

**Minnesota Music Educators Association  
Board of Directors Job Descriptions**

Approved September 2008

[www.mmea.org](http://www.mmea.org)

(763) 566-1460

Chair	Program	Interval	Board Meetings
Advocacy	<p>Lead Advocacy initiatives with Executive Director</p> <p>Participate with Arts Education Consortium of Minnesota</p> <p>Host and/or coordinate MMEA presence at the State Fair w/Retired Chair.</p> <p>MidWinter Clinic</p> <ul style="list-style-type: none"> <li>• Present/moderate one session related to Advocacy</li> <li>• Host performance, headliner, or interest sessions, as needed</li> <li>• Assist with other tasks, as needed</li> </ul>	<p>Contribute one article each year, honoring the theme of the issue</p> <p>Email updates to membership as needed</p>	<p>Participate in September, January, and May meetings</p> <p>Submit annual written recap of programming</p>
Collegiate	<p>With MMEA office, lead New Teachers Network</p> <ul style="list-style-type: none"> <li>• Host Fall Collegiate/New Teachers Conference</li> <li>• Encourage “Clinicians for a Day” program</li> <li>• Encourage One-on-One Mentoring</li> </ul> <p>MidWinter Clinic</p> <ul style="list-style-type: none"> <li>• Host New Teachers Network reunion</li> <li>• Host performance, headliner, or interest sessions, as needed</li> <li>• Assist with other tasks, as needed</li> </ul>	<p>Contribute an article for at least one issue each year, honoring the theme of the issue</p>	<p>Participate in September, January, and May meetings</p> <p>Submit annual written recap of programming</p>
Early Childhood	<p>With MMEA office, lead annual Early Childhood in-service</p> <p>MidWinter Clinic</p> <ul style="list-style-type: none"> <li>• Present/moderate one session related to Early Childhood music</li> <li>• Host performance, headliner, or interest sessions, as needed</li> <li>• Assist with other tasks, as needed</li> </ul>	<p>Contribute an article for at least one issue each year, honoring the theme of the issue</p>	<p>Participate in September, January, and May meetings</p> <p>Submit written recap of the in-service at Board meeting</p> <p>Participate in meetings of Classroom Music Advisory Council</p>

Chair	Program	Interval	Board Meetings
Editor	<p>MidWinter Clinic</p> <ul style="list-style-type: none"> <li>• Host performance, headliner, or interest sessions, as needed</li> <li>• Assist with other tasks, as needed</li> </ul>	<p>Lead content of three issues of <i>Interval</i> each year</p> <ul style="list-style-type: none"> <li>• With Executive Board, plan issue themes</li> <li>• Solicit feature articles</li> <li>• Edit articles from Board members</li> </ul>	<p>Participate in September, January, and May meetings</p>
Elementary	<p>With MMEA office, lead Celebration of Young Musicians – Honor Festival</p> <ul style="list-style-type: none"> <li>• Secure host sites</li> <li>• Choose suggested music</li> <li>• Participate in annual conf call workshop with all hosts</li> <li>• Draft promotional materials</li> </ul> <p>MidWinter Clinic</p> <ul style="list-style-type: none"> <li>• Present/moderate one session related to Celebration of Young Musicians</li> <li>• Host performance, headliner, or interest sessions, as needed</li> <li>• Assist with other tasks, as needed</li> </ul>	<p>Contribute an article for at least one issue each year, honoring the theme of the issue</p>	<p>Participate in September, January, and May meetings</p> <p>Submit written recap of the Festivals at May meeting</p> <p>Participate in meetings of Classroom Music Advisory Council</p>
Jazz	<p>With MMEA office, lead All-State Jazz Ensemble program</p> <ul style="list-style-type: none"> <li>• Detailed timeline and tasks available through MMEA office.</li> </ul> <p>MidWinter Clinic</p> <ul style="list-style-type: none"> <li>• Host All-State reunion rehearsals and concert</li> </ul>	<p>Contribute an article for each issue, honoring the theme of the issue and/or reporting on significant program changes</p>	<p>Participate in September, January, and May meetings</p>
Middle Level	<p>Lead Middle Level Festivals</p> <ul style="list-style-type: none"> <li>• Secure host sites</li> <li>• Participate in annual conf call workshop with all hosts (one call for choir, one for band)</li> <li>• Draft promotional materials</li> </ul> <p>MidWinter Clinic</p> <ul style="list-style-type: none"> <li>• Present/moderate one session related to Celebration of Young Musicians</li> <li>• Host performance, headliner, or interest sessions, as needed</li> <li>• Assist with other tasks, as needed</li> </ul>	<p>Contribute an article for at least one issue each year, honoring the theme of the issue</p>	<p>Participate in September, January, and May meetings</p> <p>Submit written recap of the Festivals at May meeting</p>

Chair	Program	Interval	Board Meetings
Socioeconomic & Cultural Issues chair (SECI)	<p>Work with other organizations, including the Perpich Center, to promote 7-12 courses other than traditional band, choir, orchestra</p> <p>With MMEA office, lead Equal Access-Changing Classrooms grants</p> <p>MidWinter Clinic</p> <ul style="list-style-type: none"> <li>• Present/moderate one session related to non-traditional courses</li> <li>• Host performance, headliner, or interest sessions, as needed</li> <li>• Assist with other tasks, as needed</li> </ul>	Contribute an article for at least one issue each year, honoring the theme of the issue	<p>Participate in September, January, and May meetings</p> <p>Submit annual written recap of programming</p>
Research	<p>Work as an advisor to all MMEA programs on evaluation tools</p> <p>MidWinter Clinic</p> <ul style="list-style-type: none"> <li>• Lead poster session at Clinic: Solicit participants, confirm session, confirm set-up needs</li> <li>• Host performance, headliner, or interest sessions, as needed</li> <li>• Assist with other tasks, as needed</li> </ul>	<p>Contribute an article for at least one issue each year, honoring the theme of the issue</p> <p>Lead <i>Intersections</i> section of winter issue</p> <ul style="list-style-type: none"> <li>• Solicit articles</li> <li>• Edit articles for publication</li> </ul>	Participate in September, January, and May meetings
Retired	<p>Work with Advocacy Chair to host MMEA presence at State Fair</p> <p>Work with MMEA office and Collegiate Chair to develop and maintain a cadre of teachers for “Clinician for a Day”</p> <p>MidWinter Clinic</p> <ul style="list-style-type: none"> <li>• Host Retired member session and/or gathering</li> <li>• Host performance, headliner, or interest sessions, as needed</li> <li>• Assist with other tasks, as needed</li> </ul>	Contribute an article for at least one issue each year, honoring the theme of the issue	<p>Participate in September, January, and May meetings</p> <p>Submit annual written recap of programming</p>

Elected	Program	Interval	Board Meetings
Band	<p>With MMEA office, lead All-State Band program</p> <ul style="list-style-type: none"> <li>Detailed timeline and tasks available through MMEA office.</li> </ul> <p>MidWinter Clinic</p> <ul style="list-style-type: none"> <li>Host All-State reunion rehearsals and concert</li> </ul>	<p>Contribute an article for each issue, honoring the theme of the issue and/or reporting on significant program changes</p>	<p>Participate in September, January, and May meetings</p> <p>Based on all available information, the strategic priorities defined by the Board, and in the best interests of MMEA as an organization, vote on motions before the Board.</p>
Choir	<p>With MMEA office, lead All-State Choir program</p> <ul style="list-style-type: none"> <li>Detailed timeline and tasks available through MMEA office.</li> </ul> <p>MidWinter Clinic</p> <ul style="list-style-type: none"> <li>Host All-State reunion rehearsals and concert</li> </ul>	<p>Contribute an article for each issue, honoring the theme of the issue and/or reporting on significant program changes</p>	<p>Participate in September, January, and May meetings</p> <p>Based on all available information, the strategic priorities defined by the Board, and in the best interests of MMEA as an organization, vote on motions before the Board.</p>
Classroom	<p>Lead Classroom Music Advisory Council</p> <p>Serve as representative on classroom-related initiatives such as Minnesota Singing Challenge</p> <p>With MMEA office, lead composition contests</p> <ul style="list-style-type: none"> <li>Draft promotional materials</li> <li>Communicate with judges and winners</li> </ul> <p>MidWinter Clinic</p> <ul style="list-style-type: none"> <li>Recommend possible interest sessions and headliners to Clinic Chair according to rotation</li> <li>Host performance, headliner, or interest sessions, as needed</li> <li>Assist with other tasks, as needed</li> </ul>	<p>Contribute an article for each issue, honoring the theme of the issue and/or reporting on significant program changes</p>	<p>Participate in September, January, and May meetings</p> <p>Based on all available information, the strategic priorities defined by the Board, and in the best interests of MMEA as an organization, vote on motions before the Board.</p>
Orchestra	<p>With MMEA office, lead All-State Orchestra program</p> <ul style="list-style-type: none"> <li>Detailed timeline and tasks available through MMEA office.</li> </ul> <p>MidWinter Clinic</p> <ul style="list-style-type: none"> <li>Host All-State reunion rehearsals and concert</li> </ul>	<p>Contribute an article for each issue, honoring the theme of the issue and/or reporting on significant program changes</p>	<p>Participate in September, January, and May meetings</p> <p>Based on all available information, the strategic priorities defined by the Board, and in the best interests of MMEA as an organization, vote on motions before the Board.</p>

Elected	Program	Interval	Board Meetings
Region Reps	<p>Communicate with MMEA members and potential members on a regular basis</p> <p>Work to support one MMEA program area each year</p> <p>MidWinter Clinic</p> <ul style="list-style-type: none"> <li>• Host performance, headliner, or interest sessions, as needed</li> <li>• Find presidors</li> <li>• Assist with other tasks, as needed</li> </ul>	<p>Contribute an article for one issue each term, honoring the theme of the issue</p>	<p>Participate in September, January, and May meetings</p> <p>Based on all available information, the strategic priorities defined by the Board, and in the best interests of MMEA as an organization, vote on motions before the Board.</p>
President-Elect	<p>With MMEA office, lead MidWinter Clinic</p> <ul style="list-style-type: none"> <li>• Detailed timeline and tasks available through MMEA office.</li> </ul> <p>All-State Camps</p> <ul style="list-style-type: none"> <li>• Attend camp and/or concert</li> </ul>	<p>Work with Executive Board and Editor to plan issue themes</p> <p>Contribute an article for one or more issues each year, honoring the theme of the issue</p>	<p>Participate in Executive Board meetings</p> <p>Participate in September, January, and May meetings of full Board</p> <p>Based on all available information, the strategic priorities defined by the Board, and in the best interests of MMEA as an organization, vote on motions before the Board.</p> <p>Become acquainted with MENC and North Central division operations</p>
President	<p>With MMEA office, maintain correspondence on behalf of MMEA</p> <p>With MMEA office, facilitate selection of award recipients</p> <p>Appoint Chair positions</p> <p>Complete annual review of Executive Director</p> <p>MidWinter Clinic</p> <ul style="list-style-type: none"> <li>• Host sessions such as General Session, banquet, and All-State concerts</li> <li>• Assist with all tasks, as needed</li> </ul> <p>All-State Camps</p> <ul style="list-style-type: none"> <li>• Attend camp and/or concert</li> </ul>	<p>Work with Executive Board and Editor to plan issue themes</p> <p>Write President's Letter for each issue</p>	<p>Participate in Executive Board meetings</p> <p>With MMEA office, plan and facilitate Board meetings in September, January, and May</p> <p>Based on all available information, the strategic priorities defined by the Board, and in the best interests of MMEA as an organization, vote on motions before the Board.</p> <p>Represent Minnesota in MENC and North Central division initiatives</p>
Past President	<p>Secure slate of candidates for elections</p> <p>Treasurer: Work with advisor to understand budget and</p>	<p>Work with Executive Board and Editor to plan issue themes</p> <p>Contribute an article for one or</p>	<p>Participate in Executive Board meetings</p> <p>Participate in September, January, and May meetings of</p>

	<p>financial statements and advise MMEA Board</p> <p>All-State Camps</p> <ul style="list-style-type: none"> <li>Attend camp and/or concert</li> </ul> <p>Participate on MMEA Foundation Board</p> <p>MidWinter Clinic</p> <ul style="list-style-type: none"> <li>Host Past President's lunch</li> <li>Host performance, headliner, or interest sessions, as needed</li> <li>Assist with other tasks, as needed</li> </ul>	<p>more issues each year, honoring the theme of the issue</p>	<p>the full Board</p> <p>Based on all available information, the strategic priorities defined by the Board, and in the best interests of MMEA as an organization, vote on motions before the Board.</p>
<b>Other</b>	<b>Program</b>	<b>Interval</b>	<b>Board Meetings</b>
<p>Music Education Specialist - Perpich</p>	<p>Inform MMEA Board of initiatives of Department of Education and Board of Teaching, such as standards, assessment and licensure.</p> <p>MidWinter Clinic</p> <ul style="list-style-type: none"> <li>Work with Clinic chair to secure one headliner</li> <li>Present/moderate one session related to state initiatives</li> <li>Host performance, headliner, or interest sessions, as needed</li> <li>Assist with other tasks, as needed</li> </ul>	<p>Contribute an article for one or more issues each year, honoring the theme of the issue</p>	<p>Participate in September, January, and May meetings</p> <p>Submit written report as needed on significant issues related to Department of Education or Board of Teaching.</p>
<p>MSHSL</p>	<p>Represent MMEA on MSHSL board</p> <p>MidWinter Clinic</p> <ul style="list-style-type: none"> <li>Present/moderate one session related to MSHSL initiatives</li> <li>Host performance, headliner, or interest sessions, as needed</li> <li>Assist with other tasks, as needed</li> </ul>	<p>Contribute an article for one or more issues each year, honoring the theme of the issue</p>	<p>Participate in September, January, and May meetings</p> <p>Submit annual written report of MSHSL work impacting music educators</p>