



# **Job Descriptions Manual**

## **for**

### **LMEA Board of Directors**

Louisiana Music Educators Association  
January 2016  
(edits made April 2025)

# Table of Contents

	<i>Page</i>
General Requirements and Expectations . . . . .	3
Executive Officers	
President . . . . .	4
President-Elect . . . . .	5
Past President. . . . .	6
Division Chairs	
Band Division Chair . . . . .	7
Vocal Division Chair . . . . .	8
Orchestra Division Chair . . . . .	9
Jazz Band Chair . . . . .	10
Elementary Division Chair . . . . .	11
Collegiate Division Chair . . . . .	12
University-Research Chair . . . . .	13
Public Relations Chair . . . . .	14
District Directors	
Districts I – IX . . . . .	15
Ex-Officio Members	
Executive Director . . . . .	16
Editor . . . . .	17
Conference Coordinator . . . . .	18
Conference Logistics Coordinator . . . . .	19
Webmaster . . . . .	21

## General Expectations and Requirements

The Mission of the Louisiana Music Educators Association is to provide leadership, professional development, and support for its membership to ensure quality music education.

All members of the Board of Directors of the Louisiana Music Educators Association are expected to serve the good of the entire membership, and to act in accordance with the Mission statement of the association.

The general duties and responsibilities of LMEA Board Members are set forth in the LMEA Articles of Incorporation and Bylaws. It is important that each member of the Board of Directors be thoroughly familiar with the Articles of Incorporation and Bylaws, found in the LMEA Handbook.

Terms of Office: All terms of office are TWO YEARS unless otherwise noted. Upon completion of the term of office, the incumbent should meet with his/her successor to discuss the responsibilities of the office. All files and data pertaining to the office should be turned over to the successor.

Requirement: All members of the LMEA Board of Directors **must be current members** of the National Association for Music Education and LMEA.

## President

### The President shall:

- Serve as member of the LMEA Board of Directors and Executive Officers.
- Provide direction and vision for LMEA.
- Develop the agenda for each LMEA Board meeting and preside at all meetings. Meetings are held the first Saturday of October, first Saturday of January, and last Saturday of May. Adjustments may be made for conflicts with holidays.
- Attend Annual Conference Planning Meeting (first Saturday of August) with other Executive Officers, Division Chairs, and Conference Coordinator.
- Convene meetings of the LMEA Executive Officers as needed.
- Maintain up-to-date communication with the LMEA Board.
- Represent LMEA at relevant meetings, festivals, etc., within the state when possible.
- Represent LMEA at meetings and events of the National Association for Music Education (NAfME), e.g., National Conferences, National Leadership Assembly.
- Represent LMEA at NAfME Southern Division Board meetings and events—NAfME National Leadership Assembly in the summer and at a Southern Division Board meeting in the fall.
- Preside at LMEA Annual Conference.
  - Preside at General Membership Meeting
  - Deliver welcoming messages to audiences at All-State Ensemble Concerts
  - Be present for Conference events and activities
  - Distribute lists of All-State Ensemble Students to College/University representatives at their exhibit booths
  - Attend Past Presidents/Hall of Fame Luncheon
- Write President's column for *Louisiana Musician* (September, November, and February)—Deadlines are August 5, October 5, and January 5.
- Perform other duties as indicated in Articles of Incorporation and Bylaws:
  - Enforce observance of the Articles of Incorporation, Bylaws, and Standing Resolutions
  - Exercise general supervision over the affairs of the Corporation
  - Make emergency decisions, with concurrence of the Executive Director,
  - Call meeting of the Board of Directors if need arises
  - Appoint all committees not otherwise specified
  - Appoint board positions that have become vacant, with approval of Board of Directors
  - Represent LMEA in all matters required for National Association for Music Education and the NAfME Southern Division

- Collect and disseminate Outstanding Young Music Educator awards applications, or designate another officer for this responsibility.
- Conduct annual reviews by the Board of Directors for Executive Director, Editor, and any other compensated positions.
- Ensure that Handbook changes and revisions are appropriately recorded every two years.

## **President-Elect**

### **The President-Elect shall:**

- Serve as a member of the LMEA Board of Directors and Executive Officers.
- Attend all Board meetings, generally held the first Saturday of October, first Saturday of January, and last Saturday of May. Adjustments may be made for conflicts with holidays.
- Attend Annual Conference Planning Meeting (first Saturday of August) with other Executive Officers, Division Chairs, and Conference Coordinator.
- Preside at Board meetings in absence of both president and past president.
- Serve as Chair of the Membership Committee, keeping track of membership records and encouraging membership in LMEA/NAfME.
- Gather updated lists of district membership and contact information from all District Directors in August for all categories of membership (band, choir, orchestra, elementary, etc.).
- Serve as All-State Chair for the Annual Conference, communicating with All-State Ensemble Division Chairs to ensure that all equipment is secured for All-State Ensembles.
- Manage Academic All-State awards, compile list of all eligible students, create award certificates, and mail all certificates and medals to schools for distribution at school award programs.
- Along with the LMEA President, represent LMEA at meetings and events of the National Association for Music Education (NAfME)--e.g. National Conferences, and National Leadership Assembly.
- Along with the LMEA President, represent LMEA at NAfME Southern Division meetings and events—Southern Division Board meetings held at NAfME National Leadership Assembly; Southern Division Board meeting in the fall.
- Write column for LA Musician (September, November, and February issues)—Deadlines are August 5, October 5, and January 5.
- Serve in various capacities at the request of the LMEA President.

## **Past President**

### **The Past President shall:**

- Serve as a member of the LMEA Board of Directors and Executive Officers.
- Attend all meetings, generally held the first Saturday of October, first Saturday of January, and last Saturday of May. Adjustments may be made for conflicts with holidays.
- Attend Annual Conference Planning Meeting (first Saturday of August) with other Executive Officers, Division Chairs, and Conference Coordinator.
- Preside at Board meetings in absence of the president.
- Serve as Chair of Registration for LMEA Annual Conference:
  - Handle registration for the Annual Conference;
  - Set dates for Conference Pre-registration and be sure accurate information is disseminated to LMEA Membership;
  - Accept and manage all registration forms and fees, submitting fees to Executive Director;
  - Prepare name tags for all Conference attendees, presenters, and exhibitors;
  - Organize registration table and secure workers for duration of the registration periods.
- Preside at Past Presidents/Hall of Fame Luncheon during LMEA Conference.
- Serve as Chair of the LMEA Nominations Committee—work with nominations committee in securing nominations for offices and to prepare ballots for regular and special elections.
- Write column for the Louisiana Musician (optional).
- Attend meetings and events of the National Association for Music Education, along with LMEA President and President-Elect--e.g., National Conferences and National Leadership Assembly.
- Attend meetings and events of the Southern Division of NAFME, along with LMEA President and President-Elect—e.g., Southern Division meetings and events at NAFME National Leadership Assembly; Southern Division Board meeting in the fall.
- Serve in various capacities at the request of the LMEA President.
- Oversee the updating of the LMEA Handbook.

## **Band Division Chair**

### **The Band Division Chair shall:**

- Serve as a member of the LMEA Board of Directors.
- Attend all meetings of the Board of Directors, generally held the first Saturday of October, first Saturday of January, and last Saturday of May. Adjustments may be made for conflicts with holidays.
- Attend Annual Conference Planning Meeting (first Saturday of August) with other Executive Officers, Division Chairs, and Conference Coordinator.
- Present a division report at each Board meeting (October, January, and May).
- Write a column from the Band Division for the September and November issues of the *Louisiana Musician*, to be submitted to the Editor by the following deadlines: August 5 for September issue, and October 5 for November issue.
- Promote the interests of the Band Division and make recommendations to the Board of Directors regarding the organization and administration of Band Division events, such as All-State Band auditions, rehearsals and performances, and State/Regional Instrumental Performance Assessments.
- Be responsible for administration of All-State Band functions and all associated activities (selection of guest conductors, audition materials, auditions, rehearsals).
- Coordinate entries and scheduling for Second Round All-State Auditions, in collaboration with the Executive Director, which are held the second Saturday of October.
- Coordinate the All-State Band Rehearsals and Performances for the Symphonic Band and Concert Band. Assemble all packet materials to be distributed to All-State Students.
- Compile a complete list of percussion instruments needed for each All-State band, and arrange for them to be available for all rehearsals and performances.
- Designate a chairperson for each of the two All-State bands.
- Preside at the Band Division Meeting held at the Annual Conference in November.
- Administer the State/Regional Large Ensemble Performance Assessment for Bands the end of April. Secure judges and coordinate entries and scheduling with the Executive Director.
- Secure judges and coordinate entries and scheduling for State Solo Performance Assessment for instrumental, in conjunction with the Executive Director.

## Vocal Division Chair

### The Vocal Division Chair shall:

- Serve as a member of the LMEA Board of Directors.
- Attend all meetings of the Board of Directors, generally held the first Saturday of October, first Saturday of January, and last Saturday of May. Adjustments may be made for conflicts with holidays.
- Attend Annual Conference Planning Meeting (first Saturday of August) with other Executive Officers, Division Chairs, and Conference Coordinator.
- Present a division report at each Board meeting (October, January, and May).
- Write a column from the Vocal Division for the September and November issues of the *Louisiana Musician*, to be submitted to the Editor by the following deadlines: August 5 for September issue, and October 5 for November issue.
- Announce information via the LMEA website by May 5: names of All-State Guest Directors for the upcoming Annual Conference; title, composer/arranger, publisher, voicing and any other pertinent information regarding the first and the second round audition selections; and availability of tracks for audition and performance.
- Promote the interests of the Vocal Division and make recommendations to the Board of Directors regarding the organization and administration of Vocal Division events, such as All-State Choral auditions, rehearsals and performances, and State/Regional Choral Performance Assessments.
- Be responsible for administration of All-State Mixed Choir and Women's Chorale functions and all associated activities (selection of guest conductors, audition materials, auditions, rehearsals, on-site student supervision).
- Forward to the President-Elect a "director email" contact file developed from second round entry forms and from directors who have student participants in an All-State Choir.
- Arrange for Mixed Choir conductor to present a clinic session at LMEA Annual Conference.
- Arrange for an additional Vocal Division guest clinician to present two sessions at Annual conference that address aspects of secondary level choral music education.
- Coordinate and supervise all aspects of second round All-State Auditions.
- Coordinate the All-State Rehearsals and Performances for the Mixed Choir and Women's Chorale. Assemble all packet materials to be distributed to All-State Students.
- Serve as chairperson for the two All-State Choirs and develop an on-site staff for assistance with administration of duties and supervision of student members.
- Arrange for all equipment, instruments, etc., to be available for all rehearsals and performances for each All-State choir.

- Preside at the Vocal Division Meeting held at the Annual Conference in November.
- Assist Regional Performance Assessment Directors on-site with large ensemble choral assessment as requested by the Executive Director.

## **Orchestra Division Chair**

### **The Orchestra Division Chair shall:**

- Serve as a member of the LMEA Board of Directors.
- Attend all meetings of the Board of Directors (October, January, May; Conference Planning meeting in August).
- Present a division report at each Board meeting (October, January, and May).
- Write a column from the Orchestra Division for the September and November issues of the *Louisiana Musician*, to be submitted to the Editor by the following deadlines: August 5 for September issue, and October 5 for November issue.
- Promote the interests of the Orchestra Division and make recommendations to the Board of Directors regarding the organization and administration of Orchestra Division events, such as All-State Orchestra auditions, rehearsals and performances, and State/Regional Instrumental Performance Assessments.
- Be responsible for administration of All-State Orchestra functions and all associated activities (selection of guest conductors, audition materials, auditions, rehearsals).
- Coordinate entries and scheduling for Second Round All-State Auditions, in collaboration with the Executive Director.
- Coordinate the All-State Orchestra Rehearsals, arrange for availability of all equipment and percussion for rehearsals and performance, and assemble all packet materials to be distributed to All-State Students.
- Preside at the Orchestra Division Meeting held at the Annual Conference in November.
- Administer the State/Regional Large Ensemble Performance Assessment for Orchestra the end of April. Secure judges and coordinate entries and scheduling with the Executive Director.
- Secure judges and coordinate entries and scheduling for State Solo Performance Assessment for strings, in conjunction with the Executive Director.

## **Jazz Division Chair**

### **The Jazz Division Chair shall:**

- Serve as a member of the LMEA Board of Directors.
- Attend all meetings of the Board of Directors (October, January, May; Conference Planning meeting in August).
- Present a division report at each Board meeting (October, January, and May).
- Write a column from the Jazz Division for the September and November issues of the *Louisiana Musician*, to be submitted to the Editor by the following deadlines: August 5 for September issue, and October 5 for November issue.
- Promote the interests of the Jazz Division and make recommendations to the Board of Directors regarding the organization and administration of All-State Jazz Band auditions, and rehearsals and performances.
- Be responsible for administration of All-State Jazz Band functions and all associated activities (selection of guest conductors, audition materials, auditions, rehearsals).
- Coordinate entries and scheduling for Second Round All-State Auditions, in collaboration with the Executive Director.
- Coordinate the All-State Jazz Band Rehearsals, assemble all packet materials to be distributed to All-State Students, and make arrangements for equipment needed.

## Elementary Division Chair

### The Elementary Division Chair shall:

- Serve as a member of the LMEA Board of Directors.
- Attend all meetings of the Board of Directors (October, January, May; Conference Planning meeting in August).
- Present a division report at each Board meeting (October, January, and May).
- Write a column from the Elementary Division for the September and November issues of the *Louisiana Musician*, to be submitted to the Editor by the following deadlines: August 5 for September issue, and October 5 for November issue.
- Promote the interests of the Elementary Division and make recommendations to the Board of Directors regarding the organization and administration of Elementary Division events at Annual Conference.
- Plan and coordinate the Elementary Division clinic sessions for Annual Conference, and secure clinicians to present a variety of sessions of interest to elementary music teachers.
- Coordinate with Louisiana Association of Kodaly Educators and Red Stick-Orff chapter regarding clinicians sponsored by those organizations
- Assist Conference Chair in scheduling of elementary sessions and arranging for required equipment and materials.
- Arrange for individuals to preside at Elementary Division sessions.
- Preside over elementary division business meeting.
- Design an evaluation form for session attendees and review best and worst practices for future use.

## Collegiate Division Chair

### The Collegiate Division Chair shall:

- Serve as a member of the LMEA Board of Directors.
- Attend all meetings of the Board of Directors (October, January, May; Conference Planning meeting in August).
- Present a division report at each Board meeting (October, January, and May).
- Write a column from the Collegiate Division for the September and November issues of the *Louisiana Musician*, to be submitted to the Editor by the following deadlines: August 5 for September issue, and October 5 for November issue.
- Develop sessions for the LMEA Professional Development Conference relative to the Mission of the Collegiate Division and Collegiate Summit.
- Review proposals for Collegiate Division and Collegiate Summit sessions at the LMEA Professional Development Conference to select those that fulfill the mission of the College Division.
- Secure clinicians for the LMEA Professional Development Conference Collegiate Division and Collegiate Summit.
- Coordinate the Collegiate Session schedule and coordinate with other board members the administration of the Collegiate Division Summit.
- Collect clinician photographs, biographies, and other publicity materials regarding the program and submit to Conference Chairman and Louisiana Musician Editor. Submit information to President and/or Conference Chair for Conference Plaques for each clinician.
- Regularly communicate with (NAfME) Collegiate Advisors and Music Teacher Educators at University Music Education Programs across Louisiana. Inform Music Teacher Educators of information relevant to music teacher education and NAfME Collegiate activity across Louisiana and LMEA Conference and Collegiate Summit.
- Encourage NAfME Collegiate Chapter development and general participation by Collegiate Advisors, Music Teacher Educators, Collegiate (student) members, and others interested in the Collegiate Division Mission and Activities.
- Coordinate Annual Music Teacher Education Luncheon at the LMEA In-Service Conference.
- Provide leadership for research activity in the Louisiana Music Educator Association, set criteria for research proposal submission and review, and solicit Research and Scholarly Proposals for the LMEA In-Service Conference.
- Chair and/or Moderate all Collegiate Division Sessions at the LMEA Professional Development Conference. Arrange for other LMEA Board Members to chair conference sessions, when appropriate.

## **University-Research Division**

### **The University-Research Division Chair shall:**

- Serve as a member of the LMEA Board of Directors.
- Attend all meetings of the Board of Directors (October, January, May; Conference Planning meeting in August).
- Present a division report at each Board meeting (October, January, and May).
- Write a column from the University-Research Division for the September and November issues of the *Louisiana Musician*, to be submitted to the Editor by the following deadlines: August 5 for September issue, and October 5 for November issue.
- Promote the interests of the University-Research Division and make recommendations to the Board of Directors regarding the organization and administration of related events.
- Secure brass, woodwind and percussion judges for second round all-state band/orchestra auditions.
- Annually notify the featured university of their opportunity/turn to perform at the LMEA conference for the students in the All-State Ensembles.
- Notify the Conference Chair and the Executive Director of any performance slots not being filled by the guest university at the Annual Conference.
- Communicate conference procedure/logistics to the featured university and their ensembles.
- Encourage participation of Universities and Colleges in research presentations at LMEA conference.

## **Public Relations Chair**

### **The Public Relations Chair shall:**

- Serve as a member of the LMEA Board of Directors.
- Attend all meetings of the Board of Directors (October, January, May; Conference Planning meeting in August).
- Present a division report at each Board meeting (October, January, and May).
- Write a column from Public Relations for the September and November issues of the *Louisiana Musician*, to be submitted to the Editor by the following deadlines: August 5 for September issue, and October 5 for November issue.
- Be responsible for the Vendor Exhibit Hall and the College/University Exhibit Booths at the LMEA Annual Conference, or designate a Chair to handle the Exhibits.
- Oversee and/or carry out the staging and completion of the exhibits which supports the overall purpose of the conference. (College exhibits and industry exhibits).
- Promote Public Relations concerns and make recommendations to the Board of Directors regarding the organization and administration of Public Relation events relative to LMEA and to the LMEA Annual Professional Development Conference.
- Oversee the contact of all vendors (college and music industry), and the sale of exhibit space at the Annual Conference.
- Create and approve all promotional materials, news releases, and advertising copy for Annual Conference exhibits.
- Coordinate the assignment of booth space for exhibitors, and the physical layout, power supply, and other requirements.
- Oversee the collection of all space rental fees from exhibitors and the forwarding that income to the conference treasurer.
- Oversee the coordination of and planning of all exhibit hall preparations. This includes: physical layout, power supply, telephones, lighting, refreshment services, first aid, exhibitor registration areas, move-in and move-out activities, send list of exhibitors to Past President to secure name tags.
- Serve as "On-Site Manager," responsible for all on-site decision making.
- Oversee the arrangement of an exhibitor's reception (if required).
- Promote LMEA and music education in Louisiana, including the promotion of LMEA individuals and activities in the press and to state legislators.
- Oversee the posting of current news and updating information on the LMEA website.

## District Directors

### Each District Director shall:

- Serve as a member of the LMEA Board of Directors.
- Attend all meetings of the Board of Directors (October, January, May; Conference Planning meeting in August).
- Present a District report at each Board meeting (October, January, and May).
- Write a column from the District for the September and February issues of the *Louisiana Musician*, to be submitted to the Editor by the following deadlines: August 5 for September issue, and January 5 for February issue.
- Promote the interests of the membership in your district.
- Promote membership of all music teachers in your district, including teachers new to your district.
- Maintain updated record of membership and contact information for all music teachers in the district, and provide this information to Membership Chair (President-Elect) in August.
- Promote professional activities within your district in addition to the activities listed in the LMEA Handbook.
- Convene meeting of music teachers within the district at beginning of academic year and as needed throughout the year.
- Be responsible for all LMEA activities in the District, and serve as the liaison between the District and the Board of Directors.
- Monitor and enforce LMEA rules for all District Events.
- Administer first round Vocal and Instrumental All-State auditions, or delegate this to another teacher.
- Collect student registration fees and maintain detailed records for All-State Round Two auditions for your District, to be submitted to the LMEA Executive Director at the October Board of Directors meeting.
- Attend LMEA Conference and be available to preside at Conference events.
- Attend and assist at Second Round All-State auditions, or provide a delegate to represent you.
- Serve as or appoint the chairman for each district performance assessment (choral and instrumental), both large ensemble and solo/small ensemble.
- Be responsible to the Board of Directors for the details, administration, and reporting of the district performance assessments.
- Maintain and balance the district checkbook. Report annually to LMEA on district finances and be the sole person writing all checks and receiving all LMEA funds. (LMEA, Inc., does not assume any legal or financial responsibility for independent district professional activities.)
- Collaborate with the three district directors in your region to determine and secure dates and site for the State/Regional Large Performance Assessments for your region, with approval from the Executive Director.
- The district director in the district where the Assessment is held will serve as the Region Director, and will run the Assessment based on the printed Regional Procedures found in the LMEA Handbook and on the LMEA website.

## **Executive Director**

### **The Executive Director shall:**

- Keep a record of all meetings of the Corporation and of the Board of Directors.
- Maintain a current list of names and addresses of all members, in conjunction with the National Association for Music Education.
- Confer with the President in the making of emergency decisions.
- Serve as chief financial officer; collect money due the Association, and pay bills incurred by the Association.
- Submit an annual budget for adoption by the Board of Directors prior to October 1 of each year.
- Compile all financial reports; present a written report of transactions and a balance in the treasury at each meeting of the Board of Directors.
- Present a final end of the fiscal year report as of July 1<sup>st</sup>.
- Be bonded in the amount of \$10,000; records shall be open to inspection by the membership at all times.
- Act in an advisory capacity to the Board.
- Update list of LMEA personnel every year for NAFME, website, etc.
- Prepare and arrange for annual audit review.
- Submit monthly and quarterly withholding for federal and state taxes.
- Handle bids for awards, pictures, recordings, and medals.
- Arrange for printing of all LMEA materials.
- Make payments for board member expenses.
- Establish sites and locations for Annual Conference, in concurrence with Executive Officers and Board.
- Contract with hotels, secure pianos, and handle all billing and payments for Annual Conference.
- Approve all aspects of State/Regional Performance Assessment events, including site arrangements, scheduling, dispersing and collecting all entry forms, according to printed Regional Procedures.
- Handle payment of expenses for judges, and other paid personnel
- Secure state judges with recommendations from division chairs and the executive officers.
- Order patches for All-State students, plaques for conductors and clinicians, plaques for Outstanding Young Music Educator awards, plaques for Outstanding Administrator award, t-shirts for all-state students.
- Make all financial payments for performance assessments.
- Serve as ex-officio member of the Board of Directors.
- Represent LMEA at meetings of the National Association for Music Education and the NAFME Southern Division.

**TERM OF APPOINTMENT:** Appointed by the Board of Directors concurrent with the term of the President (2 years)

## **Editor, *Louisiana Musician***

### **The Editor shall:**

- Produce, publish, and distribute the official journal of the LMEA (currently three times per year—September, November, and February).
- Determine content for each issue in cooperation with the LMEA Executive Officers.
- Solicit content from appropriate sources such as the LMEA Board of Directors and related contributors.
- Edit and format content of the *Louisiana Musician*.
- Solicit advertisement from private and public sources related to music education.
- Determine pricing and ad specification based on current market publication costs.
- Invoice advertisers and manage advertising income in cooperation with the Executive Director of LMEA.
- Solicit and contract appropriate print and mailing services as needed.
- Determine timelines and deadlines related to content, advertisement, publication and mailing.
- Serve as an advisor to the LMEA Board of Directors as relates to print-communication with membership.

TERM OF APPOINTMENT: Appointed by the Board of Directors concurrent with the term of the President (2 years).

# Conference Coordinator

## Work with LMEA Board:

- Attend all LMEA Board and Conference Planning meetings.
- Work collaboratively with all Division Chairs to ensure the needs of the LMEA Conference membership are addressed for a comprehensive and successful conference, and communicate all needs to the Conference Logistics Coordinator.
- Work collaboratively with the Conference Logistics Coordinator and the All-State Committee to ensure the ensembles' rehearsal and concert schedules are addressed for a successful event.
- Work collaboratively with the Public Relations Chair concerning the Exhibits schedule.
- Provide updates to the Editor and the Webmaster concerning Conference presenters, session information, and All-State rehearsal schedules.
- Work collaboratively with the Conference Logistics Coordinator and Webmaster to update Conference and All-State information and forms.
- Work with the Executive Director and the Conference Committee to prepare and disseminate a call for proposals.
- Work with the Executive Director, Conference Committee, and Division Chairs to select clinics from the proposals submitted.
- Work with the Executive Director and Board of Directors to make sure each conference session has a Presider.

## Scheduling of Activities and Events:

- Work with the Executive Director and Conference Committee to determine timelines and deadlines for publicity, conference proposals, session presenter' needs, and hotel reservations, programs, etc.
- Work with the Conference Logistics Chair to confirm available space for sessions, rehearsals, and concerts prior to selecting proposals or setting schedules.
- Work with the Division chairs to determine sessions and presenters, set priority sessions (priority times), and set the rehearsal schedules.
- Work with Executive Director, President Elect, and Conference Logistics Chair to arrange for the physical set-up and equipment needs for all professional development sessions, meetings, rehearsals, and concerts.
- Contact individuals submitting proposals regarding acceptance, schedule, and to confirm session needs (by the deadline).
- Collaborate with Conference Logistics Chair to review the tentative schedule once set.
- Ensure that the Editor and Webmaster have updated information about presenters, including bios and pictures, once sessions are selected.
- Prepare the final Conference Schedule for Program Editor by deadline.
- Provide the Registration Chair with a final list of all contracted presenters.
- Be present on the conference site at all times throughout the conference.

## TERM OF APPOINTMENT:

- Appointed by the Board of Directors annually.

# Conference Logistics Coordinator

## Work with LMEA Board:

- Attend all LMEA Board and Conference Planning meetings.
- Work collaboratively with the Executive Director regarding needs for conference, financial obligations, and to negotiate or review any contract related to the conference before presenting them to the Board (contracts must first be presented to the finance committee).
- Work collaboratively with the Conference Chair and all Division Chairs to ensure the space requirements of the LMEA All-State ensembles are addressed. To include confirming the ongoing discussion of space required and meet with hotel staff and to confirm the Banquet Event Order (BEO) for conference.
- Work collaboratively with the Public Relations Chair with regards to available exhibit space, logistical issues, expenses, and set up.
- Work collaboratively with the Executive Director and Conference Committee with regards to updating Conference and Exhibitor information and forms (including All-State information and forms as needed).
- Assist in answering any questions that might arise regarding hotel logistics. To assist in any questions that may arise from the hotel side.

## Scheduling of Activities and Events:

- Work with the Executive Director and Conference Committee to determine timelines and deadlines for spatial accommodations/needs, session presenters' needs, exhibit hall requests, and hotel reservation/registration, etc.
- Work with the LMEA Board / Conference Committee to set deadlines for hotel room block, exhibit hall needs, food and beverage contract requirements, final count for all meals, handling of food allergy restrictions, etc.
- Provide a blank master schedule/spreadsheet to the Conference Chair with all rooms that are available on each day (including times), and the Conference Chair will determine days, times and room locations for sessions, meetings, meals, rehearsals and concerts.
- Work with the Executive Director, President Elect, and the Conference Chair to arrange for the physical set-up and equipment needs for all professional development sessions, meetings, rehearsals, and concerts.
- Work with Executive Director and Public Relations Chair regarding the needs of exhibitors in all locations, to include but not limited to Wifi, electricity, pipe and drape, tables, etc
- Work with Executive Director and All-State Committee regarding needs of All-State rehearsals, concerts, guest concerts, and lobby concerts, to include but not limited to, electricity, pipe and drape, tables in lobby for pictures and recordings, risers for performances, hang distinguished legacy banners in concert hall, microphone, coordinating the walls inside the hall for concerts.
- Be present on the conference site at all times throughout the conference.

## Additional responsibilities to include:

- Serve as the primary logistical contact between LMEA and the Hilton to ensure all logistics are in place **prior to the conference**.
- Serve as primary contact **on site** between LMEA and the Hilton to address any logistical needs or changes during the conference.

- Monitor room pick up and secure overflow hotel(s) if necessary.
- Negotiate with the Hilton for additional meeting space that may be required to meet the needs of LMEA.
- Create and submit to the Hilton all logistical needs by day, time and location (room set ups, AV needs, menus, F & B guarantees (along with allergies).
- Provide meeting space maps with identified sessions/rehearsals, concerts, etc... to the Hilton and the Conference Committee.
- Work with the Executive Director to secure any additional staffing needed onsite during the event (security, badge checkers, etc).

## **TERM OF APPOINTMENT:**

- Appointed by the Board of Directors annually.

# Webmaster

## GENERAL INFORMATION ABOUT THE LMEA WEBSITE

LMEA's website is a WordPress website, designed in 2014. It uses the Classic Editor plugin. The webmaster should be comfortable with the following:

- WordPress
- Classic Editor
- Gravity Forms
- Real 3D Flipbook
- Events Calendar
- Essential Grid

## THE WEBMASTER SHALL:

- Follow FERPA privacy rules when working with student information. Follow LMEA's confidentiality and privacy policies when working with parent and teacher information. Work with the Executive Director and Editor to confirm the information that can be released to event chairs.
- Attend LMEA Board of Director meetings. Attend Conference Committee and Executive Committee meetings when requested to.
- Maintain a highly organized and easy to navigate content.
- Update/post information for all upcoming LMEA-sponsored events as it becomes available from the Executive Committee or Division Chairs, including dates, locations, event details, documents, and all related forms (both paper and online), etc. Create pages for newly created events, as required.
- Maintain a consistent look and feel throughout the website, ensuring that, for example, all divisions' All-State ensemble pages contain the same or the same types of information in a similar layout and formatting, that all assessment pages should include general information pertaining to all divisions plus similarly formatted division pages, etc.
- Update LMEA's website regularly to reflect the current LMEA policies, procedure changes, and other association business when adopted by the Board of Directors.
- Keep the statewide calendar (Events Calendar) updated.
- Work collaboratively with the Editor to finalize and post *The Louisiana Musician* flipbooks
- Administer all online event registrations and payments, working collaboratively with the Executive Director to update information and forms. Provide registration spreadsheets to the Executive Director and event or division chairs when requested.
- Create sliders as needed for various events and pertinent information
- Update board of directors, award recipients, and partner organization links once a year or as needed. (Job openings are currently being posted by the editor.)
- Work collaboratively with the Editor and Public Relations Chair to update advertisers and any advertising information or forms.
- Monitor LMEA's main email (lmea@lmeamusic.org). Answer, clarify, or forward emails from teachers, parents, and others as needed. Assist in troubleshooting teachers' and parents' questions/needs related to event information and registration forms.
- Archive web-based information for future needs and reference.

### **ADDITIONAL SKILLS/RESOURCES NEEDED:**

- Some minor coding is required to modify the side menu and to compute pricing or modify html blocks in Gravity Forms.
- An understanding of minor coding is helpful when updating various webpages.
- Mail merge is required for some auto-generated notifications. This is particularly helpful in meeting the needs of various universities' or schools' accounting offices.
- Photo editing and resizing; access to royalty-free images for sliders and headers.
- Ability to work with and edit PDFs for updating some forms and documents and for assisting in final preparation of *The Louisiana Musician* and Conference/All-State online programs.
- Embed video and/or audio files, including learning tracks as requested by division chairs.

### **ADDITIONAL RESPONSIBILITIES:**

- Keep up with and discuss with the Executive Director all renewals related to the website and website maintenance
- Zoom – set up meetings, download meeting recordings for archiving in LMEA google drive
- Google Suite – serve as LMEA's admin; assist as needed
- Administer LMEA's Google Suites account. Create @lmeamusic.org email accounts for "positions" that will pass down to subsequent officers. Assist in creating and organizing the information in LMEA's main drive.
- YouTube – upload and format files for LMEA's channel (occasionally, editing is needed)
- Accurately set up Credit Card module registration forms

### **TERM OF APPOINTMENT:**

- Appointed by the Board of Directors annually.