

Iowa Music Teachers Association

Officers Handbook



The IMTA Officer's Handbook was developed in 1995. The most recent version of the document is housed on the IMTA website and maintained by each officer. Each section briefly describes the duties of each position. For a list of current officers, please refer to the IMTA website under About/ Leadership at www.iamta.org

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Table of Contents

Elected Officers: President	3	
Elected Officers: President-Elect	9	
Elected Officers: First Vice-President - Auditions	11	
Elected Officers: Second Vice-President - Membership	13	
Elected Officers: Third Vice-President - Local Associations	14	
Elected Officers: Treasurer	16	
Elected Officers: Recording Secretary	19	
Elected Officers: Immediate Past-President	20	
Elected Officers: Members-at-Large	21	
Appointed Officers: MTNA Foundation Chair	22	
Appointed Officers: IMTA Festival Chair	24	
Appointed Officers: Technology Chair	26	
Appointed Officers: IMTA Archivist/Historian	27	
Appointed Officers: MTNA Competitions Chair	27	
Appointed Officers: Grant and Scholarship Development Chair		Error! Bookmark not defined.
Appointed Officers: Theory Committee Chair	28	
Appointed Officers: Certification Chair	28	
Appointed Officers: Scholarship Chair	31	
Appointed Officers: Commissioning Chair	32	
Iowa Music Teachers Association	34	
Ethical Concerns Committee (ECC) Guidelines	34	

Elected Officers: President

Required Meetings and Reports

Board meetings:

The president schedules 2-3 board meetings each year. Typical dates are in September and January, and at the summer conference. Location and times are at the discretion of the president.

Voting members of the board include elected officers and local association presidents as well as past presidents who maintain current membership and attend regular board meetings. There must be a quorum (10 voting members) to conduct official business. The president usually sends a reminder postcard to all board members which also might request specific reports or information to be brought to the meeting. This is especially important to be sure local association representatives are present. Request that detailed reports given at meetings be typed and submitted to the secretary if information must be added to the minutes.

The Fall board meeting is the time for auditions and festival chairs to receive forms and information so a representative from each local needs to be there. Take to the board meetings:

1. gavel, stationary, envelopes
2. bills and receipts for treasurer
3. copies of meeting agenda for members
4. supporting documents and letters
5. parliamentary procedure handbook

Annual Reports:

Each officer will bring three copies of an annual report to the summer business meeting. One is for the president, one for the archives. Each officer will also keep a hard copy of the annual report in the files for that particular office. The president prepares an annual report for the national MTNA conference in December, using the information for the annual reports. Most states try to highlight innovative or exciting directions they are taking in addition to the standard numbers information. National sends a request and suggested format in Nov./Dec.

Regional/National Meetings:

The state president is expected to attend president's meetings held by WCD and also MTNA in March at the national conference. Times and locations are sent to you by the regional and national presidents.

Take to the regional meeting:

1. National conference schedule in AMT magazine
2. Items of information from state activities/report for WCD director
3. Minutes and information from regional activities
4. Meeting agenda
5. Iowa and WCD officers list

Take to the national meeting:

1. National conference schedule in AMT magazine/write a report to share.
2. Copies of conference program from IMT for each state president
3. Minutes and information from national activities
4. Meeting agenda
5. Iowa, WCD and national officers list

Grants and Scholarships

MTNA Administrative Grants to State Associations:

These grants assist state associations in developing or improving programs and services for their members. Complete information is included in the president's handbook from National.

Legal Status:

For tax purposes, IMTA is listed 501 © 3, non-profit. We do not have separate state insurance but are covered under MTNA.

Student scholarships:

There are four student scholarships through IMTA.

IMTA Scholarship

MTNA Travel Grants

IMTA Travel Awards to MTNA Competition Winners

The state president handles the details for all but the IMTA Scholarship, which falls under the office of the Scholarship Chairperson.

MTNA NATIONAL STUDENT TRAVEL GRANTS

A predetermined set fee will be awarded each of the winners to advance to the next level of MTNA competitions. As of 2018-19, regionals will be submitted as an audio/video competition, eliminating the necessity to travel and arrange facilities.

IMTA TRAVEL AWARDS TO MTNA COMPETITION WINNERS

Sponsor: IMTA budgets an amount (typically \$1600 total) for student winner travel to be given according to need. Amounts over the past few years:

1993 -- \$1600 (2 regional winners –Spokane)
1994 -- \$1600 (7 regional winners – Washington D.C.)
1995 -- \$800 (2 regional winners – Albuquerque)
1999 -- \$1850
2000 -- \$2150
2001 -- \$500
2002 -- \$350
2003 -- \$2550
2004 -- \$2200
2005 -- \$750 (Austin)
2006 -- \$2400 (Toronto)

Timeline of Duties

June

1. Give officer reports to archivist at conference
2. Announce deadline for summer newsletter at conference
3. Reports & thanks for IMTA Scholarship Auditions to sponsors
4. Order stationery if necessary
5. Send new officers' list/w contact info to secretary
6. Ensure exchange of officer email for new members
7. Check secretary's minutes and return for printing
8. Appoint chairs as needed

July

1. Contact local association chair for list of presidents
2. Contact chairs for reports into newsletter
3. Send new officers' list to editor & regional/national
4. Schedule and reserve fall board meeting
5. Get black/white picture for magazine
6. Write president's message for summer newsletter

August

1. Check with editor on newsletter progress
2. Schedule and reserve winter board meeting
3. Write president's message for fall magazine
4. Update IMTA webpage/advise web admins

September

1. Attend MTNA Leadership Summit
2. Prepare for board meeting—send reminders, report requests
3. Remind festival/audition/theory chairs to bring forms!
4. Check that IMTA Scholarship money has been received

5. Check on conference progress

October

1. Check on MTNA Foundation State Travel Grant
2. Check on IMTA Composer Commission progress
3. Check on conference progress
4. Proof board meeting minutes and return to secretary

November

1. Check that IMTA commissioned work has been sent to MTNA for the Composer of the Year Award
2. Check on conference progress; request info for magazine
3. Write congratulatory letters to MTNA auditions winners
4. Send winners' names/addresses to treasurer
5. Check the website for accuracy, updates

December

1. Write president's message for winter magazine
2. Schedule next year's MTNA Auditions date and location

January

1. Prepare for board meeting – send reminders, report requests
2. Write state president's report for national
3. Attend WCD Auditions and president's meetings (if applicable)
4. Write congratulatory letters to Iowa WCD winners
5. Notify treasurer of winners' travel money allocation
6. Check on travel grants for IMTA members to national conv.
7. Update IMTA webpage

February

1. Sign certificates for state auditions and return to chair
2. Proof board meeting minutes and return to secretary
3. Pick up 51 magazines from editor for national conference
4. Check on conference progress

March

1. Write president's message for spring magazine
2. Schedule and reserve conference board meeting
3. Attend national conference – presidents' meetings
4. File the Iowa nonprofit Biennial Report for the IMTA Corporation.
5. This may be done [online](#) and must be completed by April 1 in odd years.

Failure to report will result in an administrative dissolution/revocation of the Corporation.

April

1. Request national's part of composition award (they will email a pdf. to sign and return)
2. Appoint nominating committee (2nd year) (Previous committee may serve yr.1)
3. Announce site and chairperson for next year's conference

May

1. Request officers' reports for summer conference
2. Check on Distinguished Service Award/Foundation Fellow/Certified Teacher
3. Prepare for business and board meeting at conference
4. Update officers' handbook checklist and notes and send to webmaster

Check on Summer Newsletter

1. Announcement of fall board meeting date and location
2. President's message
3. Festivals dates and locations (contact chair)
4. Auditions dates and locations (contact chair)
5. MTNA auditions information sheet
6. Financial report from treasurer
7. Reminders of what members missed at summer conference
8. General announcements sent to you
9. Syllabus order form, new member contact person
10. Announcement of location and dates for next conference
11. Corrections/additions to repertoire list (contact chair)

Fall Magazine

1. Announcement of winter board meeting date and location
2. President's message
3. Festivals dates and locations (contact chair)
4. Auditions dates and locations (contact chair)
5. Financial report from treasurer
6. Notices of policy changes
7. Local association programs (contact local presidents)
8. Syllabus order form; new member contact
9. Officers' reports as needed
10. Corrections/additions to repertoire list (contact chair)
11. Officers of Iowa and West Central Division addresses, committees and chairpersons in Iowa, local assn. Presidents
12. Arts alliance activities (contact chair)

Winter Magazine

1. Announcement of conference board meeting
2. President's message
3. Festivals report (contact chair)

4. Auditions winners pics (contact chair)
5. MTNA auditions results and pics (contact chair)
6. Notices of policy changes
7. Local association news (contact local presidents and State Local Assoc.Chair)
8. Syllabus order form; new member contact
9. Officers' report as needed
10. Preliminary conference information (contact chair)
11. Announcements of regional information
12. Request for repertoire list suggestions (contact chair)

Spring Magazine

1. Announcement of conference board meeting
2. President's message
3. Notices of policy changes
4. Local association news (contact local presidents)
5. Syllabus order form; new member contact
6. Officers' reports as needed
7. Conference information (contact chair)
8. Bios from conference guest artists, presenters and committees (contact chair)
9. Announcement of regional information
10. Travel grant recipient review of national conference

MONTHLY request updated membership with new members highlighted from the Membership Chair. Reach out to new members and offer help if necessary.

Elected Officers: President-Elect

The IMTA President-Elect serves as the annual summer conference chairperson.

June

1. If you have just been elected President Elect, secure a site and on-site chairperson for the next year's IMTA Conference. Try to alternate locations between central Iowa and areas farther out. The on-site chairperson should be someone from the immediate area where the Conference will be, preferably with close working ties to the college or university.
2. If this is your second year as President Elect, the site and dates should already be chosen. Confirm it with the on-site chairperson.

July-August

1. Discuss potential presenters and artists with on-site chairperson(s).
2. Contact convention artists with preliminary questions and information. Finalize convention artists and presenters and send contracts. (Usually contracts for payment are needed only for non-IMTA members. An exception might be an IMTA member who is the featured artist/performer.)
3. Contact potential IMTA member presenters and college faculty presenters for topics. Meet with on-site chairperson(s) and committee members to discuss plans.

September

1. Attend fall board meeting with report on conference plans.
2. Request housing and meal information and fees from on-site chairperson(s).
3. Request registration information from on-site chairperson(s).

October-November

1. Request bio and picture from conference artist(s) and presenters. Send these to on-site chair for inclusion in conference materials. (Alternative: Request on-site personnel to obtain these materials directly since they will be preparing the articles for inclusion in the IMT. If you choose this method, ask to have materials forwarded to you for approval.)
2. Request on-site personnel to obtain information and map for site for publication in IMT. (This step may be delayed until Jan.-Feb. if it is decided this would be more appropriate in the Spring IMT.)
3. Request on-site personnel to compose an introductory article about the conference for inclusion in the Winter IMT. This should include bios and topics of major presenter(s) and any other information that might generate interest in attending.
4. Request on-site personnel to prepare the registration form for inclusion in both the winter and spring issues of IMT and include information about costs (e.g. registration as well as housing) in the introductory article.

December

1. Be certain that on-site host meets winter IMT magazine deadline for conference information. (Check with editor for this deadline.)

January

1. Request programs, specifics from conference artist(s). Forward to on-site hosts. (Or have the on-site personnel request them from artist(s) and forward them to you.)

February

1. Meet deadline for spring issue of IMT with complete conference information. This should include welcome articles from both you and the on-site chairperson, pictures of the site, full program schedule, registration materials, bios/pictures of presenters and artists not included in the winter issue, map, directions, information on off campus housing possibilities (motels, hotels, etc.), information about the locale, etc.

April-May

1. Assist on-site personnel regarding all last minute details. The on-site chairperson is in charge of everything pertaining to the site – housing arrangements, meals, room set-ups, warm-up rooms, program printing, etc. *Remember to stress the need for microphones in all rooms used for sessions, including the general business meeting!*
2. Check on artist/presenter(s) travel needs and arrange for someone to meet airplanes if needed.

June

1. Through 2012: take the Local Association Plaque and letters to the conference for display.
2. Arrive at the conference early to help in any way needed and attend to any final details.
3. Run errands for the president or local chairperson.
4. Request payment for artist/presenters from IMTA treasurer before the end of the conference. Be certain all bills are submitted to the state treasurer in a timely fashion for payment of all bills. (This may also be coordinated with the local treasurer.)
5. Update officers' handbook and send to handbook editor.

Elected Officers: First Vice-President - Auditions

The First Vice-President serves as Chairperson for the IMTA Auditions

April

1. Contact state winners about performing in Honors Recital at State Conference
2. Order awards for State Winners
3. Contact conference chair about Honors Recital requirements and Schedule Honors Recital
4. Secure date and place for next year's state auditions
5. Check supply of certificates for printing of district and state auditions \

May

1. Type and copy program for Honors Recital
2. Prepare annual report for conference's business meeting
3. Email recital information (time, place, map) to performers
4. Update officers' handbook checklist and notes
5. Prepare District Auditions packets for each center (2018 most materials are online available to chairs only)

June

1. Attend summer conference,
2. Chair Honors Recitals
3. Present report at annual business meeting
4. Request local auditions information

July

1. Meet summer newsletter deadline for state Audition announcement
2. Contact local chairs for locations and dates of district auditions
3. Update judges list

August

1. Type local audition information for fall magazine
2. Update registration forms
3. Update registration and other forms to website
4. Update IMTA webpage

September-November

1. Attend fall board meeting
2. Distribute packets

January

1. Begin to record data from District Auditions (Dec to Feb)
2. Begin to make schedules for State Auditions
3. Prepare information for judges

February

1. Attend Winter Board Meeting
2. Secure judges for State Auditions
3. Secure judges' Assistants for State Auditions/ send email signups
4. \$25 collected from each teacher not assisting with auditions
5. Schedule performers and email to students/teachers
6. Type and make copies of Program for State Auditions

March

1. Chair State Auditions
2. Email winner information and pictures to magazine editor and post information to website

Ongoing

1. Update website
2. Update probationary judges list

Elected Officers: Second Vice-President - Membership

The Second Vice-President serves as membership chair for the organization.

Ongoing Duties

1. Beginning in May, receive membership reports/lists from treasurer. Make a copy and highlight changes of address, email, and phone from the previous year's directory or your list. Send these highlighted changes to the magazine editor, and monthly changes to president.
2. Communicate new member information to the Mentor Chair and president and coordinate welcome and communications with new members.
3. Update new member packet and coordinate distribution to new members with the Mentor Chair. Regularly check for changes in membership addresses. Answer questions. Raise awareness of the benefits of IMTA among music teachers and carry out actions which will attract new members.
4. Update IMTA webpage as necessary (send changes to webmaster)
5. Attend board meetings and summer conference general meeting. Prepare reports for board meetings and an annual report for the general meeting at the summer conference.
6. Remind members of deadlines. Write articles concerning deadlines, recruiting and membership Q/A for Magazine.

ANNUAL REPORT: 3 copies (1 President, 2 Archivist, 3 Membership Chair)

Submit the following information in paragraph form:

1. Number of new and renewing members
2. Activities to encourage membership
3. Procedures and procedural changes

Elected Officers: Third Vice-President - Local Associations

The Third Vice-President serves as local associations chair for the organization.

Ongoing

1. Keep open communication & encourage to locals
2. Update files for all local associations
3. Submit records or expenses to treasurer for reimbursement
4. Encourage student membership by contacting college pedagogy instructors
5. Communicate regularly as a liaison with the president to provide ongoing information to Local Association Presidents.

July

1. Report Local Assn. Presidents, officers and dues to State president and magazine editor
2. Record Local Assn. Presidents, member names, and meeting times. Send copies to State President and magazine editor.
3. Check website local president names and information on website.

August

1. Meet fall magazine deadline for Local Assn. information
2. Check website local president names and information on website.
3. Remind all associations that members must be paid by September 1

September

1. Request program information from local associations
2. Attend fall board meeting and give report

November

1. Contact conference chair with program or topics for IMT forum breakfast

December

1. Meet winter magazine deadline for article on local assn. activities and programs

January

1. Attend winter board meeting and give report

February

1. Meet spring magazine deadline for article on local assn. activities and programs

April

1. Attend National Conference meetings or send alternate
2. Finalize topics for IMT forum breakfast at conference

May

1. Prepare annual report for conference business meeting
2. Update officers' handbook checklist and notes

June

1. Attend summer conference and give report at meeting. Submit the following information in paragraph form (4 copies - one each for President, Archivist, National Chair of Local Associations):
 1. Number of local and student chapters
 2. Activities of local associations
 3. Procedures and procedural changes
2. Request new officers' names from local assn. and indicate willingness to speak at local meetings
3. Promote ongoing recruiting opportunities
4. Present IMT Forum breakfast program.

Elected Officers: Treasurer

THE OFFICE OF THE TREASURER

The main duties of the treasurer are to deposit all money, pay all bills, prepare a budget and the financial reports before each Board Meeting, prepare IRS Report Form 990 after the end of the fiscal year reports are made, and reconcile the bank statement monthly. All moneys for members' dues are reimbursed monthly from MTNA after dues are paid. You will receive monthly membership lists from MTNA. Make deposits as soon as possible. Pay all bills immediately.

The treasurer is responsible for electronically tracking all IMTA/MTNA related expenditures and income. As of 2018 the checking account is at Bank of the West and the president and treasurer are authorized users. 2018-two Certificates of Deposit exist; one at Bank of the West and the other at Veridian Credit Union. Update at board meetings as necessary.

All auditions and festival center's chair are asked to send receipts for expenses. This is necessary to maintain 501c3 status. Keep an eye on reports for a center that seems to go excessively in the red. Rent or tuning or can be exceedingly high. You need to be ready to discuss this with the chair or the state president. All members are asked to submit a bill or receipts for any reimbursement. The auditions and festival chairs are to pay all of their bills and send you the net.

The books are currently kept on a formulated Excel spreadsheet.

Income accounts are: IMTA Auditions (to include non-member fees and state audition helper fees), IMTA Festivals, IMTA Conference, IMTA/MTNA Competition, IMTA Commissioned Composer, Foundation, Investment income, Magazine Advertising, Magazine sales, Mailing labels, Miscellaneous, Scholarship, State Dues, Syllabus, Website Advertising.

Expense accounts are: IMTA Auditions, Awards, Commissioned Composer, IMTA Conference, IMTA Festival, IMTA Foundation, Magazine, Member Travel, Miscellaneous, MTNA Auditions & student travel, MTNA Conference Gala Table, MTNA Summit, Postage, Printing, Scholarship Auditions, Syllabus, and Web Maintenance.

The best way to see these is to look at a "Report by Categories". You will see each account and the sub accounts under these. Maintain these as they are set up so you can more easily fill out IRS Report 990.

The budget needs to be prepared and presented at the Fall Board Meeting. Use last year's budget as a guide and the immediate past year's financial report. Estimate what the amounts of each category will be.

UPDATE the IMTA Handbook with any necessary.

July

1. Organize file folders for the new year.
2. Deposit all income and pay bills. Take any previous auditions, banking, festivals, membership and financial reports to the large plastic box that has IMTA records in it. Keep audition and festival records 2 years. Keep all financial records and bank statements for 7 years.
3. Prepare the annual report for the past fiscal year. Our fiscal year runs from July 1 - June 30. Send a copy to the Magazine editor so it can go into the Summer Newsletter or Fall Magazine.
4. Prepare IRS Form 990. It is due October 15.
5. Get a new signature card for the new president. Have her/him sign it. The president has a checkbook. If she/he writes any checks, be sure she/he emails the information to you to be recorded on the computer.

August

1. Continue to deposit income and pay bills.

September

1. Continue to deposit income and pay bills.
2. Prepare the budget for the Fall Board meeting.
 - Compare this past year's expenditures to last year's and last year's budget. Make adjustments as you see fit. Call the president and go over it with him/her.
 - Included in the member travel for the president to travel to the West Central Divisional meeting in January, and members to travel the national conference. \$800 is given to the president. The remaining predetermined amount is divided among other officers who are attending to conference. The treasurer, auditions chair, festival chair, president elect, and certification chair have all received some funds at various times. Consult with the board to decide who gets how much. These funds are distributed following the national conference. All officers who receive funds are expected to write a report for the board and/or magazine.
 - The budgeted amount for Student Travel is determined yearly at the Summer or Fall board meeting for IMTA winners at the state IMTA/MTNA competition as well as the National finalists. Wait until after the MTNA Conference to distribute these funds to ensure all competitors attended. Each student is not to receive more than the president receives.
 - The Commissioned Composition amount is the same each year. One half of the amount comes from national and one half from IMTA.
 - Prepare financial reports from July 1 to the date of the meeting. Show a comparison to the last three years. Prepare a Net Worth Statement. You do not need to print copies of the Cash Flow report for the whole board. Give a copy to the President and Recording Secretary for their records. Print 25 copies of these reports and take them to the board meeting. Supply a copy of all transactions by

category so you can have it as a reference if anyone needs some specific information. Be sure to keep copies of each report in your file folder /computer labeled "Financial Reports".

3. Print the financial reports for the last fiscal year. Set it up the same way as the year-to-date report in number 3 above. Print 25 copies. Print out a "transactions by category" report. Put a copy of all of these reports in the "Financial Records" folder for the past year and a copy in this year's financial reports folder.

October

1. Take all of the above reports to the board meeting. Take your checkbook along to the board meeting as people may have bills that you can pay at that time.
2. Contact the overall chair of the MTNA Auditions held in October. You will be getting information and possibly questions from that person.
3. Prepare and mail IRS Form 990.

November

1. You will get information from the MTNA Auditions chair about who the judges are, their names and addresses and what their mileage and their judging honorarium are. We pay a minimum of 1/2 day to any judge, \$30 an hour for judging and \$.50 a mile for travel. Pay hotel and food expenses for the judges. These auditions are not self-sufficient.
2. Keep these records under the IMTA/MTNA Auditions file on the computer. You will need this information for IRS Form 990. Be sure you keep all records of these auditions because National will send you a form to fill out after the auditions are over. After the National Auditions in March you will need to send travel money granted to them from IMTA. The amount given to them is not to exceed the amount given to the state president for his/her travel to the MTNA Conference. The IMTA board determines the budgeted amount for student travel to national auditions.
3. You may begin receiving Festival Reports. If there is a deficit send them a check to cover their expenses.
4. Check with the scholarship chair concerning scholarship funds.

December

1. You will probably begin receiving some Auditions Reports. A few centers have their auditions in December. If there is a deficit, send them a check to cover their expenses.

UPDATE Handbook, website and write regular articles for the IMT Magazine.

Elected Officers: Recording Secretary

The Recording Secretary is charged with keeping minutes at all business meetings. The secretary does not file an annual report, but should submit copies of the year's minutes to the archivist at the state conference. Required- original hard copies should be saved in the secretary's minute book.

July

1. E-mail minutes to board members

September

1. Attend fall board meeting
2. Type minutes and mail to president for approval

October

1. Mail minutes to board members

January

1. Attend winter board meeting
2. Type minutes and mail to president for approval

February

1. Mail minutes to board members

May

1. Update officers' handbook as needed.

June

1. Attend summer conference business meeting
2. Type minutes of Executive Board Meeting and Annual Meeting; send to president for approval
3. Prepare report listing names of award recipients from the conference; send to historian
4. Request names of new officers along with email addresses from president.
5. Be sure Historian/Archivist has copies of all meeting minutes for the year; send any that are needed.
6. Place all electronic files under Minutes in One-Drive.
7. Pass on all related emails, accounts and passwords to the new Recording Secretary.

Elected Officers: Immediate Past-President

The Immediate Past-President is expected to advise and assist the current president when necessary. He or she also serves as chair of the Awards Committee along with the President and President-Elect. The duties of the Awards Committee Chair are as follows:

September

1. Send letter requesting nominations to local associations

January

1. Send reminder card to local association presidents for award
2. Update IMTA webpage

February

1. Request application information from nominees

March

1. Circulate applications among committee members

April

1. Call meeting or conference call to choose award recipient

May

1. Order award plaque and prepare award presentation
2. Contact conference chairperson to reserve time at banquet
3. Update officers' handbook checklist and notes and send to handbook editor
4. editor

June

1. Attend conference and present awards at banquet to include Foundation Fellow (Recognized by Foundation Chair), Certified Teacher of the Year (presented by certification chair), Distinguished Service Award.
2. Send article with biography of recipient to magazine editor

Every June, at the State Conference Banquet, a Distinguished Service Award is presented to a deserving IMTA member. It is an excellent way to honor those members who have shown outstanding service and dedication to teaching and to IMTA.

Local associations make recommendations for these awards to the Awards committee for their final decisions.

Names are sent, along with a biographical background sketch, and description of reasons for selection to chair of the Awards Committee.

A copy of the letter requesting local association participation is included in the appendix.

Elected Officers: Members-at-Large

Members-at-Large are considered members of the administrative board with full voting privileges. They are expected to attend and participate in all board meetings.

Appointed Officers: MTNA Foundation Chair

The purpose of the Foundation is to provide scholarships and awards to worthy students and programs. Funds are produced by donations of state members and through benefits.

The MTNA Foundation has expanded to sponsor local association projects and state administrative grants. Information about these programs is sent to the State Foundation Chair and State President quarterly. MTNA continues to encourage states and individuals to contribute as fully as possible through local association donations, personal donations and Foundation Fellow awards.

Iowa has embraced the Foundation Fellow program and recognizes at least one member at the MTNA conference annually for their contributions to their community, local, state, regional and national organization. The gifted amount must reach (2018) \$1500.

Each year, the foundation chair selects a local association to contribute to the State Pride Drawing, which is held yearly at the National Music Teachers Conference.

Duties:

1. Attend and report at all Board Meetings concerning state contributions and National programs.
2. Write articles for the Iowa Music Teacher Magazine concerning fund-raising, ways to contribute and recognize current and future Foundation Fellow recipients.
3. Keep in contact with the MTNA office concerning funds and Foundation Fellow.
4. Send all funds to MTNA office and keep records in an excel file of all donations, check numbers dates and amounts.
5. Send amounts to the IMTA Webmaster so the website shows the progress toward our \$1,500 goal. Update information on the website as needed.

January

1. Deadline funds for Foundation Fellow need to be secured
2. Send articles and paperwork to the MTNA office in preparation for the MTNA conference and award at the gala.

March

1. Attend National Conference or send representative.
2. Ensure the State Pride Drawing gift has been delivered.

May

1. Update officers' handbook checklist and notes as necessary.
2. Request a packet (from MTNA) for member info to set up at the conference.
3. Send suggested Foundation Fellow names to the Awards Committee (State President) for a vote so that at least one person is honored in our state per year.

June

1. Select a local association to send a gift valuing \$50 or more to the national conference for the MTNA State Pride Drawing.
2. Collect funds at the State conference during the business meeting and general meeting. Talk about the various ways to give including planned giving.
3. Set up a table with Foundation information so members can see the many ways they can give back to this organization.
4. Recognize the current Foundation Fellow at the banquet.
5. Announce new fellow (if it's not a surprise).

Ongoing

1. Throughout the year, continue to talk with local chapters about ways they can give as a group. Collect from your own local association on a regular basis. Ask each local to secure a foundation representative to collect regularly from members.

Appointed Officers: IMTA Festival Chair

Ongoing

1. Keep an updated list of e-mail addresses and a group e-mail for communication.
2. Keep several information packets and two hundred certificates on hand for last-minute mailings.
3. Keep track of Festival profits and losses and the number of student entries each year, in order to present a report, when necessary, to increase Festival student fees.

July

1. Contact local chairs to confirm Festival locations and dates for centers that haven't set them, and to confirm receipt of information packets.
2. Type local Festival information for Summer IMT Magazine.
3. Email to IMTA president by deadline date (7-1).

August

1. Update local Festival information for Fall IMT Magazine.
2. E-mail to IMTA president by deadline date (8-15).
3. Update Festival group email list.

September

1. Confirm Festival dates for centers that haven't confirmed them yet.
2. Attend IMTA fall Board Meeting; prepare and present report on the number of planned Festivals.
3. All teachers of festival entries must be paid members as of September 1. Non-members are ineligible to enter students in any IMTA non-competitive events.

October - May

1. Receive and file reports and repertoire lists from local Festival chairs.
2. Respond to questions and needs.

February

1. Attend IMTA Board Winter Meeting; prepare and present report on profits to date.

March - May

1. Print certificates and materials for information packets if necessary.

May

1. Make sure all local Festival chairs have returned reports and repertoire lists to you and the State Treasurer.
2. Prepare annual report for State Conference business meeting. (Confer with State Treasurer for confirmed profit/loss.)
3. Prepare information packets and certificates for next year's Festival chairs.
4. Update Festival group email list.
5. Update State Festival Chairperson Duties and rules for IMTA website and send to imtawebmatster@gmail.com

June-August

1. Attend IMTA State Conference in June; present annual report.
2. Hand deliver as many packets as possible to next year's local Festival chairs.
3. Attend NAMTA Pedagogy Workshop, if possible, to hand deliver more packets.
4. Mail ASCAP Festival repertoire information to MTNA National Office by June 30.
5. Mail remaining information packets to local Festival chairs.
6. Check IMTA Website monthly and send updates to imtawebmaster@gmail.com
7. Remind all chairs to regularly use and check their dedicated IMTA festival email accounts.

ANNUAL REPORT:

FIVE copies: 1) President 2) Secretary 3) Archivist 4) Treasurer 5) State Festival Chair

1. Submit the following information:
2. Names and locations of Festivals and chairs
3. Number of students, centers, and teachers involved in Iowa Festivals
4. Financial report
5. Fees, mileage rates, and general information pertinent to year

Appointed Officers: Technology Chair

The Technology Chair plans a 75-minute technology workshop for annual state convention, writes three articles for the Iowa Music Teacher Magazine (fall/winter spring issues), and attends three board meetings (give written/oral reports).

Fall

1. August 15 (deadline) - Write music technology article and submit to editor of Iowa Music Teacher Magazine for fall issue.
2. Plan one technology workshop for annual state conference. Attend fall executive board meeting; submit written report and give oral report of work done to date.

Winter

1. December 15 (deadline) - Write music technology article for each issue of Iowa Music Teacher Magazine and submit to the editor.
2. December 15 (deadline) - Write publicity for one technology workshop for annual state conference and submit to editor of Iowa Music Teacher Magazine for winter issue.
3. Attend winter IMTA executive board meeting; submit written report and give oral report of work done to date.

Spring

1. March 1 (deadline) - Write music technology article and submit to editor of Iowa Music Teacher Magazine for spring issue.
2. June Convention - Attend IMTA executive board meeting. Attend business meeting, submit written report, and give oral report.
3. June Convention - Present technology workshop
4. ONGOING- update information at iamta.org. Send to imtawebmaster@gmail.com

Appointed Officers: IMTA Archivist/Historian

Ongoing

1. Update IMTA webpage as needed.
2. Collect current magazines and newsletters.

September

1. Attend fall board meeting
2. Collect various officers' reports

Winter

1. Attend winter board meeting
2. Collect various officers' reports

May

1. Attend spring board meeting
2. Collect various officers' reports

June

1. Attend state conference
2. Collect various officers' reports

August

1. Mail or deliver annual collection of archival materials to the Iowa Historical Society in Des Moines.
2. ONGOING-send updates regularly to imtawebmaster@gmail.com for website.

Appointed Officers: MTNA Competitions Chair

The duties of the MTNA Competitions Chair are governed by the national association. The chair is expected to communicate with the national association chair and coordinate the activities of the individual competition chairs and site coordinator.

Appointed Officers: Theory Committee Chair

The theory chair is responsible for the theory examinations given as part of the IMTA Auditions.

Summer

1. Decide which of the previous written exams to use for the following year.
2. Use a format that is transmissible via e-mail
3. Make corrections and changes as needed.
4. Proofread
5. Update IMTA webpage

September

1. Attend fall board meeting and give a short report.

October

1. Distribute sets of Practice Tests to be placed on website. (Use the Final Tests from the previous year.)
2. Send copies of Final Tests to District Chairs via e-mail. They are to be copied by the District Chairs in different colors for use at Auditions.

February

1. Attend Winter Board Meeting and give a short report.

June

1. Attend business meeting at IMTA Conference and give a short report.
2. Keep updated materials in theory section of iamta.org website

Appointed Officers: Certification Chair

Ongoing

1. Answer correspondence regarding certification within 2-3 days
2. Notify local association presidents of certification programs for meetings
3. Submit quarterly reports to the national association

August

1. Meet fall magazine deadline with certification article
2. Publish names of newly certified (State & National) teachers
3. Provide updated list of State & National certified teachers for membership list
4. Publish Certified Judge lists in fall magazine
5. Give critique sheets for provisional judges to Festival chair
6. Give Certified Judge Lists to State Festival & Auditions chairs for placement in packets
7. Update IMTA webpage

September

1. Attend fall board meeting & give report
2. Request president's signature on certificates at board meeting
3. Send quarterly report to National

January

1. Quarterly report to National
2. Attend winter board meeting & give report
3. Request president's signature on certificates at board meeting
4. Update IMTA webpage

March

1. Send reminders for renewal to IA Standard & IA Superiors
2. Attend meetings at National conference or send alternate

April

1. Meet with IA Certification Board to update rules
2. Submit receipts for expenses to treasurer for reimbursement
3. Quarterly report to National

May

1. Prepare Annual Report to give at summer conference
2. Prepare table of materials for summer conference display
3. Contact conference chair with table requirements etc.
4. Update officers' handbook checklist and notes and send to handbook editor

June

1. Attend summer conference business meeting & give report
2. Keep files for all certified members & update as necessary
3. Contact local association vice-president for presidents list
4. Check supply of certificates, pins, etc. and reorder

ANNUAL REPORT – 3 copies (1 president, 2-Archivist, 3-Cert. Chair)

Submit the following information in paragraph form:

1. Numbers of NCTM certified teachers
2. Newly certified teachers
3. Certification activities
4. Procedures and procedural changes

Appointed Officers: Scholarship Chair

Information regarding the audition is to be published in the spring magazine. An application form can be found on the website and is directly submitted to the IMTA Scholarship Chair who will then give you further details.

It is advisable to promote the scholarship in the fall magazine when the picture and article about the previous year's winner is published so teachers begin planning for it. Auditions are held during the summer conference and winners are announced at that time. Pictures of the winner, judge, chairperson, and president should be sent to the magazine editor for publication in the fall magazine. The state treasurer and all Scholarship sponsors give the check to the student at the audition.

July

1. Contact potential donors for future scholarship money

August

1. Meet fall magazine deadline for informational article
2. Update IMTA webpage

December

1. Meet winter magazine deadline for reminder article

February

1. Contact judge for auditions
2. Notify convention chair with requirements for judge
3. Contact convention chair with requirements for site

May

1. Schedule audition times
2. Mail schedule to contestants
3. Mail schedule and convention info to judge
4. Update officers' handbook checklist and notes and send to handbook editor

Appointed Officers: Commissioning Chair

See the most current MTA Commissioning Program Guidelines for Rules & Regulations. If the committee plans to invite composers to submit tapes/scores, a list of Iowa composers can be secured through the Iowa Composers Forum. There are also a few Iowa composers working at Iowa colleges/universities who are not a member of this group. Their names can be found in the most current College Music Society Directory.

The review of scores/recordings can be done by mail, but check to be sure that there is a budget that allows for these costs. Committees have sometimes found that they can “meet” by phone or mail (telephone conference calls save a lot of travel time).

One approach in selecting a composer is to contact the conference host/chair and ask for suggestions of faculty composers at that institution or other area composers. Since the premiere of the commissioned work takes place at the state conference, it can be advantageous to work with the conference committee prior to selecting a composer. By selecting a composer associated with the institution where the conference is to take place, college faculty performers at that institution are often pleased to perform the premiere. Having the conference host/chair involved in the selection of the type of work to be commissioned and the instrumentation also facilitates a successful premiere.

July

1. Make final decision for commission request
2. Notify composer, send contract and information
3. Complete MTNA Commissioning Program application

September

1. Attend fall board meeting
2. Check with composer to answer questions

November

1. Submit manuscript and tape to national competition
2. Contact state conference chair to program premiere
3. Secure performers for premiere performance
4. Meet winter magazine deadline for conference info

January

1. Attend winter board meeting
2. Invite composer to premiere performance at conference
3. Update IMTA webpage
4. Prepare an article for the IMTA Magazine to submit to the editor

April

1. Solicit recommendations for composers for upcoming year
2. Check with committee members to plan procedure
3. Plan for performance of commissioned piece at summer conference

May

1. Request materials from recommended composers
2. Check that performance details are ready for conference
3. Update officers' handbook checklist and notes and send to handbook editor

June

1. Attend conference and report on foundation activities

ANNUAL REPORT – 3 copies (1-President, 2-Archivist, 3-Commission chair)

Submit the following information in paragraph form:

1. Name and position of commissioned composer
2. Title and instrumental medium for commissioned piece
3. Amount of commission, amount of national contribution
4. Results of national competition
5. Location, date, performers of premiere performance
6. Location and contact for manuscript

Iowa Music Teachers Association Ethical Concerns Committee (ECC) Guidelines

As members of the Music Teachers National Association (MTNA), Iowa Music Teachers Association (IMTA) members uphold the MTNA Code of Ethics. Direct communication is essential in resolving ethical concerns. Members are strongly encouraged to work out ethical problems themselves. If issues cannot be resolved by the parties involved, the three-member IMTA Ethical Concerns Committee (ECC) may assist in their resolution. Procedures for handling ethical concerns are outlined below. Each step will be followed in a timely fashion with the utmost tact and confidentiality. Communication beyond the parties involved will take place only when necessary or required by law.

I. Purpose of the Committee

- A. To work with the IMTA membership to advance the MTNA Code of Ethics
- B. To provide a forum where members may present ethical issues of concern
- C. To aid in the communication, mediation, and resolution of said issues

II. Submission of a Concern

- A. A member may report an alleged ethical infringement by another member to the ECC chair. An issue reported first to a member of the IMTA Board of Directors will be referred to the ECC Chair.
- B. Any ECC member who has a conflict of interest with respect to a petitioning member or an issue brought to the committee should not participate in the discussions of that issue. A petitioning member who is concerned about a possible conflict of interest within the committee should discuss it with the IMTA President who will make the final determination.
- C. Particularly grievous cases may be referred by the IMTA President to the MTNA Executive Director for consideration by the MTNA Ethical Concerns Committee

III. Practice and Procedure

A. Informal Procedure

1. A member who has an ethical concern may bring it to the Chair of the ECC for feedback
2. The chair will first discuss with the member whether an informal resolution of the concern is an option
3. If the member requests a hearing with the ECC, the chair will notify committee members and schedule a meeting or conference call

B. Formal Procedure

1. If the member decides to file a formal complaint, the chair will send the reporting member an outline of ethical concerns procedures (to include the MTNA Code of Ethics and the ECC Guidelines) and request for written documentation, which must contain specific charges, supporting evidence, and the reporting member's address, phone number, email address, and signature

2. Upon receipt of the documentation, the ECC Chair will communicate with all parties involved and ask them to submit their perspective to the committee. Identity of the parties involved will be made known to those involved if deemed necessary to facilitate a resolution.
3. The ECC Chair will also notify the IMTA President of the complaint.

C. Resolution of a Complaint

1. After reviewing all sides, the committee will explore the facts and offer options for resolution.
2. The committee may stop the process at any point, finding that the issue does not constitute a clear code violation warranting intervention. The committee may also stop the process if a resolution is not forthcoming and further intervention would not be productive. The IMTA President is notified of this decision.
3. The procedures for reviewing complaints are not judicial, they serve only as a method or means to communicate the allegations, determine facts, and resolve the issues within the stated purposes of the association.
4. Any ECC reports to the IMTA Board of Directors will not contain names of individuals involved in formal or informal complaints.

D. Privacy

1. All communication with the committee and within the committee is deemed private and not discussed with anyone else in the membership or associated with the membership.
2. If members wish to discuss an issue electronically, the ECC suggests names not be included in the correspondence to protect the privacy of individuals involved.

IV. Committee Membership

- A. The ECC consists of three IMTA members appointed by the IMTA President.
- B. Terms are two years in length, with no restriction on the number of terms served.
- C. Terms should be staggered so that, whenever possible, no more than two members are replaced in a given year.