



CENTRAL SECTION
California Music Educators Association

CMEA Central Section

Representing

Tulare-Kings MEA
Fresno-Madera MEA
Mariposa & Merced Counties
Kern County MEA

CONSTITUTION BY-LAWS & HANDBOOK 2019 - 2023

TABLE OF CONTENTS

Board of Directors	2
Foreword	3
CMEA Central Section Constitution and Bylaws	4
President's Duties and Responsibilities	10
1 st Vice-President's Duties and Responsibilities	13
2 nd Vice-President's Duties and Responsibilities	15
Treasurer's Duties and Responsibilities	17
Secretary's Duties and Responsibilities	20
Past President's – Mentorship Duties and Responsibilities	21
Festival Coordinator's Duties and Responsibilities	24
County MEA Representative's Duties and Responsibilities	28
General Music Representative's Duties and Responsibilities	30
Band, Choir, Orchestra & Jazz Representative's Duties and Responsibilities	35
Higher Education Representative's Duties and Responsibilities	37
Legislative Action Representative's Duties and Responsibilities	39
Web-site and Social Media Facilitator Duties and Responsibilities	41
Small/Rural Schools Representative's Duties and Responsibilities	43



Board of Directors



Elected Officers:

President

Past President - Mentorship

1st Vice President

2nd Vice President

Secretary

Appointed Officers:

Treasurer

Festival Coordinators

Web-site and Social Media Facilitator

General Music Representative

Higher Education Representative

Band Representative

Jazz Representative

Orchestra Representative

Choral Representative

Legislative Representative

FMCMEA Representative

KCMEA Representative

TKMEA Representative

Mariposa/Merced Representative

Small/Rural Schools Representative

Foreword

This fourth edition California Music Educators Association, Central Section, Board Member Handbook has been compiled in order to put into writing the duties and responsibilities of CMEA Central Section officers and board members. The goal of the handbook is to provide guidance for those serving in Central Section Offices.

Each description was originally written with information solicited from the 1997-99 Central Section Board. The second edition has been updated with input from the 2003-04 Board. The Third Edition has been edited with input from the 2012-13 Board. This Fourth Edition has been edited with input from the 2018-2019 Board.

It is hoped that the contents of this publication will help board members to better serve the membership of CMEA Central Section. The handbook is revised and published every four years.

Board Member Handbook Committee

Bill Wilkinson
Central Section President

Steven McKeithen
Central Section 1st Vice President

Peggy Biller
Kern Festival Coordinator

The 2018-2019 Board
Kirk Clague, Tony Mowrer, Leo Sakomoto, Justin Adams, Rob Bentley, Marco Mellone, Walt Crider, Christine Keenan, Ali Golden, Emily Mason, Joe Lizama, Erik Leung, Lisa Butts & Ryan Dirlam



**California Music Educators Association
Central Section**



Constitution and Bylaws

ARTICLE I
NAME

This organization shall be known as the California Music Educators Association, Central Section, Incorporated.

ARTICLE II
AFFILIATION

This organization shall be affiliated with the National Association for Music Education (NAfME) and shall function as a section of the California Music Educators Association.

ARTICLE III
PURPOSE and MISSION STATEMENT

Section 1 The primary purpose of the Central section shall be to further the development of music education in central California by conducting such meetings, clinics, festivals, and conferences as will contribute to the professional growth of music educators. The mission of CMEA Central Section is:

Empowering Educators to Inspire All Students Through Music Education.

Section 2 It shall also be the purpose of this organization to support and cooperate with the Western Division of the National Association for Music Education and the National Association for Music Education, particularly in regard to membership and participation in conference activities.

ARTICLE IV
MEMBERSHIP AND DUES

Section 1 All persons residing in or teaching in Fresno, Kern, Kings, Madera, Mariposa, Merced or Tulare counties who are members of the National Association for Music Education shall automatically become members of the Central Section and shall enjoy the privileges accorded in the state California Music Educators Association (CMEA) constitution.

Section 2 Only active members in good standing may vote.

Section 3 Membership shall commence when NAFME dues are paid and shall continue for a period of twelve (12) consecutive months.

ARTICLE V OFFICERS AND DIRECTORS

Section 1 The elected officers shall consist of a President, a First Vice-President, a Second Vice-President, and a Secretary. Elected Officers shall hold offices for two years or until successors are elected. The Treasurer shall be appointed to an unspecified term. The Treasurer will be held accountable to the Executive Board and must conduct a yearly independent Review and Compilation (Audit) of the Treasury. Festival Coordinators for North Central Section and for Kern County shall be appointed by the President, with input from the counties they serve, and serve on behalf of Central Sections Executive Board.

Section 2 Fresno/Madera, Kern, Mariposa/Merced and Tulare/Kings shall each be considered as one county and shall have one County Representative. The County Representative of each county shall be the President of the county organization which is represented or a designated appointee by that counties President.

Section 3 The government of the Section shall be vested in the Executive Board which shall consist of the Officers, Directors, all area representatives and the most recent available Past President.

ARTICLE VI DUTIES OF OFFICERS AND REPRESENTATIVES

Section 1 The President shall be the executive head of the organization and shall be responsible for calling meetings and for carrying on the activities of the Section. He/she shall appoint all committees and shall advise the other officers of their duties. He/she shall be an ex-officio member of all committees. He/she shall represent Central Section at meetings held by CMEA.

Section 2 The First Vice-President shall be the President Elect. His/her primary duty is to be in charge of all aspects of all Festivals in Central Section. He/she shall perform all duties and exercise all powers of the President in the absence of/or disability of the President.

Section 3 The Second Vice-President shall serve as Editor and distributor of Central Section's newsletter "Grace Notes".

Section 4 The Secretary shall keep records of the proceedings of the Section and e-mail copies to the Executive Board within three weeks following each meeting.

Section 5 The Treasurer shall pay all bills approved by the Executive Board, and report all receipts and disbursements of the Section and Music Festivals at the annual business meeting of the Section, or at any meeting upon request.

Section 6 The Festival Coordinators shall be responsible for organizing the various music festivals.

Section 7 It shall be the duty of each County Representative to supply the Editor of the "Newsletter" and the Secretary with the activities of each county organization and an up-to-date e-mailing list of his county. He/she shall be a member of the Executive Board and shall have equal voting rights with the officers.

Section 8 Representatives shall be appointed by the President in specific areas of music education. Representatives may include but are not limited to Band, Orchestra, Choral, General Music, Higher Education, Small/Rural schools, Mentorship and Jazz. He/she shall be a member of the Executive Board and shall have equal voting rights with the officers.

Section 9 Web-site/Social Media Facilitator shall be responsible for creating, maintaining and updating Central Sections Web-site as well as by the use of social media, promote all the opportunities that Central Section offers to CMEA members. The web-site shall be a place for members of CMEA Central to look for tools to be better educators, register for Central Section Festivals, communicate with board members, and showcase Central Section activities.

ARTICLE VII BONDING AND REIMBURSEMENT OF OFFICERS AND DIRECTORS

Section 1 The Treasurer and the Festival Coordinators of the Section shall be bonded in the amount of \$5,000.

Section 2 The Treasurer and Festival Coordinators of the Section shall be paid a yearly honorarium, the amount to be determined by the Executive Board.

Section 3 The officers and representatives of the Section shall be reimbursed for expenses of travel and meals incurred in attending Executive Board Meetings which are not held in conjunction with regular Section meetings. The rate to be paid for travel expenses shall be determined by the Executive Board.

ARTICLE VIII MEETINGS

Section 1 An annual business meeting of the Section shall be held each year and additional meetings may be held at the discretion of the Executive Board. Notifications for said meetings must be given at least two weeks in advance. Meetings can be held in person and/or by internet/web-site.

Section 2 A quorum shall constitute 75% of the complete Board for conducting the business of the Section. Board members have the option of being present through internet media and counted to produce a quorum.

Section 3 The Executive Board shall meet at the call of the President or when a majority of its members indicate their desire for a meeting. Due notice shall be given all members of the Board when it is to meet, but a quorum shall not be required for transacting business.

Section 4 A registration fee per member may be charged for all meetings of the Central Section which include clinic or workshop activities. The amount of the fee shall be determined by the Executive Board.

ARTICLE IX NOMINATION AND ELECTION OF OFFICERS

Section 1 The President shall appoint a nominating committee of three members, subject to the approval the Executive Board. This committee shall nominate two members for each office to be filled except for the office of President. The office of President shall be automatically filled by the First Vice-President. The committee shall secure the consent of all candidates which they place in nomination. If any candidate withdraws prior to the presentation of the slate, the Executive Board shall name a candidate to maintain two names for each office. The nominating committee shall present the slate of nominations from their committee to the full membership at a general meeting, through e-mail or web-site. In the event the President Elect leaves the Section, the general membership shall elect a new President-Elect by the same procedure outlines.

Section 2 After hearing the report of the nominating committee, active members shall have the opportunity to make further nominations from the floor. These nominations must have the written consent of the nominee if the nominee is not present to give oral consent.

Section 3 The election of officers shall take place by mail, e-mail or web-site. Ballots shall be sent to all members who are fully paid up members at the time of the mailing, e-mailing of the ballots. This mailing shall take place following the meeting at which the slate is presented and prior to June 1. A majority of all votes cast is required for election. If a run-off is required to achieve a majority of votes cast, this office will be filled as soon thereafter as possible, but not before the other new officers take office. New officers shall take office after the last board meeting of the academic year.

Section 4 Only active members of the National Association for Music Education (NAfME) may hold office or have their names placed on the ballot.

Section 5 If a vacancy shall occur in any office or directorship, the President shall appoint a member to fill out the unexpired term. If the Presidency shall become vacant, the appointment shall be made by vote of the Executive Board.

ARTICLE X FINANCES

Section 1 All payments to the organization shall be made to the Treasurer who shall deposit all funds in a commercial bank account or a savings and loan account fully insured by a government agency.

Section 2 All expenditures must be budgeted or approved by the Executive Board. With approval of the Executive Board, a petty cash fund may be established for incidental expenses.

ARTICLE XI PUBLICATIONS

The "Newsletter" shall be the official publication of the Central Section. It shall be published and managed by the Second Vice-President who shall be responsible to the Executive Board.

ARTICLE XII DISTRIBUTIONS OF TERMINATION ASSETS

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

ARTICLE XIII
AMENDMENTS AND REVISIONS

Section 1 This Constitution may be amended at any business meeting by a two-thirds majority of the active members present. Proposed amendments must be presented to the Executive Board prior to the business meeting.

Section 2 This Constitution shall replace all previous constitutions and by-laws of the Central Section, and shall take effect immediately upon adoption by the members.



President - CMEA Central Section

Duties and Responsibilities

The president shall be the executive head of the organization and shall be responsible for calling meetings and for carrying on the activities of the Section. He/she shall appoint all committees and shall advise the other officers of their duties. He/she shall be an ex-officio member of all committees.

Prior to taking office in June, the President will have been active as 1st Vice President for two years.

June

- Appoint Festival Committee (NOTE: the Festival Committee is appointed by the President, and automatically includes all site Hosts from the past year, and the upcoming year as well as Festival Coordinators), and give names to 1st Vice-President, so that those individuals are invited to the annual Festival Committee Meeting in August.
- Run June board meeting.
- Present outgoing Immediate Past President and outgoing board members service appreciation plaque (2nd year only).
- Announce new officers (2nd year only).
- Notify CMEA Executive Director that your term has ended, and provide him with the new President's name, address, phone number (2nd year only).
- Set dates for next year's board meetings (August, October, January, June), and submit to Grace Notes Editor (2nd Vice-President).
- Secure meeting location for next year's board meetings.
- Attend NAFME Western Division Leadership Conference in Las Vegas (1st year only).
- Attend NAFME National Assembly/Hill Day in Washington D.C. (2nd year only).

July

- Write CMEA Central Section article for publication in the CMEA News (Sept. Issue). Send to CMEA News editor when requested, along with a photo.
- Attend the annual Festival Meeting scheduled and run by the 1st Vice-President (Festival Chairman). This meeting will be held at a home, office, or restaurant convenient to a majority of committee members. The Festival Committee will review and evaluate festival proceedings for the Section, and the Festival Chairman (1st Vice - President) will report back to the board at the August meeting.

August

- Attend CMEA State Executive Board meeting.
- Send Central Section August board meeting reminders.
- Confirm secured meeting site.

- Write agenda for August board meeting. E-mail Agenda to Board members
- Run August board meeting.
- Contact County Representatives (FMCMEA, KCMEA, and TKMEA) and request resumes and bios for at least one nominee from each area be brought to the October board meeting, to be considered for the CMEA Central Section awards.

September

- Submit Central Section report/article for CMEA Magazine
- Write and send President's Message to 2nd Vice-President (Grace Notes Editor) by October 1.

October

- Secure nominations with bios from all Central Section County Representatives for the CMEA Central Section Music Educator of the year.
- Participate in brief CMEA Executive Board meeting section president call-in video meeting.
- Send Central Section October board meeting reminders.
- Write agenda for October board meeting.
- Run October board meeting.
- Present nominations from CMEA County Representatives for Central Sections Music Educator of the year and vote for one.
- Send Central Section Outstanding Music Educator name, bio and bio pic to CMEA.
- Check to see if the CMEA Central Handbook (Constitution, By-Laws and Job Descriptions) is due for revisions and updates. Appoint committee to start updates if needed.
- Appoint Nominating Committee to select candidates for elected positions (2nd year only)

November

- Submit Central Section report/article for CMEA Magazine

December

January

- Send Central Section January board meeting reminders.
- Write agenda for January board meeting.
- Run January board meeting.
- Present to Board any changes to Handbook.
- Attend CMEA State Executive Board meeting and Stand Up for Music Coalition planning meeting in Anaheim.

February

- Be prepared to assist with CASMEC
- Attend CASME

March

- Submit Central Section report/article for CMEA Magazine
- Write and send President's Message to 2nd Vice-President (Grace Notes Editor) by April 1.

April

- Participate in brief CMEA Executive Board meeting section president call-in video meeting.
- Work with Central Section Executive Board and nominating committee to ensure completion of elections.
- Identify Central Section retiring music teachers.

May

- Attend Stand Up for Music Advocacy Day in Sacramento.
- Send Central Section June board meeting reminders.
- Write agenda for June meeting.
- Remind Treasurer and Festival Coordinator to prepare trend analysis for June board meeting report (include 3 years information in columns).



1st Vice-President - CMEA Central Section

Duties and Responsibilities

The 1st Vice-president shall be President Elect. He/she shall perform all duties and exercise all powers of the President in the absence or disability of the President.

The 1st Vice President will be the final authority concerning all CMEA Central Section Festivals as laid out in the CMEA Central Section FESTIVAL HANDBOOK. All emergency moderations/exceptions of policy are the responsibility of the 1st VP.

The 1st Vice President is responsible for the training of new adjudicators and informing current judges of their evaluations.

June

- Finish Compiling and distributing Adjudicator, Site Host and Festival Evaluations
- Review and update CMEA Central Section Festival Handbook every four years. Serve as chair of the Festival Committee.
- Maintain a file of recommendations for changes to the CMEA Central Section Festival Handbook. Recommendations may come from participating directors, parents, the board and other pertinent sources.
- Create/Edit a Master Adjudicator Job Description for the training of our CMEA Central Section Apprentice Adjudicators. Secure Executive Board approval to implement.
- Schedule the annual Festival Committee meeting to be held at a home, office, or restaurant convenient to a majority of committee members (NOTE: the Festival Committee is appointed by the President, and automatically includes all Site Chairs from the past year, and the upcoming year. The Festival Committee will review and evaluate festival proceedings for the Section, and make any recommendations to the board concerning policy.

July

- Facilitate the annual Festival Committee meeting.
- Ask Festival Coordinators to send the updated master adjudicator list. New judges should be added. (North and Kern Coordinators will combine list). Copies should be sent to Specialty Area Representatives to peruse and add/edit before the Festival meeting.

August

- Attend August board meeting.
- Report back to the board any recommendations brought forth at the annual Festival Committee meeting.
- Review Adjudicator Handbook and DVD to see if any updating needs to be completed. Update if necessary
- Write and send article concerning festivals to 2nd Vice-President (Grace Notes Editor) by October 1

September

- Update the digital file with board approved amendments and changes to the Festival handbook every year.
- The Festival Handbook should include the following sections:
- Festival Information
 - Festival Coordinator and Site Host/Chair Responsibilities
 - Director Procedures, Expectations, Rules and Preparation helps
- Adjudicator Manual
 - Qualification, Philosophy, Standards, Guidelines and Procedures
 - Adjudicator Apprentice Information
 - Master Adjudicator Information
- Appendices
 - All forms used to facilitate the running of our festivals

October

- Begin to Collect applications for Adjudicator Apprentices
- Attend October board meeting.
- On a yearly basis provide to the web-master a current amended edition of The CMEA Central Section Festival Handbook for replacement of older versions on CMEA Central's website.

November

- Read Adjudicator Apprentice applications and on approval, be sure that they are assigned a master adjudicator for their apprenticeship.

December

January

- Attend January board meeting. Review Festival DVD/upload and update if needed.
- Be prepared to deal with the responsibilities as laid out in the Festival Handbook

February

March

- Compile and send Adjudicator Evaluations to Adjudicators

April

- Compile and send Adjudicator Evaluations to Adjudicators

May

- Compile and send Adjudicator Evaluations to Adjudicators



2nd Vice President – CMEA Central Section

Duties and Responsibilities

The 2nd Vice President serves as Editor of the CMEA Central Section Newsletter (*Grace Notes*).

June/July

- Attend June board meeting.
- Set templates for the Fall issue of *Grace Notes*.
- Acquire all pertinent files from previous 2nd Vice President.
- Acquire skills and software needed to produce a newsletter, or seek out assistance from those with necessary skill.
- Request articles and/or letters from the President and representatives of FMCMEA, TKCMEA, KCMEA, and Merced/Mariposa. Due October 1st.
- Request articles from Specialty Area Representatives. Articles due October 1st.

August

- Attend August board meeting.
- Write article for inclusion in *Grace Notes* by October 1st (optional).
- Begin production of *Grace Notes* for the Fall issue.
- Sign the CMEA Membership Disclaimer Form and send it back to the CMEA administrative coordinator at cmea@calmusiced.com.

September

- Send out emails and/or place phone calls reminding the Central Section President, representatives of FMCMEA, TKCMEA, KCMEA, Merced/Mariposa, and Specialty Area Representatives that letters, articles, and other materials for *Grace Notes* inclusion is due October 1st.
- Collect articles of benefit to music educators
- Create a calendar highlighting section activities, including festival dates and sites
- Collect pictures for *Grace Notes*

October

- Attend October board meeting.
- Present rough draft of *Grace Notes* to October board meeting; take note of any edits and corrections.
- Acquire current CMEA Central Section Membership List from current CMEA administrative coordinator at cmea@calmusiced.com.
- Send completed issue and membership list to a print/design company to be printed and mailed.

November

- Mail Fall issue of *Grace Notes* by November 1st.
- Send completed issue of *Grace Notes* in PDF format to webmaster.

December

January

- Attend January board meeting.

February

- Attend CASMEC.
- Request articles and/or letters from the President and representatives of FMCMEA, TKCMEA, KCMEA, and Merced/Mariposa. Due April 1st.
- Request articles from Specialty Area Representatives. Articles due April 1st.
- Begin production of *Grace Notes* for the Spring issue.

March

- Send out emails and/or place phone calls reminding the Central Section President, representatives of FMCMEA, TKCMEA, KCMEA, Merced/Mariposa, and Specialty Area Representatives that letters, articles, and other materials for *Grace Notes* inclusion is due April 1st.
- Collect articles of benefit to music educators.
- Create a calendar highlighting section activities, including festival dates and sites.
- Collect pictures for *Grace Notes*.

April

- Present rough draft of *Grace Notes* to board via email; take note of any edits and corrections.

May

- Send completed issue of *Grace Notes* in PDF format to webmaster.



Treasurer - CMEA Central Section

Duties and Responsibilities

The Treasurer shall pay all bills approved by the Executive Board and report all receipts and disbursements of the Section and Music Festivals at the annual business meeting of the Section, or at any meeting upon request.

June

- Purchase postage stamps as needed.
- Purchase medals and plaques. Festival Coordinators will do the ordering.
- Pay any bills as directed by the CMEA Central Section Executive Board.
- Attend June board meeting. Write mileage checks, pay for dinner.
- Distribute and comment on Treasurer's Report - income and disbursement activity from previous fiscal year
- Write honorarium checks to Festival Coordinators, and Treasurer.
- Send reimbursement checks for festival expenses and honorarium checks to site hosts.
- Pay any facility use bills.
- Deposit medals payments, sent by Festival Coordinators
- Balance checking and savings accounts.
- Make sure president has secured locations and dates for next year's meetings.

July

- Prepare computer records of income. Beginning of fiscal year is July 1.
- Send computer records of income to accountant.
- Balance checking and savings accounts.

August

- Attend August board meeting. Write mileage checks, pay for dinner.
- Distribute and comment on Treasurer's report - income and disbursement activity from July 1.
- Upon request, write \$1,000 check to each Festival Coordinator for front-end festival expenses for coming year.
- Balance checking and savings accounts.
- Renew Bulk mailing permit and Reimburse bulk mailing account to a balance of \$500.00

September

- Pay tax preparer fee to accountant.
- Balance checking and savings accounts
- Pay printing costs for certificates, forms, etc. associated with running festivals

October

- Attend board meeting. Write mileage checks, pay for dinner.

- Distribute and comment on Treasurer's Report - income and disbursement activity from July 1.
- Balance checking and savings accounts.

November

- Pay Grace Notes publishing bill.
- Balance checking and savings accounts.
- Pay taxes to Franchise Tax Board, due November 15.
- Balance checking and savings accounts.

January

- Attend January board meeting, write mileage checks, pay for dinner.
- Distribute and comment on Treasurer's report - income and disbursement activity from July 1.
- Pay sales and use tax from plaque sales to State Department of Tax and Fee Administration, due January 31.
- Balance checking and savings accounts.

February

- Send adjudicator checks to festival Site Chairs - lists of adjudicators provided by Festival Coordinator.
- Include a check for meal, payable to Site Chair.
- Deposit festival payments sent by Festival Coordinator.
- Balance checking and savings accounts.

March

- Send adjudicator checks to festival Site Chairs - lists of adjudicators provided by Festival Coordinator.
- Include a check for meals, payable to Site Chair.
- Deposit festival payments, sent by Festival Coordinator.
- Send reimbursement checks for festival expenses and honorarium checks to Site Chairs.
- Pay any facility use bills.
- Balance checking and savings accounts.

April

- Send adjudicator checks to festival Site Chairs - lists of adjudicators provided by Festival Coordinator.
- Include a check for meals, payable to Site Chair.
- Deposit festival payments, sent by Festival Coordinator.
- Send reimbursement checks for festival expenses and honorarium checks to Site Chairs.
- Pay any facility use bills.
- Balance checking and savings accounts.

May

- Deposit festival payments, sent by Festival Coordinators.
- Send reimbursement checks for festival expenses and honorarium checks to Site Chairs.
- Pay any facility use bills.
- Balance checking and savings accounts.



Secretary - CMEA Central Section

Duties and Responsibilities

The Secretary shall keep records of the proceedings of the Section and mail copies to the Executive Board within three weeks following each meeting. Have minutes available to board members when questions arise about decisions and policies agreed upon.

June

- Attend June board meeting. Take minutes.
- Distribute minutes from the last meeting (January).
- E-mail minutes to Board within 3 weeks of meeting

July

August

- Attend August board meeting. Take minutes.
- Distribute minutes from the last meeting (June).
- E-mail minutes to Board within 3 weeks of meeting

September

October

- Attend October board meeting. Take minutes.
- Distribute minutes from the last meeting (August).
- E-mail minutes to Board within 3 weeks of meeting

November

December

January

- Attend January board meeting. Take minutes.
- Distribute minutes from the last meeting (October).
- E-mail minutes to Board within 3 weeks of meeting

February

March

April

May



Past President & Mentorship - CMEA Central Section

Duties and Responsibilities

The Past President is the Parliamentarian of the Executive Board and is primarily charged with helping-and providing guidance to-the current President.

Past President shall additionally be in charge of these tasks:

1. Organizing and conducting elections
2. Serving as Mentorship chair: coordinates with CMEA and veteran teachers to support new music educators

Year 1-Mentorship focus

June-MENTORSHIP:

- PRE-MEETING: Obtain lists of existing Mentors and Mentees from outgoing Past President
- Plan contacts of these people to ascertain their status: Ongoing?
- Attend board meeting
- Report to the board.
- The Report may include any updates on how the mentors/mentees are doing and how the program has impacted or helped to improve our new teachers.
- Solicit potential mentorship chairs for each county MEA.

August-MENTORSHIP:

- Begin making a list of new teachers in the section with the assistance of local MEA mentorship rep, lead teachers and or music coordinators in each area. Add these names to the list made the previous year. This could also be sent to the membership to make additions.
- Attend board meeting
- Solicit suggestions from board for new Mentees
- Report to the board:
- Include in the report the finished list of new teachers that are in the section with a breakdown of where they are teaching.
- Consider Writing and sending an article to 2nd Vice President (Grace Notes Editor) by September 15th

September-MENTORSHIP:

- Continue to identify new teachers and make initial contact. Identify mentees and help them apply for the CMEA mentorship program (state CMEA mentorship).
- Carry out contacts of mentees and mentors:
- Prepare Mentorship report for October meeting

October-MENTORSHIP

- Attend October board meeting
- Present Mentorship Report

November/December-MENTORSHIP:

- Do follow-up contacts on Mentor/Mentees enrolled in program.
- Prepare a report for the January meeting

January-MENTORSHIP:

- Attend January Board Meeting
- Present follow-up report on Mentorship

February

- SUGGESTED that Past-President attend CASMEC and meet with CMEA Mentorship Chair and (if possible) attend any session/meetings centered around Mentorship.
 - Obtain ideas and guidance for furthering Mentorship goals
- Render any assistance to CMEA CS President and Board at CASMEC as is practicable.

ELECTIONS:

- Form a committee of interested persons to serve as elections committee
 - Past President will serve as chairperson of this committee
 - It is strongly urged that the committee has representation from all the county MEAs in Central Section.
 - Meet with the committee before the June meeting
 - Discuss nominations/ideas with current President/Board for persons to run for office in the coming year-discussion only.
- Prepare initial report for the June meeting-Members of committee will be introduced and an informal set of suggestions from the board will be collected to get started.

Year 2-Elections focus- (Mentorship work continues as in year one).

Open positions for each election cycle are:

1st VP (President-elect), 2nd VP (Communications/Grace Notes), and Secretary (and any other offices added subsequently to the publication of this handbook)

June

- Attend board meeting
- Perform mentorship duties as explained above
- Present (Introduce) elections committee members to board.
 - Fill any vacancies on the committee, as needed.
 - Collect suggestions for officers.

August-ELECTIONS (Mentorship work continues)

- Attend board meeting
- Perform mentorship duties as explained above
- Schedule elections committee meet to oversee elections coming in April of this year. This committee will meet before the October Board meeting to present a slate of candidates:

- Schedule an open period of nominations from the membership. Start with the slate of candidates generated at the June meeting. Open nomination period duration to be agreed on by committee.

September-ELECTIONS (Mentorship work continues)

- After election nominations have closed, lead the committee to contact each nominee to determine his/her willingness to serve. If willing, include them on the slate of candidates to be presented at October meeting

October (Mentorship work continues)

- Attend October board meeting
- Perform mentorship duties as explained above
- Hold election committee meeting to finalize slate of candidates for election (suggested that this meeting is coordinated with regularly scheduled board meeting)
- Present slate of candidates at October meeting

January

- Attend January Board Meeting
- Perform mentorship duties as explained above
- Schedule election committee meeting to plan election logistics (suggested that this meeting is coordinated with regularly scheduled board meeting)
- IMPORTANT: Solicit biographies and photographs of all candidates for office during the next two months.
- Present report on final process for elections to board

February

- SUGGESTED that Past-President attend CASMEC and meet with CMEA Mentorship Chair and (if possible) attend any session/meetings centered around Mentorship.
 - Obtain ideas and guidance for furthering Mentorship goals
- Render any assistance to CMEA CS President and Board at CASMEC as is practicable.

April

- Hold election in accordance with bylaws
- Contact newly-elected officers and instruct them to attend June board meeting.

June

- Attend board meeting (pass duties on to the new Past President)



Festival Coordinator - CMEA Central Section

Duties and Responsibilities

The Festival Coordinator acts as the communications hub for all festival related activities. The Festival Coordinator attends all Central Section board meetings and provides information and service to the Festival Committee and Site Chairs.

The Festival Coordinator is responsible for ordering and maintaining the CMEA Central Section medal and plaque inventory, coordinating the sales of these items with Site Chairs and completing mail orders from the membership.

When the Position is shared, some responsibilities will be designated to one or the other.

June

- Attend June board meeting.
- Present annual Festival participation and Ratings Report
- The report is to include:
 - Number of entries per festival and overall count.
 - Number and types of ratings awarded; superior, excellent, good, fair, poor.
 - Number of “no shows”.
- Present Festival Financial Report
 - Receive expense statements from Site Chairs.
- Prepare the Financial Report in two parts.
 - The first part is a report by festival site
 - The second part is the overall report for all Central Section festivals.
 - Each part of the report is to include:
 - Total site income.
 - Festival expenses.
 - Statement of profit/loss.
- Present Medals/Plaques Annual Report
 - The Report should include
 - Current inventory, total number of medals and plaques sold during the year Accounting of payment received for medals and plaques.
- Receive Medal/Plaque Mail Order forms from school directors. Process and fill mail orders in a timely manner.

July

- Prepare a list of possible Adjudicators to give to the 1st Vice President
- Include name of Adjudicator, Discipline Qualified to judge, Primary Instrument.
- Attend Annual Festival meeting.
- Be prepared to discuss things that were of concern in the previous years festivals. Present probable solutions.
- Begin securing site hosts, dates & locations for the following years festivals.

August

- Procure Site Chairs as needed.
- Compile all festival dates and locations from the Site Chairs.
- Attend August board meeting.
- Report to the board the location of Festival sites and dates, as well as the names of Site Hosts.
- Ask webmaster to invite past adjudicators to list their availability and qualifications for festival adjudication using the web-site and e-mail.
- Solicit adjudicator requests from Site Chairs late in August. Adjudicator requests are due to Festival Coordinator by September 15th
- Replenish the medal and plaque inventory
- Guidelines for stocking
 - 2500 Excellent medals (red and white drape)
 - 2500 Superior medals (blue and white drape)
 - 100 Command Performance medals (Gold Drape)
 - 150 superior plaques
 - 100 Unanimous Superior Plaques
- Order medals from:
- THE MEDALCRAFT MINT, INC.
 - Customer Service Representative
 - 1-800-558-6348 ext. 1530
 - E-mail: jnoll@medalcraft.com
 - Website: www.medalcraft.com
 - Customer # 07140
- Create and send current school year's Medal/Plaque Mail Order form by September 1 to:
 - 2nd Vice-President (Grace Notes Editor) and Webmaster.
- Sign CMEA membership nondisclosure form and send to current CMEA administrator at cmea@calmusiced.com
- Update all forms, award certificates for festivals and web-site

September

- Ask Web-Master to create a doc for directors to register for festivals and then announce the opening of registrations for Festivals.
- Tell Site Hosts to pass on festival Registration Opening to the previous years Directors.
- Adjudicator assignments from Festival Hosts are due September 15th
- Begin receiving fees and Signature Pages for all festivals.
- Prepare a sheet to document the order by which Registrations for Festivals are completed for scheduling preferences

October

- Attend October board meeting.
- Report to the board and give updates concerning festivals.
- Assign adjudicators by November 1st. Adjudicators should meet requirements as set by the current Central Section Adjudicator Handbook.

- Mail contracts to adjudicators by November 15.
- Send a copy of the housing/mileage form with the adjudicators contracts.
- Receive fees and Signature Pages for all festivals and continue to document completion of registration for scheduling preference.

November

- Receive fees and Signature Pages for all festivals and continue to document completion of registration for scheduling preference.

December

- Receive fees and Signature Pages for all festivals and continue to document completion of registration for scheduling preference.

January

- Receive fees and Signature Pages for all festivals and continue to document completion of registration for scheduling preference.
- Attend January board meeting.
- Report to the board.
- Receive a current Central Section membership roster from CMEA.
- Report on status of inventory and that materials are ready for distribution.
- Send/email or meet with Festival Site Hosts to inform them of all things that have been changed about festival procedure and expectations.
- For Festivals that sell medals on site:
 - A minimum supply of 100 superior and 50 excellent medals
 - One Medal/Plaque Current Accounting form.
 - Instructions informing the Site Chair to return all unsold medals and monies to the Medals Chairman immediately following the festival.

February

- Distribute Blank Award Certificates and Seals. Hard Copies/digital copies of standards and score sheets, medal/plaque order form, evaluation flier, site host accountability forms, etc. to site hosts for festival preparation
- All forms can also be located on www.CMEACentral.org
- Receive fees and Signature Pages for all festivals and continue to document completion of registration for scheduling preference.
 - Confirm CMEA membership with current roster. (Contact Current CMEA Administrative Assistant to receive current active membership CMEA@calmusiced.com) Contact directors who have expired or expiring memberships.
 - Distribute/share ensemble registration materials with Site Hosts
 - Include preference scheduling order
 - Send entry fees to the Treasurer.
 - Send to Site Chairs six weeks before festival the names, addresses and phone numbers of adjudicators assigned to their site.
 - Provide the Treasurer with the name of each adjudicator and the amount to be paid for each festival.

- The Treasurer will forward the checks for the adjudicators along with meal allowance to each Site Chair.
- Site Chair expenses that can be claimed for reimbursement on the Expense Statement are limit to those that are outlined in the Festival Handbook.
- Provide the Treasurer with names and addresses of Site Chairs who return festival materials to Festival Coordinator within two weeks after the festival so that they may receive a \$100.00 per-day and \$50.00 per half day honorarium.
- Receive from Site Chairs within 2 weeks following festival the following items:
 - Excess adjudication forms, certificates, etc.
 - Festival Summary form.
 - Festival ratings tabulation
 - Festival Meal Expense statement.
 - Meal check accounting statement
- Instruct the Site Host at sites with Sight Reading to prepare as follows:
 - Procure folios for band, orchestra, and/or choral sight reading.
 - Provide two selections of each grade level.
 - Prepare folios according to the Central Section Sight Reading Instrumentations.
- Receive Medal/Plaque Mail Order forms from school directors. Process and fill mail orders in a
- timely manner.

March

- Continue to coordinate festivals as above.
- Receive Medal/Plaque Mail Order forms from school directors. Process and fill mail orders in a timely manner.

April

- Continue to coordinate festivals as above.
- Receive Medal/Plaque Mail Order forms from school directors.
 - Process and fill mail orders in a timely manner.

May

- Continue to coordinate festivals as above.
- Receive Medal/Plaque Mail Order forms from school directors. Process and fill mail orders in a timely manner.



County Representatives- CMEA Central Section

Duties and Responsibilities

County Representatives are liaisons between CMEA Central Section and its county organizations (F.M.C.M.E.A., K.C.M.E.A., T.K.M.E.A., Mariposa/Merced). The County Representative is the President of each county organization or designated appointee.

June

- Attend June board meeting.
- Send written Report ahead of meeting via internet upload. (Follow email instructions)
- Report to the board. Report may include activities in your area (F.M.C.M.E.A., K.C.M.E.A., T.K.M.E.A., Mariposa/Merced).
- Report Central Section activities to your counties board.

July

August

- Attend August board meeting.
- Send written Report ahead of meeting via internet upload. (Follow email instructions)
- Report to the board. Report may include activities in your area (F.M.C.M.E.A., K.C.M.E.A., T.K.M.E.A., Mariposa/Merced).
- Report Central Section activities to your counties board.
- Write and send article to 2nd Vice-President (Grace Notes Editor) by September 15.
- Select a nominee and prepare a bio for Outstanding Central Section Music Educator to be voted at the October Central Section Board Meeting to be sent to CMEA for recognition
- Pass on Names and Contact information from your MEA Area Representatives to the Central Section Representatives for communication coordination.
- Reach out to current MEA and connect with any new hires within your areas.

September

- Select a nominee and prepare a bio for Outstanding Central Section Music Educator to be voted at the October Central Section Board Meeting to be sent to CMEA for recognition
- Pass on Names and Contact information from your MEA Area Representatives to the Central Section Representatives for coordination.
- Write and send article to 2nd Vice-President (Grace Notes Editor) by September 15.
- Encourage Area Directors to Register for Large Group Festivals

October

- Attend October board meeting.
- Send written Report ahead of meeting via internet upload. (Follow email instructions)
- Report to the board. Report may include activities in your area (F.M.C.M.E.A., K.C.M.E.A., T.K.M.E.A., Mariposa/Merced).
- Promote your nominee for Outstanding Central Section Music Educator
- Report Central Section activities to your counties board.

November

- Encourage Area Directors to Register for Large Group Festivals

December

- Encourage Area Directors to Register for Large Group Festivals

January

- Attend January board meeting.
- Send written Report ahead of meeting via internet upload. (Follow email instructions)
- Report to the board. Report may include activities in your area (F.M.C.M.E.A., K.C.M.E.A., T.K.M.E.A., Mariposa/Merced).
- Report Central Section activities to your counties board.
- Encourage Area Directors to Complete Registrations for Large Group Festivals

February

- Encourage Area Directors to Complete Registrations for Large Group Festivals

March

- Write and send article to 2nd Vice-President (Grace Notes Editor) by April 1.
- Encourage Area Directors to complete Spring Festival Evaluations.

April

- Write and send article to 2nd Vice-President (Grace Notes Editor) by April 1.
- Encourage Area Directors to complete Spring Festival Evaluations.

May



General Music Representative - CMEA Central Section

Duties and Responsibilities

The General Music Representative is a liaison for all General Music activities in the Central Section

June

- Attend June board meeting.
- Send written Report ahead of meeting via internet upload. (Follow email instructions)
- Report to the board. Report may include upcoming general music events in the section, or throughout the state, as well as information concerning general music teachers.
- Update Classroom Music Webpage
<https://cmeacentralgeneralmu.wixsite.com/website>
- Contact CMEA members/ General Music teachers on upcoming summer workshops and gather success stories/ideas that occurred during the school year.
- Contact and/or Collaborate with Orff and Kodály chapters within the state as it regards events,
- certifications, etc.

July

- Contact general music teachers and Boards of TKMEA, FCMMEA, KCMEA, Merced-Mariposa
- MEA regarding new hires and changes regarding general music in their county.
- Gather information on summer programs offering Orff and Kodály Certification.
- Provide support to new teachers and districts on curriculum and beginning general music in primary grades as needed. This may include demonstration lessons, traveling to school sites, and/or speaking with administration and teachers.
- Update Classroom Music Webpage
<https://cmeacentralgeneralmu.wixsite.com/website>
- Contact and/or Collaborate with Orff and Kodály chapters within the state as it regards events, certifications, etc.

August

- Attend August board meeting.
- Send written Report ahead of meeting via internet upload. (Follow email instructions)
- Report to the board. Report may include upcoming general music events in the section, or throughout the state, as well as information concerning general music teachers, and updates from CMEA General Music Advisory Board.
- Contact CMEA members/ General Music teachers on Upcoming workshops/events and gather information on what teachers are planning for the year and how CMEA Central Section can be of service.
- Provide support to new teachers and districts on curriculum and beginning general music in primary grades as needed. This may include demonstration lessons, traveling to school sites, and/or speaking with administration and teachers.
- Update Classroom Music Webpage
<https://cmeacentralgeneralmu.wixsite.com/website>
- Contact and/or Collaborate with Orff and Kodály chapters within the state as it regards events, certifications, etc.

September

- Contact CMEA members/ General Music teachers on Upcoming workshops/events and gather information on what teachers are planning for the year and how CMEA Central Section can be of service.
- Provide support to new teachers and districts on curriculum and beginning general music in primary grades as needed. This may include demonstration lessons, traveling to school sites, and/or speaking with administration and teachers.
- Update Classroom Music Webpage
<https://cmeacentralgeneralmu.wixsite.com/website>
- May write and send article to 2nd Vice President (Grace Notes Editor) by September 15.
- Contact and/or Collaborate with Orff and Kodály chapters within the state as it regards events, certifications, etc.

October

- Attend October board meeting.
- Send written Report ahead of meeting via internet upload. (Follow email instructions)
- Report to the board. Report may include upcoming general music events in the section, or throughout the state, as well as information concerning general music teachers, and updates from CMEA General Music Advisory Board.
- Contact CMEA members/ General Music teachers on Upcoming workshops/events, gather information on what is happening in general music classrooms, and how CMEA Central Section can be of service.

- Provide support to new teachers and districts on curriculum and beginning general music in primary grades as needed. This may include demonstration lessons, traveling to school sites, and/or speaking with administration and teachers.
- Update Classroom Music Webpage
<https://cmeacentralgeneralmu.wixsite.com/website>
- Contact and/or Collaborate with Orff and Kodály chapters within the state as it regards events, certifications, etc.

November

- Contact CMEA members/ General Music teachers on Upcoming workshops/events, gather information on what is happening in general music classrooms, and how CMEA Central Section can be of service.
- Provide support to new teachers and districts on curriculum and beginning general music in primary grades as needed. This may include demonstration lessons, traveling to school sites, and/or speaking with administration and teachers.
- Update Classroom Music Webpage
<https://cmeacentralgeneralmu.wixsite.com/website>
- Contact and/or Collaborate with Orff and Kodály chapters within the state as it regards events, certifications, etc.

December

- Contact CMEA members/ General Music teachers on upcoming workshops/events, gather information on what is happening in general music classrooms, and how CMEA Central Section can be of service. Special emphasis on CASMEC!
- Provide support to new teachers and districts on curriculum and beginning general music in primary grades as needed. This may include demonstration lessons, traveling to school sites, and/or speaking with administration and teachers.
- Update Classroom Music Webpage
<https://cmeacentralgeneralmu.wixsite.com/website>
- Contact and/or Collaborate with Orff and Kodály chapters within the state as it regards events, certifications, etc.

January

- Attend January board meeting.
- Send written Report ahead of meeting via internet upload. (Follow email instructions)
- Report to the board. Report may include upcoming general music events in the section, or throughout the state, as well as information concerning general music teachers, and updates from CMEA General Music Advisory Board.
- Contact CMEA members/ General Music teachers on Upcoming workshops/events, gather information on what is happening in general music classrooms, and how CMEA Central Section can be of service.
- Provide support to new teachers and districts on curriculum and beginning general music in primary grades as needed. This may include demonstration

lessons, traveling to school sites, and/or speaking with administration and teachers.

- Update Classroom Music Webpage
<https://cmeacentralgeneralmu.wixsite.com/website>
- Contact and/or Collaborate with Orff and Kodály chapters within the state as it regards events, certifications, etc.

February

- Contact CMEA members/ General Music teachers on upcoming workshops/events, gather information on what is happening in general music classrooms, and how CMEA Central Section can be of service. Special emphasis on attending CASMEC!
- Provide support to new teachers and districts on curriculum and beginning general music in primary grades as needed. This may include demonstration lessons, traveling to school sites, and/or speaking with administration and teachers.
- Update Classroom Music Webpage
<https://cmeacentralgeneralmu.wixsite.com/website>
- Contact CMEA members/ General Music teachers to gather feedback on General Music sessions at CASMEC and what they would like included in the future. Share this information with CMEA General Music Advisory Board.
- Contact and/or Collaborate with Orff and Kodály chapters within the state as it regards events, certifications, etc.

March

- Contact CMEA members/ General Music teachers on Upcoming workshops/events and gather information on what is happening in general music classrooms, and how CMEA Central Section can be of service.
- Provide support to new teachers and districts on curriculum and beginning general music in primary grades as needed. This may include demonstration lessons, traveling to school sites, and/or speaking with administration and teachers.
- Update Classroom Music Webpage
<https://cmeacentralgeneralmu.wixsite.com/website>
- May write and send article to 2nd Vice President (Grace Notes Editor) by April 1.
- Contact and/or Collaborate with Orff and Kodály chapters within the state as it regards events, certifications, etc.

April

- Contact CMEA members/ General Music teachers on Upcoming workshops/events and gather information on what is happening in general music classrooms, and how CMEA Central Section can be of service.
- Provide support to new teachers and districts on curriculum and beginning general music in primary grades as needed. This may include demonstration lessons, traveling to school sites, and/or speaking with administration and teachers.

- Update Classroom Music Webpage
<https://cmeacentralgeneralmu.wixsite.com/website>
- Encourage members to submit proposals for CASMEC!
- Contact and/or Collaborate with Orff and Kodály chapters within the state as it regards events, certifications, etc.

May

- Contact general music teachers and Boards of TKMEA, FCMMEA, KCMEA, Merced-Mariposa
- MEA regarding new hires/open positions and changes regarding general music in their county.
- Contact CMEA members/ General Music teachers regarding Summer workshops/events and gather information on what general music classrooms did throughout the year, and how CMEA Central Section can be of service.
- Gather information on summer programs offering Orff and Kodály Certification.
- Provide support to new teachers and districts on curriculum and beginning general music in primary grades as needed. This may include demonstration lessons, traveling to school sites, and/or speaking with administration and teachers.
- Update Classroom Music Webpage
<https://cmeacentralgeneralmu.wixsite.com/website>
- Contact and/or Collaborate with Orff and Kodály chapters within the state as it regards events, certifications, etc.



Band, Orchestra, Choral & Jazz Representative

CMEA Central Section

Duties and Responsibilities

"The Band, Orchestra, Choral & Jazz Representatives are liaisons for all activities and professional development projects in their specialty for Central Section".

June

- Attend June board meeting.
- Send written Report ahead of meeting via internet upload. (Follow email instructions).
- Report to the board. Report may include upcoming events in the section, or throughout the state, as well as information concerning your specialties. Be informed about which ensembles and/or teachers have received honors and share that information. Include activities from each county (TKMEA, FMCMEA, Kern, Mariposa/Merced).

July

August

- Attend August board meeting.
- Send written Report ahead of meeting via internet upload. (Follow email instructions).
- Report to the board. Report may include upcoming events in the section, or throughout the state, as well as information concerning your specialties. Be informed about what ensembles and/or teachers have received honors and share that information. Include activities from each county (TKMEA, FMCMEA, Kern, Mariposa/Merced).
- Receive from the Festival Coordinator or 1st VP the current List of Recommended Adjudicators by Aug. 1st.
- Review the List of Recommended Adjudicators. Recommend names of possible unlisted adjudicators to the 1st Vice President or Festival Coordinator for consideration as apprentices or additions to the list. When recommending names to the list, include full name, email and phone number. See the Festival Handbook and Adjudicator handbook for procedures and qualifications.
- Send updated List of Recommended Adjudicators to Festival Coordinator by September 15th.
- Consider writing and sending an article to 2nd Vice President (Grace Notes Editor) by September 15th.
- Get the names and emails of each Counties' Local Representative of your specialty.

September

- Consider writing and sending an article to 2nd Vice President (Grace Notes Editor) by September 15th.

October

- Attend October board meeting.
- Send written Report ahead of meeting via internet upload. (Follow email instructions).
- Report to the board. Report may include upcoming events in the section, or throughout the state, as well as information concerning your specialties. Be informed about what ensembles and/or teachers have received honors and share that information. Include activities from each county (TKMEA, FMCMEA, Kern, Mariposa/Merced).

November

December

January

- Attend January board meeting.
- Send written Report ahead of meeting via internet upload. (Follow email instructions).
- Report to the board. Report may include upcoming events in the section, or throughout the state, as well as information concerning your specialties. Be informed about what ensembles and/or teachers have received honors and share that information. Include activities from each county (TKMEA, FMCMEA, Kern, Mariposa/Merced).

February

March

- Consider writing and sending an article to 2nd Vice President (Grace Notes Editor) by March 15th.

April

May

- Begin to prepare the end of the year report for the June Meeting



Higher Education Representative - CMEA Central Section

Duties and Responsibilities

The Higher Education Representative is a liaison for all higher education activities in the Central Section.

June

- Attend June board meeting.
- Send written Report ahead of meeting via internet upload. (Follow email instructions)
- Report to the board. Report may include:
 - General courses, workshops, festivals appropriate for professional growth.
 - Issues in higher education (information from CALCOMTE meetings) regarding teacher education. Re
 - Changes in CTC standard.
 - Information on the “unprepared” teachers in the field.
 - Alternative ways to become credentialed.
 - Percentage of “emergency credentialed” teachers that are retained.
 - Activities at colleges and universities in Central Section and throughout the state which relate to music education.

July

August

- Attend August board meeting.
- Send written Report ahead of meeting via internet upload. (Follow email instructions)
- Report to the board. Report may include:
 - General courses, workshops, festivals appropriate for professional growth.
 - Issues in higher education (information from CALCOMTE meetings) regarding teacher education.
 - Changes in CTC standard.
 - Information on the “unprepared” teachers in the field. c) Alternative ways to become credentialed.
 - Percentage of “emergency credentialed” teachers that are retained.
 - Activities at colleges and universities in Central Section, and throughout the state, which relate to music education.
- Write and send article to 2nd Vice-President (Grace Notes Editor) by ~~October 4~~ September 15th

September

- Consider writing and sending an article to 2nd Vice-President (Grace Notes Editor) by September 15th

October

- Attend October board meeting.
- Send written Report ahead of meeting via internet upload. (Follow email instructions)
- Report to the board. Report may include:
 - General courses, workshops, festivals appropriate for professional growth.
 - Issues in higher education (information from CALCOMTE meetings) regarding teacher education.
 - Changes in CTC standard.
 - Information on the “unprepared” teachers in the field.
 - Alternative ways to become credentialed.
 - Percentage of “emergency credentialed” teachers that are retained.
 - Activities at colleges and universities in Central Section and throughout the state which relate to music education.

November

December

January

- Attend January board meeting.
- Send written Report ahead of meeting via internet upload. (Follow email instructions)
- Report to the board. Report may include:
 - General courses, workshops, festivals appropriate for professional growth.
 - Issues in higher education (information from CALCOMTE meetings) regarding teacher education.
 - Changes in CTC standard.
 - Information on the “unprepared” teachers in the field.
 - Alternative ways to become credentialed.
 - Percentage of “emergency credentialed” teachers that are retained.
 - Activities at colleges and universities in Central Section and throughout the state which relate to music education.

February

March

- Consider writing and sending an article to 2nd Vice-President (Grace Notes Editor) by March 15th

April

May



Legislative Action Representative CMEA Central Section

Duties and Responsibilities

The Legislative Action Representative is a liaison for all advocacy activities in the Central Section.

June

- Attend June board meeting.
- Send written Report ahead of meeting via internet upload. (Follow email instructions)
- Report to the board. Report may include advocacy and legislative efforts in the section, and throughout the state.

July

August

- Attend August board meeting.
- Send written Report ahead of meeting via internet upload. (Follow email instructions)
- Report to the board. Report may include advocacy and legislative efforts in the section, and throughout the state.
- Consider writing an article for the Newsletter "Grace Notes" and sending it to the 2nd Vice-President (Grace Notes Editor) by September 15.

September

- Consider writing an article for the Newsletter "Grace Notes" and sending it to the 2nd Vice-President (Grace Notes Editor) by September 15.

October

- Attend October board meeting.
- Send written Report ahead of meeting via internet upload. (Follow email instructions)
- Report to the board. Report may include advocacy and legislative efforts in the section, and throughout the state.

November

December

January

- Attend January board meeting.
- Send written Report ahead of meeting via internet upload. (Follow email instructions)
- Report to the board. Report may include advocacy and legislative efforts in the section, and throughout the state.

February

March

- Consider writing an article for the Newsletter "Grace Notes" and sending it to the 2nd Vice-President (Grace Notes Editor) by March 15.

April

May

- It is highly recommended to attend the Stand Up 4 Music Advocacy Day in Sacramento.



Webmaster & Social Media Facilitator CMEA Central Section

The Webmaster & Social Media Facilitator is responsible for creating, maintaining and updating Central Sections Web-site as well as by the use of social media, promote all the opportunities that Central Section offers to CMEA members.

Duties and Responsibilities

June

- Attend June board meeting.
- Send written Report ahead of meeting via internet upload. (Follow email instructions)

July

- Attend Annual Festival meeting.

August

- Attend August board meeting.
- Send written Report ahead of meeting via internet upload. (Follow email instructions)
- Report to the board.
- Sign CMEA membership nondisclosure form and send to current CMEA administrator at cmea@calmusiced.com
- Prepare website for Adjudicator solicitation

September

- Prepare Web-site for Large Group Registrations

October

- Attend October board meeting.
- Send written Report ahead of meeting via internet upload. (Follow email instructions)
- Report to the board and give updates

November

- Upload Grace Notes Publications

December

January

- Attend January board meeting.
- Send written Report ahead of meeting via internet upload. (Follow email instructions)
- Report to the board and give updates

February

- Prepare Festival Evaluation links

March

April

- Upload Spring Grace Notes

May



Rural Schools Representative - CMEA Central Section

The Rural School Representative is a liaison for all Rural Schools in the Central Section. This representative will bring the issues, concerns, and successes of Rural Programs to the Central Section Board and come up with innovative ideas to better support these programs and the educators that teach them. In order to have a unified vision, it is important to appoint an “Area Representative” for each of the county groupings (Merced/Mariposa, Fresno/Madera, Tulare/Kings, Kern). Delegating quarterly roundtables and Rural Ensemble Clinics to the Area Representatives will be more efficient in keeping the vision effective throughout the Section.

Duties and Responsibilities

June

- Attend June board meeting.
- Send written Report ahead of meeting via internet upload. (Follow email instructions)
- Report to the board. Report may include upcoming Rural School events in the section, or throughout the state, as well as information concerning teachers.

July

- Host a meeting with the Rural Schools Committee to discuss the upcoming year.

August

- Attend August board meeting.
- Send written Report ahead of meeting via internet upload. (Follow email instructions)
- Report to the board. Report may include upcoming events in the section, or throughout the state, as well as information concerning Rural School teachers.
- Consider writing and sending an article to the 2nd Vice President (Grace Notes Editor) by September 15th
- Ask Area Reps to update contact lists.

September

- Consider writing and sending an article to the 2nd Vice President (Grace Notes Editor) by September 15th

October

- Attend October board meeting.
- Send written Report ahead of meeting via internet upload. (Follow email instructions)
- Report to the board. Report may include upcoming events in the section, or throughout the state, as well as information concerning rural school teachers.

November

- Start preparation for Rural Ensemble Clinic Season.
 - Establish Dates and Sites for each Area
 - Instrumental and Choral
 - Judges for each of the Clinics

December

- Finalize REC's and make sure that funding and information is relayed with CMEA-CS Festival Coordinators.

January

- Attend January board meeting.
- Send written Report ahead of meeting via internet upload. (Follow email instructions)
- Report to the board. Report may include upcoming events in the section, or throughout the state, as well as information concerning rural school teachers.
- Attend Round Tables within all 4 Areas.

February

- Attend Round Tables within all 4 Areas.

March

- Consider writing and sending an article to the 2nd Vice President (Grace Notes Editor) by March 15th
- Attend Round Tables within all 4 Areas.

April

- Consider writing and sending an article to the 2nd Vice President (Grace Notes Editor) by April 1.
- Attend Round Tables within all 4 Areas.

May

- Attend Round Tables within all 4 Areas.