

JOB DESCRIPTION: PRESIDENT OF MFMC IVF SENIOR & JUNIOR CLUBS

The duties of the President include the planning of meetings with a prepared agenda for each meeting. Officers are requested to fulfill various duties of Vice President, Treasurer, Secretary and Historian. Chairpersons are requested to fulfill: Festival Chairman, Repertoire Chairman, Sacred MusicFest Chairman, Parade of American Music Chairman, Gold Cups/Trophies Chairman, Adjudicating Chairman, Theory Chairman and Hospitality Chairman. All members of the Club must be willing to assist the other in carrying out duties as requested by that chairman. Terms for these offices was determined to be one year. After that year, each member may evaluate if they are willing to extend this service for one more year. Two years maximum should be the term to exchange responsibilities in the Club.

Contact with the State Treasurer, Duane Langley, to request necessary forms to proceed with forming a new jr./sr. Club. Follow up for complete information and communicate to all members the specifics to prepare for starting this new club.

The name for our senior and junior club was voted upon and decided.

As each member contributed information, a calendar of events was drafted. Preparation of a calendar of events was delegated. Festival date and place was verified. Parade of American Music and Sacred MusicFest dates were set, not to conflict with Clavinova and Sonatina festivals.

Encouragement of each member to submit their current or new job descriptions with any needed assistance from other members. A deadline was set to submit these online.

A master list of the (7) founding members was delegated. This master list would include current mailing address, phone numbers, email information and areas of expertise as well as birthdays.

A master list of students participating in Festival, with current gold points, was delegated.

The review of packet information for summary and presentation was delegated.

Festival Chairman is to form an office team for processing rating sheets on days of Festival for teachers' packets.

Calculate fees for new sr./jr. Club dues. This fee included the club minimum fee for 10 members or less (currently \$50, raised to \$60 next year) (\$7.15 x 7), Key Notes Magazine \$6/member except Festival Chairman, Required Ntl. and State dues: \$13.50 (\$1.93 x 7); \$1 per junior club student member, insurance dues \$14 (\$2 x 7) and Founder's Day and IPFAC (a must for each club) \$32/year (\$4.57 x 7).

Summary of fees was calculated: $\$21.65 \times 7 = \151.55 PLUS \$1/each student enrolled in Festival

Contribution above this amount was recommended to have a small balance left over in an account set up for this club. The President and Treasurer will have signatures on this account. Tax exemption for a

non-profit organization is underway, processed by the Treasurer and President to IRS and MO State offices respectively.

Code of Ethics and By-Laws/Constitution are brought up for discussion and finalizing with the approval of all members.

Subjects of a discretionary nature must be discussed by the President to all members regarding allowing new members in the club, and any action needed if there are any areas of concern which would compromise our standards and ethical practice. Communication is essential in all matters of concern. Enforcing deadlines is necessary.

Matters of meeting etiquette were discussed and requested: cell phones turned off, preparation with information requested, a break if needed, and staying as close to the agenda as possible.

As issues arise, it is the job of the President to communicate these to the members and have opportunity for input before a decision is made. This is what sets us apart. We consider one another and communicate any concerns graciously but immediately. We work together as a team, respecting each other's experience and willingness to do our part to run an effective Club for the advancement of music education and appreciation for our students.

Respectfully submitted on October 15, 2009 by Susan Price, current President

VICE PRESIDENT

In the event of the president's absence, the vice president performs the duties of the president.

DUTIES:

The Vice President performs all duties as assigned by the President.

Historian

Duties:

- Create and maintain a scrapbook detailing events throughout the year, with the purpose of creating a long term project to show the creation and growth of MFMC Music Makers.

Treasurer Job Description

- ✓ **When new you must:**
 - **Change individual name and social security # on EIN with IRS. Send new information to :**
 - **Change signature cards with bank**
- ✓ Pay any bills
- ✓ Accept and deposit dues and student activity fees
- ✓ File any IRS forms
- ✓ Keep books-Treasurer's report
- ✓ Present report at each meeting
- ✓ Send club and junior dues in to MFMC
- ✓ Reimbursements made to members who incur Club or Festival expenses.

Job Descriptions

MFMC

Secretary

- Keep the minutes of the regular meetings.
- Send the minutes to the officers within one week of the meeting.
- Make any corrections.
- Keep on file. Submit to historian yearly.
- Handle any miscellaneous correspondence of club as needed.

Hospitality

- Coordinate meeting times and locations.
- Coordinate refreshments as needed.
- Send birthday cards to members.
- Coordinate necessary food for Festival.
- Have name tags for members (as club increases)
- Plan yearly luncheon.

JOB DESCRIPTION FOR SECRETARY MFMC IVF: Melody Makers:

- Attend board meetings
- Take minutes, type them up and distribute to board members to check
- Send final draft to President of the Club to save in file.
- Keep a hard copy of all Minutes in the Club binder
- Maintain Club binder and keep it up-to-date.

Submitted by Laureen Di Bisceglie

March 1, 2013