

OMEA District Chair Handbook

Revised 09-08-10

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District Chairs are full voting members of the Board, charged with representing their particular area of the state.

Attend all State OMEA Board Meetings:

The first meeting is in September, the second corresponds with the OMEA State Conference on MLK weekend, usually on Sunday, and the third meeting is at the end of May or beginning of June.

Serve as a liaison between the District and the State OMEA Board:

YOU ARE THE COMMUNICATION LINK BETWEEN THE STATE ORGANIZATION AND THE MEMBERS IN YOUR DISTRICT. THEY SEE YOU AS A PERSON “IN THE KNOW” AND A LEADER IN THE STATE. THEY WILL EXPECT TO BE ABLE TO FIND OUT INFORMATION FROM YOU AND HAVE SOME SORT OF COMMUNICATION LINK TO YOU.

It is the responsibility of a district chair to communicate with their district upon return of a state meeting to report information from the meeting.

District Chairs serve on the Board for a term of 2 years. Each district is responsible for **electing** a new chair every other year, rotating as follows: Even-numbered districts change in even-numbered years, Odd-numbered districts change in odd-numbered years. (Ex. In the spring of 2009, odd-numbered districts will elect new chairs.) The chair should be elected by a vote of the members of the district at the spring business meeting. (OMEA By-laws) This election and rotation policy needs to be carefully observed. Smooth state board transitions are vital for a functioning leadership body.

A State Board Report: Each District Chair will submit an electronic report to the OMEA office two weeks prior to a state board meeting.

- District # on the report
- List of officers with email address
- Treasurer's report: Amount in bank
- Event calendar-list of dates for your district
- Other important info you would like to share.

Two Required Reports: Turned into the Treasurer at the Fall/Winter Meeting.
Due at the Fall Meeting: Income/expense for the previous school year (July-June).
Due at the Winter Meeting: expense report for all judges and clinicians for the previous calendar year. Name, SSN, and Amount Paid

*There will be a fine in the amount of \$200.00 for districts that do not submit timely financial reports. Districts that fail repeatedly to file financial reports may be dissolved by the OMEA Board of Control.

Breakout meetings are often held in the midst of the larger Board meeting. District breakout meetings allow District Chairs to discuss issues that concern them directly, and to problem-solve or obtain new ideas and solutions to problems from other district chairs. It also allows them to brainstorm ideas and policies that can be brought to the larger board for consideration and approval. In essence, the District Chairs function as a sub-committee to the larger Board. Items that typify the discussions in these breakout sessions can include, but are not limited to: Festival logistics, recommended and problematic judges, fees and mileage paid to judges, Board configurations, Board meeting ideas and successes, ideas for festival and In-Service presentations/topics, Questions and Concerns.

District Boards

Your primary and most important task is setting up and maintaining a fully functioning District Board.

Setting up A Local Board: To involve local OMEA members in their own activities, as “many hands make lighter work.” Working on a board familiarizes teachers with the essentials of what it takes to run festivals, In-service offerings, etc. It builds leadership skills in younger teachers in a safe, supported, and familiar environment. It provides collegiality and lessens the isolation that so many music teachers experience. It also provides structure within the district, increases buy-in for activities and events for both students and teachers and reduces burnout for the District Chair. It gets the work of the District done.

The Role of the District Chair: You, as the District Chair, serve as the President of the District Board and oversees its activities. With the help of your treasurer, you will oversee building a district budget. When designing your activities, build a budget that includes a surplus to provide services for your members. Being a non-profit organization, we encourage your district to use financial resources to be spent on services for you members as well as provide ample carry-over for the next school year.

Other District Board Members: The rest of your District Board can be designed and customized to fit your district and its functions. Here are some current Board positions found in districts throughout the State:

- Treasurer (a vital position)
- Vice-Chair (Advocacy and perhaps the District Chair in 2 years)
- Secretary
- Band, Orchestra, Choir, Elementary Chairs
- Middle School, High School, College, Retired Chairs
- Contest Chairs

Invite people to be on the board that you like –it should feel good socially as well as professionally, and more will be accomplished if the board functions well.

Districts will meet at least twice per school year- once in the fall and again in the spring.

Ideas For More Fun and Effective Board Meetings:

- Locate the meeting in a central location to ensure the best possible participation.
- Send out meeting notices AT LEAST two weeks in advance.
- Plan all meetings for the year at your first meeting.
- Make the meeting worth going to –meet at a restaurant for dinner or somewhere you can relax and chat. These meetings should not feel like an extended workday or be as boring as an information staff meeting at school.
- Extend an opportunity for each Board member to give a report on his/her area of responsibility—let them know they are vital to the success of the district’s activities for their students.
- Save time for discussion and input from Board members. No one likes to be talked to all evening. Some of the best ideas and problem solving can come from discussion.
- Invite a guest speaker to discuss topics of interest to your district.
- Encourage future leadership to emerge through the board process. Let board members tackle projects as they are willing and able to do so and report back on their results.
- Take minutes and distribute them after the meeting so there is a record of proceedings and understandings.
- Have fun, share war stories and laugh a lot; do a lot of back patting and thanking.

Communication Often and In Many Ways:

- Contact new teachers in your district—including first-year teachers and those new to the state.
- Hold a District reception at a conference
- Contact the Executive Managers
- Build a group email for the music teachers in your district so you are able to send quick easy communication.
- For the OMEA website send updated information about your district to janejim@oregonmusic.org for your district webpage.
- On the OMEA website, update your district events on the calendar <http://www.oregonmusic.org/calendar.html>
- Submit an article to the OMEA Journal; talk with Executive Managers for deadlines.
- Contact the State Conference Chair to schedule a district reception/meeting during the conference.

Contests and Festivals

You, as the district chair, should **not** be running the District Solo/Ensemble Festival unless you are just in love with the job. Delegate this task/opportunity to a reliable teacher in your district who has some experience with Festival logistics. You do, however, need to oversee, trouble-shoot, and resolve issues of eligibility for your district.

TASKS FOR SOLO/ENSEMBLE FESTIVALS:

(with possible ideas for delegation of responsibility--use your own model if it is working well)

- Secure a site and a date at that site well ahead of time (Fall at the latest) (*Contest Chair*)
- Build a budget for the festival and determine fees for judges and costs for mileage in the Fall (*District Chair, Treasurer, Contest Chair*)
- Secure judges for the festival as soon as possible. (Recommended date: December 1) Because there are now so many districts, Solo-Ensembles occur across the state on three or four popular weekends. The judging pool gets shallow as time goes on. The best judges will be booked earliest. (*Area Chairs: Band, Orchestra, Choir*)
- Send entry forms to local directors well ahead of the festival with clear instructions and due dates. (Recommended mailing of forms: early January) (*Contest Chair*)
- Schedule the contest in the way that has been most successful for your district. Some use software, many don't. ** (*Contest Chair and volunteer helpers*) ** One district chair holds a "Scheduling Party" with refreshments and a huge master list, and each director comes in person to schedule his/her own students, avoiding internal accompanist conflicts and the inevitable morning/afternoon preference. Any director that is not able to appear for the Scheduling Party is scheduled at the discretion of the Contest Chair.**
- Check eligibility of directors for OMEA/MENC membership. The OMEA Board voted in 1996 that Solo & Ensemble Festivals, both Junior and Senior divisions, are held for the benefit of OMEA members only. Any director that does not have a current membership should not have students scheduled to perform. OMEA membership can be checked through the Executive Managers. Students cannot register under another director's MENC number.

Send out schedule to directors AT LEAST two weeks prior to the contest!

Do not fax it or force directors to call for times. Everyone's life will be much smoother if the contest is set up well ahead of time. Send clear directions to the site and include a map of the site, if possible. Indicate clearly what rooms are being used for performances. Also indicate where warm-up sessions should be held. (*Contest Chair*)

Send your judges their schedule, time to report, fee they have agreed to, letter of commitment to the job* (which includes the fee, judges' Social Security Number, and judge's signature) and maps. Give them a number to call with questions and concerns. Include a copy of the judging form and any and all explanatory rubrics that accompany it so they can familiarize themselves with the form before the actual event. (*Contest Chair*)
*Obtain from the State Solo Chair

Discuss with your Board whether or not any or all of these jobs merit a stipend. Sometimes districts will reimburse the Contest Chair (yourself, as well, if that applies) or other significant contributors to the day.

Arrange for volunteers to take care of the contest logistics so that the Chair can be free to troubleshoot. These may include students and/or parents:

- 1) Piano movers to set up rooms and arrange performance areas
- 2) Runners to collect forms, bring beverages, sharpen pencils, relay messages
- 3) Door monitors to manage entrance and exit from performance rooms.
- 4) Data entry personnel to record the day's scores (Adult)
- 5) Recording personnel to record scores on a posted chart as they come in for public perusal (Adult)
- 6) Sorters to batch judging forms, ribbons, certificates, etc. by school, so directors can collect them at the end of the day
- 7) Food manager to handle lunch arrangements for judges and to pick up and arrange morning beverages and snacks for judges (*Contest Chair*)

The Day of the Festival

Meet with the judges ahead of their day; a thorough In-Servicing of your judges will pay off in many less misunderstandings and confusion as the day goes on. If possible, prepare a list of written instructions for them that may answer questions. Some topics to cover and consider are:

- Cover any questions/concerns regarding the score sheet.
- Define the scoring of "Other Factors" on the score sheet.
- Try valiantly to stay on time.
- Discuss your district's philosophy of how to treat students and how to score solos.
- Make sure that judges understand that their role is to give every performer a valuable experience and to educate that performer; NOT to relentlessly critique or verbally abuse the performer.
- Make sure that judges understand that in addition to giving each performer a fair hearing, they must choose State Solo Contest qualifiers.
- Let them know what lunch plans are, where restrooms and refreshment can be found, and have someone escort them to their room, if necessary.

STATE SOLO CONTEST INSTRUCTIONS TO JUDGES

1. Only solos qualify for State, no ensembles are allowed
2. Only students in grades 9-12 are eligible to advance to the State Solo Contest, regardless of placement at the District level
3. Students must receive a I or I- rating to advance to State
4. No ties are accepted: Students must be ranked in order
5. Some categories may have NO state qualifiers—the judge must use his/her own discretion concerning the caliber of qualifiers or lack thereof
6. The judge may choose alternates if he or she wishes to do so
7. Judges must not converse with students about their chances of qualifying for State
8. In considering students for State, their age and level of literature being performed should be taken into account. The State Solo Contest is a limited event whose

- purpose is for the most advanced and talented students in the state to receive recognition at the state level
9. Judges need to sign their State Solo Contest forms before they leave, indicating their selections in rank order
 10. Festival Coordinators and Judges music stay current with all OSAA policies.

District Chair Responsibilities in Regard to the State Solo Contest

IT IS ALWAYS BETTER TO ASK QUESTIONS THAN TO ASSUME ANYTHING WHEN IT COMES TO COMPETITIVE FESTIVALS

Read carefully and make sure you understand the directions from the State Solo Contest Chair.

Make sure you or your Contest Chair understands clearly what the quotas are in terms of how many students you can send to State from your district. Figure this out carefully and double-check it before you post this information publicly. It's very difficult to retract a qualifying statement from an ecstatic student and parents. This puts the State Solo Contest Chair in a very awkward position as well.

If you had a judge who, for whatever reason, botched the State selection process, you can determine the qualifiers by looking over score sheets. It is often impossible to contact judges after the fact and have them remember accurately what occurred on that day. This should be a VERY rare occurrence.

Check OMEA and OSAA website for deadlines concerning students that qualify for state solo contest.

OMEA 2010-2011 CALENDAR

OMEA Conference: PLANTING THE SEED OF INSPIRATION! January 14-16, 2011 Eugene Hilton

In-Service

- 10/8 District IV Fall In-service Conference: Enriching the Musical Spirit
- 10/8 Howard Gardner, Portland, Sponsored by Lewis and Clark College

All-State

- 10/08 Auditions/Recommendations and Screening Fees Due
- 11/01 Acceptance Notices Emailed with Registration Information
- 11/13 Conference Planning Meeting for All-State- Eugene Hilton
- 11/19 Student Registration Ends- Fees for accepted students and registration are due
- 12/03 Music Mailed to Participants
- 1/13 Jazz Band and Middle School Begin Rehearsals
- 1/14 Elementary and High School Bands, Choirs and Orchestras Begin Rehearsals

All Northwest

- 2/17-20 **MENC Northwest Division Conference**, Bellevue,

State Solo Contest (OSAA)

Lewis & Clark College

- 3/20 Registration Deadline
- 4/30 Finals

State Choir Competitions (OSAA)

- 4/16 Registration Deadline
- 5/05 3A, 2A/1A Finals
- 5/06 5A, 4A Finals
- 5/07 6A Finals

State Band and Orchestra Competitions (OSAA)

- 4/16 Registration Deadline
- 5/11 4A, 3A Bands
- 5/12 5A, 2A/1A Bands
- 5/13 Orchestra Finals
- 5/14 6A Finals

MENC Music Education Week 2011

6/23-28 Washington D.C.

OMEA Board Meetings

- 9/18 Full Board- 8:30-3:30, Crowne Plaza Hotel, Lake Oswego
- 11/13 Conference Planning Meeting for All-State- Eugene Hilton
- 1/02 Executive Board- TBA
- 1/16 Full Board- 8:30-3:30, Eugene Hilton
- 4/30 Executive Board- TBA
- 5/21 Full Board- 8:30-3:30, Crowne Plaza Hotel, Lake Oswego

Oregon Music Educator Journal

Everyone is invited to submit articles for the journal to
admin@oregonmusic.org

- Fall Submissions Deadline-8/15, Scheduled Mailing Date-9/30
- Winter Submissions Deadline-11/15, Scheduled Mailing Date-12/30
- Spring Submissions Deadline-2/15, Scheduled Mailing Date-3/30

OMEA Contact Information

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