

UMTA State Board Descriptions -compiled 2021-22

Immediate Past President

1. The Immediate Past President serves as chair of the Nominating Committee for the President-Elect in the odd-numbered year of her term.
2. The Immediate Past President serves as a member of the UMTA Executive Board and attends the monthly Executive Board meeting. She also serves as a member of the UMTA State Board.
3. The Immediate Past President serves as chair of the Student Programs Committee. She calls for the meeting of this committee prior to each state board meeting, gathers the reports from each area in the Student Programs, and submits them for the UMTA State Board meetings. She reminds her committee to submit information for the UMTA State Newsletter. She helps support and train the members of the committee.
4. Under the direction of the President, the Immediate Past President purchases and arranges for delivery of floral arrangements/condolence items if a UMTA member or one of their immediate family members passes away.
5. The Immediate Past President helps and supports the President and First Vice President in any way she can, but especially with conference.
6. The Immediate Past President fulfills other assignments as directed by the President.

State President Responsibilities

State and Executive Boards

- Be aware of each committee chair's needs and their committee. Stay connected. Know their responsibilities and help when needed.
- Respond to emails, texts, and phone calls from board members
- Keep each position filled at all times. Call new board members to positions when terms have been completed.

State Conference

Support VP-conference chair in each and every task for conference

- Prepare and deliver opening and closing addresses
- Introduce presenters when asked
- Connect with exhibitor hall booths -visit each booth
- Attend University Share
- Attend Awards Banquet -conduct
- Attend Student Awards Reception -conduct
- Prepare agenda and conduct State Board Meeting
- Create program and conduct Awards Banquet program
- Create program and conduct Student Awards Reception and hand out certificates

Southwest Division

- Attend bi-annual division meetings

- Create and present UMTA State Report at Southwest Division meetings

State Board and Committee Meetings

- Email reminder to committee chairs to hold their committee meeting and send in their report
- Create agenda, email board reminder, collect and prepare committee reports
- Conduct meetings -*Jan, Aug are held online, June, Nov are in person*
- Attend quarterly Collegiate Committee meetings

Executive Board

- Prepare agenda for monthly meetings
- Conduct Executive Board meetings
- Approve emails that are sent to UMTA members -before they are sent
- Approve each check written with passcode
- Stay connected, answering any emails, texts, phone calls

Local Associations

- Presidents Council -brief training for all chapter presidents, held in June.
 - Prepare agenda based on current needs
 - Conduct Presidents Council
- Keep track of any changes with chapter presidents -send to membership and website chairs
 - Welcome new president and answer any questions.
- Prepare chapter presentations and give title/description to Patrice for website page.
 - Visit each chapter at least once during the two year period, giving presentations when asked.

UMTA / MTNA Awards

Legacy Awards, Foundation Fellow, Collegiate Chapter of the Year, Local Association of the Year

- Legacy and Foundation Fellow
 - Email members -ask to nominate Legacy and Foundation Fellow
 - Collect nominations -executive board votes
 - Inform nominees
 - Collect bio and photos
 - Order Legacy Awards
- Collegiate Chapter of the Year
 - Select chapter for award
 - Collect "bio" and group photo -send to website and conference chairs
 - Fill out online form to MTNA
- Local Association of the Year
 - Select chapter for award
 - Collect "bio" and group photo -send to website and conference chairs
 - Fill out online form to MTNA

Competitions, Honors Recitals

- Stay informed and support competition chairs
- Attend and help out at competitions when possible

MTNA National Conference

- Attend yearly conference representing the state of Utah
- Attend Southwest Division meeting
 - Present prepared state report
- Attend MTNA State Presidents Advisory Council meeting
 - Report back to UMTA executive and state boards

UMTA 1 st Vice President over Conference Duties and Responsibilities

I. UMTA State Conference Chair—two years

- Oversee all conference related tasks
- Select venue/hotels ◦ deposits and contracts
- Create conference theme
- Organize conference committee
- Select Keynote Speaker, Banquet Guest Artist, and Guest Clinician ◦ contracts ◦ airline tickets and hotel reservations
- Select and invite instructors for Collegiate and Intermediate Master Classes
- Select showcases and assist in selecting vendors for exhibit hall
- Attend State and Executive Board meetings—keep all conference info up to date
- Keep website updated with all conference info
- Select and order all conference meals ◦ box lunches ◦ Friday Awards Banquet ◦ Saturday morning Board Meeting ◦ Student Awards Reception
- Oversee collection of all material for conference book and student awards book
- Oversee creation of conference book and student award book, order printed copies
- Create flyers, handouts, and registration form for state board meetings and website
- Organize handouts for conference
- Organize all technology needs for conference, including pianos—work with Riverton and Daynes
- Assist with Friday evening awards banquet ◦ programs ◦ table numbers
- Set up and take down venue
- Keep a budget of all income and expenses
- Write thank you's to all presenters/instructors/committee members
- Create a conference survey/summary for next year
- In the event a virtual conference is necessary, create all of the above that pertains and work with UMTA website chair to create a conference on the UMTA website

II. Assist UMTA President and State Board as needed

2nd VP - Competitions

- Participate on the Executive Board, helping make decisions that affect UMTA members.
- Competitions Committee Chair - touch base with each competition chair within the committee to make sure they have what they need, and assist in whatever ways are needed.
- UMTA Composition; UMTA Concerto Competitions -Instrumental/Voice/Piano; MTNA Composition Competition; MTNA Performance Competitions -Instrumental/Piano

MTNA Piano Performance Competitions Chair

- Oversee the Piano Performance Competition
- Arrange for judges and competition venue
- Email teachers and students regarding scheduling and information
- Coordinate travel details with judges/ arrange for hotel accommodations very close to the venue. If being held at Daynes, The Holiday Inn Express is a few minutes away and easily accessible for the competition.
- Many details for the actual competition that aren't listed here are found in the MTNA Competition Handbook
- Get all information needed to reimburse judges for flights to Utah and to pay their judging fees. Get payment information to UMTA Treasurer by the end of the competition, so checks can be mailed out on Monday after the competition.

Collegiate Committee

Chair

The collegiate committee chair is responsible for organizing committee meetings and record keeping. The chair submits reports to the executive board prior to state board meetings and compiles promotional materials in consultation with the state president.

College Faculty

The college faculty liaison organizes the collegiate master class at the annual state conference and compiles audition dates and requirements from Utah colleges and universities to be posted on the UMTA website and other publicity outlets.

Collegiate Chapters

The collegiate chapter liaison maintains a contact list of collegiate chapter officers and advisors. The liaison facilitates the formation of new collegiate chapters and supports current chapters. The liaison also organizes the University Share and Collegiate IMTF sessions at the state conference.

UMTA President

The state president facilitates communication with the executive board and administers the Collegiate Chapter of the Year award at the end of each calendar year. The president also encourages collegiate chapter visits by board members and compiles promotional materials in consultation with the collegiate committee chair.

UMTA Independent Music Teachers Forum (IMTF) Chair

The Chair of this committee heads up the IMTF luncheon discussion at the annual UMTA State Conference. He/she decides the theme, method of stimulating discussion, and heads the luncheon meeting. In addition, the Chair is responsible for handouts, etc. The Chair may call a committee to assist with any of these responsibilities. A budget of \$100 has been allotted for expenses incurred.

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Website Chair

- Keep website information up-to-date as information is passed on from all areas of UMTA.
- Look ahead and see what information needs to be publicized well in advance
- Look for noteworthy news to be highlighted on the website

- Use html code to keep the website functional
- Keep minimal contact with Webmaster so he will be willing to stay our webmaster!

Awareness and Advocacy Chair

Description: To support and advocate for music education, UMTA music teachers and their students by: assisting local chapter chairs in providing opportunities and resources for UMTA members as stated in MTNA Standard IV: Professionalism and Partnerships; and, Standard V: Professional and Personal Certification renewal (See Appendix: I).

Time Commitment: Since this is a volunteer position, the time commitment to the role and activities is dependent on the individual. The job description is divided in primary and secondary responsibilities.

Primary Responsibilities:

1. Chairs the Advocacy through Action Award nomination and selection committee.
 - a. Prepares Email invite and Google Nomination Survey to UMTA membership
 - b. Manages the Award nomination document and process
 - c. Responsible for Obtaining and Presenting the Award
2. Submits quarterly columns to the UMTA newsletter on topics of arts advocacy (a non-exhaustive list of examples to write: highlighting community organizations, legislation regarding the arts, interviews with local UMTA chapters of projects in their chapters, etc.) that are relevant to UMTA membership
3. Maintain an active individual or organizational subscription/membership to Utah Cultural Alliance (<https://www.utahculturalalliance.org/>) in order to be informed of current arts and culture advocacy issues across the state that affect UMTA and other cultural organizations; attend trainings, webinars, and advocacy action days as able.
4. Attend all State Board and Communications Committee meetings

Secondary Responsibilities:

1. Provides annual training on Arts Advocacy to local chapter chairs at the UMTA state conference (submit arts advocacy related proposals for the state conference)
2. Works with Local Chapter Chairs to provide opportunities for UMTA members' students as stated in Standard V: Category 3.
3. Consults with Local Chapter Chairs in organizing at least one community activity to provide financial support for local music programs and/ or the MTNA Fund.
4. Creates "Calls to Advocacy" for UMTA membership as needed around issues related to arts and culture.