ARMTA Calgary

**President**

The Executive Committee of this Branch shall consist of the Executive Officers, two (2) ARMTA Board members (Branch Representatives), one (1) CFMTA Delegate and all Conveners of the Committees. This committee shall be the governing body of this Association and shall have full control and management of the business and affairs of the Branch. The conveners shall be appointed as deemed necessary by the president in consultation with the executive committee.

All members of the executive committee, elected or appointed, are expected to attend all meetings of the Executive Committee as called by the President, as well as the Annual General Meeting and the General Meetings of the Branch.

The President shall:

* 1. with the guidance of the Executive Committee and not contrary to the Societies Act or Bylaws, give leadership to the Branch and shall appoint conveners and committees as necessary to carry out the business of the Branch.
	2. be the official representative of the Branch.
	3. perform such acts of administration which may arise between meetings as may be deemed necessary or expedient for the proper functioning of the Branch.
	4. preside at all meetings of the Branch and Executive Committee.
	5. be an ex‐officio member of all Branch Committees.
	6. be entitled to have Branch voting privileges to cast a deciding vote.

The President:

Prepares an agenda for all meetings to send out electronically to the executive committee three days in advance of meetings.

Works with the Treasurer to ensure signing authority at the Bank is transferred as necessary.

Attends C3 gala to hand out awards as requested by C3. May delegate to another executive officer.

May arrange a social event for the new Executive committee.

Prepares a report for the Annual General Meeting: send a digital copy to the secretary.

Reviews the job description annually (January) and make changes as necessary. Provide the Past President with the updated job description.

**Impromptu** Responsibilities to be completed by the president:

1. The President’s Message must be submitted to the editor on time.
2. An updated list of Executive Committee members must be in each issue.
3. A calendar of events must be completed for each issue.
4. The president is responsible to proof read the Impromptu before it goes to print.

Revised Mar. 4/2012, Jan 2015

**Nominating Committee**

The **Nominating Committee** (Past President, **President**, First Vice President) shall present to the Calgary Branch membership by e‐mail one week prior to the Annual General Meeting a slate of nominees (with the prior consent of nominees). Nominations, with prior consent of nominee, may also be accepted from the floor at the Annual General Meeting.

The executive officers (president, first vice‐president, second vice‐president, treasurer, secretary) and 2 Calgary branch representatives to ARMTA (provincial) are nominated for election. Conveners are appointed by the branch president in consultation with the executive committee. The CFMTA delegate is appointed by ARMTA provincial.

The nominating committee reviews the convener positions and assists the president in finding conveners.

Except for ARMTA board and CFMTA Representatives, terms are for one year. The President may stay for 2 consecutive terms. All others may be renewed each year. The terms for ARMTA board and CFMTA Representatives are determined by ARMTA provincial board.

Prepare a report for the Annual General Meeting: send a digital copy to the president and to the secretary.

Review job description annually (January) and make changes as necessary. Provide the Past President with the updated job description.

Rev Feb 2012

Jan 2015

ARMTA Calgary

**Past President**

The Executive Committee of this Branch shall consist of the Executive Officers, two (2) ARMTA Board members (Branch Representatives), one (1) CFMTA Delegate and all Conveners of the Committees. This committee shall be the governing body of this Association and shall have full control and management of the business and affairs of the Branch. The conveners shall be appointed as deemed necessary by the president in consultation with the executive committee.

All members of the executive committee, elected or appointed, are expected to attend all meetings of the Executive Committee as called by the President, as well as the Annual General Meeting and the General Meetings of the Branch.

The past President:

Will remain available to the President for advice.

Shall act as Parliamentarian at all General and Executive meetings of the Branch, and shall serve ex‐officio in an advisory capacity.

Serves as Chair of the Nominating Committee, which includes the President and the First Vice‐President.

In the event of a (temporary) vacancy in the executive committee, the Past President shall act in this capacity until the vacancy is filled.

Is responsible for updating job descriptions as necessary; and ensuring those updates are made on the website where they are posted for all members.

Works with the administrator or website maintenance and conveners to keep website information current.

Shall liaise with the first Vice President regarding the plaque/gift to be presented to the outgoing President at the Annual General Meeting.

Prepares a report for the Annual General Meeting: send a digital copy to the president and to the secretary.

Reviews the job description annually (January) and make changes as necessary.

**Nominating Committee**

The **Nominating Committee** (**Past President**, President, First Vice President) shall present to the Calgary Branch membership by e‐mail one week prior to the Annual General Meeting a slate of nominees (with the prior consent of nominees). Nominations, with prior consent of nominee, may also be accepted from the floor at the Annual General Meeting.

The executive officers (president, first vice‐president, second vice‐president, treasurer, secretary) and 2 Calgary branch representatives to ARMTA (provincial) are nominated for election. Conveners are appointed by the branch president in consultation with the executive committee. The CFMTA delegate is appointed by ARMTA provincial.

The nominating committee reviews the convener positions and assists the president in finding conveners.

Except for ARMTA board and CFMTA Representatives, terms are for one year. The President may stay for 2 consecutive terms. All others may be renewed each year. The terms for ARMTA board and CFMTA Representatives are determined by ARMTA provincial board.

Prepare a report for the Annual General Meeting: send a digital copy to the president and to the secretary.

Review job description annually (January) and make changes as necessary. Provide the Past President with the updated job description.

Rev Feb 2012

Jan 2015

ARMTA Calgary

**First Vice‐President**

The Executive Committee of this Branch shall consist of the Executive Officers, two (2) ARMTA Board members (Branch Representatives)*,* one (1) CFMTA Delegate and all Conveners of the Committees. This committee shall be the governing body of this Association and shall have full control and management of the business and affairs of the Branch.

All members of the executive committee, elected or appointed, are expected to attend all meetings of the Executive Committee as called by the President, as well as the Annual General Meeting and the General Meetings of the Branch.

The First Vice‐President:

Shall assume the duties of the President in the absence of the President.

Shall agree to be nominated for President.

In preparation for being the president, learn about ARMTA Calgary branch: how it operates, its objectives.

Will assist in preparation of the budget at a meeting of the executive officers in February.

Contacts the Honours Recital Convener and assist as needed.

Arranges with the Past‐President to procure and present the *President’s Plaque* or gift for the outgoing President at the AnnualGeneral Meeting.

Works with the “Education & Social group” ( Workshop, Teacher Talk, Joint Recital, Coffee & food, Honours Recital, Outstanding Students Recital, Student Recitals Conveners) to ensure good communication and cooperation.

Prepares a report for the Annual General Meeting: send a digital copy to the president and to the secretary.

Reviews the job description annually (January) and make changes as necessary. Provide the Past President with the updated job description.

**Nominating Committee**

The **Nominating Committee** (Past President, President, **First Vice President**) shall present to the Calgary Branch membership by e‐mail one week prior to the Annual General Meeting a slate of nominees (with the prior consent of nominees). Nominations, with prior consent of nominee, may also be accepted from the floor at the Annual General Meeting.

The executive officers (president, first vice‐president, second vice‐president, treasurer, secretary) and 2 Calgary branch representatives to ARMTA (provincial) are nominated for election. Conveners are appointed by the branch president in consultation with the executive committee. The CFMTA delegate is appointed by ARMTA provincial.

The nominating committee reviews the convener positions and assists the president in finding conveners.

Except for ARMTA board and CFMTA Representatives, terms are for one year. The President may stay for 2 consecutive terms. All others may be renewed each year. The terms for ARMTA board and CFMTA Representatives are determined by ARMTA provincial board.

Prepare a report for the Annual General Meeting: send a digital copy to the president and to the secretary.

Review job description annually (January) and make changes as necessary. Provide the Past President with the updated job description.

Rev Feb 2012

Jan 2015

ARMTA Calgary

**Second Vice‐President**

The Executive Committee of this Branch shall consist of the Executive Officers, two (2) ARMTA Board members (Branch Representatives)*,* one (1) CFMTA Delegate and all Conveners of the Committees. This committee shall be the governing body of this Association and shall have full control and management of the business and affairs of the Branch. The conveners shall be appointed as deemed necessary by the president in consultation with the executive committee.

All members of the executive committee, elected or appointed, are expected to attend all meetings of the Executive Committee as called by the President, as well as the Annual General Meeting and the General Meetings of the Branch.

The second vice‐president will normally eventually become the president.

In preparation for being the president, learn about ARMTA Calgary branch: how it operates, its objectives.

Assist the First Vice‐president as required.

Assist in preparation of the budget at a meeting of the executive officers in February.

Organize (or assist the convener) a Music Marathon as a fundraiser.

Identify Associate graduates (RCM, Conservatory Canada, etc.) to acknowledge their achievement at an ARMTA event, possibly to Honours Recital. Make arrangements with the convener of that event.

Contact the Outstanding Student Recital Convener and assist as required.

Work with the “external communications group” (Publicity, New Member, and Archives Conveners) to explore means of contact and coordinate contact with the public.

Prepare a report for the Annual General Meeting: send a digital copy to the president and to the secretary.

Review job description annually (January) and make changes as necessary. Provide the Past President with the updated job description.

Rev Feb 2012, Jan 2015

ARMTA Calgary

**Secretary**

The Executive Committee of this Branch shall consist of the Executive Officers, two (2) ARMTA Board members (Branch Representatives)*,* one (1) CFMTA Delegate and all Conveners of the Committees. This committee shall be the governing body of this Association and shall have full control and management of the business and affairs of the Branch.

All members of the executive committee, elected or appointed, are expected to attend all meetings of the Executive Committee as called by the President, as well as the Annual General Meeting and the General Meetings of the Branch.

Record the minutes of Executive, General and the Annual General Meetings.

Prepare a list of action items from meetings for the executive committee and distributes within a week.

Send a copy of the draft of the minutes to the Executive before the next meeting, and take copies to the meeting.

In even number years, ensure Piano Pedagogy Grant is reviewed by the executive committee ( April to June) and the information and application presented to Piano Pedagogy Group by September.

Receive annual reports for the Annual General Meeting from each convener and the executive officer. Collate the reports into a single document. Send annual reports to president. Have paper copies available at the AGM.

Send a copy of the approved minutes and annual reports from the AGM to the webmaster to post on the members website.

Send a copy of approved minutes, annual reports, and agendas to the archivist.

Maintain general correspondence, including sending greeting cards.

Review job description annually (January) and make changes as necessary. Provide the Past President with the updated job description.

Revised Dec 2014

Jan 2015

ARMTA Calgary

**Treasurer**

The Executive Committee of this Branch shall consist of the Executive Officers, two (2) ARMTA Board members (Branch Representatives)*,* one (1) CFMTA Delegate and all Conveners of the Committees. This committee shall be the governing body of this Association and shall have full control and management of the business and affairs of the Branch. The conveners shall be appointed as deemed by the president in consultation with the executive committee.

All members of the executive committee, elected or appointed, are expected to attend all meetings of the Executive Committee as called by the President, as well as the Annual General Meeting and the General Meetings of the Branch.

The Treasurer shall deposit all funds in whatever bank the Executive may select; maintain accounts of receipts, disbursements and membership; present an audited statement at the Annual General Meeting. The Treasurer under the guidance of the Executive, shall prepare a budget to present at the Annual General Meeting. The Treasurer shall pay all bills ongoing as directed by the budget. In the event of non‐budget items, the total amount the Treasurer may pay out shall not exceed $200.00 without the approval of the Executive. The approval of the General membership is required for any expenditure over $600.00. All monies shall be paid by cheque*.* The signing officers shall be two (2) of the following: the President, the First Vice‐President, or the Treasurer.

Maintain bookkeeping records – Revenue/Expenses of the General Account.

Maintain bookkeeping records – Revenue/Expenses of the Endowment Society Account.

File the Alberta Registry annual return for ARMTA (non‐profit society) within 30

days of its year end (March 31)

File Canada Revenue registered charity return for the Endowment Society within 6 months of year end (March 31)

Maintain proper banking records – deposit, term deposit.

Deposit membership cheques/cash, advertising cheques, donation cheques. Issue receipts for donations, fees.

Pay invoices in a timely manner.

Prepare financial statements, meet with the auditors to have them approved. Prepare and print financial statements for Annual General Meeting.

Prepare Budget/Actual/Proposed for Annual General Meeting in consultation with the executive officers at the February budget meeting.

Issue cheques to Honors Recital scholarship winners.

In even number years, ensure Piano Pedagogy Grant is reviewed by the executive committee (spring April or June) and the information and application presented to Piano Pedagogy Group by September.

Print membership renewal forms and membership receipts, as necessary

Work with the “internal communications group” (Membership List, E‐mail & Telephone, Newsletter Editor, Newsletter Distribution, Newsletter Advertising Conveners) to ensure good communication.

There is an honorarium for this position.

Prepare a report for the Annual General Meeting: send a digital copy to the president and to the secretary.

Review job description annually (January) and make changes as necessary. Provide the Past President with the updated job description.

Rev Feb 2012

Jan 2015

ARMTA Calgary

**Nominating Committee**

The **Nominating Committee** (Past President, President, First Vice President) shall present to the Calgary Branch membership by e‐mail one week prior to the Annual General Meeting a slate of nominees (with the prior consent of nominees). Nominations, with prior consent of nominee, may also be accepted from the floor at the Annual General Meeting.

The executive officers (president, first vice‐president, second vice‐president, treasurer, secretary) and 2 Calgary branch representatives to ARMTA (provincial) are nominated for election. Conveners are appointed by the branch president in consultation with the executive committee. The CFMTA delegate is appointed by ARMTA provincial.

The nominating committee reviews the convener positions and assists the president in finding conveners.

Except for ARMTA board and CFMTA Representatives, terms are for one year. The President may stay for 2 consecutive terms. All others may be renewed each year. The terms for ARMTA board and CFMTA Representatives are determined by ARMTA provincial board.

Prepare a report for the Annual General Meeting: send a digital copy to the president and to the secretary.

Review job description annually (January) and make changes as necessary. Provide the Past President with the updated job description.

Rev Feb 2012

Jan 2015

ARMTA Calgary

**Webmaster**

The Executive Committee of this Branch shall consist of the Executive Officers, two (2) ARMTA Board members (Branch Representatives)*,* one (1) CFMTA Delegate and all Conveners of the Committees. This committee shall be the governing body of this Association and shall have full control and management of the business and affairs of the Branch.

The conveners shall be appointed as deemed necessary by the president in consultation with the executive committee.

All members of the executive committee, elected or appointed, are expected to attend all meetings of the Executive Committee as called by the President, as well as the Annual General Meeting and the General Meetings of the Branch.

The Webmaster may be a non‐member of ARMTA Calgary branch and as such is not asked to regularly attend meetings of the Executive Committee or General Meetings.

Maintain the ARMTA Calgary website at <http://armta-calgary.com>, and ensure all information is current.

Update 'Upcoming Events’ monthly.

Update Calgary Branch 'Executive Directory' as necessary.

Update the ‘Sponsors’ footer widget as needed.

Upload content, such as video recordings of meetings, to the private ‘executive Login’ section.

Prepare a report for the Annual General Meeting: send a digital copy to the president and to the secretary.

Review job description annually (January) and make changes as necessary. Provide the Past President with the updated job description.

The Past President is charged with assisting the Web Master.

**NOTE:** Carolyn Garritano is the Database Convenorcarolyn@pianostars.comif any questions arise.

Rev Feb 2012

Feb 2015

Jan 2017

ARMTA Calgary

**E‐mail and Telephone Convener**

The Executive Committee of this Branch shall consist of the Executive Officers, two (2) ARMTA Board members (Branch Representatives)*,* one (1) CFMTA Delegate and all Conveners of the Committees. This committee shall be the governing body of this Association and shall have full control and management of the business and affairs of the Branch. The conveners shall be appointed as deemed necessary by the president in consultation with the executive committee.

All members of the executive committee, elected or appointed, are expected to attend all meetings of the Executive Committee as called by the President, as well as the Annual General Meeting and the General Meetings of the Branch.

Send out announcements to all members who have agreed to receive email messages.

Use good discretion about what and how often to e‐mail members. May consult with the President for advice.

For members who do not receive e‐mail, arrange telephone contact about general meetings, and other announcements as directed by the President.

Prepare a report for the Annual General Meeting: send a digital copy to the president and to the secretary.

Review job description annually (January) and make changes as necessary. Provide the Past President with the updated job description.

Rev Feb 2012, Jan 2015, Jan 2017

ARMTA Calgary

**Newsletter Editor**

The Executive Committee of this Branch shall consist of the Executive Officers, two (2) ARMTA Board members (Branch Representatives)*,* one (1) CFMTA Delegate and all Conveners of the Committees. This committee shall be the governing body of this Association and shall have full control and management of the business and affairs of the Branch.

The conveners shall be appointed as deemed necessary by the president in consultation with the executive committee.

All members of the executive committee, elected or appointed, are expected to attend all meetings of the Executive Committee as called by the President, as well as the Annual General Meeting and the General Meetings of the Branch.

* The editor should be able to use a desktop publishing program.
* The editor will assemble the contents for two newsletters a year – September and February. The newsletter should be a maximum of 28 pages.
* The editor has editorial discretion about article length and contents. The editor may seek advice from the president.
* The editor may ask members to write articles, or obtain articles from other pertinent sources.
* The editor will set a “house style” for submissions.
* The editor will ensure that the executive committee members provide necessary components; these may include announcements, member news, reports, paid-ads, application information (Contemporary Showcase, Honours Recital, Concerto 3 Competition , Joint recital and Student Recitals, etc.).
* For each issue, the editor will receive from the president the president’s message, an updated calendar of events, and an updated executive committee list.
* The editor will work with the Sponsorship Convener to ensure the correct paid-ads are included in each issue.
* The editor will request the President to proofread the newsletter before each publication.
* The editor will be responsible for selecting an appropriate printer and to submit a print order.
* The editor will advise the Newsletter Distributer when the edition has been sent to the printer.
* The editor will retain a hard copy for reference.
* There is an honorarium associated with this position
* The editor is responsible for preparing a report for the Annual General Meeting.
* The editor will be required to review the editor's job description annually (January) and make changes as necessary.

Revised January, 2017

ARMTA Calgary

**Impromptu Distributor**

The Executive Committee of this Branch shall consist of the Executive Officers, two (2) ARMTA Board members (Branch Representatives)*,* one (1) CFMTA Delegate and all Conveners of the Committees. This committee shall be the governing body of this Association and shall have full control and management of the business and affairs of the Branch.

The conveners shall be appointed as deemed necessary by the president in consultation with the executive committee.

All members of the executive committee, elected or appointed, are expected to attend all meetings of the Executive Committee as called by the President, as well as the Annual General Meeting and the General Meetings of the Branch.

Communicate with the Webmaster and Sponsorship Convener to determine the number of print copies to be made. Hard copies are mailed to members by request, the sponsors, and one each to the president, archivist, and Impromptu editor. Give this information to the Newsletter Editor.

Communicate with the Newsletter Editor to receive Newsletters from the printer.

Receive current membership list from Webmaster, create mailing labels and mail Newsletters and any inserts.

Receive advertisers list from Sponsorship Convener, and send them a copy by mail.

Buy stamps, address labels, and envelopes for mailing Newsletters.

Mail newsletters within three days of receiving them from the printer.

Follow up on any address changes, undeliverable, moves, and report to Webmaster

Make a budget request (February) for newsletter distribution.

Prepare a report for the Annual General Meeting: send a digital copy to the president and to the secretary.

Review job description annually (January) and make changes as necessary. Provide the Past President with the updated job description.

Rev. Jan 2017

ARMTA Calgary

**Sponsorship Convener**

The Executive Committee of this Branch shall consist of the Executive Officers, two (2) ARMTA Board members (Branch Representatives)*,* one (1) CFMTA Delegate and all Conveners of the Committees. This committee shall be the governing body of this Association and shall have full control and management of the business and affairs of the Branch. The conveners shall be appointed as deemed necessary by the president in consultation with the executive committee.

All members of the executive committee, elected or appointed, are expected to attend all meetings of the Executive Committee as called by the President, as well as the Annual General Meeting and the General Meetings of the Branch.

The sponsorship convener



* Finds sponsors (advertisers) for *Impromptu*. The advertisers may also have space on the website and in programs printed for recitals, master classes, workshops, etc.
* May work with the Honours Recital convener to arrange ads in the recital program
* Develops and maintains the advertiser database.
* Develops advertising information package to go to current, lapsed and potential advertisers (cover letter, rate sheet/information sheet, booking agreement/invoice).
* Develops and sends out a thank you note to advertisers after they have booked an ad.
* Liaises with advertisers to ensure that camera‐ready artwork for their advertisements are submitted to the *Impromptu* Editor prior to the submission deadline (the 10th of August and January).
* Liaises with *Impromptu* Editor to ensure that the current ads for *Impromptu* advertisers have been received.
* Arrange with the *Impromptu* Distribution Convenor to send copies of each *Impromptu* to each advertiser.
* Collect advertising cheques and submit them to the Treasurer in a timely fashion.
* Submit expense receipts and invoices related to collecting advertising to the Treasurer for reimbursement.
* Prepare a report for the Annual General Meeting: send a digital copy to the president and to the secretary.

Review job description annually (January) and make changes as necessary. Provide the Past President with the updated job description.

**OTHER:** This position receives an honorarium. See the treasurer for details.

**RECOMMENDED QUALIFICATIONS/SKILLS:**

Good communication skills (oral and written)

Advertising, sales or marketing experience is an asset but not a necessity Computer skills such as knowledge of scanning files, converting files and

desktop publishing software is an asset but not a necessity Organizational skills

A time commitment of three to five hours per month, (includes tasks outlined under Major Duties as well as, Executive meeting and committee meeting times)

Be informed of the services provided by Calgary ARMTA and publicly support them.

Rev Feb 2012, Jan 2015, Mar 2015

ARMTA Calgary

**Promotions Convener**

The Executive Committee of this Branch shall consist of the Executive Officers, two (2) ARMTA Board members (Branch Representatives)*,* one (1) CFMTA Delegate and all Conveners of the Committees. This committee shall be the governing body of this Association and shall have full control and management of the business and affairs of the Branch. The conveners shall be appointed as deemed necessary by the president in consultation with the executive committee.

All members of the executive committee, elected or appointed, are expected to attend all meetings of the Executive Committee as called by the President, as well as the Annual General Meeting and the General Meetings of the Branch.

The Promotions Convener has two aspects to consider:

* 1. Promoting ARMTA to prospective members (e.g. graduates of music departments of universities and colleges).
	2. Promoting ARMTA to prospective students (directing public to ARMTA website).

Inform the public of the activities of ARMTA and its members.

Create advertising such as press releases, announcements, posters, brochures as needed. Explore the use of Facebook and other electronic means.

Keep a current list of music stores/businesses that distribute ARMTA promotional materials and membership lists.

Distribute membership lists, and other promotional material to music & instrumental suppliers, CASSA and other places music students gather.

Make a budget request (February).

Prepare a report for the Annual General Meeting: send a digital copy to the president and to the secretary.

Review job description annually (January) and make changes as necessary. Provide the Past President with the updated job description.

ARMTA has advertised with

Calgary Herald, Neighbours: shared ad with St John’s Music Calgary’s Child Magazine, 6 issues per year

Calgary Child Family Fun Fair

AIBF (Alberta International Band Festival) program, Kiwanis festival program

Rev Feb 2012, Jan 2015

ARMTA Calgary

**New Membership Convener**

The Executive Committee of this Branch shall consist of the Executive Officers, two (2) ARMTA Board members (Branch Representatives)*,* one (1) CFMTA Delegate and all Conveners of the Committees. This committee shall be the governing body of this Association and shall have full control and management of the business and affairs of the Branch. The conveners shall be appointed as deemed necessary by the president in consultation with the executive committee.

All members of the executive committee, elected or appointed, are expected to attend all meetings of the Executive Committee as called by the President, as well as the Annual General Meeting and the General Meetings of the Branch.

Receive new ARMTA Provincial members’ names from Provincial Administrator and send them a welcome letter from Calgary Branch.

Provide the President with names of new members to invite to general meetings.

Activate a mentor for the new member by contacting a Calgary Branch executive committee member or active branch member to ask them to contact the new member and invite them to at least 2 branch events during the first 12 months of their membership.

Engage with Provincial to keep track of new members and dates they joined.

Request the new member to supply a short biography (100 words) to be sent directly to the Impromptu editor to be printed in Impromptu.

Contact provincial “members at large” who live in Calgary and area and invite them to join Calgary branch.

Prepare a written report (3 paper copies for the president, the secretary, and the archivist; and, a digital copy sent to the president, the secretary and the Newsletter Editor ahead of time) for the Annual General Meeting.

Review job description annually (January) and make changes as necessary. Provide the Past President with the updated job description.

Rev June 2014

Jan 2015

Jan 2016

ARMTA Calgary

**Archivist**

The Executive Committee of this Branch shall consist of the Executive Officers, two (2) ARMTA Board members (Branch Representatives)*,* one (1) CFMTA Delegate and all Conveners of the Committees. This committee shall be the governing body of this Association and shall have full control and management of the business and affairs of the Branch.

All members of the executive committee, elected or appointed, are expected to attend all meetings of the Executive Committee as called by the President, as well as the Annual General Meeting and the General Meetings of the Branch.

Archivist of ARMTA (Calgary Branch) appraises, arranges, and directs safekeeping of permanent records and historically valuable material pertaining to the organization such as:

Agendas of meetings, minutes of meetings, budgets and financial statements, bylaws and revisions, annual reports, Impromptus, membership lists, photographs, recital brochures, informational brochures, newspaper clippings.

Arrange for deposit of these items in the Glenbow Museum. Keep a record of catalogue numbers of preserved materials. Maintain liaison with archivists at the Glenbow Museum.

Research information as directed by the President of ARMTA (Calgary Branch).

Assist in selection of materials for displays.

Prepare a report for the Annual General Meeting: send a digital copy to the president and to the secretary.

Review job description annually (January) and make changes as necessary. Provide the Past President with the updated job description.

Revised Feb 2012

Jan 2015

ARMTA Calgary

**Workshops/Events Coordinator**

The Executive Committee of this Branch shall consist of the Executive Officers, two (2) ARMTA Board members (Branch Representatives)*,* one (1) CFMTA Delegate and all Conveners of the Committees. This committee shall be the governing body of this Association and shall have full control and management of the business and affairs of the Branch. The conveners shall be appointed as deemed by the president in consultation with the executive committee.

All members of the executive committee, elected or appointed, are expected to attend all meetings of the Executive Committee as called by the President, as well as the Annual General Meeting and the General Meetings of the Branch.

Develop ideas for workshops, or gather ideas from ARMTA Executive Committee. Workshops could include any of the following: Teacher Talks, Presentations, Masterclasses, Guest Clinicians, or any other professional/student development opportunity.

Consult with the Liaison convener regarding possible collaboration with other groups.

Secure arrangements for workshops e.g. renting venue, food & beverages, travel & lodging for out of town guest speakers.

Promote the workshop or event through Impromptu, E‐mail Convener, and by providing details to the Website Coordinator.

Serve as RSVP contact.

Work with Coffee & Food convener if refreshments are being provided. Arrange cheques & receipts as necessary through the Treasurer.

Submit a budget request to the February budget meeting. The budget should cover clinician expenses (check with the Treasurer for current guidelines), venue, and possible refreshments

Prepare a report for the Annual General Meeting: send a digital copy to the president and to the secretary.

Review job description annually (January) and make changes as necessary. Provide the Past President with the updated job description.

Rev Feb 2012, Jan 2015, March 2015

ARMTA Calgary

 **Catering**

The Executive Committee of this Branch shall consist of the Executive Officers, two (2) ARMTA Board members (Branch Representatives), one (1) CFMTA Delegate and all Conveners of the Committees. This committee shall be the governing body of this Association and shall have full control and management of the business and affairs of the Branch. The conveners shall be appointed as deemed necessary by the president in consultation with the executive committee.

All members of the executive committee, elected or appointed, are expected to attend all meetings of the Executive Committee as called by the President, as well as the Annual General Meeting and the General Meetings of the Branch.

Provide light refreshments and beverages for all ARMTA Calgary events & general meetings.

Submit a budget request (February budget meeting).

Send invoices from all related purchases to the Treasurer for reimbursement.

Prepare a report for the Annual General Meeting: send a digital copy to the president and to the secretary.

Review job description annually (January) and make changes as necessary. Provide the Past President with the updated job description.

Revised Jan 2015

ARMTA Calgary

**Music Marathon convener**

The Executive Committee of this Branch shall consist of the Executive Officers, two (2) ARMTA Board members (Branch Representatives), one (1) CFMTA Delegate and all Conveners of the Committees. This committee shall be the governing body of this Association and shall have full control and management of the business and affairs of the Branch. The conveners shall be appointed as deemed necessary by the president in consultation with the executive committee.

All members of the executive committee, elected or appointed, are expected to attend all meetings of the Executive Committee as called by the President, as well as the Annual General Meeting and the General Meetings of the Branch.

* The Music Marathon convener is responsible for organizing the Annual Fundraising event.
* Ensure that the event will be held during the Calgary Children's festival
* Contact The CORE and arrange the venue with the intention the location is to become permanent
* Ensure Steinway Piano Gallery will provide 7 foot ***Steinway piano Model B*** for the event or another of their choice
* Negotiate with the piano movers and piano technician a reasonable fee in exchange for advertising their company
* Promote the event and make the program

ARMTA Calgary

**Joint Recital Convener**

The Executive Committee of this Branch shall consist of the Executive Officers, two (2) ARMTA Board members (Branch Representatives)*,* one (1) CFMTA Delegate and all Conveners of the Committees. This committee shall be the governing body of this Association and shall have full control and management of the business and affairs of the Branch. The conveners shall be appointed as deemed necessary by the president in consultation with the executive committee.

All members of the executive committee, elected or appointed, are expected to attend all meetings of the Executive Committee as called by the President, as well as the Annual General Meeting and the General Meetings of the Branch.

The Joint recital Convener promotes the Joint recital initiative to the members and ensures the information on the website is up to date.

Receives the applications and evaluates whether the criteria have been met.

Submit a recital review, photo, etc. to Impromptu when forwarded from teachers.

After all documentation is in place, asks the Treasurer to send cheque to the successful candidates.

Make a budget request (February).

Prepare a report for the Annual General Meeting: send a digital copy to the president and to the secretary.

Review job description annually (January) and make changes as necessary. Provide the Past President with the updated job description.

Rev Jan. 2014

ARMTA Calgary

**Honours Recital Convener**

The Executive Committee of this Branch shall consist of the Executive Officers, two (2) ARMTA Board members (Branch Representatives)*,* one (1) CFMTA Delegate and all Conveners of the Committees. This committee shall be the governing body of this Association and shall have full control and management of the business and affairs of the Branch. The conveners shall be appointed as deemed necessary by the president in consultation with the executive committee.

All members of the executive committee, elected or appointed, are expected to attend all meetings of the Executive Committee as called by the President, as well as the Annual General Meeting and the General Meetings of the Branch.

The purpose of the Honours Recital is to recognize the achievements of ARMTA members’ students in practical exams during the previous calendar year, generally marks of 85 – 100 (with completed co‐requisite theory). At the discretion of the convener, some or all of the students may be invited to play at the recital. Teachers should apply on behalf of their students.



The convener will

* Form a committee with specific volunteers assigned to be responsible for areas like applications, awards, venue, program, day of event coordinator, Shaw liaison (publisher permissions), fundraising. The first vice‐president is asked to assist with Honours Recital.
* Work with the Outstanding Student Recital convener to update application process, including application deadline.
* Choose date for the recital.
* Book venue and send invoice to Treasurer.
* Send information about application date as well as recital date and venue to the newsletter editor for publication and the email convener to send out in a timely manner.
* Provide the Web master with updates to the website recital information page and application forms.
* May apply to Shaw TV to have the recital recorded for broadcast. Shaw requires copyright permission for each piece of music included in the program as well as permission forms for each individual that appears on stage. Shaw also requires 3‐4 hours set up time in the venue. Shaw may also provide DVDs of the performance for distribution at the convener’s discretion.
* Work with the Advertising convener to seek donations towards scholarships and expenses from businesses. Businesses/sponsors may have an ad in the recital program. Additional donations may be sought from private donors. Monies are sent to the Treasurer who is responsible for receipts (charitable donations go to the endowment fund for scholarships, and general donations go to the general fund and may be used for expenses). Arrange to send thank you letters with receipts.
* Receive applications for both the Honours Recital and the Outstanding Student Recital. On the basis of top 3 marks in each category (Piano, Voice, String, Wind & others, subdivisions by grade level groups) determine which students will be recognized at the Honours Recital. All remaining applications are forwarded to the Outstanding Student recital convener.
* Contact Honours Recital students and teachers to confirm whether they will play in the recital and what music they will play (performance form). Time limits may be imposed. An accompanist may be provided.
* Determine the amounts of scholarships based on historical amounts, and current donations. (May seek advice from the president or executive committee). Provides the Treasurer with names of students and amounts of scholarship cheques. Students are asked to send a thank you note to a donor. Some donors may wish to present an award.
* Arrange for medals (gold, silver, bronze) for students. Medals and cheques will be organized on a table for presentation.
* Work with the Catering convener to have a reception after the recital. Teachers of students being recognized are asked to contribute food.
* Prepare and print programs. Contact teachers to ensure that names are spelled correctly, and pieces are correct. Include lists of awards presented, teachers of students, volunteers, sponsors/donors (sponsor logos or ads).
* Invite the branch president or representative to present awards.
* Arrive at the venue early for the Recital to set up: greeters, sign in, permission forms, donation table, program distribution, stage hands, awards table on stage, etc.
* Collect door donation ($10.00 for each family) and send to the Treasurer. Act as MC and announcer for the recital, or delegate.
* Send a copy of the program to the Archivist.
* Arrange to distribute awards for students who did not attend the recital.
* Send any pictures (and description) to the Impromptu editor. (FOIP forms must be completed by all participants)
* Submit a budget request. (February) The budget amount for this recital should cover the cost of an appropriate venue (including Shaw set up time as required), programs, medals (or other recognition), reception.
* Prepare a report for the Annual General Meeting: send a digital copy to the president and to the secretary.
* Review job description annually (January) and make changes as necessary. Provide the Past President with the updated job description.



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The honours recital convener keeps templates of application forms and letters, tables for scholarship amounts etc., and may keep a more detailed time line and list of duties.

ARMTA Calgary

**Outstanding Student Recital Convener**

The Executive Committee of this Branch shall consist of the Executive Officers, two (2) ARMTA Board members (Branch Representatives)*,* one (1) CFMTA Delegate and all Conveners of the Committees. This committee shall be the governing body of this Association and shall have full control and management of the business and affairs of the Branch. The conveners shall be appointed as deemed necessary by the president in consultation with the executive committee.

All members of the executive committee, elected or appointed, are expected to attend all meetings of the Executive Committee as called by the President, as well as the Annual General Meeting and the General Meetings of the Branch.

The Outstanding Student Recital purpose is to recognize the achievements of ARMTA members’ students in practical exams during the previous calendar year, generally marks of 85 – 100 (theory not required), who have not already been recognized in the Honours Recital. *An outstanding student without an exam mark* *may be nominated by a teacher for OSR only.* At the discretion of the convener,some or all of the students may be invited to play at the recital, if necessary up to 2 recitals of not more than 2 hours length. All the students will receive a certificate. Students with “honours with distinction” may also receive additional recognition in the form of a medal or other. Teachers should apply on behalf of their students in the same application process as the Honours Recital.



The convener will

Work with the Honours Recital convener to update application process. Choose date for the recital.

Book venue and send invoice to Treasurer.

Send information about application date as well as recital date and venue to the newsletter editor for publication and the email convener to send out in a timely manner.

Provide the Web master with updates to the website recital information page and application forms.

Receive names of students not being recognized at the Honours recital from Honours recital committee. Contact those students and teachers to confirm whether they will play in the recital and what piece they will play.

Prepare and print programs. Contact teachers to ensure that names are spelled correctly, and pieces are correct. Sponsor logos? *‐‐‐‐* *possible* *change in getting advertisers for the newsletter and donations for honours recital scholarships may see all programs printing the list of sponsors*

Prepare certificates for all students, and order medals for those with “honours with distinction” (90‐100, theory not required.)

Arrive at the venue 30 minutes prior to the Recital to set up.

Collect door donation ($10.00 for each family) and send to the Treasurer. Act as MC and announcer for the recital.

Invite the branch president or representative to present awards. Send a copy of the program to the archivist.

Arrange to distribute awards for students who did not attend the recital.

Send any pictures (and description) to the Impromptu editor. (FOIP forms must be completed by all participants)

Submit a budget request. (February) The budget amount for this recital should cover the cost of an appropriate venue, programs, certificates, medals (or other recognition).

Prepare a report for the Annual General Meeting: send a digital copy to the president and to the secretary.

Review job description annually (January) and make changes as necessary. Provide the Past President with the updated job description.



Rev Feb 2012 Jan 2015 March 2015

ARMTA Calgary

**Student Recital Convener**

The Executive Committee of this Branch shall consist of the Executive Officers, two (2) ARMTA Board members (Branch Representatives), one (1) CFMTA Delegate and all Conveners of the Committees. This committee shall be the governing body of this Association and shall have full control and management of the business and affairs of the Branch. The conveners shall be appointed as deemed necessary by the president in consultation with the executive committee.

All members of the executive committee, elected or appointed, are expected to attend all meetings of the Executive Committee as called by the President, as well as the Annual General Meeting and the General Meetings of the Branch.

* Choose dates of recitals – preferably before examination periods and festivals.
* Book the venue and send an invoice to the Treasurer.
* Send information on dates and venue to the newsletter editor for publication as well as the email convener to send out in a timely manner.
* Provide the webmaster with updates to the website recital information page and application forms.
* Receive the names of participants and pieces. Prepare and print programs. At the discretion of the Convener, advertising may be included, such as an ad for the venue and/or individual paid ads.
* Send a copy of the completed program to all participating teachers prior to the recital.
* Arrive at the venue 30 minutes prior to the Recital to complete setup. Act as MC and announcer for the recital.
* Collect door donations ($5.00 per student) and send to the Treasurer.
* Send a copy of the program to the treasurer for SOCAN and to the archivist with a short report.
* Send any pictures (and description) to the Impromptu editor. (FOIP forms must be completed by all participants)
* Submit a budget request. (February)
* Prepare a report for the Annual General Meeting: send a digital copy to the president and to the secretary.
* Review job description annually (January) and make changes as necessary. Provide the Past President with the updated job description.

Updated Mar. 4/2012

Jan 2015, Jan 2017

ARMTA Calgary

**String Liaison Convener**

The Executive Committee of this Branch shall consist of the Executive Officers, two (2) ARMTA Board members (Branch Representatives), one (1) CFMTA Delegate and all Conveners of the Committees. This committee shall be the governing body of this Association and shall have full control and management of the business and affairs of the Branch. The conveners shall be appointed as deemed necessary by the president in consultation with the executive committee.

All members of the executive committee, elected or appointed, are expected to attend all meetings of the Executive Committee as called by the President, as well as the Annual General Meeting and the General Meetings of the Branch.

The String Liaison will be responsible for communicating with string teachers about ARMTA programs, and developing ARMTA support for string teachers.

* Consult with branch string teachers about what ARMTA can do to support string teachers
* Work with the Workshop convener to develop workshops, master classes, or other events for string teachers or their students
* Encourage string teachers to send students to participate in branch recitals and other performance opportunities
* Ensure string teachers are aware of the scholarships available for their students (honours recital)
* Create and develop programs for Strings
* Make a budget request (February)
* Prepare a report for the Annual General Meeting: send a digital copy to the president and to the secretary
* Review job description annually (January) and make changes as necessary. Provide the Past President with the updated job description.

ARMTA Calgary

**Piano Pedagogy Group Advisor**

The Executive Committee of this Branch shall consist of the Executive Officers, two (2) ARMTA Board members (Branch Representatives)*,* one (1) CFMTA Delegate and all Conveners of the Committees. This committee shall be the governing body of this Association and shall have full control and management of the business and affairs of the Branch. The conveners shall be appointed as deemed by the president in consultation with the executive committee.

All members of the executive committee, elected or appointed, are expected to attend all meetings of the Executive Committee as called by the President, as well as the Annual General Meeting and the General Meetings of the Branch.

The purpose of PPG is to provide support to teachers who are working on requirements leading towards an associate diploma in piano performance or piano pedagogy. The group provides opportunity for performance, pedagogy workshops, discussion and networking, and a mini‐festival for members, or their students, to participate in.

The PPG Advisor

Functions as an adviser to those students who are working towards a qualification, and to advise and support them as they begin their career as a teacher of piano.

Assists in finding a meeting place for PPG meetings.

Helps, in conjunction with the PPG President, to arrange a yearly schedule for PPG which may include any of the following: discussion topics, guest speakers, festival adjudicator, master classes.

In even number years, ensures PPG members receive information to apply for ARMTA Calgary Branch PPG Grant.

Prepares a report for the Annual General Meeting: send a digital copy to the president and to the secretary.

Reviews job description annually (January) and make changes as necessary. Provide the Past President with the updated job description.

Rev May 2012

Jan 2015

ARMTA Calgary

**Civic Concerto Competition**

ARMTA Calgary

**ARMTA Provincial Board Representatives from Calgary Branch CFMTA delegate**

*Please use the ARMTA Provincial handbook for job descriptions.*

In relation to Calgary branch:

The Executive Committee of this Branch shall consist of the Executive Officers, two (2) ARMTA Board members (Branch Representatives)*,* one (1) CFMTA Delegate and all Conveners of the Committees. This committee shall be the governing body of this Association and shall have full control and management of the business and affairs of the Branch. The conveners shall be appointed as deemed necessary by the president in consultation with the executive committee.

All members of the executive committee, elected or appointed, are expected to attend all meetings of the Executive Committee as called by the President, as well as the Annual General Meeting and the General Meetings of the Branch.

Members who have experience as officers of the ARMTA Calgary Branch may be elected to the **ARMTA Board** for a two (2) year term with two (2) Board members to be elected biennially. Each Board member shall serve for a period of two (2) years and may be re‐elected for another consecutive two (2) year term. If for any reason the board member is unable to fulfill the elected term, an interim board member shall be elected or appointed to complete that term. These Board members are responsible to the Branch and shall attend Executive Committee and General Meetings.

The Canadian Federation of Music Teachers’ Association **(CFMTA)** **Delegate** is responsible to the Calgary Branch and shall attend ExecutiveCommittee meetings, General meetings, and ARMTA Board meetings and report to the Branch as required. The CFMTA delegate is determined by the provincial board as part of the rotation of officers.

The ARMTA Board members and the CFMTA Delegate shall attend their respective meetings as representatives of the Branch and shall give a verbal or written report to the Calgary Branch President after each regular or special meeting.

Prepare a report for the Annual General Meeting: send a digital copy to the president and to the secretary.

Review job description annually (January) and make changes as necessary. Provide the Past President with the updated job description.

