

KANSAS MUSIC  
EDUCATORS ASSOCIATION  
NORTHEAST DISTRICT

JOB  
DESCRIPTIONS

**Kansas Music Educators Association Board of Directors Northeast  
District  
(Voting Members)**

**President**

1. Execute the duties assigned in the By-Laws after ISW
2. Contact chairpersons about website information and securing clinicians.  
- Note. All Clinicians should be contracted by Executive Director.
3. Select a date for the district summer board meeting. Inform all board members with the time and location of the meeting.
4. Direct the chairs to contact and secure their assistants.
5. Direct the Past-President to collect nominations for the teacher of the year awards.
6. Plan summer meeting agenda. See past agendas posted on the district website.
7. Attend all KMEA Board meetings throughout the year.
8. Reserve Precision Engraving and Awards for upcoming mini-conventions.
9. Prepare the beginning of the year postcards containing information about the district website, dinner meeting RSVP, and any new information for district members.
10. Communicate with the webmaster about updating welcome letter from all the chairpersons (self included), audition music and procedures.
11. Check in with the Executive Director to make sure all clinicians and accompanists have contracts.

**November Auditions**

1. Secure a venue(s) for auditions.
2. Secure the date for auditions.
3. Contact District University/College Music Education students for audition help.

**December Mini - Convention**

1. Make sure the chairs have sent by email honor group rosters to the webmaster for posting.
2. Communicate with Precision Engraving and Awards. The company will be responsible for obtaining their own workers at all conventions.
3. Confirm all teacher awards are ready for presentation. (Plaques)
4. Designate a person to announce and introduce at each concert at all three sites.
5. Secure agendas and recorded minutes from each chairperson. Then give the documents to the recording secretary.
6. Send recorded minutes to the State KMEA Board.
7. Coordinate with Site Hosts all aspects of running a successful Mini-Convention including, but not limited to: rehearsal venues; hospitality and lunches for teachers, students, clinicians; concession stand; security;

- nurse; memorabilia table; all provided equipment and instruments; piano tuning; ticket table; and other various details that help with the day.
8. Check with chairs on 3 year certificate participants.

### **Immediate Past-President**

1. Assist the President in any way necessary.
2. Fulfill the first half term of a vacated Presidency.
3. Responsible for website information concerning teacher and administrator
4. awards.
  - a. Outstanding High School Music Educator
  - b. Outstanding Middle School Music Educator
  - c. Outstanding Elementary School Music Educator
  - d. Outstanding Young Music Educator
  - e. Outstanding Administrator
5. Responsible for collecting application and supporting documentation for
6. above candidates as submitted by teachers.
7. Submit application for Northeast Outstanding Teacher
  - a. Representative for the state level selection by posted deadline
  - b. October 1st.
  - c. Order plaques for award winners.
8. Responsible for collecting application and supporting documentation for Scholarships.

### **President-Elect**

1. Assist the President at their request.
2. Fulfill the second half term of a vacated Presidency
3. Attend State summer meetings if the President is unable to attend. This is at the request of the President.
4. Attend all District board meetings and District Mini-Conventions.
5. During odd numbered years, collect nominations for incoming president-elect and board members. (It is strongly recommended that the two candidates are not from the same area of emphasis. Not two band teachers on the ballot at the same time.)
6. Send nominations for president-elect and board members to the webmaster to prepare a voting ballot for the odd numbered year's December Mini-Convention.

### **Elected District Board**

#### **NEKMEA Elementary Level Choral Chair**

##### Description of Duties and Procedures

May (or earlier)

1. Contact guest clinician for the next (FALL) NEKMEA Elementary Festival

Choir.

2. Work with guest clinician to select musical repertoire.
3. Contact an accompanist.

August

1. Notify various music stores of the music selections Elementary Festival Choir.
2. Notify President, Executive Director and Webmaster of Clinician, Accompanist and music selections.
3. Work with Webmaster to organize online registration.
4. RECRUIT Elementary teachers and singers with informational email. Include: Clinician, accompanist, festival music, how to register and the DEADLINE for registration.

September

1. Reminder email to teachers, encourage participation and RECRUIT!
2. Make practice tracks and provide them to Webmaster.

October (after registration deadline)

1. Choose choir personnel from data from Webmaster.
2. Send complete list of choir (include voice part and town) to President, Executive Director and Webmaster.
3. Send information on concert dress, tickets, lunches, schedule of festival, etc. to directors to share with parents.
4. Remind the directors that their attendance is required on the concert day.
5. Ensure rehearsal tracks are available online.

Late October/Early November

1. Contact Guest Clinician about seating arrangement of choir, desired accompaniment instruments and schedule of the day.
2. Create seating chart by voice part, height and guest clinician preference.
3. Contact additional musicians as needed for select pieces (instrumentalists).

November

1. Communicate with Festival Site Host about rehearsal, equipment and choral riser needs.

December - Night Before Mini-Convention

1. Set-up the rehearsal space and go over all logistics with Assistant Chair.

December - Performance Day

1. Help seat students at the beginning of the rehearsal.
2. Introduce the clinician and accompanist at the beginning of rehearsal.
3. Lead Elementary Director's Meeting (if needed).
4. Ask directors to help guide students to lunch, auditorium, sectional room, etc.
5. Lead choir through the schedule of the day (throughout the day).
6. Take the clinician and accompanist to hospitality/lunch location.
7. Introduce the clinician at the beginning of the Elementary Festival Concert.
8. Be responsible or delegate any equipment or instruments needed for the choir performance.

Audition Information

The Elementary Choir is comprised of director nomination only. Each Elementary director can nominate up to 8 students per elementary school and 4 alternates, split

evenly between Part I and Part II. 3<sup>rd</sup> – 6<sup>th</sup> grade Treble/unchanged voices are eligible for membership in the NEKMEA Elementary District Choir and the choir number will not exceed 180 members because of space on the risers.

## **NEKMEA Middle Level Choral Chair**

### Description of Duties and Procedures

#### May (or earlier)

1. Contact guest clinician for the next (FALL) NEKMEA Mid-Level Festival Choir.
2. Work with guest clinician to select musical repertoire.
3. Contact an accompanist.

#### August

1. Notify various music stores of the music selections Mid-Level Festival Choir
2. Notify President, Executive Director and Webmaster of Clinician, Accompanist and music selections.
3. Work with Webmaster to organize online registration
4. RECRUIT Middle Level teachers and singers with informational email  
Include: Clinician, accompanist, festival music, how to register and the DEADLINE for registration.

#### September

1. Reminder email to teachers, encourage participation and RECRUIT!

#### October (after registration deadline)

1. Choose choir personnel from data from Webmaster
2. Send complete list of choir (include voice part and town) to President, Executive Director and Webmaster
3. Send information on concert dress, tickets, lunches, schedule of festival, etc. to directors to share with parents (This has been provided by President in the past)
4. Remind the directors that their attendance is required on the concert day.

#### Late October/Early November

1. Contact Guest Clinician about seating arrangement of choir, desired accompaniment instruments and schedule of the day
2. Create seating chart by voice part, height and guest clinician preference.

#### November

1. Communicate Festival Site Host about rehearsal, equipment and choral riser needs.

#### December - Night Before Mini-Convention

1. Set-up the rehearsal space and go over all logistics with Assistant Chair.

#### December - Performance Day

1. Help seat students at the beginning of the rehearsal.
2. Introduce the clinician and accompanist at the beginning of rehearsal.
3. Lead Mid-Level Director's Meeting and send to NEKMEA District Meeting.

4. Ask directors to help guide students to lunch, auditorium, sectional room, etc.
5. Lead choir through the schedule of the day (throughout the day).
6. Take the clinician and accompanist to hospitality/lunch location.
7. Introduce the clinician at the beginning of the choral concert.
8. Be responsible or delegate any equipment or instruments needed for the choir performance.

#### Audition Information

The Mid-Level Festival Choir is selected by paper auditions. Each Middle School director will be notified through the website of the date of the concert, the guest clinician, and the date that entries are to be submitted. It is the director's responsibility to select qualified students from their school, rank them in SATB quartets, and submit entries by the due date. The selection is left to the discretion of the Middle School Choral Chair using the guidelines listed below.

Directors will be notified as soon as possible of the Mid-Level Festival Choir personnel and should begin preparing the music with their students to foster a positive experience on the day of the concert.

1. The Choir shall have 180 to 200 participants total (depending on stage & choral risers)
2. Only 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> grade students are eligible
3. Each school will be represented by their first quartet (or first four students)
4. Additional students are then added at the discretion of Middle School Choral Chair. School Enrollment will be a general guide.
5. 1A – 3A = 1 quartet (or first 4 students)
6. 4A – 6A = up to 2 quartets
7. Need for a balanced ensemble will be taken into consideration in the selection of additional students
8. It is not possible for a student to be a member of both the Mid-Level Choir and the Mid-Level Band.

#### **High School Choir Chair**

##### Description of Duties and Procedures

##### May

1. Contact a NE District mini-convention clinician. (Executive Director will offer contract.)
2. Contact a NE District mini-convention accompanist.
3. Communicate with host schools for auditions and mini-convention.

##### August

1. Establish an email list of all NE District directors. Communicate with KMEA Webmaster (Troy Johnson).
2. Announce and promote the NE District fall meeting.
3. This meeting occurs in early September at Holton High School.
4. Establish an agenda for the NE District HS choir breakout session.

- a. Review audition policies/procedures that teachers may submit up to 40 students to audition. Limit 15 per voice part. The only substitutions that will be accepted on the day of the audition will be permitted to those teachers who have registered the maximum 15 on a voice part. Teachers that have not filled their maximum on a voice part will be required to pay a late fee to register a student on the day of the audition.
- b. The NE District HS Honor Choir is open for grades 9-12. Please note that teachers may NOT register their 9<sup>th</sup> grade students for both the ML Honor Choir and the HS Honor Choir.
- c. Determine 2 other mini-convention selections
- d. Distribute previous sight-singing exercises
- e. Review registration timeline and procedures
- f. Update and review audition blocks
- g. Schedule sight-singing judges training session.

#### September

1. Present agenda at NE District Fall Meeting.

#### October

1. Assist choir teachers with audition registration and payment.
2. Remind choir teachers of approaching registration deadline.
3. Collect and keep records of audition payment from each school. Schools failing to pay by the audition date will not be allowed to audition. Forward all payments to Executive Director, NEKMEA.
4. Receive the spreadsheet complete with all auditioning students from the KMEA webmaster.
5. Forward it to someone who knows what needs to be done OR:
  - a. Apply the audition blocks to separate the schools.
  - b. Randomize the audition order within each block and assign audition numbers leaving ~15 blank audition numbers per voice part, per block for substitutions.
  - c. Apply the formulae for calculating audition rank.
6. Create a new email list including just those teachers bringing students to audition to use. Hire someone to compose the sight-singing samples.
7. Confirm audition rooms and locations with audition host.

#### November

1. Complete labels for all auditioning students. Include:
  - a. School
  - b. Audition number
  - c. Voice part
2. Review existing teacher/worker job descriptions and update as necessary.
3. When audition cuts and audition CD arrive from the state choral chair, devise plan to share file with CD operators.
4. Assign all directors a job during auditions: vocal judge (18), sight-singing judge (4), hall/door monitor (6), cd operator (6), usher (3), audition cuts announcer (1).

5. Make a registration table box. Include:
  - a. Audition packets for each school arranged alphabetically by block A system for delivering substitutions to the tab room
  - b. Complete lists of students auditioning organized by
    - i. Audition number (including empty cells for substitutions)
    - ii. School
6. Make packets for each auditioning school. Include:
  - a. Audition labels
  - b. Audition cuts
  - c. List of school's students' names corresponding to each label Map
  - d. Make a packet for the audition cut announcer. Include: Audition CD
7. Audition cuts
  - a. List of audition numbers per part, per block.
  - b. Print out the audition numbers for each room. (3 sets. Room, SS Room & master for the office) Show only number and block. No schools or names.
  - c. Print name badges for teachers/audition workers

#### November - Audition Day

1. Bring tape, pencils, judges form, etc. In tabulation room, oversee score entry to ensure accuracy.
2. Notify judge of incomplete scores immediately so they can remember the audition. Have system for marking cancellations/substitutions.
3. The Northeast KMEA All-District Choir will consist of approximately 180 singers, with target numbers of 27 per part for SSAA and 17 per part for TTBB. To provide flexibility ensuring well-prepared and balanced sections, cut-off scores will be determined by the tabulation room staff based on large gaps between scores near the target numbers, and may result in sections with slightly more or less than the target numbers.
4. If there are students with the same score around the cut-off, consult with office helpers to make a decision.
5. Designate and rank the top members from each section that will potentially qualify for state (pending district participation) using the State formula.
6. Break any ties that might occur with the top 10 and 2 alternates in each voice by looking first at sight singing score, then tone score, then intonation score.
7. At least 1 member from each school that auditions will be accepted into the NEKMEA District Choir.

#### November - After Audition Day

1. Send final roster to Webmaster.
2. Send email to all schools participating the final list.
3. Include a schedule for the District Festival day and the selections to be used.
4. Check with the clinician that everything is in place.

#### November - Before Mini Convention

1. Organize rehearsal seating order and riser order.
2. Keep students and clinician on schedule.
3. Recruit help from teachers to oversee riser placement and check-in.
4. Contact clinician for bio and any last minute details.



5. Communicate with host school regarding lunch arrangements and set-up.
6. By November 30, send certified numbers of district HS choir auditions completed in each voice part (S1 S2 A1 A2 T1 T2 B1 B2) to KMEA Webmaster.

#### December - Night Before Mini-Convention

1. Set-up the rehearsal space and go over all logistics with Assistant Chair.

#### December - Day of Mini-Convention

1. Greet and introduce clinician and accompanist.
2. Be available as needed.
3. Give a report at teacher meeting on numbers that sent in audition applications, actual audition numbers, and number of schools participating, and hand out sight singing scores.

#### December - After the Mini-Convention

1. **Send State Choir list to District President, State Chairperson, and Webmaster.**
2. Send State Choir list to all schools that participated.
3. Remind schools of the State selections.

### **Elementary Orchestra Chair**

#### Description of Duties and Procedures

##### May/June

1. Contact and secure a clinician for the mini-convention. Work with executive director for contracts.

##### August

1. Help the clinician pick music for the performance.

##### September

1. Share the music selections by/at the September Business meeting.
2. Go over registration procedures at the meeting.
3. Communicate to the directors that it is a goal for NEKMEA orchestra directors to have their students perform on a stage. The ensemble will not be larger than 110 members.

##### October

1. Registration ends in the middle of October.
2. Make sure that the email address listed is one that you are able to check frequently.
  - a. Create a separate email folder for any and all emails.
  - b. Helps any mix-ups with school email.
3. Keep student excel as updated as possible.
4. Send out a roster, make sure teachers listed the correct part.
5. After registration ends.
  - a. Send out an information letter and schedule.
  - b. Make sure that the schedule and payment amounts are updated.
6. Send webmaster the website information.

### Early November

1. Reach out to the site and lunch coordinator and make sure they have a
  - a. Director roster
  - b. Student roster
  - c. Number of chairs needed
  - d. A plan for coats/cases
  - e. And any other needs.
2. Create a seating chart based on the teacher comments.
  - a. Use excel or a program that can insert names
  - b. If using excel, sort by Instrument and Director names and schools
3. Make name tags and stand name tags
  - a. Microsoft Word- Mail Merge works well for both of these

### Late November

1. Send out the seating chart.
  - a. Color code by section.
  - b. Make sure it is clear enough for students to help set up.
  - c. Get help setting up chairs and stand name tags.
2. Make folders for the directors with: name tags and a schedule for the day.
3. Keep up with emails, try to keep everything logged and checked as you go.

### December - Night Before Mini-Convention

1. Set-up the rehearsal space and go over all logistics with Assistant Chair.

## **Middle Level Orchestra Chair**

### Description of Duties and Procedures

#### May (or earlier)

1. Contact guest clinician for the next (FALL) NEKMEA Middle Level Orchestra. Work with the executive Director for contracts.
2. Work with guest clinician to select appropriate musical repertoire.
3. Contact additional musical support based on repertoire selection (pianist, harpist, etc.)

#### August

1. Notify President, Executive Director and Webmaster of Clinician and music selections. Work with Executive Director to purchase music.
2. Make hotel accommodations for guest clinician (if necessary)
3. Work with Webmaster to organize online registration.
4. Send Middle Level teachers informational email that includes:
  - a. Clinician information, important dates, payment information, music selections,
  - b. how to register, registration deadline, and audition process for section leaders. The NEKMEA Middle Level Honor Orchestra is open for grades 8-9. Please note that teachers may NOT register their 9<sup>th</sup> grade students for both the NEKMEA ML Honor Orchestra and the NEKMEA HS Honor Orchestra.

## September

Send reminder email to teachers about September NEKMEA Dinner meeting.

Set the Middle Level Orchestra agenda talking points.

Make sure that important notes are sent ahead of time to High School Orchestra Chairperson to be included in meeting minutes and sent to the Recording Secretary and Executive Committee.

## Late September

1. Send another Middle Level teachers informational email that includes:
  - a. Clinician information, important dates, payment information, music selections, how to register, registration deadline, and audition process for section leaders.
  - b. Communicate to the directors that it is a goal for NEKMEA orchestra directors to have their students perform on a stage. The ensemble will not be larger than 110 members.

## Late October, early November (after registration)

1. Find volunteer workers to assist with section leader seating and registration the day of the mini-convention (co-chairs).
2. Communicate with the Festival Site Host about rehearsal and equipment needs.
3. Send out informational email and document that includes:
  - a. Clinician information, mini-convention date, music selections, audition process for section leaders, festival site information (rehearsal location, registration info, etc.), concert dress, equipment needs, ticket information, lunch information, daily schedule, etc.
    - i. Make sure email includes a PDF for teachers to provide to families and students.
4. Contact schools that have not yet sent their registration payment.
5. Create seating chart and organize nametags to be on student chairs at the first rehearsal.
6. Students wanting to audition for section leaders should be seated in the front of their section.
7. Contact clinician for short bio to include in program.
8. Put together program information as well as clinician bio and to send to Executive Director for printing.

## December (Early)

1. Send out informational email and document that includes:
  - a. Clinician information, mini-convention date, music selections, audition process for section leaders, festival site information (rehearsal location, registration info, etc.), concert dress, equipment needs, ticket information, lunch information, daily schedule, etc.
    - i. Make sure email includes a PDF for teachers to provide to families and students.
2. Contact schools that have not yet sent their registration payment.
3. Contact Da Capo (Elementary Orchestra) Chairperson about concert locations and sharing space the day of the mini-convention.

#### December - Night Before Mini-Convention

1. Set-up the rehearsal space and go over all logistics with Assistant Chair.

#### December (Performance Day)

1. Set-up the rehearsal space the night before the event.
2. Assist co-chairs with registration and contact directors that still need to pay for the event.
3. Help seat students at the beginning of rehearsal
4. Introduce the clinician at the beginning of rehearsal
5. Start section leader auditions at the start of rehearsal.
6. During first break, re-seat students that have auditioned for section leaders to their new respective seats.
7. Help lead the Director's meeting.
  - a. Send any important notes to the recording secretary and executive committee.
8. Ask directors to help guide students to lunch, auditorium, sectional rooms, etc.
9. Communicate to the orchestra through the schedule of the day (throughout the day).
10. Take the clinician to hospitality/lunch location.
11. Introduce the Outstanding Middle Level Orchestra director before the concert starts.
12. Introduce the clinician at the beginning of the orchestra concert.
13. Be responsible or delegate any equipment or instrument needs for the orchestral performance.
14. Deliver all registration payments to Executive Director before the day is over!

### **High School Orchestra Chair**

#### Description of Duties and Procedures

##### May (or earlier)

1. Contact guest clinician for the next (FALL) NEKMEA High School Orchestra. Work with the Executive Director for contracts.
2. Work with guest clinician to select musical repertoire.
3. Come up with cuts from the State Audition Music and communicate those to the Webmaster, Executive Committee, and the NEKMEA orchestra teachers.

##### August

1. Notify President, Executive Director and Webmaster of Clinician, and music selections. Work with Executive Director to purchase the music.
2. Work with Webmaster to organize online registration.
3. Send a High School teachers informational email that includes:
4. Clinician info, audition cuts reminder, important dates, music selections, how to register and the DEADLINE for registration. The NEKMEA High School Honor Orchestra is open for grades 9-12. Please note that teachers may NOT

register their 9<sup>th</sup> grade students for both the NEKMEA ML Honor Orchestra and the NEKMEA HS Honor Orchestra.

### September

1. Reminder email to teachers about September NEKMEA Dinner meeting!
2. Set the Orchestra agenda talking points, and designate someone to take notes at the business meeting orchestra breakout session. Pass those along to the Recording Secretary and Executive Committee.
  - a. Clearly communicate the audition cuts and numbers accepted in the NEKMEA District Orchestra to the membership.
  - b. Get workers and audition room judges lined up.
  - c. Make sure the tabulation program is working and can be used on audition day.
  - d. Communicate with President to gather help from University NAFME chapters for potential help on audition day.

### October (after registration deadline)

1. Communicate with the audition host school rooming needs and any wifi connectivity issues that need to be addressed.
2. Communicate to members about the timing of audition day and what the directors and students will be expected to do.
3. Remind the directors that their attendance is required on the audition day.

### Late October/Early November

1. Contact Guest Clinician about orchestra logistics and schedule of the day.

### November

1. Before Audition Day
  - a. Assign audition rooms and make signs (Violin, Viola, Cello, Bass, and warm up area).
  - b. Have a back-up tabulation plan in place in case the electronic version does not work.
  - c. Make sure you have enough workers and judges in place to make the day happen.
  - d. Copies of excerpts for each room and judges.
  - e. Score sheets/pencils/for back-up. Otherwise make sure everyone has a proper device to make the room function and efficient.
  - f. Prepare a short info packet for Door Monitor and Judging procedures.
2. Audition Day
  - a. Place all signs and get all rooms ready.
  - b. Short Meeting for Judges/ Door Monitors and workers.
  - c. Set-up an area in the Headquarters for tabulation.
  - d. All tabulation must be finished on site.
  - e. Communicate to the Executive Committee and Webmaster the district results.
  - f. Post results at the time that is decided by the District Chairs and Executive Committee.
  - g. The maximum ensemble size will be 90 members.

3. Distribute music to schools and members of the ensemble.
4. Communicate Festival Site Host about rehearsal, equipment needs.
5. Create seating chart and organize name tags and other items to be on students chairs at the first rehearsal.
6. Send information on concert dress, tickets, lunches, schedule of festival, etc. to directors to share with parents.
7. Prepare a list of 3 year participants.

#### December - Night Before Mini-Convention

1. Set-up the rehearsal space and go over all logistics with Assistant Chair.

#### December - Performance Day

1. Set-up the rehearsal space the night before the event.
2. Help seat students at the beginning of the rehearsal.
3. Call alternates if chairs need to be filled.
4. Introduce the clinician at the beginning of rehearsal.
5. Help lead the Director's Meeting and designate a person to take notes. Send those to the Recording Secretary and Executive Committee.
6. Ask directors to help guide students to lunch, auditorium, sectional rooms, etc.
7. Communicate to the orchestra through the schedule of the day (throughout the day).
8. Take the clinician to hospitality/lunch location.
9. Introduce the clinician at the beginning of the orchestra concert.
10. Recognize 3 year participants.
11. Be responsible or delegate any equipment or instruments needs for the orchestra performance.
12. **Communicate to the Webmaster and Executive Committee a list of students that met the eligibility requirements to audition for the Kansas All-State Orchestra.**

#### Ensemble Size

There will be one orchestra of approximately 90 members. The orchestra will be comprised of no more than:

Violins – 40-44

Violas – 20-22

Cellos – 20-22

Basses – 10-12

In order to ensure that the ensemble will be able to perform at a level of high quality, the orchestra chair has the right to accept fewer musicians in any given section based on their audition rank and scoring.

### **Middle Level Band Chair**

#### Description of Duties and Procedures

## May

1. Contact possible clinicians for NE District mini-convention (official contract will be offered by NEKMEA Executive Director).
2. Communicate with host schools regarding website nomination procedures, deadlines, and mini-convention.

## Summer

1. Attend NE District officer / chair meetings as necessary

## August

1. Establish an updated email list of all NE District Middle Level band directors. Include new directors and communicate with KMEA webmaster (Troy Johnson) as needed.
2. Establish an agenda with HS Band Chairs for September NE District meeting - Band breakout session.
  - a. New director introductions (any student teachers?)
  - b. Review/Discuss nomination procedures
  - c. Review registration timeline and procedures
3. Contact NEKMEA District Band Directors to remind them of September meeting date and location.
4. Discuss music selection with clinicians. Purchase music with help from Executive Director.
5. Send Clinician Bio's to Executive Director for the program.

## September

1. Present agenda items during breakout session of NEKMEA District Fall meeting.

## October

1. Assist Band Directors with nominations. 12 Total Nominations per ensemble.
2. Email NEKMEA District Band Directors of approaching nomination deadlines.
3. Within one week following the nomination deadline, select a group based on director nominations. Each school will a minimum of one student per ensemble into the 7/8 honor or 9th grade honor band.
4. Contact the directors of students who made the 7/8 honor group. The communication for the 9<sup>th</sup> grade honor band will take place after the high school audition results are posted.
5. Send rosters to the Webmaster to post on the district website.
6. Send honor band music practice parts to directors to distribute to their honor band students.
  - a. Include a letter about what to bring for the honor band day (instrument, music, wire stand, pencil, money for lunch).
  - b. Include Concert Dress for the day.
  - c. Include Percussion assignments and a list of instruments to bring.
  - d. Email directors to pay \$10 for each student that made the ensemble. All payments must be received before the rehearsal in December in order for the students to participate that day.
    - i. Work with webmaster to communicate about the invoice generator.

## November

1. Prepare folders for each band with original music.
2. Prepare name tags for each student.
3. Send names and concert repertoire to Executive Director for program.
4. Touch base with the host school and make sure facilities are ready.
5. Contact clinicians to give them instrumentation and other final details, collect their bio (if still needed).

## December - Night Before Mini-Convention

1. Set-up the rehearsal space and go over all logistics with Assistant Chair.

## Mini-convention day (Dec)

1. Greet and introduce clinicians to the ensembles; or assign someone.
2. Be available as needed
3. Give a report to directors during meeting (number of nominations, number accepted, schools that participated, etc.); ask for suggestions and feedback in regards to mini-convention.
4. Coordinate / Assist with any set-up changes (movement of rehearsal location).
5. Work with host school to have people assigned to collect \$1 entry fee for concert (and cash box) and hand out programs.
6. Coordinate / Assign someone to introduce the clinicians at the start of the concert; and any safety regulation, restrooms, recording information announcements, etc. that must be made.
7. Collect all music and folders following the concert and assist with venue clean up.

## NEKMEA District Mini-Convention Middle Level Honor Band Instrumentation

It is the goal of the NEKMEA to continue to have a 7/8 band and a 9th grade honor band. Each ensemble will be approximately 100 students. Students will be placed in the ensembles based on nominations from directors. Each school is given 6 nominations per ensemble. Details of student ability and student honors is very helpful in this process. The chair will make all decisions, but each nominating school will get a minimum of one selected student per honor ensemble.

Recommended Ensemble Section Size (Chair will make final decisions on instrumentation)

Flute:	10
Oboe:	2
Bassoon:	4
Bb Clarinet:	18
Bass Clarinet:	4
Contra Clarinet:	1 (if qualified)
Alto Sax:	6



Tenor Sax:	4
Bari Sax:	1
Trumpet:	12
Horn:	8
Trombone:	10
Euphonium:	4
Tuba:	8
Percussion:	4
Mallets:	3
Timpani:	1

Total Instrumentation: 100

## **High School Jazz Chair**

### Description of Duties and Procedures

#### May

1. Contact clinician for NEKMEA High School Jazz Band.
2. Work with NEKMEA Executive Director for official contract.

#### Summer

1. Attend NE District Officer/Chair meetings as necessary.

#### August

1. Update email list of all NE District directors.
2. Send email initial to include how to register, deadlines and music selections and fall meeting date. The NEKMEA High School Jazz Band audition is open for students grades 9 – 12.
3. Contact/Appoint room chairs for auditions:
  - a. Saxophone
  - b. Trumpet
  - c. Trombone
  - d. Rhythm Section

#### September

1. Send reminder email of upcoming NEKMEA district fall meeting.
2. Make sure room chairs have additional judges and door monitor established for each room.
3. Present any agenda items during band breakout session of NEKMEA district fall meeting.
4. Determine the Lead Trumpet audition selection
5. Determine the Bass Trombone audition selection

#### October

1. Assist directors with audition registration and payment.

2. Reminder email of registration deadline for NEKMEA District auditions.
3. Record Keeping.
  - a. Collect payment from schools (\$10 per student).
  - b. Email directors that missed initial deadline (\$20 per student).
  - c. On-site late registration (\$50 per student).
  - d. Forward all payments to NEKMEA Executive Director.
4. Working with the Executive Director, order music for NEKMEA Jazz Band as specified by clinician.

#### November

1. Get spreadsheet from KMEA webmaster with all registered students.
2. Make sure there are enough workers and judges.
3. Complete labels for all students (Name, School, Audition #, Instrument).
4. Work with host school to ensure rooms are ready for audition day.
  - a. Auditions rooms
  - b. Tabulation room
5. Collect items for audition day.
  - a. Copies of audition rubric, pencils, tape
  - b. CD Players with copies of Aebersold for improvisation
  - c. Optional Lead Trumpet/Bass Trombone selection
  - d. Drum set
  - e. Guitar Amp
  - f. Bass Amp
  - g. Piano

#### November - Audition Day

1. Ensure rooms are set up.
2. Communicate "no shows" to judges and score tabulator.
3. Oversee tabulation of scores.
4. Post results of ensemble communicate to executive committee.
5. Distribute music to members of ensemble.
6. Send music to school if student does not pick up packet.
7. Make sure ensemble members are aware of FRIDAY rehearsal.
8. Information on concert dress, tickets, lunches in student packet.

#### November - After Audition Day

1. Send roster to KMEA Webmaster.
2. Email final roster to all participating schools with Information on rehearsal, concert dress, tickets, lunches.
3. Contact clinician to collect bio and ask for any other final details.
4. Communicate with HOST site for final details.
  - a. Rhythm section needs
  - b. Clinician needs
  - c. Setup
5. Communicate with NEKMEA President and Executive Director information needed for program.
6. Collect names of any 3-Year NEKMEA Honor Band Members.

#### December – FRIDAY NIGHT REHEARSAL

1. Make sure rehearsal space is set up at Host School.

2. Rehearsal is 6:00 PM to 9:00 PM the Friday before the “Mini-convention” .
3. Greet and introduce clinician to the ensemble.
4. Be available as needed.

#### December – Mini-convention

1. Give report do directors during meeting.
2. Coordinate with any set-up changes.
3. Work with host school to collect \$1 entry fee for concert.
4. Work with host school to establish one-hour dress rehearsal location before concert.
5. Coordinate or assign someone to introduce the clinician at the start of the concert.
6. Collect music and folders following the concert and assist with venue cleanup.
7. **Send KMEA Eligibility list to KMEA webmaster.**

#### Standard Jazz Ensemble Instrumentation:

2 Alto Saxophones, 2 Tenor Saxophones, 1 Baritone Saxophone

5 Trumpets

5 Trombones

Piano

Bass

Guitar

Drums

(Optional - Aux Percussion - Used only if selected music requires the extra player).

### **High School 56A Band Chair**

#### Description of Duties and Procedures

##### May

1. Contact possible clinician(s) for NE District mini-convention (official contract will be offered by NEKMEA Executive Director).
2. Communicate with host schools regarding auditions and mini-convention.
3. Contact/Appoint instrument chairs (for mini-convention auditions) and begin setting judging panels (3/ room).

##### Summer

1. Attend NE District officer / chair meetings as necessary

##### August

1. Establish an updated email list of all NE District high school band directors (1,2,3,4 and 5-6; as appropriate). Include new directors and communicate with KMEA webmaster (Troy Johnson) as need.
2. Establish an agenda for September NE District meeting - HS Band breakout

session.

- a. New director introductions (any student teachers?)
  - b. Review/Discuss audition procedures
  - c. Review registration timeline and procedures
  - d. Set any audition panels that are not complete
3. Contact NE District HS Band Directors to remind them of September meeting date and location

#### September

1. Present agenda items during breakout session of NE District Fall meeting.
2. Ask instrument chairs for their requested excerpts that will be performed for the NE District auditions.

#### October

1. Assist HS Band Directors with audition registration and payment (checks payable to NEKMEA).
  - a. Special Note: The NEKMEA District will continue to have a 9<sup>th</sup> grade Honor Band (a paper auditioned group with director recommendations). NEKMEA will also allow 9<sup>th</sup> grade band students to audition for a NEKMEA District Honor Band and NEKMEA District Honor Jazz Ensemble. If a 9<sup>th</sup> grade student is selected for a live auditioned Honor Band or Jazz Ensemble, they will be removed from the 9<sup>th</sup> grade Honor Band and be replaced with an alternate player. Only students that make a live auditioned group will be eligible to audition for state. 9<sup>th</sup> grade students that participate in the paper auditioned 9<sup>th</sup> grade Honor Band are NOT eligible to audition for state.
2. Email NE District Band Directors of approaching registration deadlines (District Honor Band Auditions).
3. Collect and keep record (receipt) of payments from each school (\$10/ student); email schools failing to pay by the initial deadline (\$20/ student); email schools failing to pay by the late deadline and remind them of the cost for on-site registration (\$50/ student).
4. Forward all payments to NEKMEA Executive Director (Mike Jones)
5. Contact and/or receive spreadsheet from KMEA webmaster (Troy Johnson) with all registered auditioning students.
6. Contact / follow-up with audition host school (as needed).
7. Notify high school band directors of the exact excerpt(s) to be performed at the NE District auditions.

#### November

1. Complete labels for all auditioning band students (Name, School, Audition #, Instrument).
2. Work with host school to make sure we have room assignments, tabulation room needs, signs, etc. needed for the audition day.
3. Assign all directors jobs for the audition day (if not already serving on a judging panel).
4. Registration table supplies: Audition labels, cash box (?) for late registrations, school map, etc.
5. Make copies of judging sheet / rubric and adhere audition labels (audition #

and instrument only; no student or school names); 3 rubrics for each auditionee and place in 3 separate envelopes.

#### Audition Day (Nov)

1. Bring pencils, judging sheets / rubrics, tape (for posting results), etc.
2. Communicate 'no shows' to judges and score tabulator.
3. Oversee the tabulation of scores (including tie breaks).
4. Notify judges immediately of any incomplete scores (so they remember the audition).
5. Make determination of section numbers (based on the number of auditionees and large breaks in scores).
6. Stay calm and positive.

#### Immediately following Audition Day (Nov)

1. Send final roster to KMEA webmaster.
2. Email final roster to all participating schools (any school that had students audition); include District mini-convention schedule (if possible).
3. Contact clinician(s) to give them instrumentation and other final details, collect their bio (if still needed), etc.
4. Communicate with NEKMEA Band mini-convention host school for any final details (percussion instruments, lunch, set-up, etc.).
5. Communicate with NEKMEA President (Will Cooper) and Executive Director information needed for mini-convention program.
6. Collect names of any 3-year NEKMEA Honor Band members.
7. Prepare the Honor Band Certificates (3 year members).
8. Order music; in consultation with Executive Director and prepare music folders.

#### December - Night Before Mini-Convention

1. Set-up the rehearsal space and go over all logistics with Assistant Chair.

#### Mini-convention day (Dec)

1. Greet and introduce clinician(s) to the ensemble(s); or assign someone.
2. Be available as needed
3. Give a report to directors during meeting (number of auditionees, number accepted, schools that participated, etc.); ask for suggestions and feedback in regards to audition day and mini-convention.
4. Coordinate / Assist with any set-up changes (movement of rehearsal location).
5. Work with host school to have people assigned to collect \$1 entry fee for concert (and cash box) and hand out programs.
6. Coordinate / Assign someone to introduce the clinician(s) at the start of the concert; and any safety regulation, restrooms, recording information announcements, etc. that must be made.
7. Collect all music and folders following the concert and assist with venue 'tear down.
8. Send State Eligibility musician list to KMEA webmaster immediately following the mini-convention.

#### January

1. Be available as needed for the all-state band auditions.

## February

1. KMEA In-Service responsibilities if needed.
2. Email NE District Band Directors of approaching registration deadlines (KSHSAA Large Group and Solo & Ensemble).

## NEKMEA District Mini-Convention Honor Band Instrumentation and Structure

The Northeast District of KMEA have three equal high school honor bands. These bands will be divided in this way. One band will be made up of students from schools in class 5A and 6A. One band would be made up of students from schools in class 1, 2, 3, and 4A. And one band being made up on students from all classes 1A through 6A.

- 1) The reason for this proposal is two-fold. 1: This will increase the overall number of students taken into the NEKMEA district bands. In turn allowing more students from the NE district to audition for the KMEA All State Ensembles. 2: This will allow the district band chairs to seat 3 bands with equal ability, while maintaining a quality and balanced instrumentation for each ensemble.

It is the goal of the district officers to continue to have three honor bands (equal in abilities) as part of our mini-convention starting in December of 2020. Students will be placed in the ensembles in an alternating fashion including the Red (56A), Blue (Mixed), and Gold Band (1234A).

Due to the uncertainty of how many students will audition for the first year in our new district and the stage space available at our host school (Seaman HS), we will work with an instrument range for most sections the first couple of years. The instrument range will be as follows for each 56A band.

	New NEKMEA proposed #s	All-State #s
Piccolo:	1	1
Flute:	8-10 (3/5 or 4/ 6)	12
Oboe:	2-3 (1/1 or 1/2)	4
Bassoon:	2-3 (1/1 or 1/2)	4
Bb Clarinet:	15-18 (4/5/6 or 5/6/7)	25
Bass Clarinet:	1-2	1
Contra Clarinet:	1 (if qualified)	1
Alto Sax:	4-6 (2/2 or 3/3)	4
Tenor Sax:	2	2
Bari Sax:	1	1
Trumpet:	12-15 (3/4/5 or 4/5/ 6)	15
Horn:	4-8 (1/part or 2/part)	8
Trombone:	6-8 (2/2/2 or 2/3/3)	10
Euphonium:	3	4

Tuba:	4-5	6
Percussion:	4	4
Mallets:	3	3
Timpani:	1	1
Total Instrumentation:	74 – 94	106

### **High School 1234A Band**

Description of Duties and Procedures - See 56A Band description.

### **Northeast District KMEA Administrative Personnel (Paid Staff: Non-Voting Members)**

#### **Executive Director**

1. The Northeast District Executive Director shall:
2. Maintain district checkbook by keeping checkbook up to date and balancing with bank statements each month and end of fiscal year (June 30th). The Northeast district's checking account shall be located at a bank in the town of the Executive Director.
3. Attend meetings called by the KMEA Executive Director.
4. Pay all bills incurred by district.
5. Keep all receipts for bills incurred for the district on file for seven years.
6. Have Northeast District Conflict of Interest Statements and Whistle Blower Statements ready to be signed by all voting members at summer board meeting.
7. File signed Northeast District Conflict of Interest Statements and Whistle Blower Statements with state Executive Director by December 31st of each year.
8. The Executive Director will update the handbook as needed.
9. Maintain copies of clinician, accompanists, and special musician contracts along with minutes, financial statements and other important Northeast
  - a. District information.
10. District Mini-Convention Duties
  - a. Coordinate with board members and webmaster the timely payments of honor ensemble participants.
  - b. Make sure every clinician has filled out a W-9 prior to District Conventions.
    1. Make sure all clinicians and accompanist have contracts
    2. Send a letter plus a W-9 to guest clinicians with a self
      - a. addressed stamped envelope requesting they fill out
      - b. W-9 and return it. Do not pay clinician until W-9 is
      - c. received.

3. File any W-9 paid over \$600.00 to the KMEA Executive Director.
11. Arrange for printing the programs in a timely manner.
  - a. Deliver printed programs to the mini-convention site.
12. Reserve rooms at a motel for clinicians.
13. A month before each District Convention contact the State Executive Director to obtain a liability form for the site and personnel involved in the convention. Once it is obtained from the state make additional copies for site coordinator and District President.
14. Get cash boxes and change for each mini-convention site.
15. Coordinate with chairs the day of mini-convention collecting final registration payments.
16. Deposit all money received for gate receipts and registrations from the conventions.
17. Contact all schools following convention if they failed to pay registration.
18. File a report with State Auditor by June 30th each year. Items filed in the report are as follows:
  - a. Copies of all bank statements, investments, savings and checking.
  - b. Check register, either a copy of manual or electronic.
  - c. A list of assets the district owns, ie, CD players, computers, office
  - d. equipment, etc., also dates purchased.
  - e. Invoices supporting checks written with an explanation of what the purchase was if it is not obvious.
  - f. Copies of the financial reports the district has prepared for the current year.
  - g. General ledger or transaction ledger if they are on a computerized system.
  - h. Collect contact information from clinicians and vendors for the auditor, preferably an email address.
  - i. Copy of bank reconciliation from June 30th of previous year to June 30th of current year.  
Minutes of all meetings.
  - j. Information on all deposits for current year with explanation of what deposit was for.
  - k. A list of all voting board members and what they do.

### **Recording Secretary**

1. Take minutes at all scheduled business meetings.
2. Compile minutes from the general fall small group meetings (Band, Choir, Orchestra, Elementary) and from the Mini-Convention meeting.

### **Webmaster**



1. The Webmaster will keep the NEKMEA Website current and up to date for communicating policy information, audition procedures, audition registration, and voting procedures as requested by the NEKMEA President, Executive Committee, and Board.

# KANSAS MUSIC EDUCATORS ASSOCIATION NORTHEAST DISTRICT Policies

## **Awards**

### **Outstanding Music Educator Award**

Each year the NEKMEA District honors music educators for outstanding teaching at the elementary, middle school and high school levels as “Outstanding Music Educator” for band, orchestra, and choir. Nominees must have taught no fewer than 10 years, be an active member of KMEA, and their program must have demonstrated improvement and/or consistency over the years. The chosen teachers will be recognized and given a plaque at the respective December Mini-Convention concert. Any active NEKMEA member is eligible to nominate a teacher. All information regarding the nomination process and district-level voting process will be maintained on the NEKMEA website under “Awards”.

One of the selected “Outstanding Music Educator” recipients will be chosen by the Selection Committee as the NEKMEA representative for the “Outstanding Music Educator” award at the state level.

The Selection Committee will consist of the NEKMEA President, Immediate Past-President, and the President-Elect and will also consult the Executive Director.

### **Outstanding Young Music Educator Award**

This award may be presented to one or more individuals new to the profession who have served the students, communities, and profession in an exemplary manner. Nominees must have taught at least two years, but not more than nine years and be an active member of KMEA. The chosen teachers will be recognized and given a plaque at the respective December Mini-Convention concert. Any active NEKMEA member is eligible to nominate a teacher. All information regarding the nomination process and district-level voting process will be maintained on the NEKMEA website under "Awards".

The Selection Committee will consist of the NEKMEA President, Immediate Past-President, and the President-Elect and will also consult the Executive Director.

### **Honor Administrator Award**

This award may be presented to a school or district administrator who has demonstrated continuing leadership in developing, improving, and supporting music education within a wider commitment to arts education, ie. music, theater, visual arts, dance. Any active NEKMEA member, or group of members, is eligible to nominate an administrator. All information regarding the nomination process and district-level voting process will be maintained on the NEKMEA website under "Awards". The chosen administrator will be forwarded as the NEKMEA District representative for the state "Honor Administrator Award".

The Selection Committee will consist of the NEKMEA President, Immediate Past-President, and the President-Elect and will also consult the Executive Director.

### **NEKMEA Scholarships**

Music Students in the Northeast District of KMEA are invited to apply for one of up to three scholarships in the amount of \$500.00. The students should be seniors who are members in good standing of their high school orchestra, choir or band.

***Applicants must intend to enroll in a Kansas college or university and to major in music education.*** Preference will be granted to those applicants who are members of the Northeast District KMEA Orchestra, Choir or Bands.

Applicants wishing to be considered for a scholarship must complete this form and Parts I, II, III, IV of the application. Letters of reference as described in Part V should accompany the application. The application should be typed and postmarked by the second Monday in November. Scholarships will be presented at the December Mini-Convention. Applications can be found on the district website.

### **Financial**

## **Review of District Books**

The Northeast District Books will be reviewed annually and all information will be sent to the state auditor by June 30th each year. A report will be given to the District Board at the summer board meeting and to the whole district at the December Mini-Convention.

## **Paid Positions**

1. Executive Director will be paid \$1000 at the end of the fiscal year.
2. Recording Secretary will be paid \$200 at the end of the fiscal year.
3. Webmaster will be paid their yearly rate at the time they bill the district.

## **Convention Expenses**

1. Motel - NEKMEA will pay for a hotel room the night before the Mini-Convention for clinicians travelling 75 miles or more. This will be coordinated with the Executive Director. If a hotel room is provided, clinicians are responsible for all incidentals placed on hotel room charges. If there are circumstances that warrant a hotel room for distances less than 75 miles, the stay will need NEKMEA Executive Committee approval.
  - a. NEKMEA expects local accompanists to be used for the mini-convention. If there are circumstances that warrant a hotel room, the stay will need NEKMEA Executive Committee approval.
2. Mileage - Northeast District pays \$0.40 per mile round trip for mileage.
3. Meals - The Northeast District will provide the noon meal for guest clinicians, accompanists, the executive board, and chairpersons the day of the mini-convention.
4. Northeast District will cover travel expenses up to \$200.00 (ie: mileage and tolls) for clinicians and accompanists. Travel expenses must be accompanied by a receipt.
5. Reimbursements - All reimbursements must be submitted on a Northeast District KMEA voucher with appropriate documentation/receipt.
6. NEKMEA will pay Mini-Convention clinicians and accompanists the base clinician/accompanist honorarium (No Travel/ No Meals/ No Lodging) if NEKMEA has to cancel the Mini-Convention for any reason **after** the NEKMEA audition day.
7. NEKMEA will pay ½ of the honorarium to clinicians or accompanists if we have to cancel the Mini-Convention **before** the audition day.

## **District Mini-Convention and Audition Guidelines**

1. Funding-Clinicians and Accompanists will be paid as follows by the Northeast District:
  - a. High School Band-\$600.00 + \$20 Meals (No receipts)
  - b. High School Choir-\$600.00 + \$20 Meals (No receipts)
  - c. High School Orchestra-\$600.00 + \$20 Meals (No receipts)
  - d. High School Jazz Ensemble - \$600.00 + \$20 Meals (No receipts)
  - e. Middle Level Band- \$600.00 + \$20 Meals (No receipts)

- f. Middle Level Orchestra - \$600.00 + \$20 Meals (No receipts)
  - g. Middle Level Choir - \$600.00 + \$20 Meals (No receipts)
  - h. Elementary Choir - \$350.00 + \$20 Meals (No receipts)
  - i. Da Capo Orchestra - \$350.00 + \$20 Meals (No receipts)
  - j. High School Accompanist - \$200.00 + \$20 Meals (No receipts)
  - k. Middle Level Accompanist - \$175.00 + \$20 Meals (No receipts)
  - l. Elementary Level Accompanist \$150.00 +20 Meals (No receipts)
2. Registration
- a. Registration Fees and Deadlines
    - i. A registration fee of \$10.00 per student will be assessed to all students auditioning for the Northeast District Honor Ensembles. A double registration fee of \$20.00 will be charged for entries made after the posted first deadline. Registrations can be made the day of the auditions for a fee of \$50.00. All registration fees for auditioned ensembles must be sent to the appropriate chairpersons and checks need to be made payable to “NEKMEA”.
    - ii. A registration fee of \$10.00 per student will be assessed to all students selected for non-auditioned ensembles. **Fees received less than one week before the day of the event for non-auditioned ensembles will be doubled (\$20.00).** All registration fees for non-auditioned ensembles must be sent to the appropriate chairpersons and checks need to be made payable to “NEKMEA”.
    - iii. All registration deadlines and fee structures will be posted on the NEKMEA website under “Calendar”. All NEKMEA registrations will be online and accessed from the NEKMEA website under “Forms”
    - iv. The registration deadlines for NEKMEA District ensembles entries will be strictly enforced. The late registrations/fees policy will also be strictly enforced. Students who are not completely registered, including having proper payment, by the beginning of the rehearsals at the December mini-convention will not be allowed to participate and will not be considered eligible for state auditions.
3. Audition Guidelines
- a. The NEKMEA District will set its policy for auditions providing that:
    - i. students must meet the grade level requirement of the ensemble;  
students must be in attendance the day of auditions; Exception: Students who qualify for the NAFME National Ensembles will be allowed to record their audition in a manner prescribed by the Northeast District. The alternate audition will occur if these two events conflict on a Northeast District audition day. **There will be no other exceptions allowed. ;**
    - ii. students will not be allowed to audition, register, or participate

- in both choir and instrumental auditions;
- iii. students are in good standing and enrolled in their respective performance ensemble at their school if offered and approved by the member teacher.
- iv. Rules and auditioning procedures for each ensemble will be posted on the District's website.
- v. Instrumental students (band/jazz/orchestra) can audition on multiple instruments. Each audition will require an additional audition fee. Students will be able to list an instrument preference if they make multiple groups or sections, but the final placement decision in that case will be left up to the chairs of the ensembles.
- vi. If the State of Kansas or county health officials declare a "Shelter in Place" lockdown order during the audition date for the NEKMEA ensembles or deemed necessary by the NEKMEA Executive Committee due to inclement health issues, the NEKMEA Executive Committee can decide to hold NEKMEA District Auditions according to the "Shelter in Place Guidelines".

b. All NEKMEA audition results will be certified by the President and submitted by the Executive Director to the Webmaster for publication.

- vii. The President will certify the auditions and the Executive Director will submit the list to the Webmaster to post on the NEKMEA website.
- viii. Some concern has been expressed about the opportunity to check over the results for a day or so before the list is posted. This can still happen, but before anyone leaves the district audition site, the preliminary ensemble list must be shared with the President and Executive Director. A finalized list must be turned into the President and Executive Director no later than 11:59 PM on the Monday following auditions.
- ix. If a discrepancy is found after the original ensemble list has been submitted to the President and Executive Director, please submit a new ensemble list explaining the changes that were necessary.
- x. The Executive Director will not send the list to the NEKMEA Webmaster until they have approval from the Ensemble Chair(s) and the President.

#### 4. Day of Mini Convention - Rehearsal and Performance Guidelines

- a. Students will attend **all** rehearsals to be eligible to perform on the Mini- Convention Concert. **No exceptions.** If an ensemble member is

not able to attend all rehearsals an alternate may be called to fill in the spot. This is a decision based on the needs of the ensemble and will be determined by the ensemble chair.

- b. For High School students, attendance at all rehearsals and performing on the mini-convention concert is a requirement for members wishing to audition for State Ensembles, as per KMEA All-State Ensemble regulations.
- c. It is a member teacher's responsibility to clearly articulate these expectations with their students. If a student knows of a conflict with the Mini-Convention they should not audition for these honor groups.
- d. Middle Level and Elementary Level teachers should not nominate students that will have conflicts with the Mini-Convention rehearsal schedule.
- e. A \$5 per adult recommended donation is accepted at the door for NEKMEA Mini-Convention concerts. Pre-K Children and K-12 students get into concerts for free. A "no hassle" honor system is in place at each concert venue.

### **Whistle Blower and Conflict of Interest Policy**

The State KMEA and Northeast KMEA boards have adopted "Whistle Blower" and "Conflict of Interest" policies per requirements as a tax exempt organization. All voting members are required to sign these.

### **Act of God**

The NEKMEA District will not refund fees or registration paid to NEKMEA for participation in the December mini-conventions due to non-attendance of a registrant caused by an Act-of-God. An Act-of-God is deemed to include inclement weather, fire, emergency facility incapacity, or any other event resulting in limited or cancelled participation of the honor groups by the attendee. Exceptions to this policy, although not normally granted, may be approved by a majority vote of the District Board.

### **Website**

The official address for the KMEA Website is <http://ksmea.org> and the Northeast District Website is <http://nekmea.org>.

Addendum: (June 15, 2020)

## **Northeast Kansas Music Educators Association Investment Policy Statement**

*Adopted this 15th day of June, 2020  
by the NEKMEA Board of Directors*

### **I. GENERAL POLICY**

This Investment Policy Statement has been adopted by the Board of Directors of the Northeast Kansas Music Educators Association (NEKMEA) to provide guidelines for the investment of funds held by NEKMEA.

- a. **Definitions.** For purposes of this Investment Policy Statement, the following definitions shall apply:
  1. **Operating Funds** - Those funds expected to be spent in the normal course of business during the current or subsequent fiscal years (as determined by the Executive Director, President, President-Elect and Vice-President ("Executive Committee")).
  2. **Reserve Funds** - Those funds which are held in reserve for instances including, but not limited to:
    - i) Unexpected capital required to maintain the integrity of NEKMEA's operations and service to its membership, in emergency or otherwise unforeseen situations.
    - ii) Unbudgeted funding for service activities of NEKMEA, as provided by the interest and not the principle of the investment.

### **II. PROCEDURES**

- a. **Investment Advisor(s).** It is anticipated that from time to time the services of a registered investment advisor(s) may be sought to assist in managing portions of NEKMEA's funds. The following procedure shall be followed to engage a new or replace a current registered investment advisor(s).

1. The Executive Director will recommend the hiring or replacing of an investment advisor(s) to the Executive Committee.
  2. The Executive Committee will consider candidates to serve as Investment Advisor(s) and forward the finalist(s) to the Board of Directors for final approval.
    - i) The Executive Committee will consider the following criteria when selecting an investment advisor(s): investment philosophy, historical performance, experience of key personnel, and financial viability.
  3. The Board of Directors shall have final approval of any and all Investment Advisor(s).
  4. The Investment Advisor(s) will have discretion over equity selection and diversification consistent with NEKMEA's stated investment objectives, risk tolerance, asset allocation, liquidity requirements and restrictions as set forth in this Investment Policy Statement. NEKMEA will track selections and pose questions whenever selections seem to run contrary to NEKMEA's policies as set forth in this Investment Policy Statement. NEKMEA reserves the right to disapprove of any transactions.
- b. **Revisions.** In order to ensure that this Investment Policy Statement is consistent with the current mission of NEKMEA and accurately reflects the current financial condition of NEKMEA, the Executive Director and/or the members of the Executive Committee, as needed, will review the Investment Policy Statement and make recommendations for change to the NEKMEA Board of Directors for final approval.

### **III. OPERATING FUNDS**

- a. **Purpose.** The purpose of the Operating Funds are to provide sufficient cash to meet the financial obligations of NEKMEA, in a timely manner, for the normal operations of NEKMEA.
- b. **Investment Objectives.** The investment objectives of the Operating funds are as follows:
  1. Preservation of capital,
  2. Liquidity.
  3. Optimize the investment return within the constraints of (1) and (2) above.
    - i) All Operating Funds should be allocated to investments deemed "low risk".



- ii) Under no circumstances should Operating Funds be investments deemed “moderate to high risk”.
- c. **Investment Guidelines.** The Executive Director, under monthly review by the Executive Committee, shall be authorized to invest the NEKMEA Operating Funds as follows:
  - 1. A checking account, including the interest accrued and/or fees charged to maintain such an account.
  - 2. Federally Insured Certificates of Deposit not to exceed \$20,000 including accrued interest at commercial banks or savings and loan institutions.
  - 3. Transfer of excess cash from Operating Funds to Reserve Funds within the constraints of Section III. b. Investment Objectives, above.
- d. **Maturity.** Any investment of Operating Funds must “mature” within a maximum of 1 year (12 months).
- e. **Reporting.** The Executive Director shall prepare the following reports regarding the Operating Funds:
  - 1. A monthly cash flow report, listing each income and expenditure for the month with an end-of-month cash balance; to be presented to the Executive Committee.
  - 2. An annual report, describing monthly cash flows by categories and an end-of-year cash balance; to be presented to the Board of Directors at the first board meeting following the end of the fiscal year.
- i) NOTE: Only the Executive Committee may view the individual salaries and benefits of NEKMEA employees. The Board of Directors may see total funds spent on salaries, but not the salaries of individual employees.

#### **IV. RESERVE FUNDS**

- a. **Purpose.** The purpose of NEKMEA’s Reserve Funds is to conservatively grow capital for future NEKMEA needs while maintaining minimal liquidity in the case of unexpected requirements. The Reserve Funds consist of funds invested through various investment advisors and those funds in the NEKMEA Fund.
- b. **Investment Objectives.** The objectives of the Reserve funds are to pursue a long-term goal designed to maximize the return without exposure to undue risk as defined herein.

1. The investment strategy of NEKMEA is to emphasize total return; that is, the aggregate return from capital appreciation and dividend and interest income.
  2. The investments shall be undertaken in a manner that seeks to ensure preservation of the capital of the overall portfolio while attaining a rate of return, net of fees and taxes, if any, within NEKMEA's investment risk constraints.
  3. The goal of NEKMEA is to increase the Reserve Funds with investment advisors to a market value of no less than 100 % of NEKMEA's annual operating budget.
  4. The goal of the Reserve Funds in the NEKMEA Fund is to continue to grow the Fund principal so that interest earned may be used to fund NEKMEA service activities.
- c. **Investment Guidelines.** The investment policies and restrictions presented in this Investment Policy Statement serve as a framework to achieve the Investment Objectives stated above, at a level of risk deemed acceptable by the NEKMEA Executive Committee and NEKMEA Board of Directors.
1. Cash: Cash holding typically are to be minimal and maintained in an interest bearing account at a comparable rate of return to the federal market. If financial circumstances dictate, a maximum of 100% cash allocation can be realized.
  2. Equities: The equity portion of the portfolio should be maintained at a risk level roughly equivalent to that of the equity market as a whole.
  3. Bonds: Investments will be managed actively to pursue opportunities presented by changes in interest rates, credit ratings, and maturity premiums.
  4. Alternative Investments: The objective of alternative investments is to provide exposure to non-traditional asset classes outside of equities and bonds. In doing so a reduction of risk and volatility can be achieved.
  5. Asset Allocation Targets

<b>Investment/Asset Class</b>	<b>Target Allocation</b>	<b>Minimum Allocation</b>	<b>Maximum Allocation</b>
Cash	0%	0%	100%
Equities	60%	20%	80%
Bonds	30%	20%	80%

Alternative Investments	10%	0%	20%
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- d. **Restrictions.** The investment advisor(s), except for the alternative investment funds, is prohibited from investing or engaging in: private placements, letter stock, options, securities whose issuers have filed a petition for bankruptcy, short sales, margin transactions, any speculative investment activities, commodity transactions, direct investments in real estate, loan money, or permit the lending, mortgage, pledge, or hypothecation of any asset.
- e. **Rebalancing.** On an ongoing basis, as NEKMEA or the investment advisor(s) deem necessary, NEKMEA's portfolio shall be rebalanced to meet the asset allocation targets. If any of the diversification percentages are exceeded due to changes in market values, divestiture is required in a reasonable and timely manner unless otherwise determined by the Executive Director in conjunction with the Executive Committee.
- f. **Reporting and Profit/Loss.** The Executive Director shall prepare the following reports:
1. On an annual basis and at the end of the fiscal year, a report by category allocation of the Reserve Funds with the investment advisor(s) including a report of the overall growth/loss for the fiscal year. In general, profits in interest from these funds will be reinvested as principle into the Reserve Funds accounts.
  2. On an annual basis and at the end of the fiscal year, a report of funds in the NEKMEA Fund including a report of the overall growth/loss for the fiscal year. Profit from the NEKMEA Fund may be reinvested as principle or spent (as determined by the Executive Committee), for service activities of NEKMEA, including but not limited to scholarships and research grants.

*Northeast Kansas Music Educators Association  
Records Retention Policy*

*Adopted this 15th day of June, 2020  
by the NEKMEA Board of Directors*

**V. GENERAL POLICY**

- a. The NORTHEAST KANSAS MUSIC EDUCATORS ASSOCIATION (NEKMEA) shall retain financial and organizational records for the period of their immediate or current use (unless longer retention is necessary for historical reference or to comply with contractual or legal requirements).
- b. Records and documents outlined in this policy include paper and electronic files regardless of where the documents are stored; including network servers, desktop or laptop computers, handheld computers and other wireless devices.
- c. It shall be the responsibility of the NEKMEA Executive Director to maintain association records and to ensure association-wide compliance with the policy and procedures outlined in this Records Retention Policy.
- d. NEKMEA record/document destruction shall comply with all applicable Kansas and Federal laws and will follow the retention guidelines stated in this document.

**VI. RETENTION AND DESTRUCTION OF NEKMEA RECORDS**

In accordance with State and Federal laws, NEKMEA employees, elected officials and appointed officials shall not knowingly destroy a document with the intent to obstruct or influence an investigation or proper administration of any matter within the jurisdiction of any department, agency of the United States or in relation to or contemplation of such matter or case. If an official investigation is under way (or even suspected), document purging must stop in order to avoid criminal obstruction. In order to eliminate accidental or innocent destruction, NEKMEA has the following document retention policy:

- a. **Computation of Time.** Regarding the following subsections, time shall be computed as follows:
  1. For reports, audits, receipts, statements, and all records and documentation relating to NEKMEA projects and transactions, the time of retention shall be deemed to begin at the time of creation.
  2. For personnel records, service-related documentation, and all records

and documentation relating to services provided by an individual (employee, officer, board member, third-party service provider, etc.), the time of retention shall be deemed to begin at the conclusion of the individual's service(s) (resignation, dismissal, conclusion of services, etc.).

- b. **Permanent Records.** The following shall be retained for an undefined period of time (not less than ten (10) years), and shall not be destroyed without the express written consent of the NEKMEA Executive Committee and NEKMEA Board of Directors:
1. Organizational Documents (Articles of Incorporation, Constitution and Bylaws, Tax Exempt Authorizations);
  2. Official approved minutes of Board meetings;
  3. Audit records and annual year-end financial reports to the Board of Directors;
  4. Depreciation records (from audits);
  5. Form 990 and supporting documents;
  6. Trademark registrations;
  7. End of fiscal year Investment records;
  8. Board membership lists;
  9. NEKMEA concert programs
- c. **"Seven Year" Records.** The following shall be retained for at least seven (7) years and for such further time as may be mandated by the NEKMEA Executive Committee and NEKMEA Board of Directors:
1. Accounts payable;
  2. Accounts receivable ledgers and trial balances;
  3. Bank Statements;
  4. Cancelled checks;
  5. Expense Records;
  6. Invoices from vendors ;
  7. Purchase orders;
  8. Purchase Receipts;
  9. Sales records;
  10. Contracts for Services, including W9 documentation;
  11. Records of investments and donations (except as stipulated above);
  12. Inventory reports; and
  13. Employee and contracted hires tax records (Forms 941, W2, 1099, etc.)
- d. **"Three Year" Records.** The following shall be retained for at least three (3) years and for such further time as may be mandated by the NEKMEA Executive Committee and NEKMEA Board of Directors:
1. Insurance policies that have expired
  2. Board member compliance records (Whistleblower and Conflict of Interest Forms).

**Northeast Kansas Music Educators Association (NEKMEA)  
Records and Emergency Contingency (REC) Plan**

*Adopted this 15th day of June, 2020  
by the NEKMEA Board of Directors*

**I. OWNERSHIP OF ASSETS**

The following are owned by and sole property of NEKMEA and shall under no circumstances be considered or deemed the property of the NEKMEA Executive Director or any NEKMEA Officer or Board Member:

- a. NEKMEA's financial records,
- b. NEKMEA's organizational records,
- c. NEKMEA's monetary funds (accounts and investments), and
- d. Physical property purchased by NEKMEA or with NEKMEA funds.

**II. FINANCIAL RECORDS**

**a. Bank Accounts.**

1. All NEKMEA accounts held at banks (including checking and savings accounts, certificates of deposit, and other accounts not managed by investment firms), shall be accessible by the Executive Director, the President, and the Vice-President (the "Officers").
2. Forms required for access by the financial institution holding these accounts shall be signed by all of the Officers.
3. Subject to Subsection v) below; only one signature shall be required to sign checks.
4. Although these accounts are normally managed by the Executive Director, any one of the Officers may individually sign checks or access any account at any time, subject to Subsection v) below.
5. No Officer, acting under this Section, may sign any check in excess of ten thousand dollars (\$10,000) without first receiving written consent from a majority of the Executive Committee.

**b. Investments.**

1. All NEKMEA investments managed by an investment advisor shall be accessible any one of the Officers.
2. All Forms required by the investment firms holding these accounts shall be signed by all three of the Officers.
3. Any one of the Officers may individually view balances in the accounts and authorize an investment advisor to move funds within the account in accordance with the procedures set forth in the NEKMEA Investment Policy.

**III. ORGANIZATIONAL RECORDS**

- a. All paper and electronic records and communications pertaining to the work of the Northeast Kansas Music Educators Association (including, but not limited to, those records and communications created and managed by the employees, elected officers, and appointed officers of the association) are the sole property of NEKMEA.
- b. The Executive Director is charged with overseeing and maintaining the Organizational Records of the association (including, but not limited to, government compliance documents, historical records of the association (including official minutes of meetings), and other printed or electronic materials (programs, policies, forms, etc.)).

**IV. EXECUTIVE DIRECTOR – Emergency Contingency Plan**

- a. The Executive Director of the Association may be deemed incapable of executing the duties of the office by a unanimous vote of the remaining three members of the NEKMEA Executive Committee (President, President-Elect, and Vice-President). Incapacity is defined as the inability to properly or faithfully execute the duties of office, and may be caused by, but is not limited to, death, injury, mental incapacity, or release from employment for dereliction of duty or illegal activity.
- b. In the event of a vote of incapacity, the President of NEKMEA will execute the following plan, either in person or by proxy:
  1. Notify all financial institutions holding NEKMEA funds or investments and remove the Executive Director as a signatory on these accounts.

2. Notify the NEKMEA Board of Directors.
3. Notify the NEKMEA employees to report directly to the President until such a time as an Executive Director or Acting Executive Director is hired.
4. Take possession of all NEKMEA's financial records, organizational records, and physical property in possession of the Executive Director.
5. Arrange for all NEKMEA mail and e-mails intended for the Executive Director to be forwarded to the President.
6. Manage the financial accounts of the organization (including, but not limited to, paying bills, making deposits, and oversight of investment accounts).
7. In a timely manner and in consultation with the other Executive Committee members, hire a new Executive Director or appoint an Acting Executive Director until such time as a permanent replacement can be found.
  - i) Any Executive Committee member or NEKMEA employee is eligible to serve as Acting Executive Director until such time as a new Executive Director has been ratified.
  - ii) A new Executive Director shall be selected within 3 months of the vote of incapacity.