

PENNSYLVANIA MUSIC EDUCATORS
ASSOCIATION



DISTRICT 8

EXECUTIVE BOARD POLICIES
and JOB DESCRIPTIONS

ADOPTED MAY 18, 2014

PMEA DISTRICT 8 BOARD POLICY

The District 8 Executive Committee

The PMEA District Executive Committee shall consist of the District President, District Vice-President, Immediate Past President, Secretary/Treasurer, Advocacy Chairman, and Professional Development Chairman.

The District 8 Executive Board

The PMEA District 8 Executive Board shall consist of all members of the Executive Committee in addition to the following titles: SMTE Representative, Public Relations Chair, Webmaster/Tech, All Festival & Fest Coordinators, County Representatives, and Retired Teachers Chairman.

District 8 Executive Meetings

There shall be no fewer than four (4) Executive Meetings schedule within one year. A minimum of two of those meetings must be full executive board meetings. Each member should offer a report. Dates for meetings shall be published at least one year in advance on the District 8 Website.

The District 8 President may call special meetings of the Executive Committee to discuss pertinent or time sensitive topics. The District 8 President may also cancel meetings if there is a lack of information to discuss.

Meeting Attendance

Attendance at Full Executive Board meetings is required for all who serve on the board. Although attendance is required, one absence per year shall be granted for an extenuating circumstance. Members with a extenuating excuse shall submit a written notification to the District 8 secretary at least two weeks prior to the Date of the meeting.

Board Agendas

Meeting agendas will be sent out by the District 8 President one week prior to the meeting date. Board members are expected to review the agenda and all attachments prior to the meeting.

Meeting Times and Locations

Unless otherwise noted, all Executive meetings of PMEA District 8 will occur on Sundays, beginning at 2 pm at the Watson Inn in Watsontown, PA

Reports

Each member of the board will be required to give a report at each board meeting. The report shall include happenings in your assigned job description since the last meeting, and upcoming events as it pertains to your assigned position. If a board member is absent, a written report shall be submitted to the District President and District Secretary prior to the meeting.

Use of “PMEA Name”

The State PMEA Board endorses all current PMEA District activities. All new activities must be reported for endorsement. (*Note: Reference here to District sponsored activities such as band competitions, etc.*) PMEA does not allow use of name by former officials in their promotion of private activities.

PENNSYLVANIA MUSIC EDUCATORS ASSOCIATION CONFLICT OF INTEREST POLICY FOR BOARD MEMBERS

Conflicts of interest occur whenever a board member or members of a nonprofit organization acts in a position of authority on an issue in which they have financial or other interests. Whenever there is a dual interest, or the appearance of such for any board member, the potential for a conflict of interest exists. Board members could be in conflict of interest if they offer services to the organization on whose board they serve even if the charge for these services is at or below the market value. Similarly, if a board member contemplates purchasing or leasing property that the organization may wish to purchase, the board member may be placed in a conflict of interest situation.

In cases of potential conflict of interest, board members must act to preserve and enhance public trust in the organization by putting the interests of the organization ahead of all other business and personal interests. In addition to the public's sensitivity to self-dealing, activities that appear to have a conflict of interest can be the basis for lawsuits against the board members and officers.

When board members are confronted with an actual or apparent conflict of interest, there are reasonable steps that the organization can take to preserve its integrity. Board members need not be disqualified from boards simply due to conflicts of interest. Perhaps the most important step is for board members to disclose information related to the possibility of dual interests to others on the board. Minimally, the board member needs to inform the board of the important facts and details and must abstain from voting on the transaction. These actions should be recorded in the minutes to document the disclosure.

Board Members' Code of Conduct (Concept is Courtesy of Carver Governance Design, Inc.)

The board expects ethical and business like conduct from itself and its members. This commitment includes proper use of authority and appropriate decorum in group and individual behavior when acting as a Board member.

1. Board members must avoid engaging in transactions with PMEA from which the board members will benefit.
 - a. There must be no self-dealing or any conduct of private business or personal services between elected board members and PMEA except as procedurally controlled to assure openness, competitive opportunity and equal access to otherwise "inside" information.
 - b. Board members must not use their positions to obtain, for themselves or for family members, employment within PMEA.
 - c. Should a voting board member be considered for employment, s/he must withdraw from the Board prior to the consideration of his/her candidacy by the hiring authority.
2. Board members have an absolute duty to complete, undivided loyalty to PMEA.
 - a. This duty supersedes any conflicting loyalty such as that to interest groups and membership on other boards or staffs.
 - b. This duty supersedes the personal interest of any director acting as an individual consumer on PMEA's services.
 - c. This duty supersedes any conflicting loyalty such as that to advocacy groups and membership on advocacy boards or initiatives.

3. Board members may not attempt to exercise individual authority within PMEA except as explicitly authorized by the Board or as set forth in Board policies, the PMEA Constitution or the PMEA By-Laws.
 - a. Board member interaction with the Executive Director, or with any staff member must recognize the lack of authority in an individual board member or group of board members except as noted above.
 - b. Board member interaction with the public, press or other entities must recognize the same limitation and the inability of any board member or members to speak for the Board unless specifically authorized to do so.
 - c. Board members will confine their public assessment of the performance of the Executive Director (or President), or any staff member to the official process outlined in the Board's policies.
4. Board members will deal with outside entities or individuals with clients and staff and with each other in a manner reflecting fair play, ethics and straightforward communications.

POSITION TITLE: 8 DISTRICT PRESIDENT

JOB PURPOSE: The District President supports the philosophies, procedures, and guidelines as set forth in the PMEA State Constitution and PMEA Manual and presides over the business of the district, serving as Chief Executive Officer.

GENERAL DUTIES (as outlined by State Policy):

1. Attend all State Board meetings. (2 per year).
2. Prepare a written and oral report on district activities to the State Board at each meeting.
3. Be aware of current trends in music education that may affect the membership of PMEA.
4. Keep the district membership informed of the activities of PMEA at the state level.
5. Meet deadlines set by the *PMEA News* Editor, the Executive Office, the State President, etc.
6. Preside at meetings of District Executive Board
7. Appoint committees and liaisons to the State/NAfME as needed.
8. Respond to parental and administrative requests for information.
9. Bring matters of local concern to the State Board
10. Complete the Citation of Excellence Award Process.
11. Hold elections for district officers well in advance of election deadlines.
12. Be available to review, discuss and make decisions regarding general welfare of members of the district as it relates to local, state and national music education problems.
13. Serve as mediator arbitrator and ultimate word on all matters pertaining to PMEA District activity.
14. Set Strategic Plans and develop initiatives at the District level that support the District and State Strategic Plans. (D8)
15. Develop a clear vision for the District. (D8)

FESTIVAL DUTIES:

1. Ensure the success and continuation of Student Performance Events.
 - a. Secure festival hosts
 - b. Approval the festival and fest budgets
 - c. Oversee the management of the festivals and fests
2. Regularly communicate with the Festival and Fest Coordinators
3. Maintain record of completed Guest Conductor Contracts for each Festival
4. Oversee the adherence of all festival and fest policies (including student eligibility)
5. Ensure that all participating directors are PMEA members in good standing
6. Preside at Festival and Fest Business Meetings
7. Present a plaque at the Festival and Fest Performances (or designate another member of the District Executive Committee to attend and present the plaque)
8. Ensure that District Officers oversee the sale of tickets at PMEA-sponsored Concerts and Events
9. Submit Region and All-State Conductors' names for approval by the State Board
10. Complete All-State information at the Region Festival and submit to the All-State Coordinator
11. Oversee the selection process for student scholarships and/or awards that are presented to Festival and/or Fest participants
12. Work direction with the All-State Coordinators to ensure all All-State Procedures and Policies are followed accurately.

NEWSLETTER DUTIES:

1. Work with the district secretary in the preparation of at least two newsletters annually
2. Provide information from the State to be included in the newsletter
3. Include membership application
4. Oversee mailings of newsletter to be certain that it is sent to all state officers, *PMEA News* editor, and all State Board Members

QUALIFICATIONS:

1. Should have a minimum of 5 years active service in the district.
2. Should have hosted either a district or regional level Festival or Fest
3. Should have served as an officer in the district (encouraged, not required)
4. Must have the cooperation of his/her administrative superiors in the school district of employment.
5. Shall possess qualities of leadership, initiative, diplomacy, industry, and a spirit of helpfulness to students as well as to his/her colleagues.
6. Must be a member in good standing of PME/NAfME.
7. Should be willing to devote the time required for the office.
8. Should be willing to submit reports, information, surveys and requests made by the state
9. Should be willing to answer all communications within a reasonable time.
10. Should be willing and able to meet deadlines.

CHALLENGES OF THE JOB:

Dealing with colleagues, administrators, and parents who don't agree with stated policies or who try to circumvent the policies by asking for exceptions. The position is very time consuming.

Types of Judgment and Decision-making Required:

The President ultimately makes the final decisions, but it is important to listen to all sides with equal care and consult with the district executive committee as needed.

RELATIONSHIPS:

Internal: District officers

External: State President, Executive Director, All-State Coordinator, Presidents of other Districts, Private Teachers, Administrators, Parents

POSITION TITLE: DISTRICT 8 VICE-PRESIDENT

JOB PURPOSE: The primary duty of the Vice-President is one of preparation. A study should be made of all District 8 operations, strategic plan, and initiatives in addition to all PMEA programs and activities to develop an awareness of the association's local and state-wide functions.

JOB CONTENT:

1. Preside at Board meetings and District 8 functions in the absence or the request of the president.
2. Assist the Professional Development chairman in developing and executing effective professional development opportunities for district members.
3. Shadow the president throughout the second year of term in preparation to assume presidential duties.

QUALIFICATIONS (same as District President):

1. Should have a minimum of 5 years active service in the district.
2. Should have hosted either a district or regional level Festival or Fest
3. Should have served as an officer in the district (encouraged, not required)
4. Must have the cooperation of his/her administrative superiors in the school district of employment.
5. Shall possess qualities of leadership, initiative, diplomacy, industry, and a spirit of helpfulness to students as well as to his/her colleagues.
6. Must be a member in good standing of PMEA/NAfME.
7. Should be willing to devote the time required for the office.
8. Should be willing to submit reports, information, surveys and requests made by the state
9. Should be willing to answer all communications within a reasonable time.
10. Should be willing and able to meet deadlines.

POSITION TITLE: DISTRICT 8 IMMEDIATE PAST PRESIDENT

JOB PURPOSE: To serve as advisor to the District 8 President and to provide continuity to the Executive Board. Also serve as chair of the Scholarship review committee.

JOB CONTENT:

1. Prior to the close of term as President, set up a meeting with incoming president to discuss the status of the district and pass on presidential materials and bins.
2. Serve as an advisor to the President when needed.
3. Oversee the selection of Scholarship winners.
4. Follow through with any unfinished or old business from your term
5. Be available to fill in for the President in the event that he/she and the Vice-President are not available.
6. Assist with other duties as assigned by the President.

POSITION TITLE: DISTRICT 8 SECRETARY/TREASURER

JOB PURPOSE: To manage the financial affairs of District 8 and to provide continuity to the operations of the district. In addition, the district secretary will serve as recorder for all business meetings within District 8.

GENERAL DUTIES:

1. Oversee the financial operations of the district, including budgeting and payment of invoices
2. Maintain and document the business records and correspondence of the district
3. Assist the District 8 Executive Board and offer advice as needed
4. Maintain continuity from president to president
5. Respond to requests for information from the district membership
6. Collect festival fees
7. Work with Festival and Fest Hosts in developing budgets
8. Assume responsibility for all income and debts associated with festivals and fests
9. Attend District Executive Board Meetings; take minutes of the meetings
10. Produce an annual District 8 Budget in conjunction with the District President
11. Provide Financial Reports for all District 8 Executive Board meetings
12. Attend Annual Meeting of District Secretary/Treasurers at the Inservice Conference
13. Assist at the Conference Registration Desk and serve as Sgt.-at-Arms for sessions during the conference

QUALIFICATIONS:

1. Must be a current member of PMEA.
2. May be a current or retired music educator
3. Must have good organizational skills
4. Must be able to record accurate meeting minutes
5. Must have an understanding of budgetary procedures

POSITION TITLE: DISTRICT 8 PROFESSIONAL DEVELOPMENT CHAIR

JOB PURPOSE: To promote, advocate for, and provide professional development opportunities within the district.

GENERAL DUTIES (as outlined by State Policy):

1. Attend all State Board meetings as a voting member (2 per year)
2. Prepare written and oral reports for the board meetings
3. Attend all State PD meetings and give report
4. Convene the District 8 PD committee and assist in their planning
5. Administer the PD Budget for the District
6. Obtain and review the State Professional Development Guide
7. Make timely requests for use of PMEA funds to State PD Coordinator for approval.
8. Contribute items for publication in *PMEA News* and information for the PMEA State and District website.
9. Plan In-Service programs for district members
10. Assist Festival Hosts in planning clinics to be held in conjunction with district and regional festivals (high school)
11. Assist with Annual Inservice Conference planning when requested

QUALIFICATIONS:

1. Should be actively teaching classroom music
2. Have leadership abilities
3. Be aware of current trends in music education
4. Be available to attend District 8 Executive Board meetings as a voting member
5. Be interested in promoting PD projects in the district.
6. Be available to attend PMEA Executive Board meetings as a voting member, state conferences and State PD meetings.

POSITION TITLE: DISTRICT 8 ADVOCACY CHAIRMAN

JOB PURPOSE: Responsible for coordinating advocacy initiatives at the District Level and for sharing state advocacy materials and initiatives to the Membership.

JOB CONTENT:

1. Serve as a representative on the State Advancement of Music Education Council
2. Attend every meeting of the State Advancement of Music Education Council
3. Actively participate in and provide information for the PMEA PLAN Network and the NAFME Advocacy Groundswell
4. Stay current on current legislative activities that affect music education
5. Serve as a resource person in planning workshops and conferences
6. Receive and disseminate information from the State Advocacy Chair concerning network opportunities
7. Any other duties/tasks as may be requested by the District President, State President, State Advocacy Chair or the Advancement of Music Education Council Chair
8. In coordination with the District 8 President and District 8 Executive Board, develop and implement advocacy initiatives that benefit District 8 members
9. Supply advocacy materials to the District 8 Webmaster for publication on the Advocacy page of the District 8 website
10. Maintain a District 8 Advocacy Plan

QUALIFICATIONS:

1. Must be a current member of PMEA
2. Preferably an active educator
3. Show interest in the overall state of music education across the Commonwealth and country

POSITION TITLE: DISTRICT 8 SMTE REPRESENTATIVE

JOB PURPOSE: Serve as a liaison between PMEA's SMTE subgroup and the District 8 Executive Board. Report on issues facing Higher Education and teacher training.

JOB CONTENT:

1. Attend Regular Meetings of the PMEA District 8 Executive Board
2. Report happenings of the PMEA SMTE subgroup to District Leadership
3. Stay current with the happenings of the Pennsylvania Department of Education as it relates to teacher training
4. Be aware of all PMEA, PDE, PCMEA, and District 8 Policies and initiatives and communicate those issues to their perspective Higher Ed/SMTE community
5. Collaborate with PCMEA members of our district
6. Report the needs of the Higher Ed/SMTE community and communicate those to appropriate stakeholders and decision makers within District 8.

QUALIFICATIONS:

1. Must be a current member of PMEA
2. Preferably an active educator in Higher Education
3. Show interest in the overall state of music education across the Commonwealth and country

POSITION TITLE: DISTRICT 8 PUBLIC RELATIONS CHAIR

JOB PURPOSE: Work to promote a positive image of PMEA District 8 through various forms of media.

JOB CONTENT:

1. Provide photographs for the District 8 Website, print material, PMEA News, etc.
2. Assist festival and fest hosts in publicity efforts for festivals and concerts
3. Assist in maintaining social media services
4. Maintain a comprehensive list of all print media contacts within District 8
5. Assist members in PR services when requested
6. Any other duties as assigned by the District 8 President or Executive Board

QUALIFICATIONS:

1. Must be a current or past member of PMEA
2. Show interest in the overall state of music education across the Commonwealth and country

POSITION TITLE: DISTRICT 8 WEBMASTER / TECHNOLOGY

JOB PURPOSE: To oversee the successful operations of a District 8 webpage and other technology utilized in the operations of PMEA District 8.

JOB CONTENT:

1. Develop and maintain a dynamic and interactive Webpage for District 8
2. Oversee technology that is used in the operations of District 8 (ie, computers, software, etc)
3. Provide council to the Leadership of District 8 as far as current trends in technology
4. Oversee the use of social media in efforts of communication and advocacy
5. Be an advocate and resource to our members in terms of using Technology in the classroom

QUALIFICATIONS:

1. Must be a current or past member of PMEA
2. Be technology savvy and current with best technology practices
3. Show interest in the overall state of music education across the Commonwealth and country

POSITION TITLE: DISTRICT 8 FESTIVAL COORDINATORS
HIGH SCHOOL: BAND, ORCHESTRA, CHORUS, and JAZZ

JOB PURPOSE: To manage the festivals within the district; to serve as a resource person for festival hosts; and to enforce/confirm that district policies are strictly adhered to.

JOB CONTENT:

1. Assist with recruiting and securing festival hosts each year
2. Assist in selecting a festival date (Jazz Coordinator only)
3. Ensure all hosts have a copy of the PMEA Festival Host Manual
4. Ensure that all forms are complete on time and that all hosts maintain regular communication with participating directors and District Officers
5. Serve as a liaison between festival hosts and the Executive Board and District Officers
6. Assist the host with securing a quality guest conductor
7. Assist the hosts with establishing a schedule of events
8. Assist the hosts with establishing a fiscally responsible budget by October 1st
9. Assist the host with securing medals and/or certificates for student participants
10. Assist the hosts with securing housing or hotel stays
11. Ensure that music folders are distributed in a timely manner and that all copyright laws are followed
12. Manage the festival selection process and/or audition procedures at the District and Region festivals and report results to the District President and/or Region Chair
13. Ensure that all festival policies are followed and maintain a festival handbook containing all pertinent procedures and guidelines
14. Consult with the festival host to establish judging committees for festival auditions
15. Establish and oversee solo review chairman/committees
16. Oversee Festival By-law meetings
17. Assist the hosts with Professional Development opportunities (ACT 48 requests must be submitted to the District 8 Professional Development Chairman and the State office)
18. Communicate with the District Professional Development Coordinator to ensure Act 48 procedures are followed in a timely manner (requests must be made no less than 30 days before the event)
19. Ensure that music is returned to the appropriate District library following District and Region festivals
20. Ensure payment of District and State Fees
21. Other duties as assigned by the District Leadership

POSITION TITLE: DISTRICT 8 FEST COORDINATORS
NORTH & SOUTH ELEMENTARY
NORTH & SOUTH MIDDLE SCHOOL/JUNIOR HIGH

JOB PURPOSE: To manage the fests within District 8; to serve as a resource person for fest hosts; and to enforce/confirm that district policies are strictly adhered to.

JOB CONTENT:

1. Assist with securing fest hosts and establish a date for the event. Note: During “bad weather” months, an alternate date is also required.
2. Serve as a liaison between fest hosts and the Executive Board and District Officers
3. Ensure all hosts have a copy of the PMEA Fest Host Manual
4. Ensure that all forms are completed on time
5. Ensure that all hosts maintain regular communication with participating directors and the District Officers
6. Assist the hosts with securing a quality guest conductor (be sure that the conductor is aware of the “bad weather” date and will be available)
7. Assist the hosts with establishing a schedule of events for the fest
8. Assist the hosts with establishing an appropriate budget for each fest
9. Assist the host with securing certificates for student participation
10. Ensure that music folders are distributed in a timely manner and that all copyright laws are followed
11. Ensure that all fest policies are followed and maintain a fest handbook containing all pertinent procedures and guidelines
12. Assist the hosts with Professional Development opportunities (ACT 48 requests must be submitted to the District 8 Professional Development Chairman and the State office)
13. Communicate with the District Professional Development Coordinator to ensure Act 48 procedures are followed in a timely manner (requests must be made no less than 30 days before the event)
14. Ensure that music is returned to the appropriate District library following Fest events
15. Ensure payment of District and State fees
16. Other duties assigned by the District Leadership

POSITION TITLE: COUNTY REPRESENTATIVES

Bradford, Columbia, Lycoming, Montour, Northumberland, Snyder, Sullivan
Tioga, & Union

JOB PURPOSE: Serve as a geographical liaison between your assigned counties and the PMEA District 8 Executive Board.

JOB CONTENT:

1. Maintain a comprehensive list of all music educations within your counties, including non-PMEA members
2. Assist in assuring CHARMS office management is current with members information
3. Assist in effective communication practices with members of the county you serve
4. Understand the benefits of PMEA membership and encourage new members to join
5. Inform the District 8 Executive board of issues dealing with Staff changes or changing of teaching assignments within school districts
6. Know and understand the cultural and musical traditions of your counties and towns
7. Provide insight to the District 8 Leadership as to how we can connect, interact, and work together at supporting music education
8. Connect with County based music organizations and serve as a liaison between them and District 8

QUALIFICATIONS:

1. Must be a current member of PMEA
2. Must teach or have taught in the county in which they wish to serve
3. Show interest in the overall state of music education across the Commonwealth and country