



### NMEA College/University Director

**The Director, College/University Affairs is a voting member of NMEA Board of Directors. The term of office is three years.**

**Update to Manual last made by**                              Annette Peters          

**Last updated (date)**                              04/18/2018          

**As updates are made send updated Manual to:**                              Executive Director          

**GENERAL RESPONSIBILITIES**

- A. Provide articles for the *Nebraska Music Educator* magazine.
- B. Foster more active participation in NMEA by music teachers at the college level.
- C. Manage rotation (instrumental, choral, general and author institution) of collegiate faculty guest articles for the *Nebraska Music Educator* magazine. Authors consist of randomly selected representatives of college level who agree to write a guest article for publication.
- D. Liaise with all college/university music education faculty on issues related to teacher training and supervision.
- E. Assist the president-elect and chair, collegiate members in arranging student oriented sessions at annual clinic and select presidors for all Collegiate Forum sessions
- F. Communicate with CNAfME chapter advisors to organize annual *Collegiate Showcase Recital*.
- G. Communicate criteria for *Outstanding Collegiate Chapter* to CNAfME chapter advisors and collaborate with Director, Collegiate Members to determine annual award recipient.
- H. Communicate information regarding *Student Teacher Grant* to CNAfME chapter advisors and determine annual award recipient through an ad hoc committee of NMEA members.

I. Assist the association in other allied activities as requested by other officers

J. Promote and encourage the teaching of music.

K. Promote and encourage the strategic initiatives of the Nebraska Music Education Association



<p><b>January</b></p>	<ul style="list-style-type: none"> <li>• Attend executive board meeting.</li> <li>• Send written report to the executive director at least two weeks before the meeting.</li> <li>• Send an email to collegiate chapter advisors and presidents reminding them to encourage their members to submit entries to the NAFME composition contest. Entries are due April 15. See <a href="http://musiced.nafme.org/programs/contests-calls-competitions/student-composers-competition/">http://musiced.nafme.org/programs/contests-calls-competitions/student-composers-competition/</a></li> <li>• Consult with Tri-M Chair to discuss possibility of shared speakers, and president-elect regarding sessions/clinicians for the Collegiate Forum. Email chapter advisors to gather suggestions for Collegiate Forum sessions/clinicians.</li> <li>• Remind collegiate article author that article for the March issue is due to the editor by <b>January 10</b>.</li> </ul>
<p><b>February</b></p>	<ul style="list-style-type: none"> <li>• Email Society for Music Teacher Education (SMTE) national chair and North Central Division representative to check in as Nebraska state representative. As the chair of the Nebraska Council for Music Teacher Education you are now Nebraska's link to SMTE.</li> <li>• Contact Collegiate advisors (again as a reminder) for suggestions on programming for NMEA Conference and Collegiate Forum.</li> <li>• Remind chapter advisors of May 1 Outstanding Chapter Application deadline.</li> </ul>
<p><b>March/April</b></p>	<ul style="list-style-type: none"> <li>• Work with Executive Director to update the Student Teacher Grant application form for the website. Remind chapter advisors that the recipient <b>MUST</b> be a member of NAFME at the time the award is given (check will be cut in July, announcement will be made in November at Conference).</li> <li>• Work with Executive Director to update the Outstanding Chapter application form for the website.</li> <li>• Identify collegiate article author for July issue (back to school issue) and confirm that article is due to the editor by May 10.</li> <li>• Communicate with president-elect (conference chair) regarding 1) collegiate suggestions for NMEA conference sessions/clinicians and 2) scheduling logistics for Collegiate Forum</li> <li>• Prepare written report for May executive board meeting/retreat – send to executive director at least two weeks before the meeting.</li> </ul>
<p><b>May</b></p>	<ul style="list-style-type: none"> <li>• Review Student Teacher Grant Applications following <b>May 1</b> deadline. Determine award recipient by convening an ad hoc committee of NMEA members including the Exhibits chair/Nebraska Music Dealers and Exhibitors Assoc. (NMDEA) representative. Notify award recipients. Fill out voucher to process award for new recipients (to be mailed in July). Certificates will be presented at conference banquet in November.</li> </ul>

	<ul style="list-style-type: none"> <li>• Review CNAfME annual reports following the <b>May 1</b> deadline. Determine Distinguished Chapter Award recipient(s) – may convene an ad hoc committee if number of applications merits. Notify award recipients in the fall (see September/October below). Certificates will be presented at conference banquet in November.</li> <li>• Article for the July issue of the <i>Nebraska Music Educator</i> due <b>May 10</b>.</li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li>• Identify collegiate article author for October issue (conference issue) and confirm that article is due to the editor by August 10.</li> <li>• Email college/university faculty members of NMEA to convey information about SMTE (what it is, website, etc.) and solicit topics for conversation at Nebraska Council for Music Teacher Education annual meeting, held following the Collegiate Showcase Recital in November.</li> </ul>
<b>August</b>	<ul style="list-style-type: none"> <li>• Article for the October issue of the <i>Nebraska Music Educator</i> due <b>August 10</b>. NOTE: In the last year of office, this is the FINAL article to be written, with the successor writing for the March issue.</li> <li>• Prepare email/ mailing (<b>to be sent by end of 1<sup>st</sup> week of classes</b>) to NAFME Collegiate chapter advisors and non-active colleges/universities including:</li> <li>• Letter of welcome – introduce yourself, your availability for consultation and strongly emphasize <b>that students must be members of NAFME and their collegiate chapter to attend NMEA Conference in November!</b></li> <li>• Directions for <i>Collegiate Showcase Recital</i>, participant selection, selection process page, and participant form with submission deadline of October 1.</li> <li>• Call for nominations for Apprentice Chair of Collegiate Members and explanation of election process to be held at NMEA Conference. Applications due October 1.</li> </ul>

<p><b>September/ October</b></p>	<ul style="list-style-type: none"> <li>• Collegiate Showcase Recital applications due <b>October 1</b>.</li> <li>• Solicit collegiate non-traditional, culturally relevant small ensembles to perform in the exhibit hall during the November conference. Coordinate with Exhibits chair to determine schedule and location of performances.</li> <li>• Apprentice Chair of Collegiate Members applications/nominations due <b>October 1</b>. College/University Affairs chair convenes ad hoc committee of NMEA Board Members to determine slate of candidates to be forwarded to the Chair of Collegiate Members by the end of the month.</li> <li>• Send names of student teacher grant award recipient(s) and chapter(s) of distinction to executive director and public relations chair for the making of certificates and banquet program information. Each grant recipient and each chapter of distinction will be allowed 2 comp banquet tickets in order to accept the award.</li> <li>• Remind college/university faculty members of NMEA to attend the Nebraska Council for Music Teacher Education annual meeting, held following the Collegiate Showcase Recital in November.</li> <li>• Send special email to NMEA to alert public school supervisors and cooperating teachers regarding SMTE issues, and invite them to attend Nebraska Council for Music Teacher Education annual meeting, held following the Collegiate Showcase Recital in November.</li> </ul>
<p><b>November</b></p>	<ul style="list-style-type: none"> <li>• Host/administer Collegiate Conference and NCMTE meeting.</li> <li>• Collegiate Chair and Apprentice Chair (students) serve as presiders for the Collegiate Conference events.</li> <li>• Recognize Student Teacher Grant winners at All-State concerts.</li> <li>• Announce CNAfME Distinguished Chapter winner(s) and recognize Student Teacher Grant winners at NMEA Banquet.</li> </ul>
<p><b>December</b></p>	<ul style="list-style-type: none"> <li>• Identify collegiate article author for March issue (advocacy issue) and confirm that article is due to the editor by January 10.</li> <li>• Send thank you note to all recital participants, presenters, and honored guests at November NMEA/NAfME Collegiate Conference.</li> </ul>