

Kitsap Music Teachers Association

“Dedicated to a Continuing Music Education”

Bringing Music to Kitsap Families Since 1949

Handbook

A compilation of job descriptions and helpful information to guide
KMTA Officers and Committee Chairs.

Rev 02/2018

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BOARD OFFICERS

President

This office, elected by the general membership, shall be held for a 2-year term, with the term beginning immediately following election at the May monthly meeting.

DUTIES OF POSITION:

- A. Preside at all official meetings of the Board and General Membership.
- B. Chair of IAC (Independent Advisory Committee for Woodcock Endowment).
 - 1. Together with other IAC members prepare year end (30 June) reports to board and general membership.
- C. Set Board Meetings, plan agendas and email to BOD in advance of meetings.
 - 1. One week before BOD meeting, send the agenda to the Secretary and send a meeting reminder to the BOD.
- D. Prepare an annual report for WSM TA summarizing chapter highlights and activities. (due to WSM TA by May 22 and distributed to Chapter presidents at WSM TA conference in June.)
- E. Write an article for each issue of *Quavers*. Provide proofreading assistance and editorial guidance to Internal Communications Chair.
- F. Meet annually with Budget Committee in June to review and plan budget for the coming year. (Budget Committee consists of President, Treasurer, and one other Board member.)
- G. Serve, along with the Treasurer, as a signatory on the Association bank account.
- H. Appoint committee chairs for terms as outlined for each position in Handbook. Check in with committee chairs as needed regarding projects underway.
- I. Act as liaison between WSM TA and MTNA and the local chapter. Inform membership of new developments at State and National Levels.
- J. Touch base with each event chair to receive information regarding changes to their Job Description, and to verify their continuity in the position for next year.
- K. Get insurance for general meetings through MTNA and keep on file for the year.
- L. In September, attend WSM TA Leadership Conference.
- M. In April, select KMTA member to prepare a silent auction basket for WSM TA Conference.
- N. Find nominees during second year in office for BOD positions: President-Elect, Treasurer, Secretary, to be presented to general membership at May meeting.
- O. Review job description prior to completion of term and update as needed.
- P. Continue to serve in an advisory capacity to the KMTA Executive Board for two years following the term as President.

Vice President

The Vice President is an elected officer and shall be held by one member for two years, with the term beginning June 1.

DUTIES OF POSITION:

- A. Attend all business meetings and board meetings.
- B. Plan programs for upcoming year, September through June. Provide information concerning such to Internal Communications Chair by mid-August.
- C. Write a brief article each month for the *Quavers* publication regarding the upcoming meeting, list all pertinent information, including directions to the meeting location. Meet the monthly deadline set by the Internal Communications Chair.
- D. Promote the programs to the membership.
- E. Find locations in homes, churches, community center, etc. for each monthly meeting.
- F. Coordinate budget with the board and the budget committee regarding workshop fees, rental/room fees, and transportation expenses for speakers. Complete by mid July.
- G. Fill in for the President during the President's absence.
- H. Report all plans to the President and the board.
- I. Schedule one meeting program per year for a presentation by the WSMTA President or District III Vice President, on alternating years.

Treasurer

This office, elected by the general membership, shall be held for a 2-year term.

DUTIES OF POSITION:

I. Receipts and Disbursements

- A. Pay bills, expenditures and reimbursements, as needed.
- B. Make deposits as needed.
- C. Present monthly reports of balance and activity.
- D. Retain files, records and receipts for reference, per record retention policy.

II. KMTA General Fund

- A. Reconcile monthly bank statements.
- B. Present monthly reports of balance and activity.
- C. Maintain files of all statements, reports etc. for reference, per record retention policy.

III. KMTA Investment Fund

- A. Serve on the Investment Advisory Council.
- B. Reconcile monthly statements.
- C. Present monthly reports of balance and activity.
- D. Maintain files of all statements, reports etc. for reference, per record retention policy.

IV. Budget Committee

- A. Serve on the Budget Committee to develop the annual budget in June.
- B. Create a year-end report providing income and expense figures for each program and event
- C. from the recent year.
- D. Chart income and expense figures from several prior years to track trends.
- E. Provide reports and charts to budget committee members ahead of the budget meeting.
- F. Present the budget for membership vote at the July planning meeting.
- G. Maintain files of all statements, reports etc. for reference, per record retention policy.

V. Tax Preparation

- A. Fill out the Non-profit questionnaire provided by the accountant.
- B. Verify and update association information on record for the 990/990-EZ, per the document list supplied by the accountant.
- C. Provide accounting record for the fiscal year to the accountant.

VI. Membership

- A. Keep a file of dues rebate receipts from MTNA.
- B. Check incoming dues receipts for NEW MEMBERS.
- C. Check incoming dues receipts for changes in RENEWING MEMBERS information.
- D. Monitor the membership portal on the MTNA website to watch for changes in membership.
- E. Notify the Internal Communications and Membership Chairs of additions and changes to the membership list.

Secretary

This office, elected by the general membership, shall be held for a 2-year term.

DUTIES OF POSITION:

- A. Attend all KMTA Board and membership meetings, or arrange for a substitute.
- B. Document KMTA Board and membership meetings.
- C. Compile and write minutes.
- D. E-mail a copy of all minutes to the KMTA Board.
- E. Keep a file of past minutes.
- F. Take attendance at all membership meetings, keep these records on file.
- G. Read minutes from previous month at each business meeting.
- H. Collect and keep on file written correspondence pertaining to business of the local chapter.
- I. Print a copy of each chapter newsletter and turn them over to the Historian annually.

Past President

The Immediate Past President serves on the Board for two years immediately following his or her term of office as President, with the term beginning immediately upon election of the new President.

DUTIES OF POSITION:

- A. Serve as advisor to the Board to provide continuity.
- B. Member of IAC (Independent Advisory Committee for KMTA Investment Fund).
- C. Work with membership chair/treasurer to welcome new members and encourage membership growth and stability.
- D. Preside over meetings in absence of President and/or Vice President.

Chapter Representatives

Keyboard and Non-Keyboard Chapter Representatives are elected members of the Executive Board of Directors. Their term of office is two years, beginning immediately upon election at the May meeting.

DUTIES OF POSITION:

Keyboard:

- A. Attend all monthly business and board meetings.
- B. Chair Piano MAP (see MAP page for details).
- C. Schedule recitals as needed, providing information in time for publication in the annual year book (early September).
- D. Submit articles to newsletter in advance of all events.

Non-Keyboard:

- A. Attend all monthly business and board meetings.
- B. Work with District III vice-president on all non-keyboard MAPs (strings, woodwinds and voice) as needed for that year.
- C. Schedule recitals as needed, providing information in time for publication in the annual year book (early September).
- D. Submit articles to newsletter in advance of all events.

EVENT CHAIRS

Benefit Concert

The Benefit Concert Chair shall be held by one member for a 1-year term.

DUTIES OF THE POSITION:

- A. Seek out local, guest, volunteer and/or professional musicians to perform in a public concert in the community.
- B. Schedule a DATE and VENUE for the concert.
- C. Forward PRESS RELEASE information (program, biographies and photos) to the External Communications Chair, two months prior to the event.
- D. Design and print FLIERS for public posting downtown and in our studios, one month prior to the event.
- E. Distribute TICKETS to membership for advance sales, one month prior to the event.
- F. Design and print PROGRAMS for the concert (include KMTA/Scholarship information).
- G. Arrange for PIANO TUNING, if budgeted.
- H. Arrange for REHEARSALS in the hall, if possible.
- I. Enlist plenty of members on concert night to take and sell tickets, monitor doors, hand out programs, and serve as stage hands.
- J. Make arrangements with KMTA President to carry out the duties of Master of Ceremonies at the concert.

Kitsap Mall Holiday Recitals

This position shall be held by one member for a 2-year term coinciding with the term held by elected officers. The position may be held for a longer term at the discretion of the Board of Directors.

DUTIES OF POSITION:

- A. September - Schedule dates and times with Kitsap Mall personnel. Usually two Saturdays, four hours each day are needed.
- B. September and October- By the 25th day of each of these months, submit a short informative paragraph to the Internal Communications Chair for publication in the October and November *Quavers* newsletters.
- C. October and November - Present information to members at monthly business meetings. Take reservations for 15-30 minute time slots per teacher.
- D. Early November - Confirm reserved times with the scheduled teachers and with the Kitsap Mall Office.
- E. December performance days - Arrive at the mall prior to the first session in order to make certain that all details are taken care of. For example, you may need to remind the Kitsap Mall personnel to turn the recorded overhead music off.
- F. Keep accurate and detailed records to pass on to the next member who will chair this position.

Kitsap Young Musicians Festival

This position shall be held by one member for a minimum of two years.

DUTIES OF THE POSITION:

- A. Schedule the festival and facility.
- B. Get liability insurance through MTNA.org.
- C. Provide information to the Internal Communications chair by mid-August.
- D. Send out registration forms with parent and teacher information letters to KMTA members (through website/*Quavers*) and to other independent music teachers, school music directors and other interested parties 3 months prior to the festival. Note: registration forms, information letters, etc. are on computer disc, and can be easily updated each year – ask the previous chairman who has the program.
- E. Gather student names, repertoire, and all fees a minimum of 1 month prior to the festival.
- F. Organize the repertoire into cohesive programs of appropriate length and inform the students of their place in the schedule 3 weeks prior to the festival.
- G. Print and distribute programs for each recital.
- H. Provide all pertinent information to the External Communications Chair 2 months prior to the festival. Provide flyers and posters to the External Communications Chair to be posted in appropriate public places 2 weeks prior to the festival.
- I. Make all necessary arrangements with the facility regarding fees, clean up procedures, keys, lights, piano tuning, etc.
- J. Make arrangements for a refreshments table. (Contact participating teachers about asking performers' families to contribute refreshments.)
- K. Assign a Master of Ceremonies for each individual recital to introduce and close each program, and to take roll of its participants by seating them in order of appearance in front of the room.
- L. Each master of ceremonies will need an assistant to hand out programs and monitor the door.
- M. Complete Event Income/Expense document and turn in with receipts to Treasurer within 2 weeks of Festival.
- N. Review job description, make changes as needed, and return to President.

Music Artistry Program

This position shall be held collectively by the Chapter Representatives, for a minimum of two years. Each representative shall be designated to organize one leg of MAP (Piano, Strings, Voice). One representative shall be designated to oversee the entire program.

DUTIES OF THE POSITION:

THE LIST BELOW IS NOT COMPREHENSIVE OF ALL REQUIRED DUTIES. REFER TO THE WSM TA MAP POLICIES AND PROCEDURES FOR COMPLETE INSTRUCTIONS.

- A. Study and follow exactly the Policies and Procedures for the Chapter MAP Chair and the Checklist provided by WSM TA. It covers the timeline and details to carry out the items below.
- B. Throughout the year, review the information already posted on the KMTA website pertaining to the MAP, and submit needed edits to the Website/Technology Chair.
- C. Submit current MAP information to Internal Communications Chair by the 25th of each month preceding *Quavers* newsletter publication. These short articles should be geared towards helping teachers learn how to use the MAP program. Articles should point to relevant information on the KMTA website and not duplicate it. Deadlines and information on how to prepare for each deadline should be published far enough in advance for teachers to find it as easy as possible to participate.
- D. Select visiting artists from the official WSM TA visiting artist list. Schedule visiting artists a year or more in advance. Stay in contact with the visiting artists throughout the year. All the travel plans and the details should be confirmed two months prior to the events at the latest.
- E. Arrange for facilities to hold MAPs, Honors Recitals, WSM TA State Recitalist Competitions. Seek out high quality pianos and be sure that they are properly maintained by confirming this with the venue or arranging for a tuning. WSM TA reimburses a daily amount (which may change each year) for tuning and hall rental.
- F. Remind and encourage the members to check the KMTA website and FAQ for all the necessary information. The dates, visiting artists, locations, preliminary deadline, deadline for registration should be covered repeatedly until the date passes.
- G. Submit the preliminary report to WSM TA chair by November 1.
- H. Once the registration closes, double check the registrations and correct errors. The usual errors happen with Honors Recital Selections and Extra time.
- I. Once errors are straightened out, put the schedule together. Ask visiting artists about their preference for starting time, and ending time and lunch time arrangements.
- J. Submit schedule to WSM TA MAP chair at least 7~8 weeks prior to event. It must be approved 5 weeks prior.
- K. Remind members to download all the necessary documents from WSM TA website. This includes teacher instructions, student schedule and evaluation forms.
- L. Make sure that the facilities are well lit and heated with all the necessary supplies.
- M. Arrange for visiting artist snacks for their breaks and assist him/her with lunch arrangements
- N. Give the certificates to the visiting artists before the event (usually at the Orientation time)
- O. Create Honors Recital programs with information provided by teachers immediately after MAPs.
- P. Submit final report to State MAP Chair by May 1.

Music Carnival with Music Literacy Program (MLP)

This position shall be held by one member for a minimum of two years. There shall be at least one other member designated as the KMTA Carnival Committee.

DUTIES OF THE POSITION: (to be delegated by the committee chair):

- A. Select an appropriate facility and negotiate dates, fees, and room use with the coordinator of that facility.
- B. Provide dates and location to the Internal Communications Chair by early August.
- C. Submit an estimated funds request to the Budget Committee prior to the summer budget planning meeting.
- D. Review student tests and revise as necessary.
- E. Compile information, including registration forms, and disperse to members a minimum of two months prior to the event.
- F. Provide the Internal Communications Chair with brief news articles for *Quavers* as necessary to disseminate information.
- G. Upon receiving completed registration forms, order ribbons, print test materials, and procure any other supplies as needed for the current year's festival.
- H. Turn collected fees, along with bills or receipts requiring reimbursement, in to the KMTA Treasurer.
- I. Schedule teachers, older students, and or parents to man each event.
- J. Designate specific rooms for individual events.
- K. Check to make sure all necessary equipment is available.
- L. Schedule a crew to clean up.
- M. Keep accurate and detailed records to pass on to the next member who will chair this committee.

The duties of the MLP Chair are defined by WSM TA and can be found at WSMTA.org.

Senior Celebration

The position shall be held by one member for 1 year. The chair shall work with no less than one other member, also appointed by the President, to arrange for the reception and/or Community Service Award.

DUTIES OF POSITION:

- A. Confer with KMTA Board to set date for the event by mid-August for inclusion on the annual calendar and/or Yearbook.
- B. Reserve a location to hold the event by mid-August so location can be published in the Yearbook. Seek out a venue with a high quality piano and be sure that it has been properly maintained. (Inquire about tuning schedule at the time of booking.)
- C. Study and follow exactly the Scholarship Awards Guidelines as outlined in the Yearbook and be prepared to answer questions from the membership.
- D. Select a judge for the Performance Competition and negotiate fee based on funds available in KMTA budget. This may include reimbursement for transportation costs. (Confer with past event chairs and/or chapter Adjudications Chair for suggestions.)
 - 1. Provide judge with copy of Scholarship Awards Guidelines for Performance Competition.
- E. For scheduling purposes, poll membership in early spring to get an estimate of the number of student participants.
- F. Set your registration deadline at least one month before the event. Announce deadline at chapter meetings and in *Quavers* well in advance of the deadline.
- G. Once all registration forms are in, plan program.
- H. Arrange for the facilities to be open, warm, and set up 45 minutes before the event is scheduled to begin.
- I. Contact judge as soon as the performance schedule has been established regarding estimated completion time.
- J. Create Recital Program with information about each participant provided by teachers immediately after adjudications.
 - 1. Forward PRESS RELEASE information (program, biographies and photos) of all participating seniors to the External Communications Chair, immediately following the event.
 - 2. Design and print programs for the event (include information about the KMTA Scholarship Fund, benefit concerts and other fundraisers).
 - 3. Arrange for PIANO TUNING, if budgeted.
 - 4. Enlist members to monitor doors, and hand out programs.
- K. Community Service Award: **The nomination and selection of students winning this award is under development since 2016. The following guidelines are out of date.**

1. Provide an application form to any KMTA member who wishes to nominate a student for this award.
2. Update application form as needed.
3. Publicize through *Quavers* the date applications will be due and other related information at least 4 weeks prior to due date.
4. Collect completed applications. Meet with other member(s) of the committee to evaluate the applicants and select a winner.
5. Send letter of congratulations to the winner, and letters of appreciation to other entrants.
6. Provide the KMTA Treasurer with the winner's name. The check will be presented to the winner by the Awards Committee at a the Senior Celebration, or at the awards assembly of the high school which the student attends.
7. Announce the winner's name at the Senior Awards Celebration, and in the press release immediately following the competition.
8. Keep accurate records, along with editable computer-document application forms to pass along to the next member who will chair this committee.

CHAPTER OPERATIONS

Certification

Position shall be held by one member serving at the will of the Kitsap County Music Teachers Association Chapter president.

DUTIES OF THE POSITION:

- A. Serve as a liaison between the state and national certification boards.
- B. Encourage and provide support to members seeking certification or renewal of certification.
- C. Notify members of opportunities for funding to assist in obtaining certification.
- D. Notify members of opportunities that would apply to certification and/or renewal standards.
- E. Communicate regularly with the membership by:
 - 1. Making announcements and/or presentations at chapter meetings
 - 2. Writing articles for *Quavers* (chapter newsletter)
 - 3. Posting information and links on the chapter website

External Communications / Publicity

This position shall be held by one member for a 2-year term coinciding with the term held by elected officers. The position may be held for a longer term at the discretion of the Board of Directors.

DUTIES OF POSITION:

A. Produce press releases to be submitted to local newspapers for all public events sponsored by KMTA, such as:

1. Student Recitals, including the yearly Kitsap Young Musicians Festival
2. Benefit Concert for the Senior Scholarship Fund
3. Other special events such as guest recitals, master classes or workshops.

B. Develop a plan to assure that newspaper articles about KMTA recitals are published in a timely manner.

1. Maintain timely contact with KMTA officers and committee chairs responsible for KMTA-sponsored events.
2. Maintain current list of all relevant newspaper contacts and their deadlines.
 - a. Press release format should be geared to editor's requirements. Some editors desire that the article be pre-written and others prefer facts only
 - b. Include photographs, preferably color, whenever possible
3. Method of delivery
 - a. Submit articles as MS Word files, attached to email cover memos specifying what section of the newspaper it is expected to appear in
 - Photos should be attached as .jpg/.jpeg files
 - Request verification of receipt of files sent. Follow up if no response is received.

C. ADVERTISING: (2018 currently inactive)

1. Begin contacting possible music businesses in June regarding website ads for the upcoming year.
2. Develop a prospect list of new advertisers and follow up with letters or calls.
3. Send a letter stating ad sizes and prices, when and where to send artwork, text and payment.
4. Collect all text and artwork. Work with the Technology Chair to put artwork and active links on the website.
5. Encourage advertisers to mail checks directly to the Treasurer. Some businesses may need to be billed; Communicate with Treasurer to keep track of which payments have come in.

Historian

The Historian position shall be held by one member for a 2-year term coinciding with the term held by elected officers.

DUTIES OF POSITION:

A. Collect newsletters, newspaper articles, photos, recital programs and any other memorabilia pertaining to the Kitsap Music Teachers Association and its members throughout the year. These should be organized and filed with documents of previous years in such a way to be easily accessible to KMTA members upon request. These may be stored in the KMTA storage unit..

B. Create a PDF document of each emailed Quavers newsletters, or retrieve them off the website at the end of the year.

C. Fulfill ASCAP requirements by collecting 3 copies of each program from any KMTA-sponsored recital throughout the year. Two go to MTNA, one into the KMTA archives. Mail programs by June 30 to:

MTNA Executive Assistant
Music Teachers National Association
1 W. 4th St., Ste. 1550
Cincinnati, Ohio 45202

All collected programs will be forwarded to ASCAP during July, and ASCAP will see that composers are properly credited.

Internal Communications / Newsletter, Website and Yearbook

This position shall be held by one member for a 2-year term coinciding with the term held by elected officers. The position may be held for a longer term at the discretion of the Board of Directors.

DUTIES OF POSITION:

A. Prepare 9 *Quavers* Newsletter issues per year, September through December and February through June.

1. Each issue will include:
 - a. Letter from the President
 - b. Letter from the Vice President promoting upcoming meetings, including date, time, location and directions.
 - c. Articles about upcoming KMTA activities, such as: MAP, Competitions, Festivals, Master classes, Recitals, Workshops, State and District Conferences.
Event articles should be brief as most content should already be located somewhere on the KMTA website. Articles may include links to existing website content. If there are discrepancies between information submitted for newsletters and information already posted on the website, work with the Technology Chair to assure that the website contains the most current information.
 - d. Articles about other KMTA concerns, such as:
 - membership welcoming & profiles
 - student accomplishments
 - teacher music activities in the community
 - timely reviews of KMTA activities
 - other upcoming non-profit music activities suitable for students, parents, and teachers
 - e. Other contents such as:
 - bulletin board items such as: instruments for sale by members and students, notices of accompanists needed by other non-profits, etc.
 - events & deadlines calendar
 - photographs
2. Distribution and Archiving:
 - a. The newsletter will be distributed via an emailing service to all current members. Opt-outs will be honored.
 - b. Create a PDF copy to post on the Newsletters page of the website and for Historian to print for archiving.
3. All issues will be proofed by the President and/or Vice President before distribution. The president shall have final approval of all content.

B. Maintain **the e-mailing list** of chapter members for newsletter and bulletin distribution.

1. Coordinate the list with the Treasurer and Membership Chair.
2. Revise the list annually and as needed on the website and the membership emailing service (currently, MailChimp).

C. **WEBSITE** Updates and News Bulletins:

1. Annually, update the website with new Board and Committee Chair names, and purge or note dated content to be revised for the upcoming year.
2. Work with Executive Board, External Communications Chair, Event Chairs and other members to post current and useful information on the chapter website.
3. Post brief news bulletins about single events or reminders that must be distributed between newsletters, or that should be visible to all website visitors.
4. Send membership-only emails with event reminders and “want-ad” content that are not appropriate for general website posting.

D. **YEARBOOK**: Update and publish the following information on an annual basis.

1. Online Content: The following contents must be updated annually on the KMTA website but will not be published in printed form. As such, the updates can also be undertaken by the Technology Chair.

- a. History (add name and dates for our chapter President).
- b. Officers and Committees (contact the chapter President for current list).
- c. Programs and Events (contact the Vice-President and all Committee Chairs to gather information for this comprehensive list).
- d. Teacher List (Find a Music Teacher) (cross reference with the Treasurer and Membership Chair).
- e. Music Artistry Program (contact the MAP Chair).
- f. State Recitalist Competition (contact the MAP Chair).
- g. Scholarship Awards (contact the Competitions Chair).
- h. Dues (see current WSMTA Membership Application at www.wsmta.net).
- i. Scholarship Recipients (see June *Quavers* for May Competition results).
- j. Calendar: Record new events on the KMTA Google Calendar so they can be pulled into the Calendar page on the website. Update any date references on the Calendar page.

2. Printed/PDF downloadable:

- a. Formatted Membership List, including member addresses, as of the first September meeting of each membership year.
- b. Formatted summary of Events and Programs.
- c. A limited number of copies of both these documents should be printed and distributed at the first September meeting. Subsequent copies will be saved as PDF files and uploaded to the KMTA Google account for members to download and print on demand.

E. **HANDBOOK**: (Printable/downloadable Handbook now posted online)

1. Continue to expand and update this compilation of job descriptions.

Investment Fund Committee

The KMTA Investment Fund Committee Chair shall sit on the Investment Advisory Council (IAC) and the Funding Advisory Council (FAC) in a non-voting, advisory capacity, monitoring communication between the IAC, FAC, the KMTA Board of Directors and the membership.

See separate section about the KMTA Investment Fund management.

Membership / Mentoring

This position shall be held by one member for a 2 year term coinciding with the term held by elected officers.

DUTIES OF POSITION:

- A. Introduce potential new members to KMTA by providing them with information about KMTA.
- B. Work towards increasing KMTA membership.
- C. Introduce KMTA to musicians in Kitsap County.
- D. Mail information brochures to potential members.
- E. Make follow up calls to those who have requested and/or received information. Phone new musicians in the area to invite them to KMTA.
- F. Encourage new members to attend events and meetings.
- G. Provide Internal Communications Chair with bios of new members, as available.
- H. Encourage members to wear nametags at general meetings.

MusicLink

Position shall be held by one member serving at the will of the Kitsap County Music Teachers Association Chapter president.

DUTIES OF THE POSITION:

- A. Serve as a liaison between the KMTA membership, local school music teachers and the MusicLink Foundation, and encourage participation.
 - 1. Introduce the program to the music teachers at our local schools through personal meetings and follow-up communication.
 - 2. Introduce the program to KMTA membership.
 - 3. Generate and maintain a list of participating teachers.
 - 4. Link nominated students to participating teachers.
 - 5. Guide teachers through the necessary paperwork or online reporting.
 - 6. Keep and report accurate records of MusicLink students and teachers in our chapter.

- B. Communicate regularly with the membership.
 - 1. Make announcements and/or presentations at chapter meetings.
 - 2. Write articles for *Quavers* (chapter newsletter).
 - 3. Post information and links on the chapter website.

- C. Communicate regularly with local school music teachers.
 - 1. Forward articles and links from the MusicLink Foundation.
 - 2. Provide feedback on the status of nominated students.

Sunshine / Courtesy

The Sunshine / Courtesy position shall be held by one member for a 2-year term coinciding with the term held by elected officers.

DUTIES OF POSITION:

- A. Send cards or flowers as directed by the board to KMTA members for purposes of consolation, sympathy, or congratulations.
- B. A receipt shall be presented to the KMTA Treasurer for reimbursement.
- C. Reach out to retired members via phone call or email to determine their interest in being added to the “Friends of KMTA” list. Friends of KMTA are eligible to continue to receive KMTA email communications, participate at KMTA events as a volunteer, and attend KMTA events as a guest. Membership dues for MTNA, WSMTA, and/or KMTA are not required. “Friends of KMTA” can request removal of their names from email lists at any time.
- D. Maintain a current list of “Friends of KMTA” and provide updates to the BOD and the Internal Communications Chair as necessary.

Technology

This position shall be held by one member for a 2-year term coinciding with the term held by elected officers. The position may be held for a longer term at the discretion of the Board of Directors.

DUTIES OF POSITION:

- A. Maintain chapter website hosting and domain name registration accounts. Arrange for payment of user fees, as needed.
- B. Maintain e-mailing services, including templates for membership emails and newsletters.
- C. Maintain KMTA Google account for storage of shared, private documents and spreadsheets, and provide login or link information as required for members to access when necessary.
- D. Annually, working with the Internal and External Communications Chairs, update the website with new Board and Committee Chair names, and purge or note dated content to be revised for the upcoming year.
- E. Work with Executive Board, Internal and External Communications Chairs, Event Chairs and other members to post current and useful information on the chapter website.
- F. Assist the members with questions and concerns regarding technology and the music studio.
- G. Provide useful information regarding chapter website updates to members through announcements at meetings and/or in *Quavers*.
- H. Serve as a liaison between the state and local chapter regarding technology.
- I. Train Internal and External Communications Chairs and others as determined by Board, to update the website and e-mailing lists.

INVESTMENT FUND

The KMTA Investment Fund Committee oversees the funds provided from the Dorothy Woodcock Endowment (DWE), the Nadean Clarke Memorial Fund, and any other donated funds that are invested for long-term growth and income. The Committee shall be comprised of the following components:

- A. The Investment Advisory Council (IAC) shall consist of the KMTA President, Treasurer and one non-board member. It shall be their duty to:
1. Review the investment portfolio at the June budget meeting to ensure it is in compliance with the Investment Policy Statement.
 2. Set the annual spending parameters for the Budget Committee and the Funding Advisory Council during the June budget meeting.
 3. Reimburse the KMTA general fund monthly for all approved Investment Fund expenditures.
- B. The Funding Advisory Council (FAC), which shall consist of the immediate Past President, President-Elect, Secretary, one Chapter Representative and one non-board member. It shall be their duty to:
1. Receive and review funding applications for the fiscal year.
 2. Make funding recommendations to the KMTA Board, according to Investment Funding Guidelines.
 3. The KMTA Investment Fund Committee Chair, who shall sit on both Councils in a non-voting, advisory capacity, monitoring communication between the IAC, FAC, the KMTA Board of Directors and the membership.

The KMTA Board of Directors shall make final decisions to approve/deny funding applications, taking into consideration FAC recommendations and the overarching KMTA budget.