

MISSISSIPPI MUSIC EDUCATORS ASSOCIATION
Jr. High State Officer Handbook

GENERAL INFORMATION:

When one commits to division leadership, it is an eight-year term: two years as Secretary, two years as President-Elect, two years as President and two years as Past President. Board members are encouraged to attend Lakeshore Choral Camp. Duties are outlined as follows.

QUALIFICATIONS:

- Must be an active member of NAfME/MMEA/and MHSAA to hold office or to participate in business meetings.
- Teachers must be active members for students to participate in events sponsored by MMEA.
- Officers must have been district chair for 1 year before serving on the board.
- Nominations will be taken from the membership and the board will select from the nominations.

BOARD MEMBER DUTIES:

Secretary

- In charge of Solo & Ensemble Festival:
 - 1 judge per room
 - 3 sites; North, Central, South
 - Medals for Superior rating, certificates for Excellent ratings
 - Snacks, lunch, water for judge
 - You do not have to run all three sites; just make sure someone is in charge.
- Assist with Honor Choir auditions, State Honor Choir, and Convention.
- Assist with State Choral Festival.
- Attend all business meetings and take minutes for future reference.
- Attend the MMEA summer board meeting.
- Send out meeting notices.

President Elect

- In charge of Honor Choirs:
 - Secure clinician and get list of music before August meeting if possible.
 - Auditions:
 - Secure the same 3 or 4 judges for each site. (May use one judge for Tenor and Bass if not many participants.)
 - Snacks, lunch, water for judges
 - Double check on audition sites:
 - a) North –
1 day, need hotel room for judges
 - b) Central –
1 or 2 days depending on participants
 - c) South –
1 day, hotel if needed

- Convention:
- Name tags, program, schedule, lunch
- Contact someone to record the CD's
- Send names to the President Elect for T-shirts and plaques
- Assist with State Festival.
- Attend all business meetings and preside in the absence of the President if necessary.
- Attend MMEA Board meetings.

President

- In Charge of State Choral Festival
 - Secure site
 - Set date - a list of the spring break and Easter holidays may be obtained from the Mississippi Department of Education (they will e-mail it to you.)
 - Secure 3 choir judges, 3 ensemble judges and 1 sight-reading judge. At least 3 of the judges must be from out of state.
- Organize and preside over all business meetings and District Chairman's Workshops. (Three meetings – fall, winter, convention)
- Appoint committees or individuals to carry out projects deemed necessary or useful by the Junior High Choral Board.
- Appoints a chairman for district failing to elect one.
- Maintain contact with the District Chairmen to insure compliance with all set rules and encourage them.
- Attend MMEA Board meetings.
- Assist with Honor Choir.
- Organize Fall Choral Teacher Workshops along with High School President.

Past President

- Attend all business meetings.
- Preside in absence of President
- Be a resource to Secretary, Vice-President, and President.