



## NMEA Middle Level/Jr High Affairs Director Job Manual

The Director, Middle Level/Junior High Affairs is a voting member of NMEA's Board of Directors. The term of office is three calendar years.

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

**Last updated (date)**                                4/18/2018          

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

### GENERAL RESPONSIBILITIES

- A. Liaison between middle level/junior high school teachers and NMEA.
- B. Official spokesperson for middle level/junior high activities in Nebraska.
- C. Submit articles for publication as assigned for the *Nebraska Music Educator*.
- D. Suggest and help select clinicians for the Conference/In-Service Clinic in November.
- E. Organize "Music Education Week at the Capitol"/ "Capitol Concerts"
- F. Work with the elementary/general music chair on the assigning of presiders for the fall Conference/In-Service Clinic.
- G. Attend all Board meetings; submit written reports of activities about three weeks before each meeting; be involved and participate in board discussions and votes.

**SPECIFIC RESPONSIBILITIES**

<p><b>January/ February</b></p>	<ul style="list-style-type: none"> <li>• Attend executive board meeting.             <ul style="list-style-type: none"> <li>○ Submit written report of activities to the executive director two weeks prior to the meeting.</li> </ul> </li> <li>• Establish goals for term of office.</li> <li>• Submit names and ideas for conference/clinic sessions to the president-elect.</li> <li>• Form committee to select groups to perform for "Music Education Week at the Capitol."</li> <li>• Notify selected groups for performance at the Capitol in Lincoln.</li> <li>• Notify Capitol liaison with regards to arrangements for the performing groups.</li> <li>• Work with Capitol liaison with regards to arrangements for the performing groups.</li> <li>• Arrange for executive board representatives at each performance of music groups at the Capitol.</li> <li>• Confer with President-Elect the time slot of the middle-level reading session. Either 8:00 or 9:15 on the 2<sup>nd</sup> day of the conference (Saturday or Friday).</li> <li>• Article for the March issue of the <i>Nebraska Music Educator</i> due <b>January 10th.</b></li> </ul>
<p><b>February</b></p>	<ul style="list-style-type: none"> <li>• Keep in contact with the president-elect on progress in conference/clinic planning.</li> <li>• Continue to work with Capitol liaison with arrangements for "Music Education Week at the Capitol."</li> <li>• Three weeks prior to the week, contact Public Relations with the performance group name, director, contact information, senator e-mails. Make arrangements with public relations for press releases, etc. regarding "Music Education Week at the Capitol." Pictures need to be of highest resolution, 300dpi, do not shrink anything!</li> </ul>
<p><b>March/April</b></p>	<ul style="list-style-type: none"> <li>• Make arrangements to be present at one or two of the days for the "Music Education Week at the Capitol" in Lincoln. Start early to ask for volunteer. If no one on board volunteers, try asking retired teachers or college teachers who were on board in the past.</li> </ul>

	<ul style="list-style-type: none"> <li>• Fill out Capitol Facility Use Permit to request the Capitol Rotunda for the following year's "Music Education Week."</li> <li>• Write thank you letters to state senators and Roxanne Smith (Capitol liaison).</li> <li>• Check with Executive Director for application form for "Music Education Week at the Capitol" for use in the <i>Nebraska Music Educator</i> (August and October issues) and the NMEA Web site. Executive Director creates the form. (*2016 January – start planning for transitioning to digital application and digital recording.)</li> </ul>
<p><b>May</b></p>	<ul style="list-style-type: none"> <li>• Prepare for the executive board meeting in mid/late May. <ul style="list-style-type: none"> <li>○ Submit a written report to the executive director two weeks prior to the meeting.</li> </ul> </li> <li>• Attend executive board meeting.</li> <li>• Select 3 conductors for the Middle Level Reading Session...Have them choose 2 selections each to conduct for the session</li> <li>• Select a demonstration band for the Middle Level Reading Session</li> <li>• Email conductors to give the demonstration band their music selections.</li> <li>• Get bios of directors. Need to have them by June 15<sup>th</sup>.</li> <li>• Email to Executive Director asking for presiders in the newsletter. Keep updating names of presiders throughout the summer. As each presider's name is e-mailed to us, e-mail them back asking for two more names. We need name, school, position, e-mail and cell phone number.</li> <li>• The duties of the presider include: <ol style="list-style-type: none"> <li>1) Arriving 10 minutes early to the session location.</li> <li>2) Making the presenter feel welcome (set up materials, check equipment).</li> <li>3) Introducing the clinician (clinician biography is included in your packet).</li> <li>4) Help distribute any handouts.</li> <li>5) Begin and end the session on time</li> <li>6) Thank the clinician and present them with the "Certificate of Appreciation."</li> </ol> </li> <li>• The newsletter descriptor of the call for presiders: <p>"Presiders are needed for every session at NMEA conference. Please volunteer to serve for one or more sessions, and either let the Middle Level/Junior High chairperson (officer e-mail) or the Elementary/General Music chairperson (officer e-mail) know of your willingness to serve."</p> </li> <li>• Article for the July issue of the <i>Nebraska Music Educator</i> due <b>May 10th</b>.</li> </ul>

<p><b>June July</b></p> <p><b>August</b></p>	<ul style="list-style-type: none"> <li>• Fill out Conference/Clinic Contract and Equipment Summary for the President Elect to prepare for the Middle Level Reading Session.</li> <li>• Get the conference schedule in Excel format from the executive director (as early as mid-July). Use this document to create master presider list on Google Doc to share.</li> <li>• Prepare for executive board meeting in mid July. <ul style="list-style-type: none"> <li>○ Submit a written report to the executive director two weeks prior to the meeting.</li> </ul> </li> <li>• Work on any assigned conference/clinic duties.</li> <li>• Email to Executive Director to send to all of the NMEA members in August about volunteering to preside at the November conference.</li> <li>• Article for the October issue of the <i>Nebraska Music Educator</i> due <b>August 10th</b>. NOTE: In the last year of office, this is the FINAL article to be written, with the successor writing for the February issue.</li> </ul>
<p><b>September</b></p>	<ul style="list-style-type: none"> <li>• Remind presidors to check the conference schedule online and inform us of their choice of session by on or before September 20<sup>th</sup>.</li> <li>• Input names of presidors into master presider list on Google Doc by on or before September 20<sup>th</sup>. <ul style="list-style-type: none"> <li>○ This master presider list needs to be shared with executive director, president-elect, elementary chair, public relations chair, and administrative assistant.</li> <li>○ The executive director will send the updated list once a week to the administrative assistant to be updated.</li> <li>○ The executive director will send the final list to the public relations chair in order to prepare the registration packet.</li> </ul> </li> </ul>
<p><b>October</b></p>	<ul style="list-style-type: none"> <li>• Provide list of senators/districts to the Executive Director (for All-State Student Information).</li> <li>• Finalize any assigned duties for conference/clinic.</li> <li>• Collect Music Handouts from the Middle Level Reading Session Conductors. Collect Bio information for the demonstration band and the group's director.</li> <li>• Order Reading Session Programs from music dealer. (JW Pepper)</li> <li>• Send out confirmation e-mail to all presidors with the duty list and confirmation letter attached.</li> </ul>
<p><b>November</b></p>	<ul style="list-style-type: none"> <li>• Send "Reminder E-Mail" to presidors assigned for the fall in-service conference/clinic. All presidors will receive a packet of information when they register at the conference included will be certificate to present</li> </ul>

	<p>to the clinician, the introduction to read about the clinician, and attendance report (the packet will be prepared by the Executive Director and staff).</p> <ul style="list-style-type: none"> <li>• Notify “Middle Level Chair” Candidates of the meal after the conference and invite them to attend and work with you as needed at the conference. Set up a meeting to go over “Middle Level Chair” duties with the newly elected chair.</li> <li>• Attend conference/clinic. <ul style="list-style-type: none"> <li>○ Host clinicians.</li> <li>○ Host Middle-Level Reading Session</li> <li>○ Help prepare for sessions.</li> </ul> </li> <li>• Submit a written report to the executive director two weeks prior to the annual business meeting of the conference/clinic.</li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>• Send thank you correspondence to those who participated in middle level/junior high sessions and host of conference/clinic site.</li> <li>• Follow-up any related conference/clinic business.</li> <li>• Include a note about Capitol Concerts auditions and deadline in the “Monday High Notes”.</li> <li>• Prepare for the January executive board meeting.</li> </ul>