

# **KANSAS MUSIC EDUCATORS ASSOCIATION**

Southwest District

# **HANDBOOK**



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## **By-Laws of Southwest District Kansas Music Educators Association**

SWKMEA includes all schools within the following counties: Barton, Barber, Clark, Comanche, Edwards, Finney, Ford, Grant, Gray, Greeley, Hamilton, Haskell, Hodgeman, Kearny, Kiowa, Lane, Meade, Morton, Ness, Pawnee, Pratt, Rush, Scott, Seward, Stafford, Stanton, Stevens, and Wichita.

### **Article I-Name**

The corporation name of this association is the Kansas Music Educators Association-Southwest District.

#### **Section 1-NAfME-The National Association of Music Education**

The Southwest District is part of the KMEA and it shall function as the affiliated state unit of NAfME.

### **Article II-Objective**

The Objective of this association is the advancement of music education in the Southwest District of Kansas.

### **Article III-Membership and Dues**

#### **Section 1-Active Membership**

Active membership shall be to people who are members of NAfME/KMEA, retired, and/or teach in Southwest KMEA. Active membership shall provide the privileges of participation in the activities of the association including the right to vote, to hold office and admission to the meetings of the association. For a student to participate in a Southwest District Honor group the sponsoring teacher must be an active member of the KMEA.

#### **Section 2-NAfME-Collegiate Membership**

Student chapter membership shall be open to students of music education at the college level who are not employed as teachers. Annual dues shall be set by each individual chapter to which shall be added the amount of student chapter membership dues of the National Association for Music Education.

#### **Section 3-Life Membership**

The Southwest KMEA shall extend to all persons holding life memberships in the National Association for Music Education the rights and privileges of active membership in the association.

#### **Section 4-School Membership**

Each school participating in KMEA and KSHSAA sanctioned district events will be a member of the KSHSAA or a KSHSAA Approved School and be in good standing with the organization. Teachers entering students in events will need to be members in good standing of KMEA as well.

## **Article IV-Government**

**Section 1-Officers** The officer of the KMEA Southwest District shall be a President, President-Elect, and Past-President whose duties shall be as follows:

- A. **President** - The President shall preside at Southwest District business meetings and meetings of the Board of Directors. The President shall have the power to appoint resource persons and committees not otherwise provided for in the bylaws and shall be responsible for the planning of the Southwest Districts Mini-Conventions and perform all other duties pertaining to the office. The President shall have the power to appoint any active member to fill vacancies that may occur among the officers and the board of Directors.
- B. **Past-President** - The Past-President shall serve as advisor to the President, shall have such other duties as may be assigned by the President or the Board of Directors, and assume the duties of the President in the case of disability or absence of the President.
- C. **President-Elect** - The President-Elect shall assist the President in an advisory capacity, and have such other duties as may be assigned by the President or Board of Directors.

**Section 2. Executive Committee.** The Executive Committee of the Southwest District Kansas Music Educators Association shall be comprised of the President, Past President, and President-elect of the association and the Executive Director. The Executive Committee shall represent and act for the Board of Directors in the intervals between the meetings of that body as well serve as the nominating committee for the election of the officers of the Southwest District.

**Section 3-Board of Directors** The Board of Directors of the Southwest District KMEA shall be comprised of the President, President-Elect, Past-President, and the Chairs of the Honor Groups. (High School Band, High School Choir, High School Jazz Band, High School Orchestra, Middle School Band, Middle School Choir, Middle School Orchestra and Elementary Choir), and shall:

- A. Administer and be responsible for the business management, educational affairs, and operation of the Southwest District KMEA, and for the management and control of the funds thereof;
- B. Have the responsibility for the Southwest District KMEA general policies and program of activities
- C. Appoint an Executive Director, prescribe duties and compensation and have full supervision and control of actions taken by the Executive Director;
- D.

## **Article V-Elections**

### **Section 1-Nominating Committee**

The executive Committee shall secure the names of candidates eligible for incoming President-Elect and Chairs of the Honor Groups.

### **Section 2-District Election of Officers**

An election shall be held in December of odd-numbered years for the purpose of electing district President-Elect, HS Choir Chair-Elect, MS Choir Chair-Elect, HS Jazz Band Chair-Elect, and HS Orchestra. On even-numbered years an election shall be held in December for, HS Band Chair-

Elect, MS Band Chair-Elect, MS Orchestra Chair-Elect, and Elementary Chair-Elect. The candidate receiving the most votes shall be elected.

### Section 3-Eligibility to Vote

Only a person holding a current active KMEA membership shall be eligible to vote at all meetings.

## **Article VI-Terms of Office**

### Section 1-President

The President-Elect assumes the office of the President for a term of two years beginning with the first day of the first month following the close of the annual State In-Service Workshop held on even numbered years.

### Section 2-President-Elect

The President-Elect shall serve for a term of two years beginning with the first day of the first month following the close of the annual State In-Service Workshop held on even numbered years.

### Section 3-District Chairmen

The Chair-Elects shall become acting Chairmen at the first day of the first month following the close of the annual State In-Service Workshop held after the completion of their first year as Chair-Elect. They will serve as District Chairmen for two years.

### Section 4-District Chair-Elects

The Chair-Elect will serve one year prior to them becoming the active Chair. During this year they will attend board meetings as an observer and serve as assistant to the currently Elected Chair. In case of the Chair-Elects acting Chairman leaves their acting position the current District Chair-Elect shall serve as the acting Chair for the remainder of the current chair cycle plus their originally elected cycle.

### Section 4-Advisory Board Members

Site Coordinators, Mentor Chair and Music Advocacy Chair are all appointed and will serve for as long as deemed necessary by the state and the District President. These members serve as non-voting members of the Board.

## **Article VII-Re-Election**

District Officers may not be immediately re-elected to succeed themselves but may be appointed due to an early vacated office.

### Section 1 – Early Vacancy of President Position

If the district president vacates office in his/her first year, the past president will assume the role of president. If the office vacated in the second year, the president-elect will assume the role of president.

## Article VIII-Administrative Officers

The Southwest District shall have the following Administrative Officer.

### Section 1-Executive Director

The Executive Director is the chief professional administrator of the Southwest District and is responsible through the District President to the Board of Directors, operating within the bylaws of KMEA and within the policies established by the Board of Directors. In the event of a resignation or incapacitation, executive director candidates shall be nominated by the voting members of the Southwest District Board.

The Executive Director will be selected by a majority vote of the Board. The current president shall assume the duties of the Executive Director if that person becomes incapacitated or resigns until the position is filled by the board.

### Section 2-Executive Director-Emergency Contingency Plan

A. The Southwest Executive Director of the Association may be deemed incapable of executing the duties of the office by a unanimous vote of the remaining three members of the Southwest KMEA Executive Committee (President, President-elect and Past President). Incapacity is defined as the inability to properly or faithfully execute the duties of office, and may be caused by, but is not limited to, death, injury, mental incapacity, or release from employment for dereliction of duty or illegal activity.

B. In the event of incapacity, the President of the Southwest KMEA will execute the following plan, either in person or proxy:

1. Notify all financial institutions holding Southwest KMEA funds or investments and remove the Executive Director as a signatory on these accounts.
2. Notify the Southwest KMEA Board of Directors.
3. Notify the Southwest District members to report directly to the President until such time as an Executive Director or Acting Executive Director is hired.
4. Take possession of all Southwest District KMEA's financial records, organizational records, and physical property in possession of the Executive Director.
5. Arrange for all Southwest District KMEA mail and e-mails intended for the Executive Director to be forwarded to the President.
6. Manage the financial accounts of the organization (including, but not limited to, paying bills, making deposits, and oversight of investment accounts.).
7. In a timely manner and in consultation with the other Southwest District Executive Committee members, hire a new Executive Director or appoint an Acting Executive Director until such as a permanent replacement can be found.
  - a. Any Executive Committee member is eligible to serve as Acting Executive Director until such time as a new Executive Director has been hired.

b. A new Executive Director shall be selected within 3 months of the vote of incapacity.

### Section 3 Technology and Website Manager.

The Technology and Website Manager shall be under the direction and responsible through the Executive Director to the Board of Directors, and shall be responsible for maintaining and updating the association website and the oversight of technology used by the association.

## **Article IX-Meetings**

### Section 1-Board of Directors

The Board of Directors shall meet annually and at the call of the President or upon the joint request of not less than three members of the Board of Directors. A quorum of not less than six members of the Board shall be required for the transaction of business. Authority for emergency or quick action by the Board of Directors may be secured by email or phone and action thus taken shall be effective immediately.

## **Article X-Affiliations**

### Section 1-Affiliations

Such affiliations as set forth above shall not restrict or alter these bylaws, nor shall such affiliations alter the status of the Southwest District KMEA in its affiliated organizations, nor operation and activities thereof, nor the rights and privileges of individual members as herein set forth.

## **Article XI-Limitations of Responsibilities of the Officers**

The authority and responsibility for the management of the good will and credit of the association is vested in the Board of Directors but it is expressly understood that neither the Board of Directors nor any member thereof, nor any salaried officer, nor any member of the association shall be required to accept personal financial responsibility for duly authorized bills or obligations, or for suits, or from authorized activities of the organization carried on in good faith in pursuit of the objectives, purposes and activities or authorized by KMEA.

## **Article XII-Fiscal Year**

The fiscal year of the Southwest District KMEA shall be the same as the state and shall be from July 1 to June 30th.

## **Article XIII-Rules of Order**

Roberts rules of Order-Newly revised shall govern in all business meetings of the Southwest District KMEA.

#### **Article XIV-Amendments**

The bylaws may be altered or amended by an approving vote of two-thirds of the active Board of Directors at the annual summer business meeting. The updated amendments shall be posted to the Southwest KMEA website immediately following the summer board meeting.



**KANSAS MUSIC EDUCATORS  
ASSOCIATION**

**Southwest District**

**JOB DESCRIPTIONS**



## **SWKMEA Board of Directors**

### **(Voting Members)**

#### **President**

##### **January**

- Contact MS Choir chair and Elementary Choir Chair with reminder of responsibilities and to see if they need anything
- Create concert program for MS Honor Choir and Elementary Honor Choir. Print in your district or send to Executive Director at least a week in advance to be printed in Dodge City
- Attend the Honor Choir event
  - Lead the directors meeting
  - Emcee the concert

##### **February**

- Create board report and send to KMEA President and Executive Director
  - What have you done since the July Board meeting?
- KMEA President-Elect will send you a list of concerts/clinics that you will preside over at the ISW. Contact directors ahead of time to see how they would like their group announced
- KMEA Inservice Workshop
  - Attend the board meeting and be prepared to give a 1-2 minute district update.
  - Preside over assigned clinics and concerts.

##### **March**

- Attend the Strategic Plan meeting setup by the KMEA President-Elect. This happens every other year. No preparation is required, just be ready to brainstorm with KMEA leadership.

##### **April**

- Check in with district chairpersons regarding securing clinicians for the upcoming year.

##### **May**

- Contact SWKMEA board to schedule the Summer board meeting.
- Send June board report to KMEA President and Executive Director.
  - What have you done since the February board meeting?
  - This report is usually not very long

### June

- Attend the KMEA board meeting at the beginning of the month. Be prepared to give a district report.
- Lead the Southwest District board meeting. Set the agenda for the meeting.

### July

- Send July board report to KMEA President and Executive Director
  - This report will be longer than the June report.
  - What have you done since the June board meeting?
  - This will include any updates from the district board meeting.
- Attend the 2nd KMEA board meeting in late July.

### August

- Send a welcome back email to membership, outlining deadlines and other important dates. Share select news from the state and district board meetings

### September

- Coordinate with the district mentoring chair and attend the new teacher meeting.
- Check in with ensemble chairs regarding deadlines. (the district president is on all mailing lists, so you should see emails being sent from chairpersons to directors)

### October

- Be in contact with MS Band, MS Orchestra, and HS Jazz Chairpersons regarding the upcoming mini-convention in November with reminders of responsibilities and to see if they need anything
- Create the concert program for the November mini-convention
  - Clinicians will need to send you their bio and a headshot
  - Rosters for ensembles can be pulled off the district website

### November

- Attend the honor ensemble event
  - Lead the directors meeting
  - Emcee the concert
- Be in contact with HS Band, HS Choir, and HS Orchestra Chairpersons regarding the upcoming mini-convention in November with reminders of responsibilities and to see if they need anything.
  - HS Orchestra alternates every other year with the NWKMEA district
- Create the concert program for the November mini-convention
  - Clinicians will need to send you their bio and a headshot
  - Rosters for ensembles can be pulled off the district website

### **December**

- Attend the honor ensemble event
  - Lead the instrumental and vocal directors meetings in the morning
  - Lead the district business meeting in the afternoon
  - Emcee the concert

### **President-elect**

- Assist the President at their request.
- Fulfill a vacant term of the President the second half of the term.
- June/July: Attend state summer board meetings with the President in Wichita the second year of office.
- June Attend the State KMEA Leadership Boot Camp second year of office.
- Attend all District Board meetings (June) and District Mini-Conventions.

### **Past-President**

- Assist the President at their request.
- Fulfill a vacant term of the President the first half of the term.
- Attend all District Board Meetings and District Mini-Conventions
- Review Handbook and Audition Policy Document to make sure it is up-to-date and complete.

### **Executive Director**

(Non Voting Member except on Executive Committee)

### **July**

- Check and reconcile the bank sheet from July.
- Send all Books and Records for the SW KMEA Fiscal year to the KMEA Executive Director and/or the Accountant for KMEA for audit.
  - Pay the annual Fee for the Bookkeeping Audit.
- Write Checks to pay Salaries for the year.
  - Executive Director - \$1000.00
  - Facilities Director - \$500.00
  - Website Manager - \$2000.00
- Attend the Executive Directors for KMEA annual meeting.

- Begin collecting information for all Clinicians for the year.
  - Contract Each of Festival Clinicians and discuss any negotiations needed for the hiring thereof.
    - Send or email all Clinicians and Accompanist their SW KMEA Contract.
- Attend the KMEA late-summer Board meeting, if possible.

### August

- Check and reconcile the bank sheet from July.
- Collect all contracts for each Festival Clinician and Accompanist
- Secure Hotels in Dodge City, Kansas for each Clinician and Accompanist needing one.
  - Use the hotel:
    - Best Western North Edge Inn – 404 West Frontview St. – Dodge City, KS 67801 – (620) 371-6441
- Communicate with the District President anything which is needed to start the year from the state KMEA Meeting, which occurred at the end of July or beginning of August.
- Contact schools to reserve and set-up contracts for each Festival Day.
  - They will not charge SW KMEA in return for no fees charged to USD443 Schools for entries
  - Dodge City Middle School
    - November and January SW KMEA Festivals
  - Dodge City High School
    - December SW KMEA Festival
- Check on Certificates numbers on hand and order them if needed (about every 5-7 years)
  - Order from Legends Printing & Graphics – 901 N 2<sup>nd</sup> Ave. – Dodge City, KS 67801 – (620) 225-0020
    - Order 4, 000 of each at a time.

### September

- Make sure that the SW KMEA District President has issued an email or letter to the entire district talking about the upcoming year.
- Check and reconcile the bank sheet from August.
- Collect any Contracts from Clinicians, who have sent them back.
- Ask the SW KMEA President who are the SW KMEA:
  - Outstanding Elementary Educator of the Year
  - Outstanding Middle Level Educator of the Year
  - Outstanding High School Level Educator of the Year
  - Outstanding Administrator of the Year
- Order all plaques for the year.
  - Order from Coleen’s Trophies – 304 N. Main St – Garden City, KS 67846 – (620) 275-5962; coleentrophies.com
  - Annually:
    - Outstanding Elementary Educator of the Year
    - Outstanding Middle Level Educator of the Year
    - Outstanding High School Level Educator of the Year
    - Outstanding Administrator of the Year

- Every two years plaques for half of the following will need ordered for those going off the SW KMEA Board.
  - Elementary Choir Chairperson
  - Middle School Orchestra Chairperson
  - Middle School Band Chairperson
  - Middle School Choir Chairperson
  - High School Orchestra Chairperson
  - High School Choir Chairperson
  - High School Jazz Band Chairperson
  - SW KMEA President

### **October**

- Check and reconcile the bank sheet from September.
- Should receive a bill from TJ Sites for Festival Scores to be paid.
- Should receive spreadsheets from each honor group. Create a master list to collect fee payments and keep track of money received.

### **LATE OCTOBER**

- Double-Check numbers with Jason Richins ( [richins.jason@usd443.org](mailto:richins.jason@usd443.org) ), the SW KMEA Facilities Coordinator, so that he can order Juice and purchase water for the November Festival
- Email each of the three clinicians the directions to Dodge City, Dodge City Middle School and the Hotel confirmation information.
  - Make sure to attach the Expense Voucher again.
- Count out Certificates for each school entry in the November Festival.
- Count out Certificates for each student who is a three or four year High School District Jazz Band Member.
- Pick-up all plaques for the year.
- Order Doughnuts from Dodge City Dillons Grocery Store for November Festival.
  - One doughnut per student, but order 2 dozen more than the total number
  - Have them ready by 9:00am the day of the festival.
  - One of the Dodge City High School band directors will pick them up.
- Order Pizza from Dodge City Papa John's Pizza for November Festival.
  - 2 Slices per student, but order them cut in 6 slices, rather than the traditional 8 slices.
  - Order Beef, Pepperoni and only a few pizzas of just Cheese.
  - Hand-Tossed
  - Ask for School Pricing
  - Have them Delivered by 11:15am
    - Dodge City Middle School – 2000 6<sup>th</sup> Ave. – Dodge City, KS 67801

### **NOVEMBER**

- Check and reconcile the bank sheet from October.
- Should receive another bill from TJ Sites for Festival Scores to be paid.
- Should receive Spreadsheets of the entries for MS Choir and Elementary Choir in the middle of the month from Troy Johnson (TJ Sites).

- Make a final deposit of checks for fees the day before the November Festival.
- Friday (the day before) or the Day of the November Festival by 7:00am, set up at Dodge City Middle School after school.
  - Set-up 3 tables in the entrance to place certificates on them.
  - Print-out copies of the three and four year students for each of the Ensemble Chairs.
  - Plaques for those being honored at the concert.
    - The list may include:
      - HS Jazz Band Chairperson
      - MS Orchestra Chairperson
      - MS Band Chairperson
      - Outstanding MS Educator
      - Outstanding Administrator
- Saturday of the November Festival arrive by 7:00am
  - Sit at the entrance tables and welcome everyone.
  - Have check book ready to write checks for:
    - Reimbursements to Chairs and Directors
    - Expense vouchers for Clinicians
    - Stipends for Clinicians
    - Papa John's Pizza
  - Bring Debit Card for the Facilities Coordinator to pickup Doughnuts and Clinician Lunches..
  - Give Plaques for the Day to the President of SW KMEA
  - Hand the HS Jazz Band Chairperson the 3-4 year list.
  - Attend the Teacher/Membership meeting and take very detailed minutes of the meeting.
    - Once finalized email them to Troy Johnson to post on the SW KMEA website: [www.swkmea.org](http://www.swkmea.org) under Meeting Minutes.
  - Stay for concert and be prepared to introduce anyone needed.

### **LATE NOVEMBER**

- Double-Check numbers with Jason Richins, the SW KMEA Facilities Coordinator, so that he can order Juice and purchase water for the December Festival.
- Email each of the two or three clinicians and the choir accompanist the directions to Dodge City, Dodge City High School and the Hotel confirmation information.
- Create a Powerpoint for the December Concert featuring the following:
  - Pictures of Clinicians
  - Pictures of the SW KMEA Personnel
    - Presidents
    - Chairs
  - KMEA Special Guests
    - KMEA will usually send a State Board Member
  - Plaque and T-Shirt Announcement
  - District Messages
  - Advocacy Videos and Slides
  - A slide to capture the program by QR Code.

- Send the PowerPoint to Facilities Coordinator to be played at the December Festival Pre-Concert.
- Count out Certificates for each school entry in the December Festival.
  - One certificate per school entry
- Count out Certificates for each student who is a three or four year High School District Ensemble Member.
  - Add to the running spreadsheet of three and four year students by tallying all students in all high school ensembles.
  - Send the three and four year list to the following:
    - SWKMEA Chairperson:
      - HS Band
      - HS Choir
      - HS Orchestra (every year)
- Order Doughnuts from Dodge City Dillons Grocery Store for December Festival.
  - One doughnut per student, but order 2 dozen more than the total number
  - Have them ready by 9:00am the day of the festival.
  - One of the Dodge City High School band directors will pick them up.
- Order Pizza from Dodge City Papa John's Pizza for November Festival.
  - 2 Slices per student, but order them cut in 6 slices, rather than the traditional 8 slices.
  - Order Beef, Pepperoni and only 3 pizzas of Cheese.
  - Hand-Tossed
  - Ask for School Pricing
  - Have them Delivered by 11:15am
    - Dodge City High School – 2201 Ross Blvd. – Dodge City, KS 67801

### **DECEMBER**

- Check and reconcile the bank sheet from November.
- Should receive another bill from TJ Sites for Festival Scores to be paid.
- Saturday of the December Festival arrive by 7:00am
  - Same as November event

### **EARLY JANUARY**

- Double-Check numbers with Jason Richins, the SW KMEA Facilities Coordinator, so that he can order Juice and purchase water for the January Festival.
- You should receive an invoice from the Facilities Coordinator for Participant Snack Juice at the December Festival to be paid to USD 443 Food Services.
- Email each of the two clinicians and two accompanists the directions to Dodge City, Dodge City Middle School and the Hotel confirmation information.
- Count out Certificates for each school entry in the January Festival.
  - One certificate per school entry
- Order Doughnuts from Dodge City Dillons Grocery Store for January Festival.
  - One doughnut per student, but order 2 dozen more than the total number
  - Have them ready by 9:00am the day of the festival.
  - One of the Dodge City High School band directors will pick them up.
- Order Pizza from Dodge City Papa John's Pizza for January Festival.



- 2 Slices per student, but order them cut in 6 slices, rather than the traditional 8 slices.
- Order Beef, Pepperoni and only 3 pizzas of Cheese.
- Hand-Tossed
- Ask for School Pricing
- Have them Delivered by 11:15am
- Check and reconcile the bank sheet from December.

### MID-JANUARY

- Should receive another bill from TJ Sites for Festival Scores to be paid. Saturday of the January Festival arrive by 7:00am
  - Same procedure as November and December event

### FEBRUARY

- Check and reconcile the bank sheet from January.
- Should receive the last bill from TJ Sites for Festival Scores to be paid, if you did not receive it in January.
- You should receive an invoice from the Facilities Coordinator for Participant Snack Juice at the January Festival to be paid to USD 443 Food Services.
- By mid-February generate a list of all School, whom has not paid for fees yet.
  - Email each director, who is missing fees and remind them to do so by paying their fees before the March 1<sup>st</sup> deadline.
    - Remind them that an invoice must be sent too.
    - Remind them that a \$50.00 fee will be assessed after March 1<sup>st</sup>, if their bill(s) is/are not paid.
- Plan to attend the Executive Directors Meeting on Thursday night of the KMEA In-Service workshop in Wichita, KS.

### MARCH

- MARCH 1<sup>st</sup> send an email to all Directors who have not paid their fees reminding them of the March 1<sup>st</sup> Deadline.
  - Add a \$50.00 fee to their bill.
  - Remind them that an invoice must accompany payment, or a \$15.00 will be assessed.
- Check and reconcile the bank sheet from February.
- By mid-March generate a list of all School, whom has still not paid for fees yet.
  - Email each director and now School Principal, who is missing fees and remind them that the deadline was March 1<sup>st</sup> and a \$50.00 fee has been added to the bill.
    - Remind them that an invoice must be sent too.

### APRIL

- Check and reconcile the bank sheet from March.
- By mid-April generate a list of all School, whom has still not paid for fees yet.
  - Email each director and now School Principal, who is missing fees and remind them that the deadline was March 1<sup>st</sup> and a \$50.00 fee has been added to the bill.
    - Remind them that an invoice must be sent too.

- Also remind them the SW KMEA District Policy is...
  - Any unpaid bills after March first that are not paid by June 30<sup>th</sup> will result in the Director's school becoming ineligible for participating in SW KMEA events the upcoming school year.
    - ✓ They will not be able to audition for District Band, Orchestra or Choir, which in turn will not allow them to audition for State events too.

### May

- Check and reconcile the bank sheet from April.
- By mid-April generate a list of all School, whom has still not paid for fees yet.
  - Email each director and now School Principal, who is missing fees and remind them that the deadline was March 1<sup>st</sup> and a \$50.00 fee has been added to the bill.
    - Remind them that an invoice must be sent too.
    - Also remind them the SW KMEA District Policy is...
      - Any unpaid bills after March first that are not paid by June 30<sup>th</sup> will result in the Director's school becoming ineligible for participating in SW KMEA events the upcoming school year.
        - ✓ They will not be able to audition for District Band, Orchestra or Choir, which in turn will not allow them to audition for State events too.

### June

- Check and reconcile the bank sheet from May.
- Create a Record of all Debits and Credits of the year for the June/Summer SW KMEA Board meeting.
  - Include beginning and ending balances as much as can be registered for June
    - June 30<sup>th</sup> is the end of the Fiscal Year.
  - Include all transactions in the Debit column and all Deposits
- Plan a meal for the SW KMEA Board the day of the SW KMEA Board Meeting
  - Make arrangements with a local restaurant.
  - Pay with Debit Card for everyone's meal.
- Create and distribute Expense Vouchers for all Board Members
  - Pay Mileage and Incidentals (Breakfast or Tolls)
  - Write Checks at the Board Meeting to save stamps
- Complete all Fiscal Year Books and Records for the SW KMEA and be ready to send them July 1<sup>st</sup> to KMEA Executive Director and/or the Accountant for KMEA for audit.
  - Include:
    - Records totaled
    - Receipts
    - Deposit Slips
  - Will probably need to get an electronic statement from the bank online to send with the books.
  - Make copies of all receipts, deposit slips, expense vouchers, contracts, etc. for SW KMEA records in case the originals get lost, destroyed, etc.
  - Prepare to start the year over!

## **Elementary Choral Chair**

### **May**

- Contact clinician(s) for next District Choir. (See the District Clinician Selection Guidelines.) Contact an accompanist(s).

### **June**

- Attend SWKMEA Summer Board Meeting.
  - Information for your report:
    - Audition Numbers
    - Participation Numbers
    - Any other notable items
    - Announce clinician and accompanist for upcoming honor ensemble.

### **August**

- Notify various music stores of the District selections. Notify District President of the clinician and music choices so they may be included in the fall State Board meeting. Transmit to the Webmaster the following:
  - Names of festivals songs and where available
  - Name of Clinician
  - Deadline for the entry date
- Attend Mentoring Zoom meeting to answer questions about nomination process.

### **October/November**

- Choose Choir Personnel from nominations on KMEA Member site.
- Send complete list of choir (include voice part and town) to District President, Executive Director, and Webmaster. Send an email to the directors regarding student attire. Remind the directors that their attendance is required on the concert day.

### **Early December**

- Inform host school of the seating arrangement desired by the guest conductor
- Inform host school of choir riser needs
- Communicate with the guest director(s) about the schedule of the day. Arrange for other directors to help with seating students, registration, and student control during rehearsal.

### **Performance Day**

- Help seat students at the beginning of the rehearsal
- Introduce the clinician at the beginning of the rehearsal
- Introduce the clinician at the beginning of the concert
- Be responsible for any equipment or instruments needed for the choir performance.

- Give report at District Business meeting –
  - Include the following stats:
    - Total # completed auditions
    - Total # selected for ensemble.
    - Number per section.
    - Number of schools participating.
    - Any other important Information

**April/May**

- Revisit job description/audition procedure and notify President of any changes that need to be made. Upload all important information from that year to Filebox in the KMEA Members site.

## **Middle School Band Chair**

### **May**

- Secure a guest clinician/conductor as soon as possible and notify the District President, Webmaster, and Executive Director prior to the summer board meeting. (See Clinician Selection Guidelines)

### **June/July**

- Attend SWKMEA Summer Board Meeting.
  - Information for your report:
    - Audition Numbers
    - Participation Numbers
    - Any other notable items
    - Announce clinician for upcoming honor ensemble.
  - Items to send to Webmaster
    - Name of clinician, headshot and bio.
    - Performance Repertoire
    - Any other information that needs to be posted on the website.
- Request the guest clinician/conductor to select the music for the Band as soon as possible. Inform them of recently used literature (such as the previous two years) to help inform their selections

### **August/September**

- Determine lodging needs of the clinician for the evening prior to the Festival and inform District Executive Director of such needs. The Executive Director will send out contracts and book hotel rooms.
- Obtain the music and have it ready to send to the directors/students no later than 1 week after the band roster is announced. Typically, this is done through a restricted access Google Drive Folder shared specifically with school directors. Students should not be given direct access to digital distribution, and digital distribution of music should absolutely not be publicly accessible.
- Set up audition events in Festival Scores and open a 2-3 week upload window. Email district directors reminders and procedures regarding auditions, including event codes. (*Training for festival scores is available on the website or by contacting festival scores manager, KMEA webmaster Troy.*)
- Assign judges and open the judging window the day following audition closure. All audition submitting directors should judge one or more instruments. Send the corresponding event codes and instructions.
- Attend Mentoring Zoom meeting to answer questions about audition process.

### **October**

- As soon as the band has been selected, send the seating chart to the host school of the festival and send a copy of the band roster to the District President, Executive Director, and Webmaster for publication.
- Send music to directors no later than 1 week after the band roster is announced.

### **Performance Day**

- The morning of the festival date, place each students' name on his or her chair along with a pencil.
- Help seat students at the beginning of the rehearsal
- Introduce the clinician at the beginning of the rehearsal
- Introduce the clinician at the beginning of the concert
- Be responsible for any equipment needed during performance.
- Give report at District Business meeting –
  - Include the following stats:
    - Total # completed auditions
    - Total # selected for ensemble.
    - Number per section.
    - Number of Participating Schools.
    - Any other important information

### **April/May**

- Revisit job description/audition procedure and notify President of any changes that need to be made. Upload all important information from that year to Filebox in the KMEA Members site.

## **Middle School Choral Chair**

### **May**

- Secure clinician and accompanist for the next Festival Choir. Have clinician choose 5 pieces to perform (See Clinician Selection Guidelines)

### **June**

- Attend the summer board meeting.
  - Information for your report:
    - Audition Numbers
    - Participation Numbers
    - Any other notable items
    - Announce clinician and accompanist for upcoming honor ensemble.
  - Items to send to Webmaster
    - Name of clinician, headshot and bio.
    - Name of accompanist and bio.
    - Performance Repertoire
    - Any other information that needs to be posted on the website.

### **August**

- Notify various music stores of the District music selections.
- Determine lodging needs of the clinician and accompanist for the evening prior to the Festival and inform District Executive Director of such needs. The Executive Director will send out contracts and book hotel rooms.
- Send an introduction email of information to the District teachers.
  - Include the following:
    - Who you are and where you teach.
    - Who the clinician is and what music that will be performed and encourage them to order music early.
    - Information on how to audition and any links that will make the process easier.
- Attend Mentoring Zoom meeting to answer questions about audition process.

### **October**

- Manage Festival Scores audition process by setting up event on festivalscores.com, sending event TAG and invitations to area directors. (*Training for festival scores is available on the website or by contacting festival scores manager, KMEA webmaster Troy.*)
- Ask fellow teachers to help with audition selections through festival scores. There are 2-3 judges per section (SATB).
- Once judging is complete, compile Choir Roster.

## **November**

- Audition uploads and selection of choir roster and alternates are complete.
- Notify the webmaster so he can post a roster to the website.
- Send an email to the directors regarding student attire.
- Remind the directors that their attendance is required on the concert day.
- Communicate with the guest clinician and school directors about the schedule of the day.

## **December**

- Inform host school of the seating arrangement desired by the guest conductor
- Inform the host school of choir riser needs.

## **Performance Day**

- Help seat students at the beginning of the rehearsal.
- Introduce the clinician and accompanist at the beginning of the rehearsal
- Introduce the clinician and accompanist at the beginning of the choral portion of the concert.
- Be responsible for any equipment or instruments needed for the choir performance.
- Give report at District Business meeting –
  - Include the following stats:
    - Total # completed auditions
    - Total # selected for ensemble
    - Number per section.
    - Number of Participating Schools
    - Any other important Information

## **April/May**

- Revisit job description/audition procedure and notify President of any changes that need to be made. Upload all important information from that year to Filebox in the KMEA Members site.



## **Middle School Orchestra Chair**

### **Up to a year ahead:**

- Secure clinician and collaborate with them on the repertoire. (See Clinician Selection Guidelines) Send Information to SW District Executive Director so a contract and W-9 form can be sent to guest clinician.

### **May**

- Send repertoire and clinician's name to directors and ask webmaster to post on website

### **June**

- Attend the summer board meeting.
  - Information for your report:
    - Audition Numbers
    - Participation Numbers
    - Any other notable items
    - Announce clinician and accompanist for upcoming honor ensemble.
  - Items to send to Webmaster
    - Name of Clinician, headshot and bio.
    - Performance Repertoire
    - Any other information that needs to be posted on the website.

### **August**

- Make sure clinician has scores and schedule of festival.
- Determine lodging needs of the clinician for the evening prior to the Festival and inform District Executive Director of such needs. The Executive Director will send out contracts and book hotel rooms.
- Pick audition excerpts, have webmaster post to website and send to directors. Excerpts are chosen from both the All State literature & District literature.
- Send an introduction email of information to the District teachers.
  - Include the following:
    - Who you are and where you teach.
    - Who the clinician is and what music that will be performed.
    - Information on how to audition and any links that will make the process easier.

### **September/October**

- Attend Mentoring Zoom meeting to answer questions about audition process.
- Manage Festival Scores audition process by setting up event on festivalscores.com, sending event TAG and invitations to area directors.
- Remind directors of audition deadline, assign judges.
- Check for any red flag auditions with judges, make final roster using Festival Scores data and send roster to directors. (*Training for festival scores is available on the website or by contacting festival scores manager, KMEA webmaster Troy.*)
- Once students are selected send final roster of orchestra to KMEA Webmaster and SWKMEA Executive Director for concert program.
- Create Seating chart, including number of chairs & stands for the set-up crew.

- Print name tags for the student's first rehearsal so they can find their seat easily.

### **Performance Day**

- At festival- have seating arranged, greet clinician and introduce them to orchestra.
- Help with tuning and anything else conductor needs during rehearsal.
- Have agenda for orchestra director's meeting.
- Give report at District Business meeting –
  - Include the following stats:
    - Total # completed auditions
    - Total # selected for Ensemble
    - Number per section.
    - Number of Participating Schools
    - Any other important information

### **April/May**

- Revisit job description/audition procedure and notify President of any changes that need to be made. Upload all important information from that year to Filebox in the KMEA Members site.

## **High School Band Chair**

### **May**

- Secure a clinician for the next District Festival Band. (See Clinician Selection Guidelines)

### **June**

- Finalize and send Audition Excerpts to webmaster to post on website by June 1<sup>st</sup>.
- Attend the summer board meeting.
  - Information for your report:
    - Audition Numbers
    - Participation Numbers
    - Any other notable items
    - Announce clinician and accompanist for upcoming honor ensemble.
  - Items to send to Webmaster
    - Name of clinician, headshot and bio.
    - Any other information that needs to be posted on the website.
    - Performance Repertoire
- Request the guest clinician/conductor to select the music for the Band as soon as possible. Inform them of recently used literature (such as the previous two years) to help inform their selections

### **August/September**

- Confirm dates and repertoire with the clinician.
- Determine lodging needs of the clinician for the evening prior to the Festival and inform District Executive Director of such needs. The Executive Director will send out contracts and book hotel rooms.
- Send an introduction email of information to the District teachers.
  - Include the following:
    - Who you are and where you teach.
    - Who the clinician is and what music that will be performed.
    - Information on how to audition and any links that will make the process easier.
- Attend Mentoring Zoom meeting to answer questions about audition process.

### **October**

- Set up audition events in Festival Scores and open a 2-3 week upload window. Email district directors reminders and procedures regarding auditions, including event codes. (*Training for festival scores is available on the website or by contacting festival scores manager, KMEA webmaster Troy.*)
- Make preparations to listen to audition recordings. Assign judges through Festival Scores and give a deadline to complete judging.

- Once judging is complete, compile the list of the District Band and send to President and Webmaster for posting.
- Distribute the District Band Music to directors immediately following the posting of the roster.

### **November**

- Make facility arrangements in Dodge City. Check with the clinician for any special arrangements or needs.

### **Performance Day**

- Help seat students at the beginning of the rehearsal.
- Introduce the clinician to the students.
- Take accurate attendance as students need to participate in the District Band to audition for the All-State Band.
- Keep the rehearsal on schedule and see to any needs of the clinician.
- Introduce the clinician at the beginning of the band portion of the District Concert.
- Give report at District Business meeting –
  - Include the following stats:
    - Total # completed auditions
    - Total # selected for Ensemble
    - Number per section.
    - Number of Schools Participating
    - Any other important Information

### **April/May**

- Revisit job description/audition procedure and notify President of any changes that need to be made. Upload all important information from that year to Filebox in the KMEA Members site.

## **High School Choral Chair**

### **May**

- Secure clinician and accompanist for the next Festival Choir. (See Clinician Selection Guidelines)
- Inform clinician of the State audition songs and determine **two** other songs of the clinician's choosing.
- Inform music stores of the selections so they can have plenty in stock.
- Finalize event details and repertoire list with the clinician.
- Share clinician and repertoire information with SWKMEA President, SWKMEA Executive Director, and Webmaster.

### **June**

- Attend the summer board meeting.
  - Information for your report:
    - Audition Numbers
    - Participation Numbers
    - Any other notable items
    - Announce clinician and accompanist for upcoming honor ensemble.
  - Items to send to Webmaster
    - Name of Clinician, headshot and bio.
    - Name of Accompanist
    - Performance Repertoire
    - Any other information that needs to be posted on the website.
- Determine lodging needs of the clinician and accompanist for the evening prior to the Festival and inform District Executive Director of such needs. The Executive Director will send out contracts and book hotel rooms.
- Coordinate with Webmaster for posting of all information.

### **August**

- Notify various music stores of the District music selections.
- Send an introduction email of information to the District teachers.
  - Include the following:
    - Who you are and where you teach.
    - Who the clinician is and what music that will be performed and encourage them to order music early.
    - Information on how to audition and any links that will make the process easier.
- Attend Mentoring Zoom meeting to answer questions about audition process.

## **October**

- Receive audition applications via Webmaster. Dodge City does not have to pay fees since they are the host school for the auditions and clinic.
- Contact Facilities Coordinator at Dodge City to make sure all facility arrangements have been made for auditions.
- Arrange three judges and a door monitor for each audition room. Arrange for a gym monitor, 2 hall monitors, and the past Choral Chair can assist in the office. All directors that submit entries must help with auditions in some capacity.
- Once you receive the data from the Webmaster, sort by voice type and create the audition schedule. Be careful when sorting the spreadsheet to keep all of the data together. The “hide” feature can be helpful.
- The six room assignments are as follows: Soprano 1, Soprano 2, Alto 1, Alto 2, Tenor 1/Tenor 2, Bass 1/Bass 2. Once the schedule is created, email schedule, map and information to all directors. Keep a running list of all changes/cancellations. Notify Webmaster of any voice changes.

## **November**

- Contact Dodge City to ensure all facility arrangements have been made for the day of auditions and performance.
- Receive the audition music sections from the State Chair. Send the sections out immediately in an email to all directors.
- Assign judges to their rooms in Festival Auditions. Print out their login information to hand it out at the morning meeting. Remind judges and helpers of meeting the morning of auditions.
- Prepare Bluetooth Speakers and ensure each room has a device to play to the audition recording. Make signs with the audition schedule for each room.
- Communicate with directors about audition information and keep checking the entry information for any last minute entries. The night before auditions, upload the audition data into Festival Auditions.

## **December**

- Inform host school of the seating arrangement desired by the guest conductor
- Inform the host school of choir riser needs.

## **Audition Day**

- Arrange for your own students' transportation home as you will have a long afternoon.
- Have three copies of the master schedule. One to post outside each room, one in gym for caller, and one in the office in case of cancellations.
- Hold a meeting with directors to go over procedures for the auditions.

- Once auditions are complete, compile data in Festival Auditions and create District Roster. \*All schools that submitted audition forms must be represented in the District Choir.
- Make determinations about where to break in the scores and rooms. Accept approximately 50 sopranos, 50 altos, 40 tenors, and 40 basses. If there are students with the same score around the cut-off, consult the past Choral Chair to make a decision.

### After Auditions

- **Send final roster to Webmaster.** Check with the clinician that everything is in place.
- Create seating chart/riser arrangement for performance day.
- Check in with Dodge City to make sure risers/chairs/food, etc. is all taken care of.

### Performance Day

- Before students arrive, place name tags on chairs/risers to aid in attendance.
- TAKE ACCURATE ATTENDANCE!! Students are not eligible for the State choir if they do not attend the district choir. Check with instructors about students that are not present, and triple check that your attendance is correct!!
- Get background bio on the clinician for introduction before the performance.
- Eat lunch with the clinician.
- Give report at District Business meeting –
  - Include the following stats:
    - Total # completed auditions
    - Total # selected for Ensemble
    - Number per section.
    - Number of Schools Participating
    - Any other important information
- After performance, compile the State Roster and send to State Choral Chairs and Webmaster. Use the same scores from District Auditions, and again be VERY careful that only students that attended the District Choir are on the list.

### April/May

- Revisit job description/audition procedure and notify President of any changes that need to be made. Upload all important information from that year to Filebox in the KMEA Members site.

## **High School Jazz Band Chair**

### **May**

- Secure a guest clinician/conductor as soon as possible and notify the District President, Webmaster, and Executive Director prior to the summer board meeting. (See Clinician Selection Guidelines)

### **June/July**

- Attend SWKMEA Summer Board Meeting.
  - Information for your report:
    - Audition Numbers
    - Participation Numbers
    - Any other notable items
    - Announce clinician for upcoming honor ensemble.
  - Items to send to Webmaster
    - Name of clinician, headshot and bio.
    - Performance Repertoire
    - Any other information that needs to be posted on the website.
- Request the guest clinician/conductor to select the music for the Band as soon as possible. Inform them of recently used literature (such as the previous two years) to help inform their selections

### **August/September**

- Determine lodging needs of the clinician for the evening prior to the Festival and inform District Executive Director of such needs. The Executive Director will send out contracts and book hotel rooms.
- Obtain the music and have it ready to send to the directors/students no later than 1 week after the band roster is announced. Typically, this is done through a restricted access Google Drive Folder shared specifically with school directors. Students should not be given direct access to digital distribution, and digital distribution of music should absolutely not be publicly accessible.
- Set up audition events in Festival Scores and open a 2-3 week upload window. Email district directors reminders and procedures regarding auditions, including event codes. (*Training for festival scores is available on the website or by contacting festival scores manager, KMEA webmaster Troy.*)
- Assign judges and open the judging window the day following audition closure. All audition submitting directors should judge one or more instruments. Send the corresponding event codes and instructions.
- Attend Mentoring Zoom meeting to answer questions about audition process.



### **October**

- As soon as the band has been selected, send the seating chart to the host school of the festival and send a copy of the band roster to the District President, Executive Director, and Webmaster for publication.
- Send music to directors no later than 1 week after the band roster is announced.

### **Performance Day**

- The morning of the festival date, place each students' name on his or her chair along with a pencil.
- Help seat students at the beginning of the rehearsal
- Introduce the clinician at the beginning of the rehearsal
- Introduce the clinician at the beginning of the concert
- Be responsible for any equipment needed during performance.
- Give report at District Business meeting –
  - Include the following stats:
    - Total # completed auditions
    - Total # selected for ensemble.
    - Number per section.
    - Number of Participating Schools.
    - Any other important information

### **April/May**

- Revisit job description/audition procedure and notify President of any changes that need to be made. Upload all important information from that year to Filebox in the KMEA Members site.

## **High School Orchestra Chair**

### **SWKMEA Orchestra Chair Duties: (Done in conjunction with the NW district Orchestra Chair)**

- When the District Festival is in Hays and the NW chair is in charge. (Odd Years Dodge/Even Years Hays)
- Collaborate with the NW chair and help where needed.
- Collaborate on final roster after auditions

\*\*When District Festival is in Dodge City:

#### **Up to a year ahead:**

- Secure clinician and collaborate with them on the repertoire. (See Clinician Selection Guidelines) Send Information to SW District Executive Director so a contract and W-9 form can be sent to guest clinician.

#### **May**

- Send repertoire and clinician's name to directors and ask webmaster to post on SW & NW KMEA websites.

#### **June**

- Attend the summer board meeting.
  - Information for your report:
    - Audition Numbers
    - Participation Numbers
    - Any other notable items
    - Announce clinician and accompanist for upcoming honor ensemble.
  - Items to send to Webmaster
    - Name of Clinician, headshot and bio.
    - Name of Accompanist
    - Any other information that needs to be posted on the website.

#### **August**

- Make sure clinician has scores and schedule of festival.
- Determine lodging needs of the clinician for the evening prior to the Festival and inform District Executive Director of such needs. The Executive Director will send out contracts and book hotel rooms.
- Pick audition excerpts, have webmaster post to website and send to directors. Excerpts are chosen from both the All State literature & District literature.
- Send an introduction email of information to the District teachers.
  - Include the following:
    - Who you are and where you teach.
    - Who the clinician is and what music that will be performed.
    - Information on how to audition and any links that will make the process easier.

#### **September**

- Attend Mentoring Zoom meeting to answer questions about audition process.
- Manage Festival Scores audition process by setting up event on festivalscores.com, sending event TAG and invitations to area directors.

### **October**

- Remind directors of audition deadline, assign judges.
- Check for any red flag auditions with judges, make final roster using Festival Scores data and send roster to directors. (*Training for festival scores is available on the website or by contacting festival scores manager, KMEA webmaster Troy.*)
- Once students are selected send final roster of orchestra to KMEA Webmaster and SWKMEA Executive Director for concert program.

### **November**

- Create Seating chart, including number of chairs & Stands for the set-up crew.
- Print name tags for the student's first rehearsal so they can find their seat easily.

### **Performance Day**

- At festival- have seating arranged, greet clinician and introduce them to orchestra.
- Help with tuning and anything else conductor needs during rehearsal.
- Have agenda for orchestra director's meeting.
- Give report at District Business meeting –
  - Include the following stats:
    - Total # completed auditions
    - Total # selected for orchestra
    - Number per section.
    - Number of Schools Participating
    - Any other important Information

### **April/May**

- Revisit job description/audition procedure and notify President of any changes that need to be made. Upload all important information from that year to Filebox in the KMEA Members site.

**(Advisory Positions – Non-Voting)**

**District Mentoring Chair**

**When appointed-** Meet with State Mentoring chairs to discuss expectations and upcoming mentoring sessions. Majority will be zoom meetings. Be available to facilitate zoom meetings and help new teachers connect with teachers in their specialties.

**June-** Plan with board district mentoring meeting for August or September. All board members need to be present to answer questions and give a brief description of their activities, dates to be aware of and any other information they feel new teachers need to be aware of.

**Yearly-** State mentoring activities

**February ISW-** Saturday mentoring breakfast, and any other mentoring activities planned by the state mentoring committee.

**District Advocacy Chair**

**When appointed-** Meet with State Advocacy chairs to discuss expectations. Be available to assist State Chairs as needed.

**June-** Attend SWKMEA Summer Board Meeting. Provide information on any updates from the State.

**Yearly-** State advocacy activities

**February ISW-** Attend/Assist with any advocacy clinics as needed.

**KANSAS MUSIC EDUCATORS  
ASSOCIATION**

**Southwest District**

**POLICIES**



## **AWARDS**

### **District Outstanding Music Educator**

1. Each district will receive nominations for District Outstanding Music Educator in three categories: Elementary, Middle/Junior High, and High School. Nominations may be made by any KMEA member.
2. Nominated teachers must have taught at least 5 years in Kansas at the grade level of nomination.
3. Nomination submissions shall include the Nomination Form (available on KMEA website [http://systems.ksmea.org/awards/?page=ome\\_nom](http://systems.ksmea.org/awards/?page=ome_nom)), a resume and a picture (preferably black and white) of the nominated teacher.
4. Nomination materials must be in the hands of the District President by August 1.
5. Districts will determine the process for selection of District Outstanding Music Educators.

Only one District Outstanding Music Educator will be considered for the State Outstanding Music Educator award.

### **Honor Administrator**

#### **Award information on KMEA state site**

<http://ksmea.org/awards/honoradmin/>

KMEA honors one administrator each year at the ISW conference.

Members of SWKMEA have a special opportunity to nominate an administrator as a candidate for the SWKMEA Honor Administrator Award. This annual award recognizes those administrators who have demonstrated continuing leadership in developing, improving, and supporting music education within a wider commitment to arts education, i.e., music, theater, visual arts, and dance.

Music educators are aware of the importance of principals and superintendents in creating and maintaining successful music programs. School district policy coupled with administrative management decisions pertaining to budget, scheduling, and facilities often have a long-range impact on arts education. Hence, administrators are key players in molding music education curricula. The Honor Administrator Award is an attempt to encourage and recognize the on-going administrative support of arts education in local school districts of Southwest Kansas.

The award will be presented during a SWKMEA mini-convention. The recipient will receive additional recognition through press releases to appropriate news media and professional journals, including a feature article to appear in a later issue of the *Kansas Music Review*. Current SWKMEA members are urged to submit names of candidates to the district President by September 1. A SWKMEA member or members must make nominations, but involvement from throughout the nominee's school district is encouraged.

### **Qualifications**

Nominees should be exceptionally skillful within their administrative unit, showing special support for the arts as an indispensable part of the school curriculum. Indicators of an administrator's commitment to arts education might include personal attitude and philosophy, program development and improvement, sensitivity to the special needs of space, scheduling, and equipment, leadership in providing opportunities for professional growth of teachers, and leadership in providing local community and financial support.

### **Nominating Procedure**

Any SWKMEA member or group of members may nominate an administrator for the Honor Administrator Award. Additional involvement by other persons in the nominee's school district is encouraged.

The nomination application should include: the completed application form, nominee's biographical information, nominee's professional experience (including years in present position), degrees earned, professional and civic organizations, and honors received a description of the school system's music program such as resources, number of students and teachers, etc.; and a description of any unique features or characteristics of the arts/music program within the building, district, or community.

The application may also include letters of endorsement and clippings of pertinent articles, photographs, or other sources which detail the nominee's distinctive contributions to the field of music education.

All nominations must include the name, address, and phone number of the individual SWKMEA member(s) submitting the application. Nominations must be in the hands of the SWKMEA President on or before September 1.

### **Award**

The SWKMEA President will serve as the Chairman of the Honor Administrator Award Committee for the Southwest District of KMEA. Copies of all nominations received by the deadline will be forwarded to the state KMEA Honor Administrator Award Committee.

The award will be presented during a SWKMEA Mini-Convention, and notification will be sent to the *Kansas Music Review* for publication in the state journal.

## **FINANCIAL**

The Southwest District Books will be reviewed annually and all information will be sent to the state auditor each year as soon as possible at the end of the fiscal year, June 30th. A report will be given to the District Board at the summer board meeting and to the whole district membership at the December Mini-Convention.

## **WHISTLE BLOWER AND CONFLICT OF INTEREST POLICY**

State KMEA and Southeast KMEA have adopted a ‘Whistle Blower’ and ‘Conflict of Interest’ policy per requirements as a tax exempt organization. All voting members are required to sign these documents **every** year. The forms will then be sent to the State Executive Director.

## **AUDITION POLICIES –(See SWKMEA Website for aligned audition policy information)**

### **CANCELLATION POLICY**

In the event of a cancellation of the Southwest KMEA Honor Groups in person for the November or December Mini-Conventions occurs more than a year in advance of the event, clinicians and accompanists will not be paid their contracted fee. If cancellation occurs less than a year, but more than 30 days before the event, clinicians and accompanists will be paid half of their contracted fee. If an event is cancelled less than 30 days in advance of the event, clinicians and accompanists will be paid their full contracted fee.

### **ACT OF GOD**

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

## **CLINICIAN SELECTION GUIDELINES**

- Contact your choice for clinician in the Spring.
- Get suggestions from other directors who have seen these people work. Make certain you have someone who is a good musician and can inspire and motivate young people.
- The clinicians will be compensated in the following way (SWKMEA Board Action, June 2024)
  - HS Jazz Band, Band, Orchestra, Choir, MS Band, Orchestra (Full Day Events)
    - Clinician - \$500 and up to \$300 expenses
    - HS Choir Accompanist - \$350 and up to \$300 expenses
  - MS Choir and Elementary Choir (Half Day Event)
    - Clinician - \$350 and up to \$300 expenses
    - Accompanist - \$200 and up to \$300 expenses
- Have all music selected and finalized by August 1. Check with area music dealers to be certain music is available.



## **DISTRICT CONCERT REPERTOIRE**

It is the duty of the Chairman to assist the clinicians in selecting music that is appropriate for this type of group. You must consider the level of ability of the students and the amount of rehearsal time. Students must be challenged but not "shot" by the time they get to the concert.

- Elementary Choral - The clinician or clinicians usually select with suggestions from the Elementary Choral Chairman. Program should consist of five or six numbers totaling 20 minutes or less for each group.
- Middle School Choral - The clinician usually selects with suggestions from the Middle School Choral Chairman. Program should consist of five or six numbers totaling 20 minutes or less.
- Senior High Choral - The clinician usually selects; however, the three state audition numbers should be included. Additional State Festival Choir numbers may be included or the clinician may select other literature usually not to exceed five or six selections.
- Middle School Band - The clinician usually selects with suggestions from the Middle School Band Chairman. Program should consist of three for four numbers totaling 20 minutes or less.
- Senior High Band - The clinician usually selects with suggestions from the Senior High Band Chairman. Program should consist of three for four numbers totaling 20 minutes or less.
- Senior High Jazz Band - The clinician usually selects with suggestions from the Senior High Jazz Band Chairman. Program should consist of three for four numbers totaling 20 minutes or less.

## **OTHER EXPENSES**

Make arrangements for lodging at least two weeks in advance of the concert. We will also provide lunch for the clinicians and we will pay mileage.

## **SPECIAL ARRANGEMENTS**

Check with your clinician for any special needs in the music (i.e., soloists, special instrumentation, taped accompaniments, additional percussion, microphones, etc.)

## **DISTRICT CONCERT ATTIRE:**

- HS Band/HS Orchestra/HS Jazz Band – Concert Black or School Uniform
- HS Choir – Concert Black or Black Bottom/White Top
- MS Band/MS Orchestra/Elementary Choir/MS Choir – Dress up in a conservative and comfortable manner or wear school uniform.

## **WEBSITE**

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