music Learning Community Account Manager

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- 1) Sends brief article for RVMTA summer newsletter(s) about MLC to the President as early as possible in **June**. Article should explain that RVMTA maintains a group subscription to the Music Learning Community, an online music theory games program suitable for beginning through intermediate piano students. Explain that teachers can check out MLC at www.musiclearningcommunity.com. Explain that teachers can save 80% or more by subscribing through the group rather than individually. The article should give the deadlines previously set by the MLC Administrator for:
 - A) sending the Account Manager the number of slots each teacher desires for the coming year
 - B) sending the Account Manager their check for these slots, made out to "RVMTA", once the amount owed has been determined.
- 2) Keep a list (Excel spreadsheet is recommended) of each teacher requesting slots, the number of slots requested, and when the teacher has paid for the slots.
- 3) When the deadline has passed for sending in numbers requested, wait a couple of days, then send a copy of the list of teachers and their requests to MLC Administrator.
- 4) After the MLC Administrator determines the cost per slot, she will inform you. You then should email each teacher with the total amount they owe, reminding them of the deadline for payment. They should send the check, written to "RVMTA" to you.
- 5) As checks are received, mark the account PAID on the spreadsheet. Once the deadline for payment has passed, call or email to remind any teachers who haven't paid, wait a couple of days and send the following to the Treasurer:
 - A) all checks you've received, making sure they are marked "for MLC" on each check
 - B) a list of all the MLC teachers, what they owe individually, and whether or not they have paid
- 6) Send a copy of the list in 5B, above, to the MLC Administrator
- 7) Update the list as needed during the year. Slot requests may come to you during the year. If so, follow the above procedure.
- 8) Consult with the MLC Administrator, Treasurer, and/or President, as needed for clarification.
- 9) Provide two hard copies of an annual report at the **May** business meeting: one to Recording Secretary and one to President. Also send each of them an email with the annual report attached (preferably in Word) for their electronic files. Keep one hard copy of your report in your own files to give to your successor.
- 10) Serve on the Executive Board and attends meeting held in summer.

Music Learning Community Administrator

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- 1) Serves as Liaison between RVMTA and Music Learning Community personnel.
- 2) Sets a deadline (Aug. 1st) for teachers to send in the number of MLC slots they want for the coming year. Also sets a deadline (Aug. 15th) for teachers to send in their payment for slots, made out to RVMTA, and sent to the Account Manager.
- 3) Receives the orders for MLC slots from the MLC Account Manager, and figures out how much each teacher will owe for the slots requested. (Account Manager and President can be consulted, if necessary.) The amount should be rounded up to an even number. (no change)
- 4) Places the subscription renewal order with MLC when everyone has paid, and before MLC's deadline.
- 5) Lets the Treasurer know how many slots are being requested, to whom check should be written and for how much. Also, where to send it, and the deadline for sending.
- 6) Receives from the Account Manager the list of teachers who have paid for their slots, and keeps a record of these.
- 7) Activates slots only for those teachers who have already paid for them.
- 8) Offers assistance in getting set up, should the teacher need help.
- 9) May order an additional \$50-worth of slots during the year, if needed, per RVMTA approval granted in 2013-14, should we not have enough in place to cover a teacher's requests during the year.
- 10) Provides two hard copies of an annual report at the May business meeting: one to Recording Secretary and one to President. Also send each of them an email with the annual report attached (preferably in Word) for their electronic files. Keep one hard copy of your report in your own files to give to your successor.
- 11) Serves on the Executive Board and attends meeting held in summer.

Music Link Coordinator

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1) PUBLICIZE MUSIC LINK PROGRAM TO LOCAL SCHOOLS: (this can be done easily via email, by sending info to the music department heads of each school) Do this by **August 15th** of each year.

- explain that the Music Link program is sponsored by MTNA, and that you are the local contact person for RVMTA
- explain that the goal is to link up deserving students with an aptitude and interest in music with local private teachers willing to work with them for at least 50% off their normal charge for tuition. Other perks include reduced cost on music, instruments, music camp fees, etc.
- explain that the application forms to nominate a student or teacher are available at www.musiclinkfoundation.org

2) ENLIST LOCAL TEACHERS:

- encourage RVMTA teachers to sign up to be a Music Link teacher at www.musiclinkfoundation.org, whether or not they currently have any Music Link students. Do this at the **September** business meeting. You don't have to do a lot of paperwork, as the Music Link Foundation takes care of all that, including a background check of teachers who apply.
- keep a list of RVMTA teachers who are currently Music Link teachers

3) (Optional) PLAN A MONEY-RAISING ACTIVITY for MUSIC LINK:

- to raise awareness and funds for scholarships for Music Link students. There are rules about how the money raised can be used; check on the Music Link Foundation website. Plans should be brought to the Exec. Board for approval before implementing.
- to give local music students a "cause" they can use their performance skills to support (This might be as simple as having a donation box at the RVMTA Student Recital, or planning a big "Practice-a-thon" between studios, where students would get sponsors for hours practiced. "Play-a-thons" are also popular in malls.)

4) Provide two hard copies of an annual report at the **May business meeting:** one to Recording Secretary and one to President. Also send each of them an email with the annual report attached (preferably in Word) for their electronic files. Keep one hard copy of your report in your own files to give to your successor.

5) Serves on the Executive Board and attends meeting held in the summer.

Publicity Chairman

- 1. Sends information about all meetings and new officers to the local newspapers. Information needs to be sent **one month in advance.****
2. Sends ads and checks (such as to VMFTA) to appropriate persons per request of President or the Association.
3. Completes the form and sends check to appropriate person for radio spots, such as Day Sponsorship at WVTF.
4. Provides two hard copies of your annual report at the **May** business meeting: one to Recording Secretary and one to President. Also send each of them an email with your annual report attached (preferably in Word) for their electronic files. Keep one hard copy of your report in your own files to give to your successor.
5. Serves on the Executive Board and attends meeting held in the summer.

RVMTA Student Recitals Chairman

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1. Plans student recital(s) throughout the year.
2. Determines location, time and date and notifies President and President-Elect at the Executive Board meeting prior to the recital(s). The President-Elect will request the use of the building on the date(s) and time(s) set by the Student Recital Chair.
3. Verifies permission for building use with the President-Elect prior to recital.
4. Sends the Webmaster the recital information and an application form to make available to teachers on the RVMTA website by **August 15th** for the coming year's recital(s). Sets a deadline for receiving entries and any fees set by the organization.
5. Compiles student names and compositions from their teachers. Collects student entrance fees (as determined by the organization) as one check from each participating teacher. Gives the money, when all collected, to Treasurer.
6. Prepares recital program and copies certificates for students.
7. Informs teachers of arrival time.
8. Presents certificates at the recital and may acknowledge parents.
8. Provides two hard copies of an annual report at the **May** business meeting: one to Recording Secretary and one to President. Also sends each of them an email with the annual report attached (preferably in Word) for their electronic files. Keeps one hard copy of your report in your own files to give to your successor.
9. Serves on the Executive Board and attends meeting held in summer.

Scholarship Chairman

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1. Forms a committee to formulate or propose revisions to rules for the granting of the scholarship and the requirements for candidates applying for the scholarship. Recommends to the chapter these rules and amounts to be awarded.
2. Sends Webmaster and Yearbook Chairman information for scholarship by August 15th.
3. At September meeting, present to members deadlines and dates for scholarship applications. Answers questions of members concerning requirements for auditions. Directs members to website for applications and more information.
4. Decides on qualified judges, date and place for the auditions.
5. Receives applications and informs teachers of audition date and time.
6. Informs applicants of the audition results by telephone or email as soon as possible.
7. Sets a date for the winner(s) to be heard by the chapter, preferably at the May meeting, and introduces winners and their teachers at this recital. Prepares the program for the Winner's Recital.
8. Provides two hard copies of your annual report at the May business meeting: one to Recording Secretary and one to President. Also sends each of them an email with your annual report attached (preferably in Word) for their electronic files. Keeps one hard copy of your report in your own files to give to successor.
9. Serves on the Executive Board Meeting and attends meeting held in the summer.

Teacher Referral Service Chairman

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1. Keeps a file of members who would like more students.
2. Refers parents to teachers in their localities, and keeps a record of student and parent names along with the name(s) of teacher referred. May also refer them to "Find-a-Teacher" on our website, www.rvmta.org.
3. For the purpose of collecting referral fees as outlined in the Yearbook, announces referrals made at business meetings to determine if referred teachers have accepted students into their studios. Referral fees should be collected by the Treasurer.
4. Provides two hard copies of an annual report at the **May** business meeting: one to Recording Secretary and one to President. Also sends each of them an email with the annual report attached (preferably in Word) for their electronic files. Keep one hard copy of your report in your own files to give to your successor.
5. Serves on the Executive Board and attends meeting held in summer.

1. Sets festival date, site and deadline for registration by **July 1st**. Reminds members that they must have dues paid to MTNA, VMTA and RVMTA by the deadline of **August 31**.
2. Contacts Barbara Mackin at Hollins to check on availability of Presser Hall and Talmadge and confirm date.
3. Forms a committee to assist in preparing for Fall Festival.
4. Sends Yearbook Chairman and Webmaster information for Fall Festival by **August 1st**.
5. At the **September** meeting, reminds members about the Fall Festival registration forms and information being available on the RVMTA website. Follows up with an email to make sure that all members are informed.
5. Secures judges and backup judges.
6. Secures monitors, runners, helpers and registration desk workers.
7. Arranges for coffee/snack break for judges and helpers with the Hospitality Chairman.
8. Purchases supplies (including ribbons) for festival.
9. Schedules students.
10. Mails students' schedules, map of Hollins and information about the festival to the teachers to distribute to their students.
11. Mails instructions to all judges and workers.
12. Fills out certificates of participation.
13. Organizes rating sheets and certificates according to room and judge.
14. Provides nametags and instructions for workers.
15. Goes to Hollins the day before the festival to set up. Checks with Barbara Mackin insure that chairs are available for judges in the rooms and a chair is available outside each room for the monitors.
16. On the day of the festival, arrives early to place signs to direct students to parking and Presser Hall. Gets the keys from the safety office to open Presser Hall and Talmadge and to open the grand in Talmadge.
17. Ensures that the schedule runs as smoothly as possible on festival day.
18. Collects all judges sheets, records the scores on the final score sheets for the judges (keep a copy for your records) and places judges sheets and ribbons in envelopes for the teachers to pick up at the end of the festival.
19. Cleans up after the festival. Locks Presser Hall and Talmadge and the grand in Talmadge. Returns the keys to the safety office.
17. Mails envelopes of rating sheets to teachers if not picked up at festival.
18. Writes thank you notes to volunteers.
19. Provides two hard copies of an annual report at the **May** business meeting: one to Recording Secretary and one to President. Also sends each of them an email with your annual report attached (preferably in Word) for their electronic files. Keeps one hard copy of your report in your own files to give to your successor.
20. Serves on the Executive Board and attends its summer meeting. **See next page for more Festival details!**

1. Set festival date, site and deadline for registration by **July 1st**.
 Date: in November (Saturday before Thanksgiving)
 Hollins contact: Barbara J. Mackin
 Room 314
 553-6183
 bmackin@hollins.edu
 Registration deadline: **October** meeting
2. Form a committee (ask for help) to assist in preparing for Fall Festival: 2014 – Certificates (Sherrie Andrews, 992-1950, andrewspianostudio@gmail.com), Help with contacting monitors and runners (Bittsy Hall, 986-6725, cell 588-0080, mrandmrsvmi@cox.net), Refreshments (Carolyn Winborne, 343-7524, cgw.te.deum@verizon.net).
3. VMTA Fall Festival Coordinator:
4. Debbie Sacra: Babohum@aol.com Cell: 804-822-6063, Home: 804-740-9266
5. Send Yearbook Chairman and Webmaster the updated information for Fall Festival **by August 1st**.
 Yearbook
 Chairman: Lynne Kessler, 989-7832, kesslerpiano@version.net , Webmaster: Sarah O’Brien (send forms/info)
6. The registration materials are available online at the RVMTA Website. Duplicate a few registration and judges forms for information packet by **August 30** to be distributed to members at the **September** meeting who are unsure of using internet forms. Include Instructions for Fall Festival Forms, ADDITIONAL INFORMATION FOR FALL FESTIVAL, Judge’s Comment Sheet (sample), Judge’s Comment Sheet (blank), 2014 VMTA Fall Festival Registration (sample) and 2014 VMTA Fall Festival Registration (blank). Change dates to current year.
7. Collect registration forms and checks made out the RVMTA at **October** meeting.
8. Contact Barbara Mackin to confirm the rooms to be used and the instructors who use those rooms. (I usually leave a little thank you gift on their desks.)
9. Rooms usually used are: Room 108 (Melia Garber); Room 112 (Kerry Moriewicz); Room 202 (Mary Eggleston); Room 208 (Judith Cline); and Room 212 (Shelbie Wahl). Also, the oldest Level 3 and the Level 4 students will be in Talmadge Recital Hall in Bradley Hall. The hospitality room is in the first floor lounge and the “situation room” is on the second floor across from the practice rooms. You will need the practice rooms so students can warm-up. And you will need the two large classrooms on the second floor for the waiting rooms.
10. On Fall Festival Checklist, list participating teachers, ID#, number of students participating from each studio, payment amount, and check #. Send copy of checklist along with all checks to the RVMTA Treasurer.
11. Secure judges and backup judges. Make a master list of judges including name, ID#, phone #, email address, address and room assignment. Use Fall Festival Judges format.
12. Ask for teachers to suggest monitors and runners from their studios. Have committee member (Bittsy) contact students to confirm. Must be done by the end of October. It’s necessary to know who these students will be in order to make the final schedule.
13. Schedule participants by making a spreadsheet of all Level 1 students, Level 2 students, Level 3 or 4 students. Notate all special requests (special time, siblings, pedal needed, festival helper, etc.) Include if playing piano solo, duet, violin, vocal, etc. There are usually 2 rooms per each level. (Be sure that a student is not scheduled in a room where their teacher is judging.) Then transfer information to each Room sheet as scheduling is done.
14. Make a master schedule of monitors, runners, floaters, and helpers. Schedule floaters to fill-in for monitors and runners when they are scheduled to perform.

(Continued on next page)

15. Purchase Post-it notes, pencils, highlighter, name tags, stamps, envelopes, copy card (for copies of Hollins maps and INFORMATION FOR ALL TEACHERS, STUDENTS AND PARENTS forms).
16. Make copies of INFORMATION FOR ALL TEACHERS, STUDENTS AND PARENTS forms and maps to Hollins. Also, make copies of the student/parent handout about staying in the waiting room to pass out at check-in.
17. Highlight maps to Hollins festival location.
18. Organize rating sheets according to room and judge. Fill in all info on the Judges Comment Sheets: student room, student #, student assigned time, teacher #, and judges' numbers (1 for each judge in the assigned room).
19. Transfer the above info to the INFORMATION FOR ALL TEACHERS, STUDENTS AND PARENTS forms for each student (student name, student #, student room and student time) and attach a Hollins map to each.
20. Make up monitor/runner assignment sheets for each festival helper.
21. Make a packet for each teacher including the items in #16 and #17 for all of their participating students.
22. Talk to Hospitality Chairman about setting up snacks and drinks for judges and workers.
23. Contact VMTA Fall Festival Chair (Debbie Sacra) to obtain certificates. Get a few extras.
24. Pick up certificates at conference or ask someone to pick up.
25. Sign all certificates and give certificates and certificate list to committee member to fill out. The certificate list should include the student's name, instrument, and level. The list should be made for each room and the students should be listed in the order they will perform. Give her an envelope labeled for each room so she can place the certificates in order for each room.
26. Give out completed schedule packets (item #18) to teachers at November meeting or leave at The Bandroom or mail, as needed.
27. Make nametags for workers. We have plastic nametag covers.
28. Make signs for rooms. (I have some that I reuse.)
29. Make up judges envelopes with 4 pencils, Post-it notes, tissues, mints, and judges' tags.
30. Make up check-in envelope with a list for each room with students' times. List names alphabetically. Include 2 pencils and the student/parent information sheet about staying in the waiting room.
31. Make up room envelopes containing, in one: the two copies of judges forms for each student in the order that they are to perform; and the envelope of certificates for the room. Also include two manila file folders labeled for each room.
32. Make up Final Score sheet for each teacher with their students' names...to use for notating final scores.
33. Make up an envelope for each teacher. It will contain the completed Judges Comment Sheets and the Final Score sheet at the end of the festival.
34. Make up extra blank copies of the Judges Comment Sheets and Certificates to take with you the festival (just in case).
35. Email Tips for Judges Comments to all judges.
36. Call and check with Barbara Mackin for last minute information on any festival information. You will need 2 "desk chairs," two folding chairs and a music stand for each room. We will need a folding table with a table cloth for the check-in desk on the second floor. You will also need a table with a tablecloth in the downstairs lounge for the hospitality room.
37. Pick up keys from Candy Phillips on **Friday** afternoon. You will get three keys (a master key for Presser, a key for Talmadge Recital Hall and a key for the Steinway in Talmadge). Check out rooms, put up signs at rooms we are using for the festival, and set up the "situation room." Carolyn will come to set up the hospitality room, too.

Candy Phillips, Secretary, Music & Dance Dept.
362-6511 or 362-6230
cphillips@hollins.edu
Presser Hall, Room 114

(Continued on next page)

38. On **Friday** night, double check for last minute details. Relax and get plenty of rest.
39. On **Saturday** (Festival day), arrive at Hollins at 7:30 am. Place signs around campus (one pointing left on stop sign at entrance, one pointing straight on two other signs on the road, one pointing right at the road that goes under the building to the parking lot, one on the building that you walk past on the way to Presser, one on the yellow pole at the path to Presser, and one on the outside of the door going into Presser. Turn on lights and open rooms in Presser. Open Talmadge Recital Hall and turn on lights. Unlock the Steinway.
40. Set up chairs and stands in rooms in Presser. Make mental note of any furniture moved so that it can be returned to its place...leave the room as you found it.
41. Give Check-in desk helper their envelope and send to the check-in desk.
42. **At 8:15**, meet with the monitors and runners: give out assignment reminder sheets (listing their assignments and times for the day); give out their nametags and remind them to return them at the end of the festival; give a reminder to **ask me** if there are any questions (**don't change any Judges Comment Sheets**); give reminder to send Judges Comment Sheets to me as they are completed (Don't wait until the end of the festival.); remind them that they will have a break at around 10:00; remind them **not to give out any scores**; tell them that they will have a replacement when they perform; tell them if they don't have anything to do, come see me and I'll give them something to do; and finally, take a picture of the group. Send them to their places.
43. **At 8:20**, meet with judges: give out judges packets. Take a picture and send to assigned rooms.
44. Run festival on festival day. Check on rooms for progress. Check on Talmadge at least once. Gently remind parents to wait in waiting rooms. Check on check-in desk for progress of student arrivals. Check once on Hospitality room.
45. Organize and notate scores as they come in to the room. Score go on the Final Score sheet for each teacher. List judge # and score in each box then average to the high score for the final score. Have two copies, one for the teacher and one for me to keep for records and VMTA report to Debbie Sacra.
46. After scores are listed on the Final Score sheet, place the judges Comment Sheets into the student's teacher's envelope.
47. Envelopes picked up by teachers at the end of the festival. Do not allow them to take their envelopes until all of their students' Judges Comment Sheets and their Final Score sheet double checked.
48. Clean up after festival. Take down all signs that were put up in the building. Return all chairs to the hallway and reposition any moved furniture in the rooms. Place thank you gifts on teachers' desks. Turn off lights. Lock up rooms.
49. Lock up Steinway. Cover Steinway and turn off lights in Talmadge. Lock Talmadge Recital Hall.
50. Collect signs outside the buildings.
51. Drop off keys at the Security Building (near the parking lot).
52. Take down to rest of the signs on the road into Hollins.
53. Drop off any remaining envelopes at The Bandroom.
54. Write up follow-up notes, if needed.
55. Send in any receipts for Fall Festival purchases to Treasurer. (I have purchased the thank you gifts for room teachers, judges, and festival helpers. I do not turn in receipts for those. You do not have to get the gifts but a thank you note would be nice.)
56. Send a thank you letter to Hollins Music Dept. for the use of the buildings and campus for our Fall Festival.
57. Send a Fall Festival report to VMTA Fall Festival Chair (Debbie Sacra) listing: # of participants in each level, scores, number of teachers participating.

VMTA Sight-Reading and Skills Tests

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1. Secures place to have the tests. Sets deadline for registration, date of tests, snow date and time of the tests.
2. Sends Yearbook Chairman and Webmaster information for upcoming tests by August 15.
3. Duplicates registration forms for information packet by August 30. These will be distributed to members at the September meeting.
4. Informs members of the tests and encourages them to enter their students.
5. Makes copies of the syllabi available to the members.
6. At deadline, collects applications from the treasurer.
7. Secures Judges.
8. Makes schedule for the day of the tests, informing teachers 2 weeks in advance.
9. On day of tests, arrives early and makes sure judges have score sheets, schedules, pens or pencils and metronomes.
10. Reports the results of the tests to the state within fourteen days. Award ribbons will be sent to the chairman to be distributed to the teachers.
11. Provides two hard copies of an annual report at the May business meeting: one to Recording Secretary and one to President. Also send each of them an email with your annual report attached (preferably in Word) for their electronic files. Keep one hard copy of your report in your own files to give to your successor.
12. Serves on the Executive Board and attends meeting held in summer.

VMTA Theory Test Chairman

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1. Attends local and state meetings as regularly as possible to keep informed of changes to policies for giving and taking tests, and to answer questions from teachers at local meetings.
2. Orders ear training CD's and syllabi for members in **September**.
3. Determines site for the tests. Sets deadline for registration, date of tests, snow date and time of the tests.
4. Sends Yearbook Chairman and Webmaster information for upcoming tests by **August 15**.
5. Duplicates registration forms for information packet by **August 30**. These will be distributed to members at the September meeting.
6. After receiving applications, orders and duplicates tests and CD's for each level as needed.
7. Informs members of the place, date and time of tests. Reminds them of any materials (pencils) that the students need to bring the day of the test.
8. Keeps accurate records of all expenditures.
9. Records all statistics required by state theory chairman, keeping one copy for local records.
10. Fills in certificates and gives to teachers.
11. Sends all cost reports and other data to state chairman or state treasurer to be reimbursed.
12. Reports overall results at next chapter meeting.
13. Provides two hard copies of your annual report at the **May** business meeting: one to Recording Secretary and one to President. Also sends each of them an email with your annual report attached (preferably in Word) for their electronic files. Keeps one hard copy of your report in your own files to give to your successor.
14. Serves on the Executive Board and attends meeting held in summer.

1. Maintains RVMTA website, currently at rvmta.org.
2. Performs regular updates to website pages as needed.
3. Renews domain name (rvmta.org) annually. Currently, our domain provider is GoDaddy.com
4. Logs on via the administrative login page **at least once per month** to avoid an automatic inactivation of our free account at musicteachershelper.com.
5. Removes expired content from website as needed.
6. Uploads new content to the website as needed. Most updates will occur yearly in **July** and **August**, as RVMTA prepares for the upcoming school year. Examples of what needs updating:
 - Calendar
 - Workshops
 - Application forms and information for Fall Festival, Scholarship, RVMTA Student Recital
 - Changes to Bylaws or Job Descriptions
 - Changes to Home Page when there is a change of officers
 - Officers and Chairmen list ---when there is a change to any of these positions
 - Supporters page, and other ads
 - Find-A-Teacher---update when we gain or lose members
 - Resources
 - Photos
7. Along with the President, is designated an Administrator of the RVMTA Facebook page.
8. Provides two hard copies of an annual report at the **May** business meeting: one to Recording Secretary and one to President. Also sends each of them an email with the annual report attached (preferably in Word) for their electronic files. Keeps one hard copy of report in your own files to give to your successor.
9. Serves on the Executive Board and attends meeting held in summer.

Yearbook Chairman

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1. Collects ads and fees for advertising on website by **August 1**. Emails ads in jpeg form to rvmta.org webmaster for publication on appropriate website page. Sends treasurer information and fees collected.
2. Gathers information from officers and committee chairman for calendar by **August 1**.
3. Following the Executive Board meeting, receives info from President-Elect on workshops for printing in the Yearbook. Sends this info to the Webmaster, as well.
3. Compiles yearbook and has it printed by **September 1**.
4. Distributes yearbooks at September meeting to membership.
5. Mails a yearbook to each business that advertises in RVMTA yearbook. Include a typed thank-you note for their support of RVMTA.
6. Provides two hard copies of an annual report at the May business meeting: one to Recording Secretary and one to President. Also sends each of them an email with an annual report attached (preferably in Word) for their electronic files. Keeps one hard copy of your report in your own files to give to your successor.
7. Serves on the Executive Board and attends meeting held in summer.