

CONSTITUTION

OF THE KERN COUNTY MUSIC EDUCATORS ASSOCIATION

2016

ARTICLE I

The name of the organization shall be the Kern County Music Educators Association, Incorporated. The fiscal year of this association shall begin on July 1 and terminate on June 30 each year. The Association is comprised of educators who serve elementary through university level music students. The membership includes band, orchestra and choir directors as well as classroom music teachers and private teachers. In addition to active music educators, KCMEA's Membership also includes retired music educators, college students, classrooms teachers, businesses, and patrons.

ARTICLE II – Mission Statement

The Kern County Music Educators Association is an organization of music educators and music advocates from the local area who work together to provide services to support all music educators and music students in Kern County.

KCMEA is a strong advocate and promoter of music in our schools. Our organization: provides workshops and professional development clinics for its members; publishes *The Podium*, KCMEA's newsletter; awards scholarships to talented and deserving students; facilitates social collaboration among music teachers; organizes honor music festival directors' dinners; hosts various instrumental and vocal festivals; annually recognizes individuals for their contribution to the music profession; and provides information regarding a variety of musical events throughout the year.

ARTICLE III

The objectives of the Kern County Music Educators Association, Incorporated, are:

Section I

To enhance the lives of students through music and provide opportunities for musical challenge and growth for students.

Section II

To provide professional development activities in music education and support the music educators of Kern County.

Section III

To lend all possible support to music programs in their schools, encourage support in community activities, and acknowledge outstanding contributions in the field of music education.

Section IV

To cooperate with CMEA – California Music Education Association in its program of music activities.

Section V

To provide support both in action and finance of the Kern County Honor Groups (Grand Night and Kern County Honor Music Festival).

ARTICLE IV – Membership

Section I

Membership in the Association shall be open to all persons eligible for membership in NAFME – The National Association for Music Education, and for educators, retirees, private teachers, college students, and music industry corporate sponsors.

Section II

There shall be no membership restrictions with respect to race, creed, or national origin.

Section III

Directors or teachers who will be participating in any of the Kern County Honor Groups (Grand Night for Music and Kern County Honor Music Festival) will be encouraged to become a member in good standing of KCMEA and will be recognized in the program as such.

Section IV

To be a member in good standing membership dues must be paid in the current school year.

ARTICLE V – Officers

Section I

The elected officers of this Association shall be President, 1st Vice President, 2nd Vice President, 3rd Vice President, Secretary, and Public Relations.

Section II

The term of the elected, appointed, an ex-officio officers shall be for two years, beginning after the last regular Association meeting in May.

ARTICLE VI – Duties of Officers

Section I

The President shall preside at all meetings of the Association, appoint committees and committee chairpersons as needed, and shall be an ex-officio of all committees. The President shall serve as the Kern County Representative on the California Music Education Association, Incorporated, Central Section, Executive Board.

Section II

The 1st Vice President shall assume all the duties of the President in his or he absence. He or she shall be responsible for developing and planning Professional Development Opportunities for the Music Educators of Kern County. Those responsibilities will include The KCMEA Fall Conference, Kern County Representative to the planning of CMEA Central Section Conferences (in lieu of a KCMEA Conference) and other Professional

Development activities for the membership. Professional Development Opportunities responsibilities include: appointing a committee made of KCMEA Area Representatives including Band, Orchestra, Choir, General Music Representatives and other Board Members as deemed necessary, publicity (including the sending out of registration flyers to all schools in Kern County and all KCMEA members), contracting presenters and exhibitors, reserving facilities, drawing, scheduling, luncheon, entertainment, recognitions, registration/welcome packet, set up and tear down, and setting a workshop budget.

Section III

The 2nd Vice President shall be responsible for membership communications. Using various forms of communication, i.e., Newsletter (*Podium*), website, e-mail, direct mail, etc. to keep the membership informed of information pertinent to the Association. Responsibilities include the creating and maintaining of e-mail and home/school addresses of both the KCMEA membership and the music educators of Kern County. The 2nd VP shall actively promote and encourage all music educators of Kern County to become KCMEA members. He or she is charged with working with the Public Relations Director, website mater, and any other Board/Committee Chairperson concerning other matters of publicity.

Section IV

The 3rd Vice President will be the liaison between KCMEA and the Kern County Superintendent of Schools. Responsibilities will include keeping communications open in regards to Kern County's "Grand Night for Music" and "Honor Music Festival", the event(s) participating Directors/Schools and the role KCMEA is taking in those events.

Section V

The Secretary shall keep the minutes of all meetings, ensure that Board approved regular meeting minutes are submitted to the Webmaster for publication and/or downloading on the website, and that minutes are distributed to the Executive Board at each board meeting. The Secretary will also contact the KCMEA Board Members and Representatives of all board meetings and be responsible for correspondence when needed gifts, cards, thank you notes, condolences, etc.

Section VI

The Public Relations Director shall attend to all advertising correspondence with the press, radio, or television, and all other matters of publicity. The Public Relations Director shall work with the 2nd Vice President and Webmaster in publicizing the activities of the KCMEA. Responsible for ordering all plaques for KCMEA Award Recipients and KCMEA retirees.

Section VII

The Treasurer shall be appointed by the Executive Board. The Treasure shall receive all funds due to the Association and deposit the same with KCMEA, Inc. savings or checking account. Checks under \$200 can be signed by the Treasurer in order to expedite the payment of bills, reimbursements, and scholarship teachers. Checks over \$200 must be signed by the Treasurer and one of the following board members: President 1st Vice President, or Secretary. A projected budget for the following year shall be presented at the last regular Executive Board meeting. The Treasurer shall prepare all state and federal reports and file them within specific deadlines. He or she shall be responsible for arranging a regular audit of the association's funds by a qualified "outside" auditor. The Treasurer is to present a treasurer's report on the financial status of all scholarship funds entrusted to KCMEA on a regular basis as well as the health of the general working account at all executive and general meetings.

Section VIII

The Immediate Past-President is an ex-officio member of the Executive Board. The Immediate Past-President is to serve as the parliamentarian for meetings and chair the nominating committee.

ARTICLE VII – Executive Board

Section I

The Executive Board shall be composed of the elected officers of the Association, the immediate Past President, the Treasurer, and committee chairpersons that are appointed by the President and approved by the elected officers.

Section II

The Executive Board shall have general supervision of the affairs of the Association. Elected officers and committee chairpersons shall have voting privileges at all Executive Board meetings.

Section III

The Executive Board shall be empowered to make appointments to fill Board vacancies during its term of office.

Section IV

The Executive Board may meet at any time.

Section V

The Executive Board shall approve a recommended budget to be presented at the last regular board meeting of each year. This budget shall be approved or amended by a majority of the Executive Board members present.

Section VI

A quorum is necessary to conduct a meeting. Four members of the Executive Board constitute a quorum; the President, the 1st Vice President, or 2nd Vice President plus one elected officer must be present to constitute a quorum.

ARTICLE VIII – Committee Chairperson Responsibilities

Section I – Hospitality

Arrange for and host all social activities and events. Make any necessary food arrangement. Coordinate with the 2nd Vice President to communicate the event. Attend KCMEA meetings.

Section II – Historian

Shall keep a complete record of the Association activities, including but not limited to photography. This record shall be available for view when requested. Attend KCMEA meetings.

Section III – Area Representatives

The Executive Board shall appoint any special/area representatives to serve during its term of office to fulfill the current needs of the Association and such appointees shall become full voting members of the KCMEA Board. They shall act as liaisons between members of the Association and the Executive Board.

Representatives may be appointed from, but not limited to, the following areas (elementary and/or secondary levels): Band, Orchestra, Choral, General Music, Jazz, Collegiate, Higher Education, Sponsorship Chair, Legislative, and Retirees. A description of each appointed representative will be included as an addendum to the KCMEA Constitution. Responsibilities of the Representatives shall include but are not limited to: Attending KCMEA meetings, acting as a liaison to their area teachers and the KCMEA Board, working with the 1st Vice President on Professional Development Opportunities, forwarding communications to the 2nd Vice President to be sent to the general membership, connecting new teachers with mentor teachers in their area, contributing articles to the *Podium*, and being an active member of the Board.

Section IV – Area Positions

The Executive Board shall appoint any positions to serve during its term of office to fulfill the current needs of the Association and such appointees shall become full voting members of the KCMEA Board. Positions may be appointed, but not limited to, the following areas: New Teacher Mentorship Program Coordinator, Private Teacher List Coordinator, Solo Ensemble Coordinator, Sponsorship Solicitor, and Command Performance. A description of each appointed representative will be included as an addendum to the KCMEA Constitution. Responsibilities of the Positions shall include but are not limited to: attending KCMEA meetings, following the guidelines for their position, and being an active member of the Board.

Section V – Scholarship

Shall distribute notices, collect responses, schedule auditions, notify participants of annual scholarship activities, and notify Treasure when lessons have been completed. Attend KCMEA meetings and be an active member of the Board.

Section V – Webmaster

Shall be responsible for actively maintaining KCMEA' website. Included in this responsibility are keeping all menus up to date and uploading all KCMEA communications from the Board/Committee chairpersons in a timely manner. Attend KCMEA meetings and be an active member of the Board.

ARTICLE IX – General Membership Meetings

Section I

There shall be at least two general meetings during the school year for the entire KCMEA Membership.

Section II

The two general meetings shall be held during the months of August or September and May or June.

Section III

Each of the two regular meetings should include some type of activity in keeping with the objectives of the Kern County Music Educators Association, Incorporated (See Article III).

Section IV

Preceding the beginning of the new school year, a meeting shall be scheduled by the President to put together a Kern County Music Calendar. This calendar will be placed on the KCMEA website and/or printed in the *Podium*.

ARTICLE X – Dues

Section I

Dues shall be \$25.00 per year for Active Music Educators and \$10.00 per year for College Students/Classroom Teachers.

Section II

Dues for the current year are payable on or before October 1st. All dues received after June 1st shall be applied to the following fiscal year.

Section III

All retired KCMEA members shall be deemed honorary life members. Retired KCMEA members will not be required to pay annual dues and will continue to receive the same member communications that all active members do.

Section IV

Business and Music Patrons may sponsor KCMEA under the following Categories

First Chair = \$100 - \$249

Soloist = \$250 - \$499

Concert Master = \$500 - \$999

Conductor's Podium = \$1000 and above

Each category will have a specific benefit to the business and/or patron depending on the amount donated

Section V

The dues collected are to help fund scholarships, Count Honor Group programs, workshops, awards, guest conductor dinners, and any expense the Executive Board deems and votes as needed.

ARTICLE XI – Awards

Section I

Any current member of KCMEA may nominate persons for Music Awards in Kern County. All persons nominating shall write/secure a short biography of the person that they want to be considered for any award. All Music Educators nominated must be members in good standing of KCMEA.

Section II

A list of all awards available shall be given to the membership via the *Podium*, the website, and/or e-mail.

Section III

An Awards committee shall be appointed by the President. The committee will discuss the qualifications of the nominations, fill in additional names and when there is more than one qualified candidate, present a ballot to be voted on by the membership present at the January KCMEA meeting. Not all awards need to be awarded every year.

Section IV

All winners of the awards will be notified by the President or their representative. Public presentation of all Music Awards will be done at Honor Music Concerts.

Section V

Nominations for the Music Educator of the Year for Central Section from Kern County will be secured and voted on by October 1st in time for Central Section's October meeting.

Section VI

All KCMEA members who are also current members of NAFME/CMEA will be encouraged to submitted nominations for California State Awards. Nomination forms will be available at KCMEA's Fall Conference, in the *Podium* Newsletter, and on CMEA's website.

ARTICLE XII – Elections

Section I

The nominating committee shall be chaired by the Immediate Past-President and will consist of a minimum of three other Board Members.

Section II

All KCMEA members shall be given an opportunity to suggest possible nominations. The nominating committee shall present a proposed slate of officers, with at least one name for each office to the Board by the March Board meeting. All persons nominated shall be paid-up members of the Association and NAFME/CMEA at the time of their nomination.

Section III

Additional nominations may be made from the floor after the report of the nominating committee. All persons nominated shall be paid-up members of the Association and NAFME/CMEA at the time of their nomination. Additional nominations may be made from the membership via write-ins on the ballot. All write-ins nominated shall be paid-up members of the Association and NAFME/CMEA at the time of their nomination.

Section IV

The Executive Board must vote to approve the new slate of nominations at the March meeting.

Section V

An election will be held in April through a secure online process, administered by the 2nd Vice President, of the current KCMEA membership. Members can write in candidates on the ballots. This process shall be completed by May. Results of the elections will be announced at the last General Meeting of the school year, through the *Podium*, and on the KCMEA Website.

Section VI

A majority vote of the ballots returned shall constitute an election.

Section VII

The newly elective officers shall be installed at the last regular meeting.

ARTICLE XIII – Conflicts of Interest and Rules of Procedures

Section I

The Association and its members are committed to avoiding potential and actual conflicts of interest in all its activities to protect its integrity and credibility. Whenever the personal or professional interests of a member, board member, officer, or committee member, including a relative of the member, conflict with the best interests of the Association, it is the responsibility of such member or officer to identify the conflict of interest, to bring it to the attention of the presiding officer or chair of the meeting, to step outside the meeting, to avoid all participation in discussion of the program or motion being considered and to refrain from voting on the issue.

Section II

A conflict of interest may arise whenever a board member or relative of a board member will be the recipient of an honorarium or payment for services from the Association, either directly or indirectly by voucher. A reimbursement for out-of-pocket expenses incurred on behalf of the Association does not constitute a conflict of interest as long as the amounts are verified and approved by the board.

Whenever a conflict arises, it is the responsibility of the board or committee to proceed with the program or payment for goods or services only if the board member is the best qualified individual and willing to provide the goods or services at the best price. Also the minutes of the meeting should report the determination of these issues and the action taken.

Section III

All meetings of the Association shall be conducted pursuant to the Robert's Rules of Order to the extent they do not conflict with the Constitution.

ARTICLE XIV – Dissolution

Distribution of Termination Assets

Section I

In the event of the dissolution of the KCMEA, Inc., all assets of the organization would be transferred to CMEA – California Association for Music Education Music Education Association or shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the Corporation is then located, exclusively for such purposes or to such organization(s), as said court shall determine, which are organized and operated for such purposes.

ARTICLE XV – Amendments

Section I

The Constitution and by-laws may be amended by a majority vote of the members present at any regular meeting. The amendments must have been presented at the previous regular meeting the Association, and mailed/e-mailed by the Secretary to all paid-up members for their consideration, within ten days after presentation.

Section II

The Constitution shall be revisited every two to four years.

KCMEA President Duties and Responsibilities

General Responsibilities

The President shall preside at all meetings of the Association, appoint committees and committee chairpersons as needed, and shall be an ex-officio of all committees. The President shall serve as the Kern County Representative on the California Music Education Association Central Section's Executive Board. The President shall be available as a signatory for financial payments as needed by the Treasurer. The President will schedule all KCMEA meetings and their locations.

June/July

- Run June Extended Board Meeting, create agenda (email to board ahead of time), present report
- Attend CMEA Central Section Meeting
- Support and coordinate board actions and activities as needed

August

- Run August Board Meeting, create agenda (email to board ahead of time), present report
- Attend CMEA Central Section Meeting
- Attend Fall Together, MC board introductions and announcements
- Attend Fall Conference, run General Meeting at Fall Conference, create agenda (email to membership ahead of time), present report
- Support and coordinate board actions and activities as needed

September

- Attend September meeting, create agenda (email to board ahead of time), present report
- Support and coordinate board actions and activities as needed

October

- Run October meeting, create agenda (email to board ahead of time), present report
- Attend CMEA Central Section Meeting, present Kern County's Outstanding Educator Nominee
- Support and coordinate board actions and activities as needed

November/December

- Run November/December meeting, create agenda (email to board ahead of time), present report
- Collect KCMEA Award Nominations
- Assemble Award Committee, prepare slate of nominations for board vote
- Support and coordinate board actions and activities as needed

January

- Run January board meeting, create agenda (email to board ahead of time), present report
- Contact KCMEA Award recipients
- Ensure KCMEA Awards are ordered, received, invoice paid.
- Write script for Award Presentations.
- Attend CMEA Central Section Meeting
- Attend Grand Night Dinner, MC guest conductor introductions
- Present KCMEA Award(s), attend Grand Night Concert

February

- Run February board meeting, create agenda (email to board ahead of time), present report
- Attend KCHMF Dinner, MC guest conductor introductions
- Present KCMEA Award(s), attend KCHMF Concert
- Attend CASMEC
- Attend Winter Warm-Up events as available
- Support and coordinate board actions and activities as needed
- In an election year, initiate Nominating Committee

March

- Run March board meeting, create agenda (email to board ahead of time), present report
- Check in with Professional Development Planning
- Support and coordinate board actions and activities as needed

April

- Run April board meeting, create agenda (email to board ahead of time), present report
- Support and coordinate board actions and activities as needed

May

- Run May General Meeting preceding Retirement dinner/meeting, create agenda (email to board ahead of time), present report
- Present KCMEA Award(s), attend BCSD Honor Concert(s)
- Support and coordinate board actions and activities as needed

KCMEA 1st Vice President Duties and Responsibilities

General Responsibilities

The 1st Vice President shall serve as the primary organizer of professional development activities for the membership of KCMEA. This includes (but is not necessarily limited to) organizing the clinicians and logistics for the fall conference, the winter warmups, and any other professional development opportunities that come about. In addition, the 1st Vice President will assist the President as necessary and, if called for, will be able to step in for the president if called upon.

June/July

- Attend June Board Meeting, report on 1st VP Items
- Work with area reps/board members to confirm clinicians for the fall conference
- Follow up with clinicians for fall conference and make sure they are scheduled
- Solidify a location for the fall conference
- Create a conference schedule/handout that will be mailed to membership and posted on the KCMEA website.

August

- Attend August Board Meeting, report on 1st VP Items
- Attend Fall Together and Fall Conference
 - Promote Fall Conference
 - Recruit Board Members/reps as necessary
- Put on Fall Conference
 - Work with the site host to secure rooms
 - Work with hospitality chair to get lunches confirmed for clinicians
 - Help 2nd VP collect forms/membership dues
 - Work with treasurer to make sure clinician checks get cut
 - Solicit items for folders from various Kern County Music Organizations
 - Help get clinicians checked in and set up
 - Assist with cleanup afterwards
 - Send thank you emails within a week or so after the event is over to all area reps, clinicians, and such.

September

- Attend September Meeting, report on 1st VP Items
- Begin the initial stages of winter warmup planning
 - Reach out to area reps, get ideas on what they would like to see happen in their specific areas.

October

- Attend October Meeting, report on 1st VP Items
- Winter Warmup Planning:
 - Reach out and solicit winter warm up clinicians (either directly or through the various area reps)
 - Schedule locations/times
 - Post items onto KCMEA website, create media for distribution

November/December

- Attend November/December Meeting, report on 1st VP Items
- Continue to work with area reps and board members to coordinate/promote Winter Warmup activities

January

- Attend January Meeting, report on 1st VP Items
- Continue to work with area reps and board members to coordinate/promote Winter Warmup activities & attend as many as possible
- Attend Grand Night for Music guest conductor dinner

February

- Attend February Meeting, report on 1st VP Items
- Attend CASMEC
- Assist President & 2nd VP as necessary

March

- Attend March Meeting, report on 1st VP Items
- Reach out to area reps, board members, and KCMEA members to solicit ideas for Fall Conference Clinicians

April

- Attend April Meeting, report on 1st VP Items
- Continue to reach out to area reps, board members, KCMEA members, and music vendors to begin scheduling clinicians for Fall Conference

May

- Solidify schedule for the Fall Conference as best as possible.
- Attend retirement dinner, report on 1st VP Items

KCMEA 2nd Vice President Duties and Responsibilities

General Responsibilities

The 2nd Vice President shall serve as the primary communicator between the activities of KCMEA and its membership, soliciting the music educators of Kern County to become KCMEA members. The 2nd Vice President will maintain membership information, e-mail all pertinent information to members in a timely fashion, compile and distribute the podium, and provide materials to keep the website up to date.

June/July

- Attend June Board Meeting, present report of 2nd VP activities
- Help Create Kern County Music Calendar for publication on KCMEA Website
- E-mail/Mail information regarding Fall Together & Fall Conference
- Create/update e-mail distribution lists and addresses
- Provide updated documents to the webmaster to post to the website as necessary
- Communicate additional information to the membership as necessary

August

- Attend August Board Meeting, present report of 2nd VP activities
- Send out membership applications, Fall Together Flyer, and Fall Conference Registration
- Attend Fall Together and Fall Conference
 - Collect membership forms/dues at welcoming table
 - Provide blank membership forms & pens
 - Recruit board members/representatives to assist if necessary
- Begin inputting Information for Fall Podium Issue
- Provide updated documents to the webmaster to post to the website as necessary
- Communicate additional information to the membership as necessary

September

- Attend September Meeting, present report of 2nd VP activities
- Send out Membership Cards, Private Teacher Lists, Receipts for Scholarship Donations and Membership Dues
- Communicate to membership information about scholarship auditions
- Provide updated documents to the webmaster to post to the website as necessary
- Communicate additional information to the membership as necessary

October

- Attend October Meeting, present report of 2nd VP Activities
- Coordinate with 3rd VP about communicating information about Kern County Honor group activities.
- Send Honor Group forms out to all Kern County directors.
- Send out a solicitation reminding non-members to join and send out follow-up membership materials
- Communicate to membership about the Holiday Dinner
- Provide updated documents to the webmaster to post to the website as necessary
- Communicate additional information to the membership as necessary

November/December

- Attend November/December Meeting, present report of 2nd VP Activities
- Mail or web-post Podium November 1st

- Send membership lists to Grand Night for Music Chairpersons
- Make sure all receipts are sent out to members/donors for taxes
- Provide updated documents to the webmaster to post to the website as necessary
- Communicate additional information to the membership as necessary

January

- Attend January board meeting, present report of 2nd VP Activities
- Send out Guest Conductor Dinner flyer
- Attend Grand Night Dinner/meeting and concert
- Send out flyers about Winter Workshops
- Begin inputting information for the March Podium Issue
- Provide updated documents to the webmaster to post to the website as necessary
- Communicate additional information to the membership as necessary

February

- Attend February board meeting, present report of 2nd VP Activities
- Attend KCHMF Guest Conductor Dinner and Concert
- Attend CMEA State Conference
- Continue inputting information for the March Podium Issue
- Provide updated documents to the webmaster to post to the website as necessary
- Communicate additional information to the membership as necessary

March

- Attend March board meeting, present report of 2nd VP Activities
- Mail or web-post Podium March 1st
- Begin inputting information for the May Podium Issue
- Provide updated documents to the webmaster to post to the website as necessary
- Communicate additional information to the membership as necessary

April

- Attend April board meeting, present report of 2nd VP Activities
- Send out KCMEA Board election information (on years applicable)
- Send out Retirement Dinner Flyer
- Continue inputting information for the May Podium Issue
- Provide updated documents to the webmaster to post to the website as necessary
- Communicate additional information to the membership as necessary

May

- Mail or web-post Podium May 15th
- Attend Retirement dinner/meeting, present report of 2nd VP Activities
- Provide updated documents to the webmaster to post to the website as necessary
- Communicate additional information to the membership as necessary

KCMEA 3rd Vice President Duties and Responsibilities

General Responsibilities

The 3rd Vice President shall serve as the liaison between KCMEA and the KCSOS office. As needed, the 3rd Vice President shall assist the Chairs and Co-chairs of “It’s A Grand Night for Music” and the county “Honor Music Festival.” Assistance could include scheduling the dates, selecting a guest conductor, music selection, etc. The 3rd Vice President shall see that the KCSOS has all the information they need regarding these 2 honor music events.

June/July

- Make contact with the Chairs of all 6 honor groups, offering assistance as needed.

August/September

- Gather information from the Chairs of all 6 honor groups regarding auditions, rehearsals & performance dates, guest conductor contact information and music selection.
- Pass all information gathered to the KCSOS so director information packets can go out in early October.

October

- Meet with the Chairs and Co-Chairs of “It’s A Grand Night for Music” and at a separate time the Chairs and Co-Chairs of the “Honor Music Festival.”
- Go over the schedule and any other item(s) the Chairs deem necessary.

November/December

- Contact Chairs of all 6 honor groups to make sure everything is on schedule.

January

- Meet with the Chairs and Co-Chairs of “It’s A Grand Night for Music” and the “Honor Music Festival” with a representative from the Rabobank and KCSOS at the Rabobank to go over details of the upcoming dress rehearsal and performance schedules.
- The high school and junior high/middle school meetings will be held on separate dates.

January/February/March

- The final rehearsal and concert of “It’s A Grand Night for Music” usually takes place in late January or early February.
- The “Honor Music Festival” dress rehearsal and concert takes place in late February or very early March.

April

- Meet with the new Chairs and Co-Chairs of the “Honor Music Festival” as well as any interested directors to discuss next year’s event to include dates, literature, a prospective guest conductors, etc.
- Contact the new Chairs and Co-Chairs of “It’s A Grand Night for Music to offer any assistance or guidance as they prepare for the following year’s event.

May

- Tie up any loose ends from April.

KCMEA Secretary Duties and Responsibilities

General Responsibilities

Take minutes at monthly meetings. Make minutes available to the Board before the next month's meeting where the minutes will be approved. Arranges cards/condolences/flowers on behalf of KCMEA as necessary. Provide signature on checks requiring two signatures (over the amount of \$200.00), if needed.

June/July

- E-mail the minutes of May's Board Meeting to the board.
- Attend June Board Meeting, take minutes.

August

- E-mail the minutes of June's Board Meeting to the board.
- Attend August Board Meeting, take minutes.

September

- E-mail the minutes of August's Board Meeting to the board.
- Attend September Board Meeting, take minutes.

October

- E-mail the minutes of September's Board Meeting to the board.
- Attend October Board Meeting, take minutes.

November/December

- E-mail the minutes of October's Board Meeting to the board.
- Attend November Board Meeting (Holiday Dinner), take minutes.

January

- E-mail the minutes of November/December's Board Meeting to the board.
- Attend January Board Meeting, take minutes.

February

- E-mail the minutes of January's Board Meeting to the board.
- Attend February Board Meeting, take minutes.

March

- E-mail the minutes of February's Board Meeting to the board.
- Attend March Board Meeting, take minutes.

April

- E-mail the minutes of March's Board Meeting to the board.
- Attend April Board Meeting, take minutes.

May

- E-mail the minutes of April's Board Meeting to the board.
- Attend May Board Meeting (Retiree Dinner), take minutes.

KCMEA Publicity Duties and Responsibilities

General Responsibilities

Attend Board Meetings, Fall Together, and the Fall Conference. Advertise events, awards, and concerts on Social Media, on the Website, in the Newspaper, and in the News. Get award winner plaques engraved. Post to social media to promote events and invite people to events.

June/July

- Attend June Board Meeting, present report
- Promote the Fall together and Fall Conference through social media and the website
- Post to social media

August

- Attend August Board Meeting, present report
- Promote the Fall together and Fall Conference through social media and the website
- Attend Fall Together; connect with area teachers
- Attend Fall Conference
- Post to social media

September

- Attend September Board Meeting, present report
- Secure media coverage for the scholarship event and winners
- Post to social media

October

- Attend October Board Meeting, present report
- Post to social media

November

- Attend November Board Meeting (Holiday Dinner), presenting area report
- Help to promote the High School and Middle School honor auditions
- Secure media coverage for Middle School Honor Concert
- Promote Winter Warm ups
- Post to social media

December

- Help to promote the High School and Middle School honor auditions
- Secure media coverage for Middle School Honor Concert
- Get Plaques Engraved for KCMEA award Winners
- Promote Winter Warm ups
- Post to social media

January

- Attend January Board Meeting, present report
- Attend Grand Night for Music

- Secure media coverage for Middle School Honor Concert
- Get Plaques Engraved for KCMEA award Winners
- Promote Winter Warm ups
- Post to social media

February

- Attend February Board Meeting, present report
- Attend KCMEA Honor Music Festival Dinner
- Attend KCMEA Honor Music Festival
- Promote/ secure media coverage for the Solo and Ensemble Festival
- Post to social media

March

- Attend March Board Meeting, present report
- Promote/ secure media coverage for the Solo and Ensemble Festival
- Post to social media

April

- Attend April Board Meeting, present report
- Promote/ secure media coverage for the Solo and Ensemble Festival
- Post to social media

May

- Attend May Board Meeting (Retiree Dinner), present report
- Promote Fall conference
- Post to social media

KCMEA Treasurer Duties and Responsibilities

General Responsibilities

The Treasurer is responsible for the fiscal health of KCMEA. Keep a detailed accounting of all transactions. Deposit all funds received and pay bills, reimbursements, honorariums and scholarships in a timely manner. Present a yearly budget and be available to guide KCMEA through their fiscal year. Keep separate accounts for Scholarship and General. Present updated reports at every meeting. The Treasurer position is appointed and has no definite term.

June/July

- Attend June Board Meeting
- Present end of year Treasury Report

August

- Attend August Board Meeting.
- Present Treasurer report Scholarship/General
- Distribute Yearly Budget to all Board members
- Collect funds for deposit and pay bills presented
- Attend Fall Together
 - Write check for Food
- Attend Fall Conference (Present Budget and Treasurer Report)
 - Honorarium Checks, facility, reimburse for presenters lunch and supplies, etc.

September

- Attend September meeting
- Present Treasurer report Scholarship/General
- Collect funds for deposit and pay bills presented
- Audit accounts
- Update/file Federal and State 501c3 non-profit status

October

- Attend October meeting
- Present Treasurer report Scholarship/General
- Collect funds for deposit and pay bills presented
- Begin process for paying Scholarship Teachers

November/December

- Attend November meeting
- Present Treasurer report Scholarship/General
- Attend Holiday Dinner/meeting (Donate \$10.00 per new member in attendance)
- Collect funds for deposit and pay bills presented
- Pay Scholarship Teachers

January

- Attend January meeting
- Present Treasurer report Scholarship/General
- Attend Grand Night for Music Dinner (Pay for Honor Directors Dinner)

- Collect funds for deposit and pay bills presented
 - Grand Night for Music Programs
- Pay Scholarship Teachers

February

- Attend February meeting
- Present Treasurer report Scholarship/General
- Attend Honor Music Festival Dinner (Pay for Honor Directors Dinner)
- Collect funds for deposit and pay bills presented
 - Honor Music Festival Programs
- Pay Scholarship Teachers

March

- Attend March meeting
- Present Treasurer report Scholarship/General
- Collect funds for deposit and pay bills presented
 - Honor Music Festival Pins
- Pay Scholarship Teachers

April

- Attend April meeting
- Present Treasurer report Scholarship/General
- Collect funds for deposit and pay bills presented
 - KCMEA Jazz Festival Honorariums and General expenditures
- Pay Scholarship Teachers

May

- Attend May meeting
- Present Treasurer report Scholarship/General
- Collect funds for deposit and pay bills presented
- Pay Scholarship Teachers
- Prepare next years proposed budget for distribution and vote
 - Include current year projected budget, current year actual budget and following year projected budget

KCMEA Past President Duties and Responsibilities

General Responsibilities

June/July

August

September

October

November/December

January

February

March

April

May

KCMEA Band Representative Duties and Responsibilities

General Responsibilities

Encourage all Band Directors at all levels of education to become members of KCMEA. Welcome new Band educators to our community. Be aware of events that are of benefit to all and share that information. Communicate to the 2nd VP names, addresses, e-mails, phone #'s and what school they are teaching at for all Kern Co. Band Directors. Attend all KCMEA meetings and present a written or verbal report.

June/July

- Attend June Board Meeting, presenting area report

August

- Attend August Board Meeting, presenting area report
- Attend Fall Together; connect with area teachers
- Attend Fall Conference; introduce area clinicians at their respective workshops

September

- Attend September Board Meeting, presenting area report
- Begin thinking of ideas for next year's conference

October

- Attend October Board Meeting, presenting area report

November/December

- Attend November/December Board Meeting (Holiday Dinner), presenting area report

January

- Attend January Board Meeting, presenting area report
- Attend "Meet the Conductor" Dinner (Invite area band directors via email)
- Attend Grand Night for Music

February

- Attend February Board Meeting, presenting area report
- Attend KCMEA Honor Music Festival Dinner
- Attend KCMEA Honor Music Festival
- Submit article to 2nd VP for Podium by 2/22 (Band, General Music, Higher Education)

March

- Attend March Board Meeting, presenting area report
- Report on Band related topics from CASMEC.

April

- Attend April Board Meeting, presenting area report

May

- Submit article to 2nd VP for Podium by 5/8 (Jazz, Orchestra, Retirees)
- Attend May Board Meeting (Retiree Dinner), presenting area report

KCMEA Choir Representative Duties and Responsibilities

General Responsibilities

June/July

August

September

October

November/December

January

February

March

April

May

KCMEA General Music Representative Duties and Responsibilities

General Responsibilities

Encourage all Kern Co. Directors at all levels of education to become members of KCMEA. Welcome new Kern County general music educators to our community. Be aware of events that are of benefit to all and share that information. Attend all KCMEA meetings and present a written or verbal report. Contact and coordinate an elementary general music presenter for the Fall Conference & Winter Warm-Up.

June/July

- Attend June Board Meeting, presenting area report

August

- Attend August Board Meeting, presenting area report
- Attend Fall Together; connect with area teachers
- Attend Fall Conference; introduce area clinicians at their respective workshops

September

- Attend September Board Meeting, presenting area report

October

- Attend October Board Meeting, presenting area report

November/December

- Attend November Board Meeting (Holiday Dinner), presenting area report

January

- Attend January Board Meeting, presenting area report

February

- Attend February Board Meeting, presenting area report
- Submit article to 2nd VP for Podium by 2/22 (Band, General Music, Higher Education)

March

- Attend March Board Meeting, presenting area report

April

- Attend April Board Meeting, presenting area report

May

- Attend May Board Meeting (Retiree Dinner), presenting area report

KCMEA Higher Education Representative Duties and Responsibilities

General Responsibilities

Act as liaison between the KCMEA Board and educators in Higher Education, work with the 1st Vice President on Professional Development Opportunities, forward communications to the 2nd VP to be sent to the general membership, encourage all music educators at all levels of education to become members of KCMEA.

Welcome new educators to our community. Be aware of events that are of benefit to all and share that information. Communicate to the 2nd VP names, addresses, e-mails, phone #'s and what school they are teaching at for all Kern Co. Directors. Attend all KCMEA meetings and present a written or verbal report.

June/July

- Attend June Board Meeting, presenting area report

August

- Attend August Board Meeting, presenting area report
- Attend Fall Together; connect with area teachers
- Attend Fall Conference; introduce area clinicians at their respective workshops

September

- Attend September Board Meeting, presenting area report

October

- Attend October Board Meeting, presenting area report

November/December

- Attend November Board Meeting (Holiday Dinner), presenting area report

January

- Attend January Board Meeting, presenting area report
- Attend "Meet the Conductor" Dinner
- Attend Grand Night for Music

February

- Attend February Board Meeting, presenting area report
- Attend KCMEA Honor Music Festival Dinner
- Attend KCMEA Honor Music Festival
- Submit article to 2nd VP for Podium by 2/22 (Band, General Music, Higher Education)

March

- Attend March Board Meeting, presenting area report

April

- Attend April Board Meeting, presenting area report

May

- Attend May Board Meeting (Retiree Dinner), presenting area report

KCMEA Jazz Representative Duties and Responsibilities

General Responsibilities

June/July

August

September

October

November/December

January

February

March

April

May

KCMEA Legislative Duties and Responsibilities

General Responsibilities

Provide all KCMEA Members with updates to advocacy efforts at the Local, Section, and State levels.

June/July

- Attend June Board Meeting, presenting Legislative Report.
- Communicate with CMEA State Advocacy Committee throughout the year to get advocacy updates.
- Assist KCMEA Members with advocacy work in their school district and community.

August

- Attend August Board Meeting, presenting Legislative Report.
- Communicate with CMEA State Advocacy Committee throughout the year to get advocacy updates.
- Assist KCMEA Members with advocacy work in their school district and community.

September

- Attend September Board Meeting, presenting Legislative Report.
- Communicate with CMEA State Advocacy Committee throughout the year to get advocacy updates.
- Assist KCMEA Members with advocacy work in their school district and community.

October

- Attend October Board Meeting, presenting Legislative Report.
- Communicate with CMEA State Advocacy Committee throughout the year to get advocacy updates.
- Assist KCMEA Members with advocacy work in their school district and community.

November

- Attend November Board Meeting, presenting Legislative Report.
- Communicate with CMEA State Advocacy Committee throughout the year to get advocacy updates.
- Assist KCMEA Members with advocacy work in their school district and community.

December

- Attend December Board Meeting, presenting Legislative Report.
- Communicate with CMEA State Advocacy Committee throughout the year to get advocacy updates.
- Assist KCMEA Members with advocacy work in their school district and community.

January

- Attend January Board Meeting, presenting Legislative Report.
- Communicate with CMEA State Advocacy Committee throughout the year to get advocacy updates.
- Assist KCMEA Members with advocacy work in their school district and community.

February

- Attend February Board Meeting, presenting Legislative Report.
- Communicate with CMEA State Advocacy Committee throughout the year to get advocacy updates.
- Assist KCMEA Members with advocacy work in their school district and community.

March

- Attend March Board Meeting, presenting Legislative Report.
- Communicate with CMEA State Advocacy Committee throughout the year to get advocacy updates.
- Assist KCMEA Members with advocacy work in their school district and community.

April

- Attend April Board Meeting, presenting Legislative Report.
- Communicate with CMEA State Advocacy Committee throughout the year to get advocacy updates.
- Assist KCMEA Members with advocacy work in their school district and community.

May

- Attend May Board Meeting, presenting Legislative Report.
- Communicate with CMEA State Advocacy Committee throughout the year to get advocacy updates.
- Assist KCMEA Members with advocacy work in their school district and community.

KCMEA Orchestra Representative Duties and Responsibilities

General Responsibilities

Encourage all Orchestra Directors at all levels of education to become members of KCMEA. Welcome new orchestra educators to our community. Be aware of events that are of benefit to all and share that information. Communicate to the 2nd VP names, addresses, e-mails, phone #'s and where they are teaching for all Kern Co. Orchestra Directors. Attend all KCMEA meetings and present a written or verbal report.

June/July

- Attend June Board Meeting, presenting orchestra activities report
- Be involved and aware of the Bakersfield Youth Symphony Auditions postings on www.bysorocks.com
- BYSO Summer Concert traditionally the Saturday before Father's Day

August

- Attend August Board Meeting, presenting orchestra activities report
- Attend Fall Together; connect with orchestra teachers
- Attend Fall Conference; introduce orchestra clinicians at their respective workshops
- Help promote and announce BYSO Auditions coming up in September.
- Help promote BSO Auditions coming up in August/September.
- Help promote Orchestra Concerts for the season including BSO, BSONEXT programs and the BSO Voucher program

September

- Attend September Board Meeting, presenting orchestra activities report.
- Help promote all Orchestra activities BSO, BSONEXT, YPC Concerts, and others.
- Announce any master classes/ or outreach concerts being offered by the Bakersfield Symphony or Bakersfield Community Concerts Association.

October

- Attend October Board Meeting, presenting orchestra activities report
- Submit article to 2nd VP for Podium by 10/25 (Choir, Legislation, Scholarship)

November

- Attend November Board Meeting (Holiday Dinner), presenting orchestra activities report

December

- Encourage, help find judges, or assist with Grand night Auditions for Orchestra
- Support the Holidays Pops Concerts and the Nutcracker Ballet

January

- Attend January Board Meeting, presenting orchestra activities report
- Attend "Meet the Conductors" Dinner
- Attend Grand Night for Music

February

- Attend February Board Meeting, presenting orchestra activities report

- Attend KCMEA Honor Music Festival Dinner
- Attend KCMEA Honor Music Festival
- Submit article to 2nd VP for Podium by 2/22 (Band, General Music, Higher Education)

March

- Attend March Board Meeting, presenting orchestra activities report
- Encourage Solo & Ensemble performances for Strings.

April

- Attend April Board Meeting, presenting orchestra activities report
- Encourage Solo & Ensemble performances for Strings.

May

- Submit article to 2nd VP for Podium by 5/8 (Jazz, Orchestra, Retirees)
- Attend May Board Meeting (Retiree's Dinner), presenting orchestra activities report

KCMEA Retiree Representative Duties and Responsibilities

General Responsibilities

Encourage all retired music educators at all levels of education to become members of KCMEA. Be aware of events that are of benefit to all and share that information. Attend all KCMEA meetings and present a written or verbal report.

June/July

- Attend June Board Meeting, present report

August

- Attend August Board Meeting, presenting area report
- Attend Fall Together; connect with retired teachers
- Attend Fall Conference; help as necessary

September

- Attend September Board Meeting, presenting area report

October

- Attend October Board Meeting, presenting area report

November/December

- Attend November/December Board Meeting (Holiday Dinner), presenting area report

January

- Attend January Board Meeting, presenting area report
- Attend "Meet the Conductor" Dinner
- Attend Grand Night for Music

February

- Attend February Board Meeting, presenting area report
- Attend KCMEA Honor Music Festival Dinner
- Attend KCMEA Honor Music Festival

March

- Attend March Board Meeting, presenting area report

April

- Attend April Board Meeting, presenting area report

May

- Submit article to 2nd VP for Podium by 5/8 (List of retiring teachers)
- Attend May Board Meeting (Retiree Dinner), presenting area report

KCMEA Hospitality Duties and Responsibilities

General Responsibilities

Plan all social dinners and assist with other special events.

June/July

- Attend June Board Meeting
- Make reservation for fall together (pizza parlor)

August

- Attend August Board Meeting
- Make Flyer for Fall Together at the beginning of the month to be sent out to the membership.
- Attend and organize the Fall Together.
- Assist with breakfast goodies and organize lunch orders for clinicians at the KCMEA Fall Conference

September

- Attend September Board Meeting
- Begin planning KCMEA Holiday dinner meeting

October

- Attend October Board Meeting
- Reserve restaurant and make flyer for the holiday dinner to be sent out to the membership

November

- Attend November Board Meeting
- Take reservations and attend the Holiday Dinner Meeting

December

- Attend December Board Meeting
- Reserve restaurants for Honor Festival Guest Director Dinners

January

- Attend January Board Meeting
- Send out flyer for Grand Night Directors Dinner to membership
- Attend the Grand Night Directors Dinner

February

- Attend February Board Meeting
- Send out flyer at the beginning of the month for KC Honor Music Festival Directors Dinner
- Attend KC Honor Music Festival Directors Dinner

March

- Attend March Board Meeting
- Reserve restaurant for the end of the year retirement dinner

April

- Attend April Board Meeting

- Supply breakfast goodies for judges and adult workers for Solo Ensemble Festival

May

- Attend May Board Meeting
- Make flyer for KCMEA End of the Year retirement party and send out to the membership.
- Take reservations and attend the End of the Year Retirement party.

KCMEA Scholarship Chair Duties and Responsibilities

General Responsibilities

The Scholarship Chairperson will update and distribute information and applications to the KCMEA membership in August. Applications will also be sent to the webmaster for posting on the KCMEA website. A panel of judges representing our KCMEA body will be procured for auditions in October. The Chairperson will communicate the results of the auditions to the participating teachers and KCMEA board, and follow up with any assistance needed to recipients and their music teachers. Private teacher forms will be sent to the Scholarship Chairperson for review. The Chairperson will then communicate to the Treasurer the private teachers who should be paid for providing lessons to scholarship recipients.

June/July

- Attend June Board Meeting
- Set date for scholarship auditions (mid-October)

August

- Attend August Board Meeting
- Attend Fall Together
- Attend Fall Conference
- Prepare paperwork for auditions; submit to webmaster to post on www.kcmea.org

September

- Attend September Board Meeting
- Procure judges for auditions

October

- Attend October Board Meeting, presenting area report
- Send out audition schedule to participating teachers
- Confirm judges, notify recipients and KCMEA body of awards
- Follow up with participating teachers to make sure recipients have enrolled in private lessons
- Continuing - forward private teacher names to Treasurer for check disbursement

KCMEA Solo Ensemble Chair Duties and Responsibilities

General Responsibilities

Encourage all Directors at all levels of education to become members of KCMEA and CMEA. Be aware of events that are of benefit to all and share that information. Attend all KCMEA meetings and present a written or verbal report.

June/July

- Attend June Board Meeting
- Book facility (CSUB) for the festival date (April)

August

- Attend August Board Meeting
- Attend Fall Together; connect with area teachers
- Contact Greg Taylor (or find out from festivals coordinator who is running the registration website), to introduce yourself and give the date of festival in April.

September

- Attend September Board Meeting
- Appoint a Command Performance Chairperson

October

- Attend October Board Meeting

November/December

- Attend November Board Meeting (Holiday Dinner)

January

- Attend January Board Meeting

February

- Attend February Board Meeting
- Submit info to Publicity about the Command Performance recital for a press release
- Notify your students (at your school) that you will need volunteers to be runners for the day of the festival.
- Send out 1st email to membership and private teacher list regarding the date, location, website registration info and deadlines.

March

- Attend March Board Meeting, presenting report
- Keep in contact with Greg regarding registration website
- Check registration website for festival numbers
- Confirm judges and email judges with festival info

April

- Attend April Board Meeting - Sign-up volunteers for “set-up” for the day before the event, head table workers for the day of the event, and “clean up” for after the event
- Email Festival schedule draft out 2 weeks prior
- Make corrections to the schedule. Final schedule 1 week prior to event.

May

- Submit article to 2nd VP for Podium by 5/8 regarding Command Performance numbers, and festival numbers.
- Attend May Board Meeting (Retiree Dinner)

KCMEA Sponsorship Chair Duties and Responsibilities

General Responsibilities

Solicit Donations from Kern County Music Organizations, Businesses and Music Patrons. Donations will be used to fund the printing of the Kern County Honor Group Concerts and other Music Educator endeavors. Create the Sponsorship Pages for the Honor Programs. Work with KCSOS to create, have printed and distribute the County Honor Music Programs. Attend all KCMEA meetings and present a written or verbal report.

June/July

- Attend June Board Meeting

August

- Attend August Board Meeting

September

- Attend September Board Meeting
- Begin to solicit Donations from previous Sponsors
 - E-mail, Mail, Personal Contact

October

- Attend October Board Meeting, share Sponsorship status
 - Continue to Solicit, deposit donations, send thank you notes/receipts, Send logo to web-master

November

- Attend November Board Meeting, share Sponsorship status
 - Continue to Solicit, deposit donations, send thank you notes/receipts, Send logo to web-master

December

- Attend December Board Meeting, share Sponsorship status
 - Continue to Solicit, deposit donations, send thank you notes/receipts, Send logo to web-master
 - Start to Build Sponsorship pages for both of the Kern Co. Honor Group Programs

January

- Attend January Board Meeting, share Sponsorship status
 - Continue to Solicit, deposit donations, send thank you notes/receipts, Send logo to web-master
- Complete Sponsorship pages for both of the Kern Co. Honor Group Programs
 - Working with KCSOS, complete the program by January 10th.
 - Send completed Grand Night for music program to Printer
 - 1500 programs
 - Deliver programs to Concert Venue

February

- Attend February Board Meeting, share Sponsorship status
- Complete Sponsorship pages
 - Working with KCSOS, complete the program by February 10th.

- Send completed Honor Music Festival program to Printer
 - 2000 programs
- Deliver programs to Concert Venue

March

- Attend March Board Meeting, share Sponsorship status
- Send copies of both programs to all Sponsors

April

- Attend April Board Meeting

May

- Attend May Board Meeting

KCMEA Webmaster Duties and Responsibilities

General Responsibilities

June/July

August

September

October

November/December

January

February

March

April

May