

## **Duties of Officers**

**THE EXECUTIVE BOARD.** The Executive Board shall consist of the following voting officers: Immediate Past President, President, President-Elect, Vice President, Secretary, and Treasurer.

**THE BOARD OF DIRECTORS.** The Board Of Directors shall consist of the following voting officers: Immediate Past President, President, President-Elect, Vice President, Secretary, Treasurer, and the festival chairperson of each of the five (5) festival regions of the CMEA-Northern Section.

**THE APPOINTIVE BOARD.** The Appointive Board shall consist of the following non-voting representatives: Choral, Classroom, Higher Education, Institutional, Instrumental, Newsletter Editor, Public Relations, Student Chapter, Elementary Curriculum, Secondary Curriculum, and Medals Chairperson.

**IMMEDIATE PAST PRESIDENT.** The Immediate Past President shall be responsible for: (1) the nominating committee, (2) membership promotion, (3) the CMEA-NS Handbook, and (4) the CMEA-NS Constitution.

**PRESIDENT.** The President shall be responsible for: (1) supervising the affairs of the organization, (2) chairing the Executive Board, the Board Of Directors, the Appointive Board, and all committees, (3) appointing all committee members and filling vacancies on all boards with the approval of the Executive Board, (4) performing such additional duties as the Board Of Directors shall specify, (5) conducting all section, state, and national award programs, (6) serving on the CMEA Board Of Directors as the CMEA-Northern Section representative, and (7) approving all expenditures.

**PRESIDENT-ELECT.** The President-Elect shall be responsible for: (1) in the absence of the President, performing all duties and exercising all powers of the President, (2) coordinating all festivals and calling meetings of the Region Festival Chairpersons as necessary, and (3) in the second year of office, attending state CMEA board meetings. (The CMEA-Northern Section Board will pay expenses, providing funds are available.)

**VICE PRESIDENT.** The Vice President shall be responsible for: (1) in the absence of the President-Elect, performing and exercising all powers of the President-Elect (except shall not accede to the President-Elect office without an election by the membership), (2) in conjunction with the President-Elect, coordinate and run the Solo and Small Ensemble Festival as well as the Invitational Honor Festival.

**SECRETARY.** The Secretary shall be responsible for: (1) keeping records of all activities and meetings of the organization, (2) sending notices of board meetings to board members, (3) making a calendar for the CMEA-Northern Section each September and having it printed in the CMEA-NS Newsletter, (4) setting places and times for all board meetings with the approval of the President, and (5) performing such additional duties as the board may specify.

**TREASURER.** The Treasurer shall be responsible for: (1) CMEA-NS funds, and payment of all bills when countersigned by the President, (2) preparing a budget for the May board meeting of every year, and presenting to the Board Of Directors a financial statement of all conferences, festivals, workshops, and clinics, (3) summarizing these statements for publication in the CMEA-NS Newsletter, and (4) performing such additional duties as the Board Of Directors may specify.

**REGION FESTIVAL CHAIRPERSONS.** Each Region Festival Chairperson shall be responsible for: (1) organizing a meeting of all region music teachers in the Fall of each year, (2) serving as the liaison between the Board Of Directors and recognized associated organizations and institutional members within their region, (3) promoting membership and communication of region activities, (4) supplying an accurate list of teachers to the CMEA-Northern Section Secretary and the state CMEA data processing chairperson, (5) gathering information about the activities and events in the region for publication in the CMEA-NS Newsletter, (6) organizing.

**Meetings:**

**GENERAL MEMBERSHIP.** A general membership meeting will be held at least once every year. Additional meetings may be held as determined by the Board Of Directors. Any member is eligible to attend any CMEA-Northern Section meeting.

**EXECUTIVE BOARD.** The Executive Board shall meet at least two (2) times a year.

**BOARD OF DIRECTORS.** The Board Of Directors shall meet at least two (2) times a year. At least one (1) of these meetings will be with the Appointive Board.

**APPOINTIVE BOARD.** The Appointive Board will meet at least once a year to plan conferences, clinics, or workshops; at least once a year with the Board Of Directors; and in committees as called by the President.