

**ALABAMA MUSIC EDUCATORS ASSOCIATION**

**AMEA**

**EXECUTIVE HANDBOOK**

*Compiled by:*

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AMEA President 2001-2003  
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## **FORWARD**

The General duties and responsibilities of AMEA Officers, Chairpersons and Committee Members are set forth in the AMEA Constitution and Bylaws. It is important that each of the aforementioned makes a careful study of, and be thoroughly familiar with, the Constitution and Bylaws.

The duties contained in this Handbook serve as suggestions and may be altered at the discretion of the President. A degree of flexibility, in the actual methods and procedures to be followed in executing these suggested duties, is inevitable since circumstances and local conditions will vary.

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# **I. GOVERNING BOARD**

**President**  
**President-Elect**  
**Past President**  
**Treasurer**  
**Recording Secretary**  
**Executive Director**  
**Editor**  
**Division Presidents**

## President

Constitution Art. IV, Sec. 2

Bylaws Art. 1, Sec. 1

### RESPONSIBILITIES:

#### The President shall:

1. Serve as a member of the Governing Board. Constitution Art. IV, Sec. 3
2. Preside at all meetings of the Governing Board. Bylaws Art. 1, Sec. 1
3. Carry out the mandates of the membership and the Governing Board as expressed in their regular meetings.
4. Enforce due observance of the Constitution, Bylaws, and standing resolutions of the Association.
5. Preside at the General Business meetings of the Association at the AMEA In-Service Conference.
6. Exercise a general supervision over the affairs of the Association.
7. With the concurrence of the Treasurer, have the power to make emergency decisions related to finance.
8. Appoint all committees not otherwise provided for and to serve as an ex-officio member of each.
9. Represent the AMEA at the following meetings:
  - a. MENC
    - 1) State Presidents' National Assembly
    - 2) The Biennial National Conference
    - 3) Interim Meetings.
  - b. Southern Division MENC, Board of Directors
    - 1) Biennial Southern Division Conference
    - 2) Southern Division Planning meeting
  - c. At his discretion, the President or his/her representative may attend and represent AMEA at conferences and meetings of organizations, which he/she considers to be beneficial to AMEA.
10. Appoint members of Standing Committees with approval of the Governing Board and replacements for those unable to complete their full term of office or appointment.
11. Serve as an ex-officio member of all AMEA Committees.
12. Attend AMEA Budget Committee meetings.
13. With the approval of the Governing Board, secure sites for the AMEA In-Service conferences and act as overall supervisor of the Association.
14. Work with the Executive Director in overseeing the general operations of the Association.
15. Work with the Division Presidents of the Association.
16. Prepare articles for the *Ala Breve*.
17. Work closely with the President-Elect to insure a smooth transition of office.

TERM OF OFFICE – Two Years

Constitution Art. IV, Sec. 2

COMPENSATION – Legitimate expenses incurred by AMEA Executives in the

Execution of their duties should be itemized and presented to the Treasurer for reimbursement.

**RESPONSIBILITY TO  
SUCCESSOR**

- Upon completion of term of office, the incumbent should Plan to meet with his/her successor to discuss the responsibilities of the office. All files and data pertaining to the office should be turned over at once to the successor.

**PREREQUISITE**

- Membership in MENC/AMEA

## **President-Elect**

**Constitution Art. IV, Sec. 2**

**Bylaws Art. 1, Sec. 3**

### **RESPONSIBILITIES:**

The President-Elect shall:

1. Serve as a member of the Governing Board. Constitution Art. IV, Sec. 3
2. Shall succeed to the office of the presidency at the end of the current Presidents' term.
3. Assume the duties of President in the case of the disability or absence of the President. Bylaws Art. 1, Sec. 3
4. Assist with the planning and scheduling of the AMEA In-Service conference.
5. Participate in meetings and in all working processes of the AMEA.
6. Acquire a thorough knowledge of the presidential duties and responsibilities in order to execute these duties effectively upon succession to the Presidency.
7. Begin to develop a list of candidates for appointments during his/her Presidency.
8. Perform duties as may be designated by the President or Governing Board.

TERM OF OFFICE – Two Years Constitution Art. IV, Sec. 3

COMPENSATION – Legitimate expenses incurred by AMEA Executives in the Execution of their duties should be itemized and presented to the Treasurer for reimbursement.

#### **RESPONSIBILITY TO**

**SUCCESSOR** – Upon completion of term of office, the incumbent should Plan to meet with his/her successor to discuss the responsibilities of the office. All files and data pertaining to the office should be turned over at once to the successor.

PREREQUISITE - Membership in MENC/AMEA

## **Past-President**

Constitution Art. IV, Sec. 2

Bylaws Art. 1, Sec. 2

### **RESPONSIBILITIES:**

The Past-President shall:

1. Serve as a member of the Governing Board. Constitution Art. IV, Sec. 3
2. Serve as an advisor to the President.
3. Serve in such other capacities as requested by the President or Governing Board.

**TERM OF OFFICE** – Two years immediately following his/her term as President.

**COMPENSATION** – Legitimate expenses incurred by AMEA Executives in the Execution of their duties should be itemized and presented to the Treasurer for reimbursement.

**RESPONSIBILITY TO**

**SUCCESSOR**

– Upon completion of term of office, the incumbent should plan to meet with his/her successor to discuss the responsibilities of the office. All files and data pertaining to the office should be turned over at once to the successor.

**PREREQUISITE** - Membership in MENC/AMEA

# Treasurer

Constitution Art. IV, Sec. 2

Bylaws Art. 1, Sec. 4

## RESPONSIBILITIES:

The Treasurer shall:

1. Serve as a member of the Governing Board. Constitution Art. IV, Sec. 3
2. Collect all money due the Association. Bylaws Art. I, Sec.4
3. Pay all bills and salaries incurred by the Association.
4. Present a written report of the transactions of his office at the annual meeting of the Association and at each meeting of the Governing Board.
5. Submit records for an annual audit with a copy of the results of the audit to the Governing Board.
6. File appropriate Tax Documents with the I.R.S.
7. Serve on the Budget Committee.
8. Perform such other duties as the President or Governing Board may direct.

TERM OF OFFICE – Two Years

Constitution Art. IV, Sec. 2

COMPENSATION – Legitimate expenses incurred by AMEA Executives in the execution of their duties should be itemized and presented to the Treasurer for reimbursement.

RESPONSIBILITY TO SUCCESSOR –

Upon completion of term of office, the incumbent should plan to meet with his/her successor to discuss the responsibilities of the office. All files and data pertaining to the office should be turned over at once to the successor.

PREREQUISITE

- Membership in MENC/AMEA

## **Recording Secretary**

Constitution Art. IV, Sec. 2

Bylaws Art. 1, Sec. 6

### RESPONSIBILITIES:

The Recording Secretary shall:

1. Serve as a member of the Governing Board. Constitution Art. IV, Sec. 3
2. Take and disseminate minutes of the AMEA business meetings at the annual In-Service Conference and Governing Board meetings.
3. Perform such other duties as the President or Governing Board may direct.

TERM OF OFFICE – Two years

Const. Art IV, Sec. 2

COMPENSATION - Legitimate expenses incurred by AMEA Executives in the Execution of their duties should be itemized and presented to the Treasurer for reimbursement.

### RESPONSIBILITY TO SUCCESSOR

– Upon completion of term of office, the incumbent should Plan to meet with his/her successor to discuss the responsibilities of the office. All files and data pertaining to the office should be turned over at once to the successor.

### PREREQUISITE

- Membership in MENC/AMEA

## Executive Director

Bylaws Art. 1, Sec. 5

### RESPONSIBILITIES:

The Executive Director shall:

1. With the assistance of MENC, maintain a list of names and addresses of all members.
2. Conduct elections as described in the Constitution and Bylaws.
3. Assist the President in implementing plans for the In-Service Conference by procuring hotel and convention center rates and planning and conducting the exhibits.
4. With the assistance of the Division Presidents, prepare the program for the AMEA In-Service Conference.
5. Serve as Advertising Manager for the *Ala Breve*.
6. Perform such other duties as the President or Governing Board may direct.
7. Attend the meetings of the Governing Board and serve as a non-voting member on the Budget Committee.
8. Maintain an accurate directory of Exhibitors and Vendors for the In-Service Conference.
9. Handle arrangements for getting all AMEA materials printed.
10. Represent the AMEA at the following meetings:
  - a. MENC
    - i. Executive Directors' National Assembly
    - ii. The Biennial National Conference
    - iii. Interim Meetings.
  - b. Southern Division MENC, Board of Directors
    - i. Biennial Southern Division Conference
    - ii. Southern Division Planning meeting
  - c. At the discretion of the President or Governing Board, the Executive Director may attend and represent AMEA at conferences and meetings of organizations, which he/she considers to be beneficial to AMEA.

**TERM OF APPOINTMENT** – Appointed by the Governing Board for a yearly term with annual review for reappointment.

**COMPENSATION** - Salary shall be suggested by the Budget Committee with the approval of the Governing Board. Legitimate expenses of the Office should be itemized and presented for reimbursement.

### RESPONSIBILITY TO SUCCESSOR

- Upon completion of a term of office, the incumbent should Plan to meet with his/her successor to discuss the responsibilities of the office. All files and data pertaining to the office should be turned over at once to the successor.

**PREREQUISITE** – Membership in MENC/AMEA.

## **Editor**

### ***The Ala Breve Magazine***

#### RESPONSIBILITIES:

The Editor of the *Ala Breve Magazine*, the Official Magazine of the AMEA shall:

1. Be an ex-officio member of the Governing Board.           Const. Art. IV, Sec. 3
2. Provide for the publication and distribution of issues of the *Ala Breve* as directed by the Governing Board.
3. Write articles, and solicit articles for publication.
4. Review, edit, and evaluate submitted articles. The aid of the Governing Board may be sought in the case of controversial and questionable material. All decisions regarding such material will be subject to the final judgment of the President.
5. The Governing Board shall act as or appoint an Editorial Board for *Ala Breve*
6. Prepare acceptable articles for publication.
7. Publish the Directory of the Governing Board.
8. Publish the Division Officers and Chairs
9. Publish the AMEA Committee Chairs.
10. Publish the Governing Board approved Budget.
11. Publish the official audit of fiscal condition of the AMEA annually.
12. Publish special notices pertinent to the running of the Association.
13. Contract for the printing of the *Ala Breve*.
14. Maintain direct lines of communication with the publisher to handle any/all questions pertaining to the publication of each magazine, including; preliminary and final proofreading, data entry, text entry, provision of articles and information on disk and in hard copy format.
15. Select cover design and artwork for publications.
16. Maintain direct contact with the Advertising Manager (Executive Director) to monitor and make sure all advertising is included in each issue of the *Ala Breve Magazine*.
17. Present an annual *Ala Breve* budget to the Budget Committee of the Governing Board.
18. Present a financial report of the *Ala Breve* to the Governing Board.
19. Maintain an active subscription list.
20. Provide for the mailing and distribution of each issue.
21. Attend meetings of the AMEA Governing Board.
22. Represent AMEA and the *Ala Breve* on the MENC Council of Editors of State Music Association Publications.
23. Attend meetings as requested by the officers and/or Governing Board.

TERM OF OFFICE -           Appointed by the Governing Board.

COMPENSATION -           The Editor shall receive an annual salary as proposed by the Budget Committee and approved by the Governing Board.

Legitimate expenses incurred by the Editor shall be itemized and sent to the Treasurer for reimbursement.

RESPONSIBILITY TO  
SUCCESSOR -

Upon completion of a term of office, the incumbent should plan to meet with his/her successor to discuss the responsibilities of the office. All files and data pertaining to the office should be turned over at once to the successor.

PREREQUISITE –

Membership in MENC/AMEA.

## Division Presidents

### AL Bandmasters Assoc., AL Orchestra Assoc., AL Vocal Assoc., Elementary/General, Higher Education, CMENC

Constitution Art. IV, Sec. 3

Bylaws Art. II, Sec. 1

#### RESPONSIBILITIES:

The President of each of the above Associations shall:

1. Serve as a member of the Governing Board. Constitution Art. IV, Sec. 3
2. Be responsible for developing sessions for the AMEA In-Service relative to their Division. These sessions may be in the form of lectures, concerts, demonstrations, workshops, panel discussions or other type of innovative programs\*.
3. At the request of the Executive Director, the Chairperson shall:
  - a. Submit names of clinician(s) or groups and a brief description of the programs to be presented.
  - b. Submit the names of the session chairperson who will chair the specific session and who will be responsible for introducing the clinician at that session.
  - c. Give the suggested number of sessions with preference by day and hour.
  - d. Make known any special requests, concerns and information that should be made available to the Executive Director.
  - e. Inform the clinician(s) of the day and hour of sessions as soon as the schedule is established. Send the clinician(s) information regarding accommodations. The clinician(s) shall make his/her own arrangements for lodging.
  - f. List equipment needed for sessions and submit the request to the Executive Director.
  - g. Submit information to the Executive Director material to appear in the official program guide.
  - h. Submit photograph and other publicity materials regarding the program to the editor of the *AlaBreve magazine*.
4. Carry out the duties as set forth in the AMEA By-Laws, Article II, and Section 1.
5. Send a copy of all event programs, pertinent material, photos, and historical material to the Historian.
6. Send announcements to the Public Relations Chair for publicity.
7. Prior to the AMEA In-Service, make a report of the prior year's activities; either in writing to the AMEA President, or, by invitation, orally to the Governing Board.

#### TERM OF OFFICE-

Elected by their respective divisions for a two year term.

#### RESPONSIBILITY TO SUCCESSOR -

Upon completion of a term of office, the incumbent should plan to meet with his/her successor to discuss the responsibilities of the office. All files and data pertaining to the office should be turned over at once to the successor.

PREREQUISITE - Membership in MENC/AMEA.

- \* *Clinicians may be obtained through the sponsorship of the music industry. AMEA does not pay an honorarium of expenses for a clinician presenting any In-Service Conference session. The President must approve all exemptions. No monetary commitment shall be made without prior presidential approval. All clinicians are to make his/her own reservations for accommodations, etc.*

## **II. STANDING COMMITTEES**

**See descriptions of the Nominating Committee and the Budget Committee in the AMEA Constitution.**

### **III. COMMITTEE CHAIRS**

**AMEA Manual Revision  
Awards and Recognition  
Coalition/Advocacy  
Curriculum Advancement  
Government Relations  
Historian  
Jazz Education (IAJE)  
Membership  
Multi-Cultural Affairs  
Music for Special Learners  
Music in our Schools Month (MIOSM)  
Music Technology  
Public Relations  
Research  
Retired Music Educators  
Teacher Education  
Tri-M**

## State Chairperson AMEA Manual

### RESPONSIBILITIES:

The AMEA Manual Chairperson shall:

1. Select the Manual Committee to review and revise listings for each new edition of the AMEA Manual. The Committee is presented to the Governing Board for approval.
2. The AMEA Manual should be revised every two years on even years.
3. Prepare specifications for the printing of the AMEA Manual. The Governing Board must approve these.
4. Prepare bid specifications for the printing of the AMEA Manual. Submit "Invitation to Bid" to printers.
5. Supervise the editing and printing of each edition.
6. Submit the recommendation for a designated printer for each new edition of the AMEA Manual. The printer will be selected on the basis of product, quality, and cost. The Governing Board must approve the selection.
7. Distribute the AMEA manual to the members of the Governing Board and Committee Chairpersons.
8. The AMEA manual shall be sold at \$5 above cost to other interested parties.
9. Submit publicity periodically to the Editor of the *Ala Breve* for publication.
10. Prior to the AMEA In-Service, make a report of the prior year's activities; either in writing to the AMEA President, or, by invitation, orally to the Governing Board.

TERM OF OFFICE- Appointed for a two year term by the President. This term may be extended by the succeeding President.

RESPONSIBILITY TO

SUCCESSOR - Upon completion of a term of office, the incumbent should Plan to meet with his/her successor to discuss the responsibilities of the office. All files and data pertaining to the office should be turned over at once to the successor.

PREREQUISITE - Membership in MENC/AMEA.

## **State Chairperson Awards and Recognition**

### **RESPONSIBILITIES:**

The Chairperson for Awards and Recognition shall:

1. Make the membership aware of the awards and recognition program through the *Ala Breve Magazine*.
2. Place applications in the *Ala Breve Magazine*.
3. Collect all completed application forms and make them available to the Governing Board and the President.
4. The Governing Board and the Chairperson will review the applications and select recipients at the Summer Board meetings.
5. At the appropriate times, send
6. to the editor the information concerning the recipients of the awards for publication in the *Ala Breve Magazine*.
7. Prior to the AMEA In-Service, make a report of the prior year's activities; either in writing to the AMEA President, or, by invitation, orally to the Governing Board.

**TERM OF OFFICE-** Appointed for a two year term by the President. This term may be extended by the succeeding President.

**RESPONSIBILITY TO SUCCESSOR -** Upon completion of a term of office, the incumbent should Plan to meet with his/her successor to discuss the responsibilities of the office. All files and data pertaining to the office should be turned over at once to the successor.

**PREREQUISITE -** Membership in MENC/AMEA.

## State Chairperson Coalition/Advocacy

### RESPONSIBILITIES:

The Chairperson for Coalition/Advocacy shall:

1. Be the resource person on Coalition/Advocacy for the AMEA.
2. Select members to make up the committee. The chairperson may select members that they know are interested in Coalition/Advocacy. Members will also be asked to nominate themselves at the annual In-Service
3. Be responsible for the maintenance of a database of coalition groups and individuals involved with arts advocacy in Alabama.
4. Coordinate Alabama coalition/advocacy activities with the coalition/advocacy activities of the National Coalition and MENC.
5. Be responsible for developing one or more sessions for the AMEA In-Service. These sessions may be in the form of lectures, concerts, demonstrations, workshops, panel discussions or other type of innovative programs\*.
6. *At the request of the Executive Director, the Chairperson shall:*
  - a. Submit names of clinician(s) or groups and a brief description of the programs to be presented.
  - b. Submit the names of the session chairperson who will chair the specific session and who will be responsible for introducing the clinician at that session.
  - c. Give the suggested number of sessions with preference by day and hour.
  - d. Make known any special requests, concerns and information that should be made available to the Executive Director.
  - e. Inform the clinician(s) of the day and hour of sessions as soon as the schedule is established. Send the clinician(s) information regarding accommodations. The clinician(s) shall make his/her own arrangements for lodging.
  - f. List equipment needed for sessions and submit the request to the Executive Director.
  - g. Submit information to the Executive Director material to appear in the official program guide.
  - h. Submit photograph and other publicity materials regarding the program to the editor of the *AlaBreve magazine*.
  - i. Prior to the AMEA In-Service, make a report of the prior year's activities; either in writing to the AMEA President, or, by invitation, orally to the Governing Board.

TERM OF OFFICE- Appointed for a two year term by the President. This term may be extended by the succeeding President.

RESPONSIBILITY TO SUCCESSOR - Upon completion of a term of office, the incumbent should

Plan to meet with his/her successor to discuss the responsibilities of the office. All files and data pertaining to the office should be turned over at once to the successor.

PREREQUISITE - Membership in MENC/AMEA.

- \* *Clinicians may be obtained through the sponsorship of the music industry. AMEA does not pay an honorarium of expenses for a clinician presenting any In-Service Conference session. The President must approve all exemptions. No monetary commitment shall be made without prior presidential approval. All clinicians are to make his/her own reservations for accommodations etc.,*

## State Chairperson Curriculum Advancement

### RESPONSIBILITIES:

The Chairperson for Curriculum Advancement shall:

1. Be the resource person on curriculum development, evaluation and trends for the AMEA.
2. Be responsible for developing one or more sessions for the AMEA In-Service. These sessions may be in the form of lectures, concerts, demonstrations, workshops, panel discussions or other type of innovative programs\*.
3. *At the request of the Executive Director, the Chairperson shall:*
  - a. Submit names of clinician(s) or groups and a brief description of the programs to be presented.
  - b. Submit the names of the session chairperson who will chair the specific session and who will be responsible for introducing the clinician at that session.
  - c. Give the suggested number of sessions with preference by day and hour.
  - d. Make known any special requests, concerns and information that should be made available to the Executive Director.
  - e. Inform the clinician(s) of the day and hour of sessions as soon as the schedule is established. Send the clinician(s) information regarding accommodations. The clinician(s) shall make his/her own arrangements for lodging.
  - f. List equipment needed for sessions and submit the request to the Executive Director.
  - g. Submit information to the Executive Director material to appear in the official program guide.
  - h. Submit photograph and other publicity materials regarding the program to the editor of the *AlaBreve magazine*.
4. Prior to the AMEA In-Service, make a report of the prior year's activities; either in writing to the AMEA President, or, by invitation, orally to the Governing Board.

TERM OF OFFICE-                      Appointed for a two year term by the President. This term may be extended by the succeeding President.

RESPONSIBILITY TO  
SUCCESSOR -                              Upon completion of a term of office, the incumbent should Plan to meet with his/her successor to discuss the responsibilities of the office. All files and data pertaining to the office should be turned over at once to the successor.

PREREQUISITE -                        Membership in MENC/AMEA.

\* *Clinicians may be obtained through the sponsorship of the music industry.*

*AMEA does not pay an honorarium of expenses for a clinician presenting any In-Service Conference session. The President must approve all exemptions. No monetary commitment shall be made without prior presidential approval. All clinicians are to make his/her own reservations for accommodations, etc.*

## State Chairperson Government Relations

### RESPONSIBILITIES:

The Chairperson for the Government Relations shall:

1. Keep the membership informed of legislation which effects music education by a variety of means, which may include mailers, letters, petitions, etc.
2. Keep membership advised of ongoing actions.
3. Prepare sessions for the AMEA In-Service Conference, which will inform members and general public of the Alabama State Legislature's position on matters pertaining to music education.
4. *At the request of the Executive Director, the Chairperson shall:*
  - a. Submit names of clinician(s) or groups and a brief description of the programs to be presented.
  - b. Submit the names of the session chairperson who will chair the specific session and who will be responsible for introducing the clinician at that session.
  - c. Give the suggested number of sessions with preference by day and hour.
  - d. Make known any special requests, concerns and information that should be made available to the Executive Director.
  - e. Inform the clinician(s) of the day and hour of sessions as soon as the schedule is established. Send the clinician(s) information regarding accommodations. The clinician(s) shall make his/her own arrangements for lodging.
  - f. List equipment needed for sessions and submit the request to the Executive Director.
  - g. Submit information to the Executive Director material to appear in the official program guide.
  - h. Submit photograph and other publicity materials regarding the program to the editor of the *AlaBreve magazine*.
5. Write articles for *The Ala Breve Magazine*, which inform the membership of any actions completed on their behalf by the Government Relations Chairman or Committee.
6. Develop and disseminate a booklet for our membership.
7. Be a resource person for AMEA to the MIOSM chair.
8. Work with the President in developing a legislative program for that term of office.
9. Keep the State Education Department informed of our legislative program and its progress.
10. Perform such tasks as may be requested by the President or Governing Board.
11. Prior to the AMEA In-Service, make a report of the prior year's activities; either in writing to the AMEA President, or, by invitation, orally to the Governing Board.

TERM OF OFFICE -Appointed for a two-year term by the President. This term may be extended by the succeeding President.

RESPONSIBILITY TO  
SUCCESSOR -

Upon completion of a term of office, the incumbent should Plan to meet with his/her successor to discuss the responsibilities of the office. All files and data pertaining to the office should be turned over at once to the successor.

PREREQUISITE -

Membership in MENC/AMEA.

- \* *Clinicians may be obtained through the sponsorship of the music industry. AMEA does not pay an honorarium of expenses for a clinician presenting any In-Service Conference session. The President must approve all exemptions. No monetary commitment shall be made without prior presidential approval. All clinicians are to make his/her own reservations for accommodations, etc.*

## State Chairperson Historian

### RESPONSIBILITIES:

The Historian shall:

1. Prepare and maintain historical accounts of the activities of AMEA, as directed by the Governing Board.
2. Be responsible for organizing and maintain the AMEA Archives containing the official records, copies of AMEA publications, MENC Journals and various other documents and photographs associated with AMEA activities.
3. Maintain the AMEA memorabilia in suitable form for professional study and research.
4. Maintain a current index of holdings in the AMEA archives.

TERM OF OFFICE - Appointed for a two-year term by the President. The succeeding President may extend this term.

RESPONSIBILITY TO SUCCESSOR - Upon completion of a term of office, the incumbent should Plan to meet with his/her successor to discuss the responsibilities of the office. All files and data pertaining to the office should be turned over at once to the successor.

PREREQUISITE - Membership in MENC/AMEA.

## State Chairperson Jazz Education (IAJE)

### RESPONSIBILITIES:

The Chairperson for Jazz Education shall:

1. Be the resource person on Jazz Education for the AMEA.
2. Prepare and present the All-State Jazz Ensemble at the AMEA In-Service.
  - a. Secure a Conductor for the All-State Jazz Ensemble
3. Be responsible for developing one or more sessions for the AMEA In-Service.
4. These sessions may be in the form of lectures, concerts, demonstrations, workshops, panel discussions or other type of innovative programs\*.
5. *At the request of the Executive Director, the Chairperson shall:*
  - a. Submit names of clinician(s) or groups and a brief description of the programs to be presented.
  - b. Submit the names of the session chairperson who will chair the specific session and who will be responsible for introducing the clinician at that session.
  - c. Give the suggested number of sessions with preference by day and hour.
  - d. Make known any special requests, concerns and information that should be made available to the Executive Director.
  - e. Inform the clinician(s) of the day and hour of sessions as soon as the schedule is established. Send the clinician(s) information regarding accommodations. The clinician(s) shall make his/her own arrangements for lodging.
  - f. List equipment needed for sessions and submit the request to the Executive Director.
  - g. Submit information to the Executive Director material to appear in the official program guide.
  - h. Submit photograph and other publicity materials regarding the program to the editor of the *AlaBreve magazine*.
6. Prior to the AMEA In-Service, make a report of the prior year's activities; either in writing to the AMEA President, or, by invitation, orally to the Governing Board.

TERM OF OFFICE- Elected for a two year term by the IAJE.

RESPONSIBILITY TO SUCCESSOR - Upon completion of a term of office, the incumbent should Plan to meet with his/her successor to discuss the responsibilities of the office. All files and data pertaining to the office should be turned over at once to the successor.

PREREQUISITE - Membership in MENC/AMEA.

\* *Clinicians may be obtained through the sponsorship of the music industry.*

*AMEA does not pay an honorarium of expenses for a clinician presenting any In-Service Conference session. The President must approve all exemptions. No monetary commitment shall be made without prior presidential approval. All clinicians are to make his/her own reservations for accommodations etc.,*

## **State Chairperson Membership**

### **RESPONSIBILITIES:**

The Chairperson for Membership shall:

1. Promote and encourage membership in AMEA and MENC, using any ingenious method that will achieve increased professional participation.
2. Keep an up-to-date file listing AMEA/MENC members and life members as supplied by the MENC office and the AMEA Executive Director.
3. Provide membership information as required for all AMEA business.
4. Make available to the Division Presidents the names of music educators within their Division for use in membership campaigns.
5. Perform such other membership related duties as the President or Governing Board may direct.
6. Prior to each Summer Board meeting, make a report of the prior year's activities; either in writing to the AMEA President, or by invitation, orally to the Governing Board.

**TERM OF OFFICE -** Appointed for a two-year term by the President. The succeeding President may extend this term.

**RESPONSIBILITY TO SUCCESSOR -** Upon completion of a term of office, the incumbent should plan to meet with his/her successor to discuss the responsibilities of the office. All files and data pertaining to the office should be turned over at once to the successor.

**PREREQUISITE -** Membership in MENC/AMEA.

## State Chairperson Multi-Cultural Affairs

### RESPONSIBILITIES:

The Chairperson for Multi-Cultural Affairs shall:

1. Be the resource person on Multi-Cultural Affairs for the AMEA.
2. Be responsible for developing one or more sessions for the AMEA In-Service. These sessions may be in the form of lectures, concerts, demonstrations, workshops, panel discussions or other type of innovative programs\*.
3. *At the request of the Executive Director, the Chairperson shall:*
  - a. Submit names of clinician(s) or groups and a brief description of the programs to be presented.
  - b. Submit the names of the session chairperson who will chair the specific session and who will be responsible for introducing the clinician at that session.
  - c. Give the suggested number of sessions with preference by day and hour.
  - d. Make known any special requests, concerns and information that should be made available to the Executive Director.
  - e. Inform the clinician(s) of the day and hour of sessions as soon as the schedule is established. Send the clinician(s) information regarding accommodations. The clinician(s) shall make his/her own arrangements for lodging.
  - f. List equipment needed for sessions and submit the request to the Executive Director.
  - g. Submit information to the Executive Director material to appear in the official program guide.
  - h. Submit photograph and other publicity materials regarding the program to the editor of the *AlaBreve magazine*.
4. Prior to the AMEA In-Service, make a report of the prior year's activities; either in writing to the AMEA President, or, by invitation, orally to the Governing Board.

TERM OF OFFICE-                      Appointed for a two year term by the President. This term may be extended by the succeeding President.

RESPONSIBILITY TO  
SUCCESSOR -                              Upon completion of a term of office, the incumbent should Plan to meet with his/her successor to discuss the responsibilities of the office. All files and data pertaining to the office should be turned over at once to the successor.

PREREQUISITE -                        Membership in MENC/AMEA.

- \* *Clinicians may be obtained through the sponsorship of the music industry. AMEA does not pay an honorarium of expenses for a clinician presenting any In-Service Conference session. The President must approve all exemptions. No monetary*

*commitment shall be made without prior presidential approval. All clinicians are to make his/her own reservations for accommodations, etc.*

## State Chairperson Music For Special Learners

### RESPONSIBILITIES:

The Chairperson for Music For Special Learners shall:

1. Be the resource person on Music for Special Learners for the AMEA.
2. Be responsible for developing one or more sessions for the AMEA In-Service. These sessions may be in the form of lectures, concerts, demonstrations, workshops, panel discussions or other type of innovative programs\*.
3. *At the request of the Executive Director, the Chairperson shall:*
  - a. Submit names of clinician(s) or groups and a brief description of the programs to be presented.
  - b. Submit the names of the session chairperson who will chair the specific session and who will be responsible for introducing the clinician at that session.
  - c. Give the suggested number of sessions with preference by day and hour.
  - d. Make known any special requests, concerns and information that should be made available to the Executive Director.
  - e. Inform the clinician(s) of the day and hour of sessions as soon as the schedule is established. Send the clinician(s) information regarding accommodations. The clinician(s) shall make his/her own arrangements for lodging.
  - f. List equipment needed for sessions and submit the request to the Executive Director.
  - g. Submit information to the Executive Director material to appear in the official program guide.
  - h. Submit photograph and other publicity materials regarding the program to the editor of the *AlaBreve* magazine.
4. Compile and update an AMEA reference book for teachers of special learners.
5. Prior to the AMEA In-Service, make a report of the prior year's activities; either in writing to the AMEA President, or, by invitation, orally to the Governing Board.

TERM OF OFFICE-                      Appointed for a two year term by the President. This term may be extended by the succeeding President.

RESPONSIBILITY TO  
SUCCESSOR -                              Upon completion of a term of office, the incumbent should Plan to meet with his/her successor to discuss the responsibilities of the office. All files and data pertaining to the office should be turned over at once to the successor.

PREREQUISITE -                        Membership in MENC/AMEA.

- \* *Clinicians may be obtained through the sponsorship of the music industry. AMEA does not pay an honorarium of expenses for a clinician presenting any In-Service Conference session. The President must approve all exemptions. No monetary*

*commitment shall be made without prior presidential approval. All clinicians are to make his/her own reservations for accommodations, etc.*

## **State Chairperson Music In Our Schools Month (MIOSM)**

### **RESPONSIBILITIES:**

The State Chairperson for Music in Our Schools Month shall:

1. Be the resource person on Music in Our Schools Month for AMEA.
2. Seek participants to perform concerts in Montgomery at the state capital during MIOSM.
3. Work with the State Department of Education and the State Capital in scheduling performances in Montgomery.
4. Submit a calendar of events for MIOSM to the *Ala Breve Magazine* for publication.
5. Submit, in time for inclusion in the Spring and Fall issue of the *Ala Breve Magazine*, a call for participation in the MIOSM observance and application form.
6. Arrange with the Government Relations Chairperson, for an AMEA representative to be present at all MIOSM events in Montgomery.
7. Inform the appropriate legislator about the MIOSM calendar of performing events in which a group from their legislative district is included.
8. Inform the Public Relations Chairperson on MIOSM events for publication in statewide news media.
9. Prior to the AMEA In-Service, make a report of the prior year's activities; either in writing to the AMEA President, or, by invitation, orally to the Governing Board.

TERM OF OFFICE-                      Appointed for a two year term by the President. This term may be extended by the succeeding President.

RESPONSIBILITY TO  
SUCCESSOR -                              Upon completion of a term of office, the incumbent should Plan to meet with his/her successor to discuss the responsibilities of the office. All files and data pertaining to the office should be turned over at once to the successor.

PREREQUISITE -                        Membership in MENC/AMEA.

## State Chairperson Music Technology

### RESPONSIBILITIES:

The Chairperson for Music Technology shall:

1. Be the resource person on Music Technology for the AMEA.
2. Be responsible for developing one or more sessions for the AMEA In-Service. These sessions may be in the form of lectures, concerts, demonstrations, workshops, panel discussions or other type of innovative programs\*.
3. *At the request of the Executive Director, the Chairperson shall:*
  - a. Submit names of clinician(s) or groups and a brief description of the programs to be presented.
  - b. Submit the names of the session chairperson who will chair the specific session and who will be responsible for introducing the clinician at that session.
  - c. Give the suggested number of sessions with preference by day and hour.
  - d. Make known any special requests, concerns and information that should be made available to the Executive Director.
  - e. Inform the clinician(s) of the day and hour of sessions as soon as the schedule is established. Send the clinician(s) information regarding accommodations. The clinician(s) shall make his/her own arrangements for lodging.
  - f. List equipment needed for sessions and submit the request to the Executive Director.
  - g. Submit information to the Executive Director material to appear in the official program guide.
  - h. Submit photograph and other publicity materials regarding the program to the editor of the *AlaBreve magazine*.
4. Prior to the AMEA In-Service, make a report of the prior year's activities; either in writing to the AMEA President, or, by invitation, orally to the Governing Board.

TERM OF OFFICE-                      Appointed for a two year term by the President. This term may be extended by the succeeding President.

RESPONSIBILITY TO  
SUCCESSOR -                              Upon completion of a term of office, the incumbent should Plan to meet with his/her successor to discuss the responsibilities of the office. All files and data pertaining to the office should be turned over at once to the successor.

PREREQUISITE -                        Membership in MENC/AMEA.

- \* *Clinicians may be obtained through the sponsorship of the music industry. AMEA does not pay an honorarium of expenses for a clinician presenting any In-Service Conference session. The President must approve all exemptions. No monetary*

*commitment shall be made without prior presidential approval. All clinicians are to make his/her own reservations for accommodations, etc.*

## **State Chairperson Public Relations**

### **RESPONSIBILITIES:**

The State Chairperson for Public Relations shall:

10. Be the resource person on public relations for AMEA.
11. Make the membership aware of the need and use of public relations techniques to increase community understanding of and support for music education by encouraging articles in the *Ala Breve Magazine* on public relations as well as the *Music Educators Journal*.
12. Create and disburse information to the media.
13. Cooperate with MIOSM and other pertinent committees to plan for special activities.
14. Attend AMEA In-Service Conference.
15. Prior to the AMEA In-Service, make a report of the prior year's activities; either in writing to the AMEA President, or, by invitation, orally to the Governing Board.

TERM OF OFFICE-

Appointed for a two year term by the President. This term may be extended by the succeeding President.

RESPONSIBILITY TO  
SUCCESSOR -

Upon completion of a term of office, the incumbent should Plan to meet with his/her successor to discuss the responsibilities of the office. All files and data pertaining to the office should be turned over at once to the successor.

PREREQUISITE -

Membership in MENC/AMEA.

## State Chairperson Research

### RESPONSIBILITIES:

The Chairperson for Research shall:

1. Be the resource person for Research for the AMEA.
2. Disseminate research findings concerning teaching and/or learning of music via the *AlaBreve* or other publications.
3. Be responsible for developing one or more sessions for the AMEA In-Service. These sessions may be in the form of lectures, concerts, demonstrations, workshops, panel discussions or other type of innovative programs\*.
4. *At the request of the Executive Director, the Chairperson shall:*
  - a. Submit names of clinician(s) or groups and a brief description of the programs to be presented.
  - b. Submit the names of the session chairperson who will chair the specific session and who will be responsible for introducing the clinician at that session.
  - c. Give the suggested number of sessions with preference by day and hour.
  - d. Make known any special requests, concerns and information that should be made available to the Executive Director.
  - e. Inform the clinician(s) of the day and hour of sessions as soon as the schedule is established. Send the clinician(s) information regarding accommodations. The clinician(s) shall make his/her own arrangements for lodging.
  - f. List equipment needed for sessions and submit the request to the Executive Director.
  - g. Submit information to the Executive Director material to appear in the official program guide.
  - h. Submit photograph and other publicity materials regarding the program to the editor of the *AlaBreve magazine*.
5. Prior to the AMEA In-Service, make a report of the prior year's activities; either in writing to the AMEA President, or, by invitation, orally to the Governing Board.

TERM OF OFFICE-                      Appointed for a two year term by the President. This term may be extended by the succeeding President.

RESPONSIBILITY TO  
SUCCESSOR -                              Upon completion of a term of office, the incumbent should Plan to meet with his/her successor to discuss the responsibilities of the office. All files and data pertaining to the office should be turned over at once to the successor.

PREREQUISITE -                        Membership in MENC/AMEA.

\* *Clinicians may be obtained through the sponsorship of the music industry.*

*AMEA does not pay an honorarium of expenses for a clinician presenting any In-Service Conference session. The President must approve all exemptions. No monetary commitment shall be made without prior presidential approval. All clinicians are to make his/her own reservations for accommodations, etc.*

## State Chairperson Retired Music Educators

### RESPONSIBILITIES:

The State Chairperson for Retired Music Educators shall:

1. Be the resource person for Retired Music Educators issues for AMEA.
2. Compile a Retired Persons Directory for publication in the *Ala Breve Magazine*.
3. Coordinate the recognition of members with 25 years and each subsequent five years continuous membership in MENC.
4. Work to enlist retiring active members to retain their membership as a retired member.
5. Prior to the AMEA In-Service, make a report of the prior year's activities; either in writing to the AMEA President, or, by invitation, orally to the Governing Board.

### TERM OF OFFICE-

Appointed for a two year term by the President. This term may be extended by the succeeding President.

### RESPONSIBILITY TO SUCCESSOR -

Upon completion of a term of office, the incumbent should Plan to meet with his/her successor to discuss the responsibilities of the office. All files and data pertaining to the office should be turned over at once to the successor.

### PREREQUISITE -

Membership in MENC/AMEA.

## State Chairperson Teacher Education

### RESPONSIBILITIES:

The Chairperson for Teacher Education shall:

1. Be the resource person on Teacher education for the AMEA.
2. Be responsible for developing one or more sessions for the AMEA In-Service. These sessions may be in the form of lectures, concerts, demonstrations, workshops, panel discussions or other type of innovative programs\*.
3. *At the request of the Executive Director, the Chairperson shall:*
  - a. Submit names of clinician(s) or groups and a brief description of the programs to be presented.
  - b. Submit the names of the session chairperson who will chair the specific session and who will be responsible for introducing the clinician at that session.
  - c. Give the suggested number of sessions with preference by day and hour.
  - d. Make known any special requests, concerns and information that should be made available to the Executive Director.
  - e. Inform the clinician(s) of the day and hour of sessions as soon as the schedule is established. Send the clinician(s) information regarding accommodations. The clinician(s) shall make his/her own arrangements for lodging.
  - f. List equipment needed for sessions and submit the request to the Executive Director.
  - g. Submit information to the Executive Director material to appear in the official program guide.
  - h. Submit photograph and other publicity materials regarding the program to the editor of the *AlaBreve magazine*.
4. Prior to the AMEA In-Service, make a report of the prior year's activities; either in writing to the AMEA President, or, by invitation, orally to the Governing Board.

TERM OF OFFICE-                      Appointed for a two year term by the President. This term may be extended by the succeeding President.

RESPONSIBILITY TO  
SUCCESSOR -                              Upon completion of a term of office, the incumbent should Plan to meet with his/her successor to discuss the responsibilities of the office. All files and data pertaining to the office should be turned over at once to the successor.

PREREQUISITE -                        Membership in MENC/AMEA.

- \* *Clinicians may be obtained through the sponsorship of the music industry. AMEA does not pay an honorarium of expenses for a clinician presenting any In-Service Conference session. The President must approve all exemptions. No monetary*

*commitment shall be made without prior presidential approval. All clinicians are to make his/her own reservations for accommodations, etc.*

## State Chairperson Tri-M

### RESPONSIBILITIES:

The State Chairperson for TRI-M shall:

1. Be the resource person on TRI-M for AMEA.
2. Be responsible for developing one or more sessions for the AMEA In-Service Conference. These sessions may be in the form of lectures, concerts, demonstrations, workshops, panel discussions or other type of innovative programs\*.
3. *At the request of the Executive Director, the Chairperson shall:*
4. Submit names of clinician(s) or groups and a brief description of the programs to be presented.
5. Submit the names of the session chairperson who will chair the specific session and who will be responsible for introducing the clinician at that session.
6. Give the suggested number of sessions with preference by day and hour.
7. Make known any special requests, concerns and information that should be made available to the Executive Director.
8. Inform the clinician(s) of the day and hour of sessions as soon as the schedule is established. Send the clinician(s) information regarding accommodations. The clinician(s) shall make his/her own arrangements for lodging.
9. List equipment needed for sessions and submit the request to the Executive Director.
10. Submit information to the Executive Director material to appear in the official program guide.
11. Submit photograph and other publicity materials regarding the program to the editor of the *AlaBreve magazine*.
12. Prior to the AMEA In-Service, make a report of the prior year's activities; either in writing to the AMEA President, or, by invitation, orally to the Governing Board.
13. Provide guidance and leadership to all identified TRI-M chapters in Alabama.
14. Work as liaison between state chapters and the national office.
15. Develop a state newsletter.
16. Encourage participation in Chapter of the Year scholarship program.
17. Encourage combined meetings, exchange music programs, etc. among state chapters.
18. Provide news about state chapter activities to the editor of the *Ala Breve Magazine*.
19. Communicate with music education divisions in colleges and universities to encourage them to discuss the role of TRI-M in secondary music programs.

TERM OF OFFICE-

Appointed for a two year term by the President. This term may be extended by the succeeding President.

RESPONSIBILITY TO  
SUCCESSOR -

Upon completion of a term of office, the incumbent should

Plan to meet with his/her successor to discuss the responsibilities of the office. All files and data pertaining to the office should be turned over at once to the successor.

PREREQUISITE - Membership in MENC/AMEA.

- \* *Clinicians may be obtained through the sponsorship of the music industry. AMEA does not pay an honorarium of expenses for a clinician presenting any In-Service Conference session. The President must approve all exemptions. No monetary commitment shall be made without prior presidential approval. All clinicians are to make his/her own reservations for accommodations, etc.*

### **III. REVISIONS**

**March 2, 2002**

Minor formatting, posted to [www.auburn.edu/amea/](http://www.auburn.edu/amea/) KCW