Idaho Music Educators Association
Executive Board Manual
2018-2019

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Responsibilities of the Executive Board

Welcome to the Executive Board of the Idaho Music Educators Association. Some of you are new to association leadership, and some have never served on a not-for-profit board. The purpose of this manual is to acquaint you with some of the principles inherent in your duties as a voting member of the board, as well as present to you the policies, procedures and practices of the association.

*The mission of the Idaho Music Educators Association, Inc. is to advance and advocate for standard-based Music Education in all Idaho schools, to foster personal and professional growth of music educators, and to encourage and enhance musical opportunities for all students throughout the state.*

**Organization Mission and Purpose**

The mission is dependent on promoting professional development, service, advancement of knowledge, and association leadership. It is the board’s responsibility to follow the mission statement and review it periodically for accuracy and validity. Each individual board member should fully understand and support it.

**Elected Officers and Appointed Positions**

Boards must reach consensus on job descriptions and undertake a careful search or election process to find the most qualified individuals for the positions. Job descriptions shall be reviewed regularly and accurately reflect the requirements of the position.

**Support the Executive Officer**

The board shall ensure that the IMEA President has the moral and professional support he or she needs to further the goals of the association.

**Ensure Effective Organizational Planning**

As stewards of the association, the IMEA Executive Board shall actively participate in an overall planning process and assist in implementing the plan’s goals.

**Ensure Adequate Resources**

One of the board’s foremost responsibilities is to provide adequate resources for the association to fulfill its mission. The board shall work in partnership with the finance committee, to raise funds in order to fulfill the mission of the association.
Manage Resources Effectively
The IMEA Executive Board, in order to remain accountable to its members, donors, and the public, and to safeguard its tax-exempt status, must assist in developing an annual budget and ensure that proper policies are in place.

Determine, Monitor and Strengthen Programs and Services
The board’s role in this area is to determine which programs are the most consistent with the association’s mission, and to monitor their effectiveness.

Enhance the Association’s Public Image
Our association’s primary link to the community, including constituents, the public, and the media, is the IMEA Executive Board. Clearly articulating the association’s mission, accomplishments, and goals to the public, as well as garnering support from important members of the community, are important elements of a comprehensive public relations strategy.

Ensure Legal and Ethical Integrity and Maintain Accountability
The IMEA Executive Board is ultimately responsible for ensuring adherence to legal standards and ethical norms. Solid board policies, grievance procedures, and required Federal policies help ensure proper decorum in this area. The board shall establish pertinent policies, and adhere to provisions of the organization’s constitution and bylaws.

Recruit and Orient New Board Members; Assess Board Performance
All boards have a responsibility to articulate and make known their needs in terms of member experience, skills, and many other considerations that define a “balance” board composition. The IMEA Executive Board shall orient new board members to their responsibilities and the organization’s history, needs, and challenges. By evaluating its performance in fulfilling its responsibilities, the IMEA Executive Board can recognize its achievement and reach consensus on which areas need to be improved.

Communication Network
The IMEA Executive Board has a responsibility and commitment to impart information to its members in a timely and complete manner. The association shall maintain:

• An information driven website at www.idahomusiced.org
• A magazine format newsletter, Music Notes, printed four times in the academic year and the conference binder.
• List-serve email for open information and communication to all subscribers.
• Social media accounts including Face Book and Twitter.
• Personal member email.
• Online ballot voting.
Responsibilities of the Board Member

The Idaho Music Educators Association Executive Board is made up of twenty-eight elected and appointed positions. The presiding officer of the IMEA Executive Board is the President with succession of leadership upon absence being the Past-President followed by the President-Elect.

As a member of the Executive Board of IMEA…

1. Know Your Role
   It is the role of the IMEA Executive Board to set policy.

2. Be a Team Player
   Boards are successful when the members work together. Discussion and debate are important components of an active board, but in the end, team players work for the good of the team.

3. Listen
   Listen before you prepare to talk. Paraphrase what you hear to make sure that you understand. Healthy discussion is generated when members know what to do with what they’ve really heard.

4. Ask Questions
   Unless you know everything, don’t hesitate to ask questions. When you are better informed, you’ll make better decisions.

5. Explain Your Point of View
   When there’s an item on the table, explain your point of view. Board members need to hear and understand all positions before taking action. Don’t continue explaining after the board has voted. Once a decision has been made, your responsibility is to support the board action.

6. Hold Opinions About Issues
   Keep comments to the issues, not on personal preference, people or character. The Executive rule… how will IMEA gain from your behavior or comments.

7. No Hidden Agendas
   If you have an agenda, say so. Let people know where you stand. It will help the board understand the forces that influence your decision-making.
8. **Be Professional**
   Look and act professionally as an IMEA Executive Board member. Conduct, appearance, language and business environment speak to the importance of the association’s work.

9. **No business in the Parking Lot**
   “Meeting after the meeting” only works if the replay supports the decisions of the board. Gossip or complaint fuels a lack of professionalism and undermines the goals of the association.

10. **Understand the Big Things**
    You sometimes have to dispense with the little things to focus on the big things. Remember that the purpose of the association is to set policies and enhance IMEA programs and services.

11. **The Checklist**
    - know your job requirements
    - attend all board meetings
    - know the laws that effect you as a board member
    - you can’t please everyone, it’s policy not process
    - don’t give advice, give fact-based opinion
    - prioritize – be in charge of your time
    - keep a healthy perspective
    - if venting is needed, know who to trust and don’t vent in public
    - be careful what you say and more careful what you write
    - know the important acronyms in the business
    - stay current on issues and trends in music education
    - stay in the IMEA network – be informed
Orientation for New IMEA Board Members

Your Job in a Nutshell:
1. Ensure that the activities of the association are primarily directed toward the association’s mission to *advance, promote and advocate for standards-based Music Education in all Idaho schools, to foster personal and professional growth of music educators, and to encourage and enhance musical opportunities for all students throughout the state.*

2. Ensure that the assets of the association are enhanced (grow), are stable (don’t vary unpredictably), and are secure (protected.)

Profits for Not-for-Profits:
Most people confuse the term “not-for-profit” with not making money. This is a misinterpretation of state and federal rules. There are two concepts to understand: not-for-profit and tax-exempt. The IRS grants tax exempt status to various entities including professional, scientific and educational associations. The key tests for being granted tax-exempt status are that the net assets (profits) of the entity are not distributed directly to the general membership or the members of the IMEA Executive Board, and when the entity is dissolved, the assets are distributed to another not-for-profit entity designated by the board.

1. IRS regulations specify any revenues derived by the association in the conduct of furthering the mission are tax-exempt. There is no cap or other prohibition on how much of this kind of revenue an association can generate as long as the assets are used to further the mission of the association. In general, any dues collected, donations and grants received, and revenue generated by activities related to the mission statement of IMEA are tax-exempt, and there is no limit on the revenue generated and retained.

2. The IRS also allows not-for-profit, tax-exempt organizations to run for-profit enterprises not associated with the mission statement. *Unrelated Business Income* has two caveats; 1) the net proceeds (profits) from these enterprises are taxable (this does not affect the tax-exempt status of the association), and 2) the for-profit enterprise cannot be the primary business of the association.

3. A good rule of thumb of the association… net revenues are taxed, not gross income. This is where best practice for association process, policy and fiscal management come into play.
Idaho Music Educators Association (IMEA) Status

The IDAHO MUSIC EDUCATORS ASSOCIATION is a not-for-profit public organization of music educators and persons in the music industry, furthering the interests and mission of the IMEA.

IMEA is recognized as exempt from Federal income tax under the Internal Revenue Service Code 501(c)(3).

IMEA is NOT a Private Foundation.

Letter of Determination was issued to IMEA in June of 2012.

Donors may deduct contributions to IMEA as provided in section 170 of the Internal Revenue Service (IORS) code. Bequests, legacies, devises, transfers, or gifts to IMEA are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 1044, 2106, and 2522 of the IRS code.

Structures and Responsibilities of the IMEA Executive Board

Executive Board

**Executive Officers**
- Executive Committee
- State Elected Officers
- District Presidents

**Appointed Positions**
- Specialty Chairs
- State Editor

These members of the board are responsible for setting policy for the Idaho Music Educators Association membership.

Committees

**Executive Committee** – President, President-Elect, Past-President, Secretary, and State Executive Director as non-voting ex-officio.
Responsibility for dealing with association planning process, draft versions of policy recommendations, and all other activities and tasks to go before the Executive Board of the Idaho Music Educators Association.

**Budget Committee** – President, Past-President, and State Executive Director
Responsibility for developing and reporting on the annual budget and two-year financial plan.

**Audit Committee** – President-Elect, Past-President, and one of the District Presidents as appointed by the President.
Responsibility for review of the internal audit, review of the audit report, and review of compilation and/or meeting with the accountant if requested by the Executive Director.
The Idaho Music Educators Association Executive Board by Title

IMEA Executive Board

Executive Officers

Executive Committee
President, Past-President, President-Elect, Secretary

District Presidents
District I, District II, District III, District IV, District V, District VI, and Gem State

Appointed Positions

Executive Director – designated operations officer

Chairs and Service Volunteers:
Advocacy, Band (IBA President), Collegiate, Choral (ACDA President), Elementary, Exhibit, Middle Level, Publications (Magazine Editor), Research, Retired Membership, Higher Education, Strings (ASTA President), Small Schools, State Solo, Technology, Tri-M
ARTICLES OF INCORPORATION
(Non-Profit)
Title 30, Chapters 21 and 30, Idaho Code
Filing fee: $30 typed, $50 not typed
Complete and submit the form in duplicate.

Article 1: The name of the corporation shall be: Idaho Music Educators Association, Inc.

Article 2: The purpose for which the corporation is organized is: See attachment

Article 3: Registered agent name and address:
Karen A. Goodrich 1412 Clearwater Way, Twin Falls, ID 83301
(Name) (Address)

Article 4: The board of directors shall consist of no fewer than three (3) people. The names and addresses of the initial directors are:
Wayne Millett 1677 South 2750 West, Aberdeen, ID 83112
(Kathy Stefani 1208 Tamarack Dr., Moscow, ID 83843
(Ron Curtis 2620 Sout Rhine River Ct., Nampa, ID 83686

Article 5: Incorporator name(s) and address(es):
Karen A. Goodrich 1412 Clearwater Way, Twin Falls, ID 83301
(Name) (Address)

Article 6: The mailing address of the corporation shall be:
1412 Clearwater Way, Twin Falls, ID 83301

Article 7: The corporation ( X does □ does not ) have voting members.

Article 8: Upon dissolution the assets shall be distributed: See attachment

Signatures of all incorporators:
Printed Name: Karen A. Goodrich
Signature: [Signature]

Printed Name:
Signature:

Printed Name:
Signature:

Printed Name:
Signature:

Revised 05/03/15
Idaho Music Educators Association, INC.

Article 2: The purpose for which the corporation is organized is: to advance and advocate for standards-based music education in all Idaho schools, foster personal and professional growth of music educators, and to encourage and enhance musical opportunities for all students throughout the state.

This corporation is organized exclusively for one or more of the purposes as specified in Section 501(c)(3) of the Internal Revenue Code, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Article 8: Upon dissolution the assets shall be distributed: to the National Association for Music Education (NAfME), unless other disposition of such funds or assets shall be directed by legal action or the membership upon recommendation of the Executive Board. It is expressly stipulated that in the event of liquidation, funds of the IMEA remaining in the treasury after all financial obligations have been taken care of, shall be utilized only for purposes of furtherance of education in the United States, or some similar related objective which shall be in keeping with the purposes of the organization and of its parent organization, NAfME.
In order to bring IMEA into agreement with legal terminology required by the state and federal government, certain changes must be made to what has been our Constitution and By-Laws. Proposed Changes:

- Change Constitution to Bylaws
- Change By-Laws to Standing Rules
- Change Idaho Music Educators Association to Idaho Music Educators Association, Inc.
- Change Executive Board to Board of Directors
- Change biennial to annual
- Change Association (when used by itself) to IMEA
- Provide for the addition of the option of secure online balloting at the official IMEA website to approve amendments.

Bylaws and Standing Rule of the
Idaho Music Educators Association, Inc.
Proposed Version, October 2018

ARTICLE I: NAME, MISSION, AFFILIATION, RELATIONSHIPS

1.0 **Name.** The name of this organization shall be the Idaho Music Educators Association, Inc. (IMEA).

2.0 **Mission.** The mission of the Idaho Music Educators Association, Inc. is to advance, promote and advocate for standards-based Music Education in all Idaho schools, to foster personal and professional growth of music educators, and to encourage and enhance musical opportunities for all students throughout the state.

3.0 **Affiliation.** The IMEA shall function as a federated state unit of NAfME: The National Association for Music Education, and function as a state unit of the NAfME Northwest Division.

4.0 **Relationships.** The IMEA shall have a functioning relationship with other affiliated state music Associations, with the Idaho High School Activities Association (IHSAA), and with other Associations whose interest include the welfare and promotion of music education.

ARTICLE II: MEMBERSHIP

1.0 **Active Membership.** Upon payment of the prescribed dues, this membership conveys all rights and privileges of active membership in NAfME, the Northwest Division, and IMEA to any person actively engaged in music teaching or other
music activities. It includes the right to attend meetings, vote, hold office, and receive subscriptions to regular NAfME & IMEA magazine publications.

2.0 **Associate Membership.** Any person not qualified under section 1 of this article, but who is interested in the cause of music education, may become an associate member, upon payment of the regular annual dues, with all privileges of active membership except the right to vote and to hold office.

3.0 **Collegiate Membership.** Collegiate chapter membership shall be open to students of music at the college level who are not employed as teachers. Collegiate members shall be admitted to state, division, and national meetings upon compliance with registration requirements and shall receive all privileges of active membership except the right to vote and to hold office.

4.0 **Institutional Membership.** Any firm, institution, school or club desiring to contribute to the support of the IMEA may become an institutional member upon payment of the prescribed dues, with all the rights and privileges of active membership except the right to vote and to hold office.

5.0 **Retired Membership.** Any former NAfME member who has retired from the field of music education may become a retired member of IMEA upon payment of the prescribed dues with all privileges of active membership.

**ARTICLE III: DUES**

1.0 **Active membership dues.** Dues for active membership shall be those prescribed for active membership in the NAfME and those dues prescribed for active membership in the IMEA. The amount of dues belonging to the IMEA shall be determined by the active members of the IMEA upon recommendation by the IMEA Board of Directors. However, the IMEA Board of Directors shall be empowered to increase or decrease the dues belonging to the IMEA in an amount not exceeding $1.00 annually without a vote of the active members.

2.0 **Associate membership dues.** Dues for associate IMEA members shall be as determined by the IMEA Board of Directors.

3.0 **Collegiate membership dues.** Dues for collegiate members shall be the prescribed collegiate membership dues in the NAfME and the IMEA. The amount of dues belonging to the IMEA shall be determined by the IMEA Board of Directors.

4.0 **Institutional membership dues.** Dues for institutional members shall be determined by the IMEA Board of Directors.

5.0 **Retired membership dues.** Dues for retired members shall be those prescribed for retired membership in the NAfME and the IMEA. The amount of dues belonging to the IMEA shall be determined by the IMEA Board of Directors.
ARTICLE IV: STATE OFFICERS AND BOARD OF DIRECTORS

1.0 **State Officers.** The officers of the IMEA shall be a president, a vice-president (who shall be the immediate past-president), a president-elect and a secretary.

2.0 **Board of Directors.** The Board of Directors shall consist of the elected state officers, the presidents of the existing districts, and the representative of the IMEA on the IHSAA Executive Board, who, if he/she is not already an official member of the IMEA Board of Directors at the time of his/her election, thereby automatically becomes a member ex-officio of said board. All members of the Board of Directors must have the qualifications required for active membership in IMEA and NAfME.

3.0 **Terms of Office.** Terms of office for the IMEA officers shall be for two years beginning July 1 following their election. District presidents shall serve as members of the IMEA Board of Directors for the biennial period of their incumbency as district presidents.

ARTICLE V: STATE ELECTIONS

1.0 **Nominations.** The Board of Directors shall act as the nominating committee and shall present nominations for state officers at the biennial conference meeting on the even-numbered years. Nominations may be made from the floor at the general business meeting.

2.0 **Balloting.** State officers shall be elected by active membership in the IMEA by either mail ballot or secure online balloting at the official IMEA website. Voting shall be completed by May 15 of the election year. IMEA members may request a mail ballot from the secretary.

3.0 **Validation of Election.** A committee shall be appointed by the president, subject to the approval of the Board of Directors, for the purpose of verifying and validating the online and mail-in balloting.

4.0 **Plurality.** A simple plurality shall constitute election.

ARTICLE VI: STATE MEETINGS

1.0 **General Business Meetings.** A general business meeting shall be held in conjunction with the annual conference and at such times as shall be designated by the Board of Directors.

2.0 **Quorum.** A quorum for the transaction of business at a general business meeting shall consist of twenty-five per cent (25%) of the total active membership.

3.0 **Board of Directors Meetings.** The Board of Directors shall meet annually in the fall. This meeting shall precede the fall meeting of the Idaho High School Activities Association's Board of Directors. Additional meetings shall be held during the
IMEA annual conference, the Northwest Division conference, and at such other times as and if conditions may demand.

4.0 **Board of Directors Quorum.** A quorum for the transaction of business at a meeting of the Board of Directors shall consist of six (6) members. The vote of a majority of a quorum shall constitute effective action by the Board of Directors.

**ARTICLE VII: DISTRICT GOVERNMENT**

1.0 **Annual Meeting.** A regular annual district music educators meeting will be held as scheduled by the District Board of Directors.

2.0 **Additional Meetings.** Additional meetings may be called at the discretion of the district president.

3.0 **District Officers and Board of Directors.** District officers shall be a president, a vice-president, and a secretary-treasurer, and shall constitute the minimum district Board of Directors. The district Board of Directors may include three additional elected members-at-large.

4.0 **Time of Election and Terms of Office.** The president, the vice-president and the secretary-treasurer shall be elected for a two-year term at the regular annual meeting in the odd-numbered years in the odd-numbered districts, and in the even-numbered years in the even-numbered districts.

5.0 **Members-at-Large.** A Board of Directors member-at-large shall serve three years. One member shall be elected each year at the regular annual meeting

6.0 **Electors.** Voting on all matters within the district shall be open to members in good standing of the IMEA-NAfME residing in the district, except that on matters concerning interscholastic music activities under the jurisdiction of the IHSAA, the electors must be music teachers or music supervisors in schools belonging to the IHSAA.

7.0 **Honorary Board Member.** An administrator within the district may be chosen by the Board of Directors to serve a two-year term as an honorary member of the Board of Directors and shall serve in an advisory capacity.

8.0 **Quorum.** A quorum in the district unit shall consist of one-third (1/3) of the members of the district. The vote of the majority of a quorum shall constitute effective action by the district unit.

9.0 **Qualifications.** The district officers shall be active members of the IMEA and the NAfME.
ARTICLE VIII: PERSONAL LIABILITY

1.0 Liability. No individual member of the Board of Directors, no individual member of the IMEA, or officer, shall be personally liable for any authorized act or action of the IMEA.

ARTICLE IX: DISPOSITION OF ASSETS IN CASE OF DISBANDMENT

1.0 In the event of the disbandment or dissolution of the IMEA and the liquidation of its physical and financial assets, all funds remaining after the payment of the legitimate bills, and all accrued legal costs and financial obligation, including salaries of any employees and expense allowances of officers, shall be transferred to the NAfME, unless other disposition of such funds or assets shall be directed by legal action or the membership upon recommendation of the Board of Directors. It is expressly stipulated that in the event of liquidation, funds of the IMEA remaining in the treasury after all financial obligation have been taken care of, shall be utilized only for purposes of furtherance of education in the United States, or some similar related objective which shall be in keeping with the purposes of the organization and of its parent organization, NAfME.

ARTICLE X: AMENDMENT

1.0 The constitution may be amended by an approving vote of two-thirds of the active membership of the IMEA in the case of a mail vote; or, by an approving vote of two-thirds of the active membership of the IMEA voting in an official meeting of the IMEA, provided that a total vote of at least forty-five per cent (45%) of the active membership of the IMEA is cast; provided that notice of such proposed amendment shall have been made known to the membership not less than thirty (30) days prior to the time of voting.

2.0 Amendments to this constitution may be initiated by the Board of Directors, or by a petition signed by ten (10) active members of the IMEA. Proposed amendments shall be in the hands of the secretary at least sixty (60) days prior to the time of voting. Amendments may not be initiated which are in conflict with the constitution of NAfME.
ARTICLE I: DUTIES OF OFFICERS

1.0 President. The president shall preside at all meetings of the IMEA and at all meetings of the IMEA Board of Directors; shall have the power to appoint committees not otherwise provided for in the constitution and by-laws; shall have the power, in an emergency, to make temporary rulings, until a meeting of the board can be called or an expression of opinion otherwise obtained from it; shall, in consultation with the Board of Directors, prepare the program of the annual meeting of the IMEA, and shall perform all duties pertaining to his office.

2.0 Vice-President. The vice-president (who shall be the immediate past president), shall serve as an advisor to the president, and shall have such other duties as may be assigned by the president or the Board of Directors.

3.0 President-Elect. The president-elect shall assume the duties of the president in case of the disability or absence of the president. Should the office of the president become vacant, the president-elect shall automatically succeed to that office for the unexpired term. The president-elect shall have such other duties as may be assigned by the president or the Board of Directors.

4.0 Secretary-Treasurer. The Secretary-Treasurer shall record and keep the minutes of the IMEA and of the Board of Directors, shall oversee and assist in the handling of the funds of the IMEA by the IMEA Executive Director, and shall assist in registration at other IMEA activities. The Secretary-Treasurer shall keep and maintain the current list of members of the IMEA. The Secretary-Treasurer may be delegated other duties by the president or Board of Directors.

5.0 Board of Directors. The Board of Directors shall have general powers of administration of the affairs of the IMEA, with authority to act and enact legislation except as contrary to the constitution and standing rules. All activities of the IMEA, such as state groups, clinics, workshops, competition-festivals, conferences, etc., shall be under the supervision of the Board of Directors. Unexpired terms of state officers on the Board of Directors shall be filled by the president with the approval of the majority of the remaining members of said board.

6.0 Executive Director. An IMEA Executive Director may be hired by the Board of Directors to handle the business and financial affairs of the IMEA. The Executive Director shall manage the funds of the IMEA; shall present an account of all moneys received and disbursed at each annual fall meeting of the Board of Directors; shall deposit the funds of the IMEA in a depository approved by the Board of Directors; and shall make regular reports of IMEA business to the Secretary-Treasurer. All disbursements made by the Executive Director shall be approved by the president.
The Executive Director shall collect all moneys due to and record all disbursements of the IMEA activities and projects.

ARTICLE II: ALL-STATE PERFORMING GROUPS COMMITTEE

1.0 **Members.** The all-state performing groups committee, appointed by the president and approved by the Board of Directors, shall be composed of the chairpersons of the all-state band(s), orchestra(s), choir(s), and the All-State Manager.

2.0 **Term of Office.** The term of office for members of the All-State Performing Groups committee shall be two years. They shall be appointed, and notified, preceding the annual fall meeting of the Board of Directors.

3.0 **Duties.** This committee shall be responsible for the general organization and performances of the All-State performing groups (all-state band(s), orchestra(s), and choir(s) in connection with the annual IMEA conference.

4.0 **Meetings.** The All-State Performing Groups committee shall meet in conjunction with the annual fall meeting of the Board of Directors, and at such other times as is necessary to fulfill their duties.

5.0 **Relationship to the Board of Directors.** Members of the All-State Performing Groups Committee shall be honorary members of the IMEA Board of Directors. They shall not be allowed to make motions or vote, but shall act in an advisory capacity. An official member of the Board of Directors may be appointed to the All-State Performing Groups committee.

ARTICLE III: IMEA REPRESENTATIVE TO THE IHSAA BOARD

1.0 The representative of the IMEA on the IHSAA Board of Control shall be elected by the IMEA Board of Directors. The term of office shall be for three years. In case said representative is not already an official member of the IMEA Board of Directors at the time of his/her election he/she thereby automatically becomes a member ex-officio of said board.

ARTICLE IV: HIGHER EDUCATION REPRESENTATIVE

1.0 A representative of Idaho institutions of higher learning may be invited to serve as an honorary member of the IMEA Board of Directors but shall not be allowed to make motions or vote and shall serve in an advisory capacity.

ARTICLE V: COMMITTEES

1.0 The president shall appoint committees to serve during his/her administration or for such shorter periods as may be necessary.
ARTICLE VI: PARLIAMENTARY PROCEDURE

1.0 Robert’s Rules of Order, Revised, shall govern the conduct of all business meetings.

ARTICLE VII: ASSISTANTS TO OFFICERS

1.0 The president of the Board of Directors may appoint assistants to the state officers for a designated time when necessary.

ARTICLE VIII: AMENDMENTS

1.0 The standing rules may be altered or amended by an approving vote of a majority of the active membership of the IMEA in the case of a mail vote; or by an approving vote of the majority voting at an official meeting of the IMEA provided that a total vote of at least forty-five per cent (45%) of the active membership of the IMEA is cast.

[Proposed Version, October 1, 2018]
IMEA Board Job Descriptions

PRESIDENT

• Have a vision/direction to help lead the IMEA Board in decision making
• Be the resource for any questions regarding IMEA matters
• Attend all IMEA Board meetings
• Attend all NW Board meetings
• Attend all social functions involving state and national leadership
• Attend NAfME National Assembly meetings with President-Elect
• Be a wise steward of IMEA funds at all times
• Supervise Business/State Manager, Publications Chair and Webmaster
• Schedule and oversee all IMEA Board Meetings
  o Summer Summit
  o Fall board meeting
  o IMEA Board Meeting at All-Northwest
  o Post Conference Meeting
• Write agendas for IMEA Board Meetings
  o Keep meetings on task
• Follow up on action items from the board meetings
• Delegate and follow up on NAfME requests in a timely manner
• Distribute NAfME information to all IMEA members
• Appoint people to fill vacancies on the IMEA Board
  o State Department of Education Arts Coordinator
  o Research Chair
  o Collegiate Chair
  o Higher Ed/Research Chair
  o Retired Chair
  o Exhibit Chair
  o *Elementary Chair
  o MS Chair
  o Small Schools Chair
  o *Band Chair
  o *Choral Chair
  o *Strings Chair
  o Technology Chair
  o *Advocacy Chair
  o Site/Equipment Manager
  o Tri-M Chair

*Attend board meeting.
All-State Conference

Spring

- Secure and confirm All-State conference sites and dates for next six All-States/Conference. Confirm that dates are on IHSAA calendar.
- Secure speakers for opening and closing sessions including NAfME leadership. Invite NAfME & NAfME-NW Presidents
- Organize the in-service sessions for All-State conference
  - Work with the webmaster to set deadlines for online submissions.
  - Appoint session chairs and distribute session chairs duties
  - Appoint session site chairs if needed
    - Determine technology requirements for sessions (Pianos/instruments/AV)
- Organize General Sessions: podium, mike, AV, chairs, risers, stands, percussion etc.
- Work with the host school to arrange the Host Night Concert.
- Work with the District Presidents to find and assign Presiders for each conference session.
- Coordinate with Past-President to align performing groups with conference sessions
- Organize and MC All-State banquet
- Communicate with President-Elect regarding Conference/Honor Group logistics
- Working with the President-Elect and Publications Chair, create a theme and logo for the conference.
- Provide Publications Chair and Webmaster with information for publicity and the program binder
  - Date and Site of Conference – one year prior
  - Conference Theme and Logo - one year prior
  - Conference issue of Music Notes needs to have all the session titles, clinicians and tentative schedule, along with clinician photos (publication quality), by January 1 of the conference year
  - Session descriptions due by October 1 of the conference year
  - Keynote speakers and publicity photos by January 1 of the conference year
  - Keynote speakers general session topics by January 1 of conference year
  - Special events and banquet information by January 1 of conference year
  - Final binder information due one month prior to conference
- Delegate and oversee in the selection and presentation process of service awards
  - Music Educator of the Year
  - Outstanding Young Educator of the Year
  - Distinguished Service Award
  - IMEA Hall of Fame
  - IHSAA Hall of Fame
  - IHSAA Distinguished Service Awards
- Presider Packet
  - Label with session and presider.
  - Biography of presenter
  - List of things prepared to do
  - Equipment needs
Publications Chair makes certificates
• Preside at IMEA Business Meeting at the All State Conference
  o Secure candidates for IMEA President-Elect and Secretary
  o Take nominations for open offices on IMEA Board
• Send thank you notes to the hosting organization.

Deadlines for Idaho Music Notes
• Fall Newsletter – August 15
  o Welcome back and come to the conference
• Fall Music Notes – October 15
  o Column can relate to fall board meeting or any general issue
• Winter Music Notes – January 15
  o Column can be general or conference related
• Spring Music Notes – May 1
  o Column can be conference reflection or general issues
IMEA Board Job Descriptions
PRESIDENT-ELECT

General Duties
• Attend all IMEA Board Meetings.
• Represent Idaho and be an active participant at the NW Board meetings.
• Attend NAfME National Assembly meeting in Washington, D.C. with the President.
• Have a vision/direction to help lead the IMEA Board in decision making.
• Be a wise steward of IMEA funds at all times.
• Be available to fill in for the President, when needed.
• Use technology to communicate effectively
• Act as All-State Honor Groups Chair
• Work closely with the All-State Manager to produce a quality All-State program.
• Work closely with the President to learn logistical and planning aspects of the All-State Conference.
• Maintain electronic files of activities related to the position in the IMEA Google Docs account.

All-State
March
• Work with the All-State Manager to select the Group Chairs.

April
• Hold a meeting with the All-State Manager & Group Chairs. Review their responsibilities. Make changes to any of the audition materials.
• Set a preliminary budget. Use the previous year’s budget and actual costs to set the budget.

June
• Attend NAfME National Assembly meetings in Washington, D.C. with the President.

July
• Attend the IMEA Summer Board meeting.
• Send Group Chair contact information to Publications Chair. Also, forward conductor bios, photos, and repertoire lists.

October
• Oversee choral rehearsal tracks. In the past we have used Contact Matthew Curtis at Choral Tracks LLC (info@choraltracks.com) about providing rehearsal tracks for the choirs.
• Select or commission a T-shirt design
• Attend the IMEA Fall Board Meeting
• Attend the Fall NAfME-NW Division Board Meeting (usually held in Seattle, WA.)
• Delegate and organize screening of All-Northwest Honor Groups. It is usually handled by last year’s group chairs.

November
• Send an email to the directors informing them that the All-State list has been posted and that the registration packet can be downloaded from the website.
• After the music has been ordered by the group chairs, contact the JW Pepper Regional Manager, Brad Mastrangelo, to order the folders (425-291-9400 ext. 2238 or bmastran@jwpepper.com). If the music has been purchased through Pepper they will provide imprinted folders for free. Order enough for the groups plus 2 or 3 extra per group. Have them shipped to the group chairs.

December
• Collect t-shirt sizes and order shirts. Add shirts for yourself, the group chairs, and the Executive Director. The groups will change over the next few weeks as alternates are added, so order two extra shirts in the S, M, and L sizes and 1 extra shirt in the XL size.
• Design & print the programs. 800 for each concert plus enough for the students. In the past the programs have been printed on 11 X 17 paper and tri-folded. If you have a FedEx Office they are great for printing programs and tickets.
• Print Tickets
  1. 600 adults and 200 children.
  2. Use different colored tickets for each concert with different shades for adults and students.

During All-State
• Attend the Banquet and introduce the All-State Manager.
• MC the All-State Gala Concerts.
IMEA Board Job Descriptions
PAST-PRESIDENT

All-State Conference

- Work with IMEA President on logistics of conference sessions and concert hours
- Concert Hours
  - Publish online and in Music Notes the call for recordings for the concert hours
  - Applications will be completed online and recordings uploaded to the website
  - Organize the recordings by type and grade level; choirs, concert bands, orchestras, jazz choirs, jazz bands, other
  - Assign screeners to rank the recordings in each genre
  - Make the final selections for the concert hours based on the recommendations of the screeners taking into consideration a good balance of genre and districts
  - Special consideration needs to be made to include small schools, if possible.
  - Send out thank you letters to the directors of all the groups who auditioned
  - Send out congratulatory letter, information and forms requesting program information and equipment needs for each of the groups selected
  - Request program information for each group
  - Request a director bio for each group and a photo of the group
  - Work with the directors of the groups selected to schedule date and times for the concert hours, including general sessions and the banquet.
  - Plan for equipment needs, including; chairs, stands, choir risers, sound systems, sound shell, percussion equipment and pianos
  - Schedule warm-up and performance times for each group
  - Arrange for a stage crew to set up and strike for each concert hour
  - Organize the written program for each group’s concert hour and send to the Publication Chair to be printed in the conference binder
  - Submit photos of the groups and director for the conference binder
  - Arrange for Presiders for each concert hour.
  - Write introductions for each group and their director
  - Arrange for a commemorative plaque for each group and their director
    - Award the plaque at the end of each group’s performance
  - Arrange for the recording of each group’s performance
  - Greet each performing ensemble as they arrive and direct them to the warm-up area
    - Be sure they have all the equipment needed
    - Supervise the stage crew
    - Take pictures of each group
  - Send thank you letter and recordings to each group
- Have a vision/direction to help lead the IMEA Board in decision making
• Attend all IMEA Board meetings
• Preside in the absence of the President
• Attend all NW Board meetings
• Attend all social functions involving state and national leadership
• Be a wise steward of IMEA funds at all times

• November 1 Deadline
  Music Notes deadline for Concert Hour Performing Groups, with publicity photos, tentative programs with composers and publishers.
IMEA Board Job Descriptions
SECRETARY-TREASURER

- Is a voting member of the IMEA Executive Board
- Attend all IMEA Board Meetings
- Record and keep the minutes of the Association Business Meetings and of the Executive Board Meetings.
  - Distribute minutes to IMEA Board for approval/corrections.
  - Summary of approved minutes will be sent to Music Notes.
  - Full minutes are sent to State Manager and Webmaster.
  - Secretary retains a copy for their records
- Creates a list of ACTION ITEMS from meeting minutes and send to Executive Board and all other IMEA officers who need to know
- Oversee and assist in the handling of the funds of the Association by the IMEA Executive Director/State Manager
- Communicate with the membership of the association
  - Obtain updated contact information for IMEA Board Members & Chairs
  - Current list of members of the association
  - Current contact information of the association
  - Email pertinent information to the membership of the association
- Assist in registration at IMEA activities
  - State Solo & Ensemble Contest
  - In-Service Conference
- May be delegated other duties by the President or Executive Board.
IMEA Board Job Descriptions
DISTRICT PRESIDENTS

- When elections are held or there is a change in leadership, immediately inform the IMEA President, Secretary, State Executive, Publications Chair, and Webmaster of the change.
- Serve on the District Board of Control as the Music Representative. Become involved in helping the board resolve music concerns.
- Oversee all district music activities. Make sure they are well organized and attended.
- Conduct the District Fall Rules Meeting. This is usually the first meeting of the school year for all the music teachers in the district.
- Read the music section of the IHSAA Handbook and help enforce the rules.
- Attend all board meetings of the IMEA. There is a yearly Fall Board Meeting at the beginning of October. This is usually held in Boise. Occasionally there may be a Summer Board Meeting. Your expenses for the Fall Board Meeting are paid for by the district you represent.
- For the Fall Board Meeting, prepare and present a report to the IMEA Board. Include the following:
  - Report about the previous year’s activities
  - You must submit a yearly financial summary for your district. Transparency is key!
  - the coming year events
  - any concerns or problems in your district
- Update the IMEA Website database for the teachers and schools in your district. The web-master can send you an Excel file with the current information. You can then make corrections in the file and return it to him so he can make the changes.
- Oversee all district music funds. Provide the IMEA Board an accounting of your district music funds at the Fall Board Meeting. Forward a copy to the webmaster.
- Help set the District Music Calendar in the spring. As soon as it is set, forward a copy to the IMEA Publications Chair and the webmaster.
- If there is any information you would like available on the IMEA Website, forward it to the webmaster for posting.
IMEA Board Job Descriptions
EXECUTIVE DIRECTOR

ALL-STATE

All-State Registration
- Email schools with deadline reminders - several times (emphasize late fees!)
- Receive and process registration/housing forms
- Email schools with missing forms (very time consuming)
- Deposit all fees
- File all forms alphabetically in 3-ring binders. One binder for each group
- Copy all medical forms for each groups head chaperone. One binder for each group

Hotels
- Secure Housing:
  - A.S. Honor Groups
  - A.S. Conductors
  - A.S. Accompanists
  - Chaperones
  - Group Chairs
  - Pres.-Elect
  - State Manager
- Assign housing for honor groups
- Tell hotel manager how to organize room keys
- Negotiate room costs / complimentary rooms
- Arrange for registration area
- Coordinate breakfasts

Meals:
- Work with food service to secure price and meal selection. Contract
- Send food service # of "special meals" (i.e. vegetarian, gluten/peanut allergy, etc)
- Send food service schedule of groups meal times
- Include chaperones in groups #'s
- Schedule meal times
- Arrange for luncheons Thursday/Friday for conductors, conference staff, guests.

Bussing:
- Work with local bus company to transport students/chaperones/instruments
- Send schedule and location times/places
- Follow-up many times!
- Bussing for Activity Night/Host Night Concert
- Bussing for GALA Concert (incl. luggage)
Facilities:
- Secure facilities for sectionals
- Secure facilities for rehearsals
- Secure facilities for GALA Concert
- Secure facilities to store luggage during concerts

GALA Concert
- Admission signs: time, location, prices, checks payable to IMEA, etc.
- Secure tables/chairs for ticket sales
- Secure help to sell and take tickets
- Cash for ticket sales
- Secure tables/chairs for Pep Wear / Musical Memories / Sound Waves
- Arrange for ticket-takers and ushers

Activity Night:
- Secure location and make all arrangements (incl. transportation, food, etc.)
- Contract

PepWear / Musical Memories / Sound Waves
- Notify them of the dates, etc.
- Send list of students and group names to Pep Wear.

Parking Permits:
- Secure parking permits for rehearsal/concert sites

Conductors, Accompanists, and Group Chairs
- Secure Conductor Contracts
- Secure Accompanists Contracts
- Packets ready for Conductors:
  - Contact info - my business card;
  - Travel Reimbursement Forms;
  - IRS W-9 Form;
  - Welcome letter;
  - Name tag
- Packets ready for Honor Group Chairs:
  - Contact info - my business card;
  - Travel Reimbursement Form;
  - Administrative Reimbursement Form;
  - Letter outlining instructions for reimbursement, etc.

Miscellaneous
- All financial transactions
- Maintain history of All-State: Financial, Logistics, Site, Attendees
CONFERENCE

Pre-Conference
- Parking Permits - contact campus public safety office
- Email shuttle schedule/parking info to members
- Order Name Tags/Ribbons
- Registration “give aways” - pencils, buttons, stickers, etc.
- Arrange for conference credit
- Arrange shuttle bus to A.S. locations
- Create FAQ’s sheet to be published - Music Notes, website, email
- Travel arrangements for special guests/clinicians
- Request NAfME Resource Shop

Registration
- Establish registration fees
- Create conference registration form
- Coordinate with WMEA on conference Pre-Registration
- Comped Registration list to WMEA for registration
- Remind about registration deadlines - email membership
- Manage Registration Desk

On-Site Registration
- Petty cash
- Registration Forms
- Name Tags/Ribbons
- Banquet Tickets
- Map of conference site.
- Prepare registration packets
- Prepare packets for All-State Chairs, IMEA President/President-Elect/Past-President, Special Guests, All-State Conductors.
- Direction signs for sessions
- All financial transactions
- Order and have on each site Liability Certificates and Insurance
- Act as information center for conference
- Troubleshoot problems
- Maintain history of conference: financial, logistics, conference sites, attendees.

Contracts
- Conference Site
- Food Service
- Piano Rental and Equipment
- Staff
- NAfME Resource Shop
- Order items to be included in registration packet
Housing
- Compile list of hotel rooms needed
  - Conference Staff
  - Special Guests including NAfME resource shop
    - NAfME President
    - NAfME-NW President
  - Soundwaves

Exhibits
- Collect exhibitor contracts and fees
- Assist exhibit chair
- Name tags
- W-9 to vendors
- Reserve space for setup Wednesday night

Banquet
- Secure location
- Work with catering & select meal
- Reserved signs for banquet
- Banquet tickets - on-site

Miscellaneous
- Coordinate with Site Host
- Assist President & Past-President
- Wifi connection - passwords
- Plaques for President & Service Awards

Coordinate with ACDA on Elementary/Middle School Honor Choir

STATE SOLO CONTEST
- Assist State Solo Chair
- Manage Registration Desk
- Petty Cash
- All financial transactions

BOARD MEETINGS
- Secure Hotels & Conference Room
- Facilitate meals
- Tent cards
- Treats
- All financial transactions including travel reimbursement forms, hotel and conference rooms.
- Produce and present financial report
NAfME

- Communicate and act as contact for state MEA
- Attend summer leadership meetings
- Maintain the state CRM.
- Contract for NAfME Resource Center
- Yearly review state dues and coordinate with NAfME
IMEA Board Job Descriptions

WEBMASTER

- Attend IMEA Board Meetings
- Maintain all content on the IMEA Web Site
- Maintain the teacher/school database
- Maintain a database of music teacher email addresses
- Maintain the server
- Maintain the IMEA Calendar of Events
- Facilitate auditions and screening for All-State and All-Northwest
- Facilitate the registration of State Solo entries
- Take photographs at IMEA events and post them on the website
- Develop or obtain apps to make the web site more functional
- Provide links and connections to the NAfME and NW Division websites
- Facilitate the distribution of information to the members
- Maintain the IMEA Hall of Fame
- Facilitate voting for IMEA elected officers
- Stay current on technology issues relating to website development, maintenance, and social media
STIPEND: $500 per issue/project, plus $2000 for computer purchase every two years, and software as needed.

MONETARY RESPONSIBILITIES: The MUSIC NOTES/IMEA bank account collects money from sponsors and IMEA Institutional Members to pay for printer expenses, postage, and office expenses. Often, the Editor collects All-State Conference ad revenues and exhibit fees, and forwards the money to the State Executive.

SUMMER:
- Set sponsorship rates for school year publications; notify sponsors by late July of deadlines for sponsorship reservations and ad copy.
- Update sponsor database and build sponsorship spreadsheet.
- Update master mailing list.
- Remind secretary to send current membership list on a monthly basis.
- Update SDE Public School address generic list.
- Procures IMEA state and district current officers and chairmen with contact info for contents page.
- Set deadlines for Fall Newsletter & three issues of IDAHO MUSIC NOTES.
- Get current membership application/information from NAfME.

THROUGHOUT THE YEAR:
- Remind and keep reminding IMEA officers and contributors of deadlines for columns, news, etc.

FALL:
- Fall Newsletter should be mailed last week of August-second week of September.
- Pay Bulk Mail Permit Fee at the Post Office.
- Attend all Board meetings at which Publications Chair is requested to attend. Be prepared to give a financial report.
- Send reminders for Fall issue of MUSIC NOTES: ads, columns, news, reprints (must obtain permission).
- Produce/Edit Fall issue of MUSIC NOTES; it should mail by second week of November.
- Send first set of invoices.

LATE FALL/WINTER:
- Produce/Edit Winter issue of MUSIC NOTES; it should mail by first week of February.
- Send second set of invoices.
- In a Conference year, ask for ad sponsors for Binder, gather all Conference information and produce the Conference Program Binder.

WINTER/EARLY SPRING:
- Produce Conference Clinician Certificates; add them to Presider packets at Conference
- Assist at Conference during Conference year.
- Produce/Edit Spring issue of MUSIC NOTES; it should mail by second week of May.
- Send final invoices.
- Produce other print and email publications as needed: Monthly IMEA Newsletter, College Scholarship deadlines, Sponsor promotions, Board Communications.
IMEA Board Job Descriptions
ALL-STATE MANAGER

$1,000.00 Stipend plus expenses. Save all receipts.
Definitions:
   Honor Groups Chair = President-Elect
   Group Chairs = Band Chair, Orchestra Chair, Mixed Choir Chair, Treble Choir Chair, Jazz Band Chair

March
   • Work with the Honor Groups Chair to Select Group Chairs – Review their responsibilities with them.

April
   • Hold a meeting with the Honor Groups Chair and Group Chairs. Review their responsibilities. Make changes to any of the audition materials.

April/May
   • Post the audition materials online.

June/July
   • Attend the IMEA Summer Board meeting to visit the All-State site. Start planning the logistics for the rehearsals.

October
   • Attend the IMEA Fall Board Meeting. Review any All-State needs.
   • Work with the webmaster and group chairs to monitor the screening process. Help focus the screeners on the deadline.
   • Work with the honor group chairs to monitor the student selection process.
     • The honor group chairs will submit their lists to you.
     • Review the list to ensure that as many schools as possible are represented
     • Forward the list of accepted students to the webmaster for posting.
   • Prepare registration packet that includes:
     • Instruction letter to the Directors that includes deadlines, contact information, and the refund policy
     • Registration and Housing form
     • Medical Information form
     • Student contract
     • Parent Information Form
     • Chaperone Application Information
• And any other forms you need to send out. In previous years we have included information on purchasing recording of the concerts, climbing wall releases, etc.
• Set up the text reminder app for the students and teachers using Remind.com.
  • The user email is: imeahonorgroups@idahomusiced.org.
  • The password is: honorgroups1.
• Delete all students who have signed up from previous years.
• Information on how to sign up will be sent to the selected students either in the registration materials or in the email with their music. They send a text to 81010 with their respective code as the message - @imeaband, @imeaorch, @imeamchoir, @imeatchoir, or @imeajazzb.

November
• Notify accepted students. The Honor Groups Chair will send an email to the directors informing them that the list has been posted and that the registration packet can be downloaded from the website.
• Update and distribute registration materials. Registration materials should be sent to the webmaster for posting. Students and Directors will download the registration materials from the website.
• Keep track of student registration and notify alternates. The webmaster will provide you with web pages where you can track who is in which group and can place alternates as students are dropped.
  1. When auditions are complete the webmaster will forward you an Excel spreadsheet with all of the auditions and their scores. He will also split the spreadsheet into different sheets (the tabs at the bottom) for each group. Each section will be sorted from the highest points to the lowest. Forward these sheets to the group chairs. They will then sort through the lists and select their groups. The choir chairs will need to sort the women’s voices into the two groups by alternating every other person into the mixed choir until it is full, and the instrumental chairs will need to divide up the winds and percussion between the band and the orchestra. Usually the top player goes to the orchestra depending on the repertoire chosen. When they have finished selecting their groups you forward the lists to the webmaster for posting.
• The IMEA Executive Director will record the registration and fee payments.
• Decide on how many chaperones will be needed. 1 for every 20.
• Set the rehearsal schedule for the groups. For the concerts the Instrumental Concert is first on even years and last on odd years.

December
• Chaperones will be needed during the day for the rehearsals. Work with webmaster to collect chaperone applications. They are submitted through Google Forms.
• Contact directors with chaperone evaluations. Send an email to the Directors of those who applied. The email should ask the following basic questions:
  1. Rate this person as a chaperone on a scale of 1-10 with 10 being the best.
  2. Has this person chaperoned for you previously? If yes, how did they do?
  3. Would you recommend this person as an All-State Chaperone?
• Choose chaperones. Try to use those from schools traveling a long distance first. Distribute the chaperones evenly among schools if possible.
• Monitor the distribution of the music to the students who have completed their registration. This will be done by the chairs, but you will want to know how it’s going.

January
• Notify chaperones of their selection. Also, notify those not selected of their non-selectedness. Let them know that they might still be needed as an alternate. Send the selected chaperones the list of their duties.
• Select and notify the head chaperones.
• Select one chaperone to be the nurse. Usually at least one chaperone will have nursing experience.
• Print name tags.
• Set & print the schedule. Both large and small. Work with the executive director to work the schedule so that the bussing runs smoothly.
• Secure help to check-in students & chaperones. Preferably, use collegiate students. You will need at least four people. One to check the student’s off as they are checked in, One to give the directors the student’s packets, One to give them their student’s music folders, and One to give them their student’s t-shirts.
• Assign students and chaperones to buses. Usually there are at least 48 seats on a bus, but work with the Executive Director and bus company to find out exactly how many you can expect. Assign students and chaperones to specific busses. Number the busses and print four signs for each bus. Two can be placed in the bus windows and two can be held by the chaperones to help the students know which bus to load. Print check-off sheets for each bus. The chaperones will use the check-off sheets to ensure all of the students are on the right bus.
• Prepare chaperone packets. Include the list of duties and instructions, list of students being chaperoned, name tag, and schedule.
• Prepare orientation packets for the students. It should include a Welcome/Instruction Letter, Name Tag, Schedule (master and individual groups), Bus Assignments, and Program. Music folders will be prepared by the group chairs.
• Sort the check-in packets & t-shirts alphabetically by director’s last name. Print cover sheets with list of students and t-shirt sizes. (Yay mail merge)
• Before Parts Check/Sectionals and after check-in, hold a chaperone meeting and review duties. Explain the bussing procedure. Review the schedule, especially for the next 24 hours.
• Print the check-in sheets listing the students by director with a check box to check-off who checks in.

During All-State
• Meet in the early afternoon with the Executive Director to collect the room assignments and keys.
• Meet with the group chairs to review the check-in procedure and the rest of the week’s activities.
• Set up the registration tables at each hotel. #1) Check-in #2) Distribute Packets #3) Distribute Music #4) Distribute t-shirts.
• Help facilitate check-in.
• Visit each group and monitor how things are going.
• Visit with each head chaperone a few times every day to monitor how things are going and to review the schedule and any details that need to be covered.
• Take care of any student problems that arise.
• Have lunch daily with the group chairs and conductors.
• Attend the Banquet and introduce the Group Chairs.

After All-State

• Review the entire process. Collect input from the group chairs. Report any needed changes to the President-Elect.
IMEA Board Job Descriptions

ALL-STATE HONOR GROUP CHAIRS

ASAP

- Read the Financial Duties and Responsibilities of All-State Honor Group Chairs. You must follow these rules and guidelines in order to be reimbursed for your expenses. It also includes information that you need to pass on to your conductors and accompanists.
- If it has not already been done, secure a conductor. Have them sign and return the contract. The fee for the three days is $1800.00, non-negotiable. Send the contract to the Executive Director.

September

- Work with the conductor to select the repertoire. The conductor may want a list of previous repertoire. The Honor Groups Chair will have a copy of that list. Be mindful of what your budget is. Occasionally a conductor will request a piece that is extremely expensive and is not feasible within our budget. The All-State Honor Groups Chair will have the budget information. Choirs should plan for 30-35 minutes, around 5 pieces. Instrumental groups should plan for 35-40 minutes, around 2-4 pieces. Submit the repertoire list to the Honor Groups Chair and the Executive Director for approval. On even years when there are two choirs, if there are any pieces selected that are the same the group that submitted their repertoire first will get to perform that piece. The group that submitted last will need to choose a different piece. Choirs, please note if any of the pieces will need additional musicians for performance, like harp, string quartet, brass, etc. Those will need to be budgeted for.
- After the music has been approved order it from JW Pepper. Order enough copies for the group plus five additional copies. Order it directly through the regional sales manager, Brad Mastrangelo, to order the folders (425-291-9400 ext. 2238 or bmastran@jwpepper.com). Be sure to tell her it is for an Idaho All-State Group and to charge it to the Idaho Music Educators Association account #00829018. Have the music sent to you, but have it billed to the Executive Director. Folders will be ordered by the All-State Honor Groups Chair and will be sent to you later.
- Choral Groups: Send one copy of each of the pieces to the Honor Groups Chair. They will be used for the rehearsal tracks.
- Obtain the conductor’s biography and a print ready (150-300 dpi) photo. Send those to the State Editor and Webmaster.

October

- Secure screeners
  2. Instrumental Groups: Secure one screener per instrument type, Flute, Double Reeds, all Clarinets, all Saxophones, Trumpet, French Horn,
Trombone/Euphonium, Tuba, Percussion, Violin, Viola, Cello, Double Bass, Harp.

- Working with the webmaster, oversee the screening process. The webmaster will provide the screeners with instructions and passwords. Keep the screeners focused on completing the screening by the deadline.
- After the screening is complete, send the IMEA Executive Director a list of the screeners so that they can be paid. Send the following information:
  1. Name:
  2. Address:
  3. What they screened:
  4. How many they screened:
- After the screening is completed the webmaster will provide you with a spreadsheet of all the auditions with their scores. Make sure it is sorted from high scores to low. Select the top students for each section.
- Group Sizes
  1. Band – 140
  2. Mixed Choir – 200
  3. String (even years)/Full (odd years) Orchestra – 90/130
  4. Treble Choir – 120
  5. Jazz Band – 24
  6. Jazz Choir - 19
- After you have made the initial selection check to see if there are any schools that are not represented. If there are and they have students that were close to the cut off, re-arrange the last few students to try and make sure all schools are represented. This is not always possible, but we owe it to the small schools to at least try.
  1. Choirs: split the female voices into the Mixed and Treble Choirs. Put every other one into the mixed choir until it is full.
  2. Instrumental Groups on odd years: Divide the winds and percussion into the two groups. Usually the top player is given to the orchestra. Work together and consult the repertoire for any special needs.
- After you have completed your selections return the spreadsheet to the Honor Groups Chair. They will review the lists and send them on to the webmaster for publication.
- The conductors should book their own flights and then get reimbursed from the Executive Director. They should plan on arriving on Wednesday and flying out on Saturday evening, depending on where All-State is held. Send a copy of their itinerary to the Executive Director.

**November**
- Work with the All-State Manager to determine how the music will be distributed.
- Submit any equipment needs to the Site Manager. Instrument Groups, submit a complete list of all percussion needs.

**December**
- After the Registration Deadline you will be given access to a document with the registration information. It will show who has finished their registration and who has not.
• Email out the pdf copies of the music you have scanned to those who have completed the registration process and have paid all their fees. Do not send any music to those who have not completed the registration nor paid their fees.
• Keep track of who you have not sent music to. Check the registration document often, even daily, and send out the remaining music as they complete the registration process. You will need to keep track of alternates as people are added and dropped.
• Choral Groups: Secure an accompanist for the group. ($575.00)
• Choral Groups: Arrange for any extra musicians that you may need. Try to use teachers and other who will volunteer their time. If we need to pay the extra musicians, be sure to submit it to the Honor Groups Chair so that it can be included in the budget.
• The students are instructed to sign up for the Remind app as a way for you to communicate with them. You can begin to send out messages to them about how to prepare their music. During All-State you can send messages as reminders of what they should be doing. Messages can be scheduled to be sent at specific times. To login to the online version, go to remind.com. The login email is: imeahonorngroups@idahomusiced.org. The password is: honorgroups1. There are six different groups to send messages to, the band (@imeaband), orchestra (@imeaorch), mixed choir (@imeamchoir), treble choir (@imeatchoir), jazz choir (@imeajazzch), and jazz band (@imeajazzb). For the students to sign up they send a text to 81010 containing the groups code (@imea…). They will get any messages that you send to that group.

January
• Arrange transportation for the conductor from and to the airport. You will also be in charge of transporting them during All-State. Be sure to keep track of your mileage.
• The Executive Director will book you a room in the conference hotel. Please let the Executive Director know if you would rather stay in the hotel with the students.
• Coordinate the students check-in at part-checks/sectional site. The Honor Group Chair will arrange for Collegiate NAfME members to help. The students should be checked in by their director. You will need at least four people; one to check the students off on the master list, one to give the director's the registration packets, one to give them the music folders, and one to give them their t-shirts.
• Arrange for help and run the sectionals/part checks on Wednesday night.
  • Choral Groups: In the past the choir’s have held a rehearsal run by one of the high school directors. The student have then been pulled out in small groups to check their learning of the music.
  • Instrumental Groups: The band and orchestra have usually held sections on Wednesday night. You will need enough help to cover all of the sections.
• Be in charge of all rehearsals. Make sure the conductor has anything they might need. Make sure that rehearsals start and stop on time. Be aware of the student’s needs. Keep them on task, but be aware of when they may need breaks. Involve the chaperones in student management. Deal with student problems in a positive but firm manner. If there are infractions of the rules, confer with the Honor Group’s Chair to determine appropriate discipline action. You should be with your group at all times except the Banquet/Activity Night.
• If there are issues with student illness, they should first go to the head chaperone who should consult with the designated All-State nurse. If it is of a serious nature they
should then consult with you and you with the Honor Group’s Chair to determine proper care.

- Lunches will be arranged for you, your conductor, and your accompanist if it applies. Your head chaperone should monitor students at meal times, under your direction, to ensure that students are finished in a timely manner.
- You will introduce your conductor at the Conference Banquet.

- The Honor Group’s Chair will introduce you at the Gala Concert and you will introduce your conductor. Give a very brief bio. Instruct your conductor not to take time during the concert to introduce the program. If they do need to say something it should be very brief.
IMEA Board Job Descriptions
EXHIBIT CHAIR

- Develop an Exhibit Contract with all pertinent known information with IMEA State Executive, IMEA Publication Chair, and IMEA President: this should be done months in advance.
- Help recruit exhibitors with publications chair/ State Executive by sending to exhibitors from last time and potential new exhibitors. Sometimes Exhibitor lists from other states are available from their publications and/or officers.
- Make a map of the exhibit area and assign spots based on priority and support. Make signs for each booth to be put up before exhibitors move in.
- Coordinate with the IMEA President-Elect to make sure the All-State students visit the exhibit area some time during the Conference.
- Arrange for pipe and draping with the host site personnel or a local provider.
- Get shipping address and information from the host site; gets information about electrical availability; wi-fi; tables and chairs; equipment; set-up logistics . Communicates the information to exhibitors.
- Arrange for a courtesy room with some type of refreshments.
- Act as liaison with exhibitors and host site personnel.
- Meet with exhibitors the night before the Conference and supervise setting up the booths and arranging for the courtesy room/booth.
- Once the Conference starts, keep in touch with everyone and encourage the board members to encourage Conference attendees to make sure the exhibitors get good traffic so they’ll come back next time.
- The last day of the Conference is optional for exhibitors. The IMEA Exhibit Manager needs to help exhibitors pack up and arranges with the pipe and draping source to return equipment. Some exhibitors will need to ship stuff back to their business and will need help.
- Create signs for each booth with exhibitor business or institution.
IMEA Board Job Descriptions
CONTENT AREA CHAIRS
(Band, Choir, Elementary, Orchestra)

General Responsibilities
- Attend IMEA Board Meetings and represent your content area’s concerns and interests.
  - At the Fall Board meeting prepare and present a report on the activities and concerns of your content area.
- Coordinate all aspects of your content area workshops for the IMEA Inservice Conference in collaboration with the IMEA President.
- Ensure that news of all content area activities are made known to Idaho music educators.
- Encourage and solicit articles for publication in Idaho Music Notes.

State Conference Responsibilities
Plan clinic sessions to be presented at the IMEA Inservice Conference.
- Recruit and invite others to submit proposals
- Contact leaders in your content area to present sessions.
- Screen submitted session proposals
- Consider a wide range of topics and presentations.
- Plan for five or six different sessions.
- Each content area is budgeted $500.00 to cover the associated costs of the sessions.
- Members of the association should not be compensated for their sessions.
- Coordinate with other content areas to facilitate the sharing of clinicians.
- Contact music dealers to help defray clinician costs.
- Request biographical information and digital photos from the clinicians. Forward this information to the President.
- Provide facility and equipment needs to the President.
- Communicate transportation and lodging needs for clinicians to the IMEA Executive Director.
- Write thank you notes on behalf of IMEA to all clinicians, music dealers and anyone who contributed or assisted with the conference.
IMEA Board Job Descriptions
SESSION CHAIRS
(Middle Level, Small Schools, Technology)

The Session Chairs are appointed by the IMEA President and serve for a two-year term.

Plan clinic sessions to be presented at the IMEA Inservice Conference.
- Recruit and invite others to submit proposals
- Contact leaders in your content area to present sessions.
- Screen submitted session proposals
- Consider a wide range of topics and presentations.
- Plan for five or six different sessions.
- Each content area is budgeted $500.00 to cover the associated costs of the sessions.
- Members of the association should not be compensated for their sessions.
- Coordinate with other content areas to facilitate the sharing of clinicians.
- Contact music dealers to help defray clinician costs.
- Request biographical information and digital photos from the clinicians. Forward this information to the President.
- Provide facility and equipment needs to the President.
- Communicate transportation and lodging needs for clinicians to the IMEA Executive Director.
- Write thank you notes on behalf of IMEA to all clinicians, music dealers and anyone who contributed or assisted with the conference.
The Collegiate Chair is appointed by the IMEA President and serves for a two-year term.

**General Responsibilities**

- Attend IMEA Board Meetings and represent the state’s collegiate chapter’s concerns and interests.
- Promote involvement in NAfME and IMEA through CNAfME chapters in all Idaho colleges and Universities.
- Coordinate all aspects of the collegiate area workshops for the IMEA Inservice Conference in collaboration with the IMEA President.
- Coordinate state-wide CNAfME events at the IMEA Inservice Conference.

**State Conference Responsibilities**

In coordination with the State CNAfME President, plan clinic sessions to be presented at the IMEA Inservice Conference.

- Recruit and invite others to submit proposals
- Contact leaders in your content area to present sessions.
- Screen submitted session proposals
- Consider a wide range of topics and presentations.
- Plan for five or six different sessions.
- Each content area is budgeted $500.00 to cover the associated costs of the sessions.
- Members of the association should not be compensated for their sessions.
- Coordinate with other content areas to facilitate the sharing of clinicians.
- Contact music dealers to help defray clinician costs.
- Request biographical information and digital photos from the clinicians. Forward this information to the President.
- Provide facility and equipment needs to the President.
- Communicate transportation and lodging needs for clinicians to the IMEA Executive Director.
- Write thank you notes on behalf of IMEA to all clinicians, music dealers and anyone who contributed or assisted with the conference.

During the Conference, facilitate a meeting with all CNAfME members to ensure that the state leadership is in place for the coming year.

- The State CNAfME President-Elect should be someone who will continue the following year as President.
- Inform the IMEA President and webmaster as to who the CNAfME leadership is.
IDAHO COLLEGIATE NAfME PRESIDENT

The Collegiate President should be in their senior year at their respective college or university and is elected by the CNAfME membership.

General Responsibilities
- Attend IMEA Board Meetings when possible and represent the state’s collegiate chapter’s concerns and interests.
- Promote involvement in NAfME and IMEA through CNAfME chapters in all Idaho colleges and Universities.
- Coordinate state-wide CNAfME events at the IMEA In-Service Conference with the IMEA Collegiate Chair.
- Promote communication between all Idaho CNAfME chapters using social media, technology, and the IMEA Website.
- In cooperation with the IMEA Collegiate chair, organize a meeting with all CNAfME members yearly at the IMEA In-Service Conference to ensure that the state leadership is in place for the coming year. The State CNAfME President-Elect should be someone who will continue the following year as President.
- Inform the IMEA President and webmaster as to who the CNAfME leadership is.

IDAHO COLLEGIATE NAfME PRESIDENT-ELECT

The Collegiate President–Elect should be in their junior year at their respective college or university and is elected by the CNAfME membership.

General Responsibilities
- Fill assignments given to you by the Idaho CNAfME President and IMEA Collegiate Chair.
- Take over for the president in their absence.
- Attend the yearly Collegiate Summit in Washington, D.C. It is usually held in late June. IMEA will pay your expenses. More information can be obtained from the IMEA President or Executive Director.
- Prepare to become the president the following year.
IMEA Board Job Descriptions

ADVOCACY CHAIR

The Advocacy Chair is appointed by the IMEA President and serves for a two-year term.

General Responsibilities

- Attend IMEA Board Meetings and keep them informed of advocacy concerns and interests.
- Keep the membership informed regarding legislative issues of concern on a state and national basis that have a direct bearing on music education.
- Represent Idaho on the NAfME Advocacy Leadership Force (ALF) and disseminate advocacy information sent out through that organization.
- Form and develop relationships with other arts organizations.
- Encourage and solicit articles for publication in Idaho Music Notes.
- Coordinate all aspects of the advocacy workshops for the IMEA Inservice Conference in collaboration with the IMEA President.

State Conference Responsibilities

In coordination with the State President, plan clinic sessions to be presented at the IMEA Inservice Conference.

- Recruit and invite others to submit proposals
- Contact leaders in your content area to present sessions.
- Screen submitted session proposals
- Consider a wide range of topics and presentations.
- Plan for five or six different sessions.
- Each content area is budgeted $500.00 to cover the associated costs of the sessions.
- Members of the association should not be compensated for their sessions.
- Coordinate with other content areas to facilitate the sharing of clinicians.
- Contact music dealers to help defray clinician costs.
- Request biographical information and digital photos from the clinicians. Forward this information to the President.
- Provide facility and equipment needs to the President.
- Communicate transportation and lodging needs for clinicians to the IMEA Executive Director.
- Write thank you notes on behalf of IMEA to all clinicians, music dealers and anyone who contributed or assisted with the conference.
IMEA Board Job Descriptions

IHSAA Representative

- The IHSAA Representative is elected by the Executive Board and serves for a three-year term, with a maximum of two terms.
- The IHSAA Representative is an ex-officio member, with voting rights, of the IMEA Executive Board.
- Attend IMEA Board Meetings and present concerns and input from the IHSAA.
- Attend IHSAA Meetings (6 scheduled per calendar year) and present concerns and input from the IMEA Board Meeting.
- Represent the IMEA Board regardless of personal bias.
- Sends a report to IMEA Executive Board following each IHSAA Board Meeting.
- Maintain updated IHSAA Music Rules and send any changes to the IMEA Webmaster and Publications Chair.
IMEA Board Job Descriptions
Higher Education/Research Chair

The Higher Education Chair serves as an honorary member of the IMEA Executive Board, but is not allowed to make motions or vote and serves in an advisory capacity.

General Responsibilities
- Attend IMEA Board Meetings and represent the state’s colleges and universities concerns and interests.
- Promote involvement in NAfME and IMEA in all Idaho colleges and Universities.
- Coordinate all aspects of the Higher Education and Research area workshops for the IMEA Inservice Conference in collaboration with the IMEA President.
- Coordinate state-wide higher education events at the IMEA Inservice Conference.

State Conference Responsibilities
In coordination with the State President, plan clinic sessions to be presented at the IMEA Inservice Conference.
- Recruit and invite others to submit proposals
- Contact leaders in your content area to present sessions.
- Screen submitted session proposals
- Consider a wide range of topics and presentations.
- Plan for five or six different sessions.
- Each content area is budgeted $500.00 to cover the associated costs of the sessions.
- Members of the association should not be compensated for their sessions.
- Coordinate with other content areas to facilitate the sharing of clinicians.
- Contact music dealers to help defray clinician costs.
- Request biographical information and digital photos from the clinicians. Forward this information to the President.
- Provide facility and equipment needs to the President.
- Communicate transportation and lodging needs for clinicians to the IMEA Executive Director.
- Write thank you notes on behalf of IMEA to all clinicians, music dealers and anyone who contributed or assisted with the conference.
IMEA Board Job Descriptions
Retired Membership Chair

The Retired Membership Chair is appointed by the IMEA President and serves as long as mutually agreed upon by the president and the chair.

General Responsibilities

- Attend IMEA Board Meetings as needed and keep them informed of issues dealing with the retired membership.
- Maintain the IMEA Memorial Roll with the names of IMEA members who have passed away. Send updates to the webmaster.
- Maintain the IMEA Hall of Fame.
  - Solicit and screen nominations.
  - Lead the Hall of Fame Committee is reviewing the nominations.
  - Order the Hall of Fame Medals.
  - Oversee the awarding of the Hall of Fame Medals.
  - Submit a photo and the nomination form to the State Editor and Webmaster for publication.
The Tri-M Chair is appointed by the IMEA President and serves for a two-year term.

**General Responsibilities**

- Promote and encourage Tri-M Chapters throughout the state.
- Serve as a resource for Tri-M advisors.
- Be aware of and promote the National Tri-M activities and programs.
- Communicate to the IMEA Board issues and concerns that deal with Tri-M.
- Propose sessions at the state conference that promote Tri-M.
IMEA Board Job Descriptions
State Solo Chair

Stipend = $500/year + $2000 for laptop computer every 2 years

General Duties:
- Attend Fall IMEA Board Meeting
- Find and secure site for May Solo/Ensemble festival
- Find and secure adjudicators for festival
- Collect priority lists from District Solo/Ensemble festivals
- Create schedule for festival
- Tabulate scores during festival

Summer
- Secure venue for next year’s festival
- Make sure to include number of rooms needed for warm-up, performances, hospitality and tabulation

Fall
- Send out initial letter to teacher regarding venue and any changes made the previous year
- Begin securing adjudicators for Festival
  - 2 vocal women
  - 2 vocal male
  - 2 high string
  - 2 low string/all string ensemble
  - 2 high woodwind
  - 2 low woodwind
  - 2 high brass
  - 2 low brass/all brass ensembles
  - 2 percussion
  - 2 vocal ensemble (starting 2020 festival)

Winter
- Order medals as needed
- Continue to secure adjudicators
  - Collect biographies from each
  - Send out contracts for each
  - Determine who will require hotel room
- Begin looking for and securing hotel rooms
- Look for and secure caterer for lunch on site during festival
**Spring**

- **March**
  - Collect priority lists from District (top 2 in instrumental categories, top 3 in vocal)
  - Add alternates as needed to fill categories
    - 14 performances in instrumental
    - 21 performances in vocal
  - Notify alternates as necessary
  - Email directors re: any specific time requests for students, ask now
  - Re-confirm with adjudicators

- **April**
  - Begin putting schedule together, being aware of overlapping students and accompanists
  - Email reminders to register students
  - Email reminders of early bird payments due
  - After list is made: Email schedule to webmaster to posts and make changes as necessary
  - After FINAL lists is made and posted,
    - Print participation certificates and file
    - Print “entry” cards for each participant and ensemble
    - Print program
      - Student/ensemble listed by school
      - Biographies of adjudicators
      - Map of venue with location of rooms

- **Week before Festival**
  - Buy food/drinks for hospitality room
Board Policies

All policies of the Idaho Music Educators Association are under biennial review of the Executive Committee, with revision approval of the whole of the Executive Board.

Signed compliance statements of Conflict of Interest and the Statement of Understanding are collected from each officer at the first meeting of the fiscal year. These statements are maintained for the term of office and kept on file with the IMEA Executive Director.

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Conflict of Interest Policy
Approved, October 10, 2016

Article 1- Purpose
The purpose of this conflict of interest policy is to protect Idaho Music Educators Association's (the "Organization") interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest application to nonprofit and charitable organizations.

Article 2 - Definitions
1. Interested Person
   Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest
   A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
   a. An ownership or investment interest in any entity or individual with which LWW has a transaction or arrangement, or
   b. A compensation arrangement with the Organization or with, any entity or individual with which the Organization has a transaction or arrangement, or
   c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

   Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

   A financial interest is not necessarily a conflict of interest. Under Article 3, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article 3 - Procedures
1. Duty to Disclose
   In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction arrangement.

2. Determining Whether a Conflict of Interest Exists
After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest
   a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and vote on, the transaction or arrangement involving the possible conflict of interest.
   b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
   c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
   d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy
   a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
   b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article 4 - Record of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:
   a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
   b. The names of the persons who were present for discussion and votes related to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.
Article 5 - Compensation

a. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

c. No voting member of the governing board or any committee who jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article 6 - Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

a. Has received a copy of the conflicts of interest policy,

b. Has read and understands the policy,

c. Has agreed to comply with the policy, and

d. Understands the Organization is charitable and in order to receive and maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article 7 - Periodic Reviews

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and are the result of arm's length bargaining.

b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Article 8 - Use of Outside Experts

When conducting the periodic reviews as provided for in Article 7, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

Adopted on the 10 day of October 2016.
IDAHO MUSIC EDUCATORS ASSOCIATION

Annual Conflict of Interest Statement

The undersigned affirms that he/she:

1. Has received a copy of the Conflicts of Interest policy;

2. Has read and understands the policy;

3. Has agreed to comply with the policy; and

4. Understands that the Idaho Music Educators Association is charitable, and in order to receive and maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

__________________________________             ________________________
Print Name                                                        Date

_____________________________________________
Signature
Statement of Understanding
Approved, October 10, 2016

IDAHO MUSIC EDUCATORS ASSOCIATION
A State Affiliate of NAfME: The National Association for Music Education

Board of Directors Statement of Understanding

As a board member of Idaho Music Educators Association (IMEA), I am fully committed and dedicated to the mission and purposes IMEA and have pledged to carry out such. In addition to the provisions in Article IV and VII of the IMEA bylaws, I understand that my duties and responsibilities include the following:

- I am legally responsible, along with other board members, for this organization. I will become knowledgeable about IMEA's bylaws, policies, programs, finances, and management, and am responsible to oversee the implementation of policies and programs.

- I am fiscally responsible, with other board members, for this organization. I will understand the budget and will take an active part in reviewing, approving, and monitoring the budget and fund-raising efforts to meet it.

- I am morally responsible for the health and well-being of this organization.

- I will actively promote IMEA by encouragement and support of its staff and work in concert with the National Association for Music Education (NAfME).

- I will have access to e-mail and will check and respond to it on a regular basis.

- I will serve on an IMEA committee or task force, or as a liaison to another group at the request of the president.

- I will attend board, committee, and task force meetings and be available for conference calls. I will participate in all such meetings using fair and independent judgment and due care in conducting the business of IMEA.

- I will exercise discretion, sensitivity, and sound judgment in discussing all IMEA matters.

- I will immediately notify the president or committee chair in writing should an actual or potential conflict of interest arise with respect to any subject requiring action by the board of directors of the IMEA, any of its committees, or task forces. Additionally, I shall not participate in the deliberations, shall not vote on the subject with which I have an actual
or potential conflict of interest, shall not use my personal influence, and in those cases where the quorum of the meeting called for the purpose of voting on the subject has not yet been established, I understand that I shall be counted.

- If I am excluded from voting because of an actual or potential conflict of interest, I will briefly state the nature of the conflict to the board and will answer pertinent question of other directors. I will also leave the meeting temporarily if so requested by the board while the subject is debated and voted upon. I understand that the minutes of the meeting shall reflect that a disclosure was made, that I abstained from voting.

IMEA agrees to provide each member of the board with the following:

- Access to the officers and staff of IMEA as needed for proper operation of the board.
- Ample notice of all meetings.
- Minutes of all board meetings.
- Relevant information to conduct his or her job as a board member.
- Access to review all IMEA business documents (agreements, contracts, etc.).
- Indemnification from liability for a board member's reasonable and necessary actions, which do not result from negligence or misconduct.
- Reimbursement for expenses per IMEA travel policy for authorized travel when conducting and tending to IMEA business.

By signing this document, I understand if I am not able to meet my obligations as a member of IMEA Board of Directors, I will offer my resignation either voluntarily or at the request of the president.

Signed: ___________________________________________  Date: __________________

Board Member
Anti Trust Policy
Approved, October 10, 2016

IDAHO MUSIC EDUCATORS ASSOCIATION
A State Affiliate of NAfME: The National Association for Music Education

Statement
The Idaho Music Educators Association (IMEA) is a not-for-profit organization. The association is not organized to and may not play any role in the competitive decisions of its members or their officers or appointees, nor in any way restrict competition among members or potential members. Rather it serves as a forum for a free and open discussion of diverse opinions without in any way attempting to encourage or sanction any particular business practice.

The association provides a forum for exchange of ideas in a variety of settings including its annual meeting, educational programs, committee meetings, and Board meetings. The IMEA Executive Board recognizes the possibility that the Association and its activities could be viewed by some as an opportunity for anti-competitive conduct. Therefore, this policy statement clearly and unequivocally supports the policy of competition served by the antitrust laws and to communicate the IMEA Executive Board's uncompromising policy to comply strictly in all respects with those laws.

While recognizing the importance of the principle of competition served by the antitrust laws, the IMEA Executive Board also recognizes the severity of the potential penalties that might be imposed on not only the Association but its members as well in the event that certain conduct is found to violate the antitrust laws. Should the board members or their appointees be involved in any violation of federal/state antitrust laws, such violation can involve both civil and criminal penalties that may include imprisonment for up to 3 years as well as fines up to $350,000 for individuals and up to $10,000,000 for the Association plus attorney fees. In addition, damage claims awarded to private parties in a civil suit are tripled for antitrust violations. Given the severity of such penalties, the IMEA Executive Board intends to take all necessary and proper measures to ensure that violations of the antitrust laws do not occur.

Policy
In order to ensure the Idaho Music Educators Association and its members, officers and appointees comply with antitrust laws, the following principles will be observed:

- The association or any committee, section, chapter, or activity of the association shall not be used for the purpose of bringing about or attempting to bring about any understanding or agreement, written or oral, formal or informal, expressed or implied, among two or more members or other competitors with regard to prices or terms and conditions of contracts for services or products. Therefore, discussions and exchanges of information about such topics will not be permitted at IMEA meetings or other activities.
- There will be no discussions discouraging or withholding patronage or services from, or encouraging exclusive dealing with any supplier or purchaser or group of suppliers or
purchasers of products or services, any actual or potential competitor or group of actual potential competitors, or any private or governmental entity.

- There will be no discussions about allocating or dividing geographic or service markets for any single private or public interest.
- There will be no discussions about restricting, limiting, prohibiting, or sanctioning advertising or solicitation that is not false, misleading, deceptive, or directly competitive with IMEA products or services.
- There will be no discussions about discouraging entry into or competition in any segment of a marketplace associated with IMEA.
- There will be no discussions about whether the practices of any member, actual or potential competitor, or other person are unethical or anti-competitive, unless the discussions or complaints follow the prescribed due process provisions of the IMEA bylaws.
- Certain activities of the association and its members are deemed protected from antitrust laws under the First Amendment right to petition government. The antitrust exemption for these activities, referred to as the Noerr-Pennington Doctrine, protects ethical and proper actions or discussions by members designed to influence: 1) legislation at the national, state, or local level; 2) regulatory or policy-making activities (as opposed to commercial activities) of a governmental body; or 3) decisions of judicial bodies. However, the exemption does not protect actions constituting a "sham" to cover anticompetitive conduct.
- Speakers at committees, educational meetings, or other business meetings of the association shall be informed that they must comply with the association's antitrust policy in the preparation and the presentation of their remarks. Meetings will follow a written agenda approved in advance by the association or its legal counsel.
- All meetings will follow a written agenda. Minutes will be prepared after the meeting to provide a concise summary of important matters discussed and actions taken or conclusions reached.

At informal discussions at the site of any IMEA meeting all participants are expected to observe the same standards of personal conduct as are required of the association in its compliance.

Any questions regarding the meaning or applicability of this policy, as well as any concerns regarding activities or discussions at IMEA Executive Board or IMEA General Assembly meetings, should be promptly brought to the attention of the President or Executive Director.
IMEA Executive Board Statement of Adherence to Anti-Trust Policy

I understand my responsibility as a member of the IMEA Executive Board, to comply in all respects with federal and state antitrust laws. If I become aware of a potential violation of this policy, I will immediately disclose all information to the IMEA President and/or Executive Director. I understand that, when in doubt, disclosure is recommended.

NAME (please print) _________________________________________________________

BOARD POSITION _____________________________________________________________

TERM OF OFFICE _____________________________________________________________

SIGNATURE ________________________________________  DATE ______________________

Signed and dated copies of the Anti-Trust Policy compliance statement for each member of the Executive Board remain on file with the IMEA Secretary during each term of office.
Board Policy

Code of Ethics, Duty of Care Policy
Approved, October 10, 2016

IDAHO MUSIC EDUCATORS ASSOCIATION
A State Affiliate of NAfME: The National Association for Music Education

Service on the Executive Board of Idaho Music Educators Association is an important honor and responsibility. The membership of the association relies on the board to act in its best interests, to be knowledgeable about and proactive on the issues facing music education, to study the questions before the board and to base decisions on reliable information, to be good stewards of the resources of the association, and to be honest and trustworthy in all actions.

To assure the trust and ethical expectations of the members of the Idaho Music Educators Association, The Executive Board members of IMEA affirm the policy as stated below.

Code of Ethics
In all matters, the Executive Board of Idaho Music Educators Association is committed to observing and promoting the highest standards of ethical conduct in the performance of their duties. Board members pledge to accept this code as a minimum guideline for ethical conduct and shall abide by the following:

Accountability
- Faithfully abide by the articles of incorporation, bylaws and policies of the association.
- Exercise reasonable care, good faith and due diligence in Executive and managing affairs.

Professional Excellence - Integrity
- Maintain a professional level of courtesy, respect, and objectivity in all matters and activities.
- Strive to uphold those practices and assist other members of the board in upholding the highest standards of conduct.

Personal Gain – Self-Dealing
- Exercise the powers invested for the good of all members of the association rather than for personal benefit.

Equal Opportunity – Diversity
- Ensure the right of all members to access benefits and services without discrimination on the basis of culture, geography, religion, socio-economic status or political affiliation.
- Ensure the right of all members to access benefits and services without discrimination on the basis of the association’s volunteer make-up in respect to gender, sexual orientation,
national origin, race, religion, age, political affiliation or disability, in accordance with all applicable legal and regulatory requirements.

Collaboration and Cooperation

- Respect the diversity of opinions as expressed or acted upon by the association’s board, committees and membership, and formally register dissent as appropriate.
- Promote collaboration, cooperation, and partnership among association members.

Duty of Care

In all matters affecting the Idaho Music Educators Association, Executive Board members pledge to abide by the following:

- Act in good faith and exercise best efforts in the performance of stated duties.
- Faithfully prepare for discussions and decisions that affect the association by reading information in advance and strive to be knowledgeable on issues of importance to the association.
- Be responsible for disseminating information to constituents.
- Make decisions based on factual data rather than unsubstantiated opinions.
- Make decisions based on what is in the best interest of all members of the association, rather than any one group, individual, or special interest.
- Be honest in doing the work of the association and in speaking on behalf of the association and its leadership in order to foster trust among association members and the public.
- Respect fellow board members and the members of the association, acknowledging differences of opinion, providing for open and respectful discussion, and making decisions only after listening to all points of view and all available data.
- Publicly support the majority decisions made by the Executive Board.
- Support and encourage participation in all association programs including endorsed programs.
Confidentiality Policy
Approved, October 10, 2016

IDAHO MUSIC EDUCATORS ASSOCIATION
A State Affiliate of NAfME: The National Association for Music Education

Principles and practices of the Idaho Music Educators Association provide guidance and direction for effective governance. Members of the Executive Board are committed to observing and promoting the highest standards of ethical conduct in the performance of their responsibilities on the board of the Idaho Music Educators Association. Board members pledge to accept this code as a minimum guideline for ethical conduct.

Confidentiality
I will respect the confidentiality of sensitive information known to board service and used for the purposes of governance and management. I will not disclose, beyond its intended scope, any information that is marked, designated, or treated as confidential by the board, officers, or members and which I receive as an officer or appointee of the Idaho Music Educators Association. I understand that my obligation to maintain confidentiality extends indefinitely beyond my term of office.

NAME (please print) ______________________________________________

BOARD POSITION ______________________________________________

TERM OF OFFICE ______________________________________________

SIGNATURE __________________________ DATE ______________________

Signed and dated copies of the Confidentiality compliance statement for each member of the Executive Board remain on file with the IMEA Secretary during each term of office.
Disclosure Policy
Approved, October 10, 2016

IDAHO MUSIC EDUCATORS ASSOCIATION
A State Affiliate of NAFME: The National Association for Music Education

The IMEA Information Disclosure Policy is intended to ensure that information concerning IMEA operational activities is made available to the public in the absence of a compelling reason for confidentiality. The principal element of the IMEA approach to information disclosure, public awareness and transparency is the identification of a standard package of documents that track programs and operations of the Idaho Music Educators Association. To the extent that much of this documentation is already available to the public as matter of practice, the following policy codifies such practice.

The following package of documents is available for public inspection at 1412 Clearwater Way, Twin Falls, ID 83301

- Form 990
- Annual Financial Statements
- Executive Documents of the Association
- State of Idaho Annual Report
- Code of Ethics, Confidentiality, Conflict of Interest Policy
- Disclosure Policy
- IMEA Institutional Membership Directory

Records of interest to the association and provided for inspection by the membership (www.idahomusiced.org members only section) but not made public are:
Directory of Music Educators in Idaho
- IMEA Board Meeting Minutes
- IMEA Annual Budget
PLANNING AND GOAL SETTING

IMEA Strategic Plan

MISSION STATEMENT
The mission of the Idaho Music Educators Association, Inc. is to advance, and advocate for standards-based Music Education in all Idaho schools, to foster personal and professional growth of music educators, and to encourage and enhance musical opportunities for all students throughout the state.

VISION NARRATIVE

PROGRAM:
The Idaho Music Educators Association (IMEA) views music as an essential component to a well-rounded education. IMEA promotes music as a life-long skill while developing artistry, musicianship and music literacy. Programs offer individualized instruction, integrated subject areas, and develop problem-solving and critical thinking skills. The organization provides in-services, instructional materials, advocacy support and general assistance through cooperation with The National Association for Music Education (NAfME). IMEA serves all members by offering access to information and support materials, regardless of employment assignment or discipline.

PERSONNEL:
IMEA believes that the most important factor towards excellence in music education is our membership. Personnel in IMEA should be highly qualified teachers, certified in music education. These cooperative individuals work in harmony with the various regional representatives from around the state, patrons, school districts, Idaho High School Activities Association (IHSAA), and the State Department of Education. Members are encouraged to network at in-services, conferences and to take an active role within their regions.

PLANNING:
IMEA embraces and utilizes a collaborative decision-making process. Decisions are based on internal and external information discussed with members. This process provides direction for all stakeholders in developing, implementing, and incorporating IMEA's long range plan. Our Board of Directors embrace long-range planning, and develop policies and procedures for implementation. The organization's representatives and governing board provide guidance, training, and funding to support the efforts of the members.

LOGISTICAL SUPPORT:
IMEA uses our financial and human resources to support and foster excellence in music education in the state of Idaho. IMEA will provide professional development and support through conferences and in-service opportunities. IMEA will strive to utilize our own members' expertise and experience as well as that of our institutions of higher learning to enrich all of our members musical programs.

2017-2018  IMEA EXECUTIVE BOARD MANUAL  Page 73
COMMUNICATION:
IMEA places a high priority on maintaining effective communication with all stakeholders. The use of all available technology to enhance communication is essential to create and maintain a positive and supportive environment for music education within the state of Idaho. We encourage cohesion by viewing the members and the organization as a team, which works for the benefits of all members and the students we serve.

LONG RANGE OBJECTIVES
1 To improve communication to all members through the use of technology.
   Strategy #1: We will implement, update, and develop the organization's web site
   Strategy #2: We will create address books with members' email addresses for efficient dissemination of state and national information.
2 To create new by-laws and policy regarding the procedure of using IMEA funds.
   Strategy #1: We will review and update by-laws and policy to protect the organization from financial improprieties.
   Strategy #2: Keep members abreast of account balances via the IMEA web site.
3 To update the MUSIC section of the IHSAA manual to coincide with IMEA's current practices.
   Strategy #1: Come together as a board and create the ideal model of music festivals in Idaho. This will include methods, logistics and environmental factors that all regions in the state will be able to follow.
   Strategy #2: Communicate to the membership the updated version of Music section and seek input prior to submittal to IHSAA Board.
   Strategy #3: All regions make a sincere and conscience effort to adhere to updated rules.

This strategic plan will be re-visited each fall by the board of directors of the IMEA, to review and update objectives.
1. OBTAINING THE FLOOR
   a. Before you may address an assembly, the presiding officer must recognize you.
   b. You must speak from a standing position; and address yourself to the President.

2. MAKING MOTIONS
   a. Before a proposal or subject matter may be discussed by the group, you must make a formal motion which requires a “second.”
   b. The purpose of the requirement of a “second” is to assure the assembly that more than one person is interested in the proposal.
   c. If there are no objections to the consideration of this proposal, the entire assembly will discuss it and make a determination.
   d. In making a motion, you begin by saying, “I move that...........” And then state your proposal clearly either in writing or orally.

3. AMENDING THE MOTION
   a. When one wishes to add to, subtract from or alter a motion that another has made.
   b. In most instances, a “second” is required when offering an amendment.
   c. Another may rise to amend the amendment. This technique is in order.
   d. It should be remembered that there are only primary and seconded amendments.
   e. A motion can be amended only to the second degree. One may offer an amendment to a pending amendment and that is all that is permissible at one time.
   f. In other words, more than two amendments to a motion may not be pending at one time.

4. POINT OF INFORMATION
   a. If an issue becomes too involved, one may seek a clarification by means of a motion called “a point of information.”

5. DIVISION OF THE QUESTION
   a. It is quite possible that a proposal may entail two or more subjects. As a member of the assembly, you can ask that each part be considered separately.

6. POINT OF ORDER
   b. This motion is used when there is a violation in parliamentary procedure. You simply rise and address the chair with the words, “point of order.” (Then you state your point.) The President will recognize you.
7. ORDERS OF THE DAY
   a. This is a privileged motion and is used when there is a digression from the agenda. When a meeting goes off on a tangent simply rise and make a “call for the orders of the day.” The President will then recognize you.

8. AN APPEAL FROM THE DECISION OF THE CHAIR
   a. If you as a member of the assembly disagree with a decision of the presiding officer, you can appeal this decision when seconded.
   b. You simply rise and move to appeal the decision of the President.
   c. The presiding officer then puts the question to the assembly whether to sustain or overrule his decision.

9. MOTION TO LIMIT DEBATE
   a. To prevent a discussion from dragging on endlessly, one can make a motion to limit each speaker’s time, or to limit the number of speakers, or the length of the debate.
   b. A two-thirds vote of the membership is necessary to approve this motion.
   c. The converse motion is to extend debate. The same requirements prevail.

10. MOTION TO REFER
    a. When a member of the assembly believes that further study to a proposal is advisable, he moves that the pending question be referred to an appropriate committee for review.

11. ENDING DEBATE
    a. Where a member of the assembly feels that the pending motion has been thoroughly discussed, he may move to terminate debate by a motion called “the previous question.”
    b. He simply rises and addresses the President and says, “I call for the question.”
    c. A second is required for this motion.
    d. A two-thirds vote is necessary for its adoption.

12. MOTION TO TABLE
    a. This motion means to temporarily put aside the pending motion to consider other business.
    b. The member rises and addresses the chair by saying, “I move that the motion be laid on the table.”
    c. A second is required for this motion.
    d. The converse motion is to “take from the table.”
    e. These two motions are not debatable.

13. MOTION TO POSTPONE INDEFINITELY
    a. A member of the assembly can propose that a pending motion, report, or resolution be postponed to a fixed future time, or until the next meeting.
b. A motion to postpone indefinitely is the converse motion. Such a motion generally is employed to “kill” the main motion.

14. DIVISION OF THE HOUSE
   a. If a member doubts the accuracy of a “voice vote” (viva voce), he may call for a “Division of the house.”
   b. The vote is then taken by asking the members to stand, or raise their hands.
   c. Polling the House.

15. MOTION TO ADJOURN
   a. This motion is used to terminate the deliberations.
   b. This motion may be offered at any time and requires a second.
   c. The time and place of the next meeting should be specified in the motion.

Rules of Order Fundamentals – WMEA Adaptation 8/05
<table>
<thead>
<tr>
<th>Date</th>
<th>Motion</th>
<th>Action Taken</th>
<th>Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/5/15</td>
<td>First year NAfME/IMEA Members will have their conference fees waived.</td>
<td>Passed</td>
<td>Conf.</td>
</tr>
<tr>
<td>10/5/15</td>
<td>Create a scholarship for teachers to attend the In-service Conference. One per District, except for District III which would have two, up to $300, pending funding.</td>
<td>Passed</td>
<td>Conf.</td>
</tr>
<tr>
<td>10/5/15</td>
<td>Provide $100.00 scholarships for students who are in All-State and are accepted into All-Northwest that would be put toward their All-NW Registration.</td>
<td>Passed</td>
<td>All-State</td>
</tr>
<tr>
<td>10/5/15</td>
<td>Move the odd-year All-State to the 1st week of November</td>
<td>Passed</td>
<td>All-State</td>
</tr>
<tr>
<td>10/5/15</td>
<td>Leave the policy on All-State student housing as it now stands.</td>
<td>Passed</td>
<td>All-State</td>
</tr>
<tr>
<td>10/5/15</td>
<td>IMEA will sponsor either the Collegiate Member of the Year or the Collegiate President-Elect to attend the Collegiate Advocacy Summit in Washington, D.C. each summer.</td>
<td>Passed</td>
<td>Collegiate</td>
</tr>
<tr>
<td>10/5/15</td>
<td>Adopt the recommendations of the committee to update the IMEA Hall-of-Fame application.</td>
<td>Passed</td>
<td>Hall-of-Fame</td>
</tr>
<tr>
<td>10/5/15</td>
<td>In the event of an overabundance of alternates, alternates will selected through seniority based on a lottery system.</td>
<td>Passed</td>
<td>State Solo</td>
</tr>
<tr>
<td>10/5/15</td>
<td>If there is an overabundance of alternates the first choice for alternates comes from District III.</td>
<td>Failed</td>
<td>State Solo</td>
</tr>
<tr>
<td>10/5/15</td>
<td>Create the position of an All-State Honor Groups &amp; Conference Manager with an honorarium to be determined at a later date.</td>
<td>Passed</td>
<td>All-State/Conf.</td>
</tr>
<tr>
<td>7/11/16</td>
<td>Eight $300 grants for teachers to attend State In-service conference.</td>
<td>Passed</td>
<td>Conference</td>
</tr>
<tr>
<td>7/11/16</td>
<td>New nomination form for Music Educator of the Year, Outstanding Young Music Educator, &amp; Distinguished Service Award.</td>
<td>Passed</td>
<td>Scholarships</td>
</tr>
<tr>
<td>7/11/16</td>
<td>All-State Conductors fee raised to $600 per day</td>
<td>Passed</td>
<td>All-State</td>
</tr>
<tr>
<td>7/11/16</td>
<td>All-State Accompanist fee raised to $575</td>
<td>Passed</td>
<td>All-State</td>
</tr>
<tr>
<td>7/11/16</td>
<td>All-State rule change: “Vocal auditionees are only allowed to submit one vocal audition. Violation of this rule will result in disqualification.”</td>
<td>Passed</td>
<td>All-State</td>
</tr>
<tr>
<td>Date</td>
<td>Motion</td>
<td>Passed</td>
<td>Committee</td>
</tr>
<tr>
<td>----------</td>
<td>------------------------------------------------------------------------</td>
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<td>-------------</td>
</tr>
<tr>
<td>7/11/16</td>
<td>Motion to add an All-State Jazz Band on a pilot basis for the 2016-17 All State In-service conference. Registration fee will be charged the same fee as the other ensembles. Any financial deficit will be covered by surplus in general account. Review will occur immediately following the event.</td>
<td>Passed</td>
<td>All-State</td>
</tr>
<tr>
<td>10/10/16</td>
<td>Established an audit committee consisting of the President-Elect, Past-President, and one of the District Presidents as appointed by the President. They will be responsible for a review of the internal audit, review of the audit report, and review of compilation and/or meeting with the accountant if requested by the Executive Director.</td>
<td>Passed</td>
<td>Board</td>
</tr>
<tr>
<td>10/10/16</td>
<td>Authorized the Executive Director to purchase Director and Officers Insurance through NAfME</td>
<td>Passed</td>
<td>Board</td>
</tr>
<tr>
<td>10/10/16</td>
<td>Adopted the Antitrust Policy, Code of Ethics, Duty of Care Policy, Confidentiality Policy, and the Disclosure Policy.</td>
<td>Passed</td>
<td>Board</td>
</tr>
<tr>
<td>10/10/16</td>
<td>Decision to suspend the motion from 10/5/15 to award students who were selected for both All-State and All-NW $100. Too many logistical problems.</td>
<td>Passed</td>
<td>All-State</td>
</tr>
<tr>
<td>10/10/16</td>
<td>Scholarship forms approved.</td>
<td>Passed</td>
<td>Scholarships</td>
</tr>
<tr>
<td>10/10/16</td>
<td>Instrumental Solos &amp; Ensembles will only use the Texas PML, Grade 1, starting in 2017-18.</td>
<td>Passed</td>
<td>Solo &amp; Ensemble</td>
</tr>
<tr>
<td>10/10/16</td>
<td>Accepted the updated IMEA Vision Statements</td>
<td>Passed</td>
<td>Board</td>
</tr>
<tr>
<td>10/10/16</td>
<td>The date of All-State moved to the week that ends on the first Saturday of February starting in 2018 and staying that way until 2022.</td>
<td>Passed</td>
<td>All-State/ Conference</td>
</tr>
<tr>
<td>4/29/17</td>
<td>Motion to add the Jazz Choir to the 2018 All-State groups and to look for ways financially to add both the Jazz Band and the Jazz Choir in the future.</td>
<td>Passed</td>
<td>All-State</td>
</tr>
<tr>
<td>4/29/17</td>
<td>Motion to continue to provide housing for the All-State students, but to give them to option to opt out of IMEA housing with parent and administration permission. We will also provide rooms for two to three to a room, depending on availability. Directors will make room assignments for their students with the understanding that partially filled rooms will be filled with students from other schools.</td>
<td>Passed</td>
<td>All-State</td>
</tr>
<tr>
<td>6/11/18</td>
<td>Decision to add both Jazz Choir and Jazz Band to the 2019 All-State.</td>
<td>Passed</td>
<td>All-State</td>
</tr>
<tr>
<td>7/23/18</td>
<td>Motion to no longer provide housing for All-State students.</td>
<td>Passed</td>
<td>All-State</td>
</tr>
<tr>
<td>7/23/18</td>
<td>Approval of the necessary legal changes from the Constitution and By-Laws to updated Bylaws and Standing Rules</td>
<td>Passed</td>
<td>Board</td>
</tr>
</tbody>
</table>
Scholarships, Grants & Awards

PROFESSIONAL DEVELOPMENT GRANT
The Idaho Music Educators Association shall provide eight financial grants to individual IMEA members to be used to offset travel and/or registration expenses to attend the IMEA In-service Conference.

IMEA HIGH SCHOOL SENIOR SCHOLARSHIP
The purpose of the IMEA High School Senior Music Scholarship is to provide financial aid to an Idaho music student planning to major in Music Education at an Idaho college or university. Annual consideration of qualified applicants by the Executive Board of the Idaho Music Educators Association is based upon the applicant’s submission of an official high school academic record, musical resume, and personal essay.

IMEA MUSIC EDUCATION MAJOR SCHOLARSHIP
The purpose of the IMEA Music Education Major Scholarship is to provide financial aid to an Idaho music student majoring in Music Education at an Idaho state institution of higher learning of their choice. Annual consideration of qualified applicants by the Executive Board of the Idaho Music Educators Association is based upon the applicant’s submission of an official academic transcript, a personal essay and two letters of recommendation.

IMEA MUSIC EDUCATOR OF THE YEAR AWARD
The purpose of this award is to recognize and honor an IMEA member for excellence in music education. The award is made to individuals who have served their students, schools and communities in an exemplary way. Any IMEA member who is currently teaching and has not previously received the award is eligible. Nominees must have taught seven years and be a current music educator from any level in a school, college or university in Idaho. Members of the elected Executive Board are not eligible.

IMEA OUTSTANDING YOUNG MUSIC EDUCATOR AWARD
The purpose of this award is to recognize and honor an IMEA member for distinction in music education. The award is made to young teachers who have made an exemplary contribution to the music experience of their students. Any IMEA member who is currently teaching and has not
previously received the award is eligible. Nominees must have taught six years or less and be a current music educator from any level in a school, college or university in Idaho.

**IMEA DISTINGUISHED SERVICE AWARD**

The purpose of the award is to recognize outstanding service to music education in Idaho by persons or organizations that are not professional music educators but who have a direct impact on music education and/or provide support services to the music education community. Any person who meets the purpose and is not a professional music educator or any organization composed of persons who are not music educators is eligible. This award is intended to recognize and salute individuals or groups who provide direct contributions to music education through service or have demonstrated ongoing support for music education.
IMEA PROFESSIONAL DEVELOPMENT GRANT

APPLICATION ENTRY POSTMARK DEADLINE: January 5

PURPOSE – The Idaho Music Educators Association shall provide eight financial grants to individual IMEA members to be used to offset travel and/or registration expenses to attend the IMEA In-service Conference.

ELIGIBILITY – Any current member of the Idaho Music Educators Association in good standing, who is paying to attend the conference from their personal or music department funds, may apply. The successful applicant shall be notified in writing.

REQUIREMENTS – Applicants shall complete the application form, detailing financial need and explaining educational goals for the in-service conference.

AWARD – Eight grants of $300.00 each shall be awarded annually. One grant will be awarded in each of the seven IMEA Districts with the exception of District III where two awards shall be granted. Each IMEA District President shall solicit and screen applicants, inform the grant recipients of the award, inform the IMEA Executive Director, and ensure that grant information is current and correct in all IMEA publications.

GRANT WINNERS –
After the conference, each grant winner shall submit a form and receipts totaling $300.00 to the IMEA Executive Director by June 15 of the current fiscal year and shall submit a brief report on their activity to the Idaho Music Notes for the first issue after their activity. Grant winners should also share with their colleagues by providing workshops for teachers at the building, district, or state level; and will be acknowledged annually at the IMEA State Conference Banquet.

The completed application MUST include:
1. Completed application form.
2. Adhere to postmark deadline.

Mail completed application to your IMEA District President

APPLICATION ENTRY POSTMARK DEADLINE – January 5th.
IMEA PROFESSIONAL DEVELOPMENT GRANT

APPLICATION FORM

NAME ____________________________________________

HOME PHONE ___________________ E-MAIL _____________________________

MAILING ADDRESS ________________________________________________

CITY/ STATE/ ZIP CODE ___________________________________________

NAfME MEMBERSHIP #____________________________________________

TEACHING POSITION ______________________________________________

SCHOOL ADDRESS ________________________________________________

CITY/ STATE/ ZIP CODE ___________________________________________

SCHOOL PHONE NUMBER ___________________________________________

DETAIL FINANCIAL NEED AND EXPLAIN EDUCATIONAL GOALS FOR THE IN-SERVICE CONFERENCE – (please attach and additional sheet, if needed)

____________________________________________________________________

____________________________________________________________________

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____________________________________________________________________

The completed application MUST include: 

1. Completed application form.
2. Adhere to postmark deadline.

Mail completed application to Your IMEA District President

APPLICATION ENTRY POSTMARK DEADLINE – January 5th
IMEA HIGH SCHOOL SENIOR
MUSIC SCHOLARSHIP
APPLICATION ENTRY POSTMARK DEADLINE – April 1st

PURPOSE – The purpose of the IMEA High School Senior Music Scholarship is to provide financial aid to an Idaho music student planning to major in Music Education at an Idaho college or university.

Annual consideration of qualified applicants by the Executive Board of the Idaho Music Educators Association is based upon the applicant’s submission of an official high school academic record, musical resume, and personal essay.

ELIGIBILITY – Students may apply for the award through their music teacher no later than April 1st of their senior year in high school. The teacher will forward the application, along with a copy of an official academic transcript to the Past-President of the Idaho Music Educators Association. The successful applicant will be notified in writing no later than June 15th.

AWARD – The $500 scholarship may be used by the student recipient at any Idaho institution of higher learning; and will be made directly to the student, in the form of a one-time cash award, upon the student’s successful completion of his/her first semester of study in the freshman year of college. The recipient must be enrolled in the second semester of college to receive the scholarship award.

Successful completion will be determined by achieving a minimum grade point average of 2.8, with a minimum academic load of twelve credit hours for the first semester. Grade verification will be made by submission of an official transcript to the Executive Director of the Idaho Music Educators Association prior to presentation of the cash award to the student. In the event that the student has not met the requirements, the award will not be presented and the student will not be given further consideration for the award.

MUSICAL RESUME – The application must include a Musical Resume that includes ensembles participated in, solos performed, and honor groups that the applicant has been selected for. Also include community events and leadership positions that the applicant has been involved with that are related to music.

PERSONAL ESSAY – Include a personal essay that addresses the theme: Contributions I Will Make to the Music Education Profession.

Questions may be directed to the IMEA Past-President – pastpresident@idahomusiced.org

Mail completed application to:

1. Completed student application
2. Official student academic record
3. Musical Resume
4. Personal Essay

Wayne Millett
IMEA Past-President
1677 S 2750 W
Aberdeen, ID 83210

Postmark deadline April 1st
IMEA HS SENIOR MUSIC SCHOLARSHIP

APPLICATION FORM

POSTMARK DEADLINE – April 1st

NAME ________________________________________________________________

HOME PHONE _________________________________________________________

E-MAIL ______________________________________________________________

MAILING ADDRESS ________________________________________________________

CITY/ STATE/ ZIPCODE _________________________________________________

HIGH SCHOOL ATTENDING AS A SENIOR ____________________________________

HIGH SCHOOL MUSIC DIRECTOR __________________________________________

HIGH SCHOOL ADDRESS _________________________________________________

CITY/ STATE/ ZIP CODE _________________________________________________

HIGH SCHOOL PHONE NUMBER ____________________________________________

# OF YEARS IN YOUR HS MUSIC PROGRAM _____ SELECTED FOR ALL-STATE? ____

DIRECTOR RECOMMENDATION – (please attach letter if needed)

_______________________________________________________________________

_______________________________________________________________________

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_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

The completed application MUST include:  Mail completed application to:
1. Completed student application  Wayne Millett
2. Official student academic record  IMEA Past-President
3. Musical Resume  1677 S 2750 W
4. Personal Essay  Aberdeen, ID 83210

Postmark Deadline April 1st
IMEA MUSIC EDUCATION MAJOR SCHOLARSHIP

APPLICATION ENTRY POSTMARK DEADLINE – APRIL 1ST

PURPOSE – The purpose of the IMEA Music Education Major Scholarship is to provide financial aid to an Idaho music student majoring in Music Education at an Idaho state institution of higher learning of their choice.

Annual consideration of qualified applicants by the Executive Board of the Idaho Music Educators Association is based upon the applicant’s submission of an official academic transcript, a personal essay and two letters of recommendation.

ELIGIBILITY – Students may apply for the award no earlier than the second semester of their freshman year in college. They must be current members of their institution’s Collegiate Chapter of NAfME: The National Association for Music Education. The annual entry date is April 1st and the completed application packet must be postmarked by that date. The successful applicant will be notified in writing no later than June 15th.

In the event that an applicant is deemed ineligible, the award will not be presented.

AWARD – The $500 scholarship may be used by the student recipient at any institution of higher learning in the State of Idaho; and will be made directly to the student in the form of a one-time cash award. The award will be presented to the student following the completion of the semester in which the application was submitted.

Questions may be directed to the IMEA Past-President – pastpresident@idahomusiced.org

The completed application MUST include:

1. Completed scholarship application form
2. Official academic transcript from your college or university
3. Personal Essay: Contributions I Will Make to the Music Education Profession
4. Two letters of recommendation, sent directly to the IMEA Past-President, Ron Curtis

Mail completed applications to:
Wayne Millett
IMEA Past-President
1677 S 2750 W
Aberdeen, ID 83210

Postmark deadline: April 1st
IMEA MUSIC EDUCATION MAJOR SCHOLARSHIP
APPLICATION FORM

NAME ________________________________________________________________

HOME PHONE __________________ E-MAIL ________________________________

MAILING ADDRESS _____________________________________________________

CITY/ STATE/ ZIP CODE ________________________________________________

COLLEGE OR UNIVERSITY __________________ MAJOR ______________________

CUMULATIVE GPA __________________ CREDITS COMPLETED __________________

COLLEGE ADVISOR __________________ PHONE _____________________________

EMAIL ______________________________________________________________

REFERENCES (Send letters of recommendation directly to the IMEA Past-President)

1. NAME __________________ PHONE __________________

   EMAIL ________________________________________________

2. NAME __________________ PHONE __________________

   EMAIL ________________________________________________

Application requirements: Mail completed application to:

1. Completed Application Form Wayne Millett
2. Official Academic Transcript IMEA Past-President
3. Personal Essay 1677 S 2750 W
4. Two letters of recommendation, sent directly to the Aberdeen, ID 83210
   IMEA Past President

Postmark deadline: April 1st

2017-2018 IMEA EXECUTIVE BOARD MANUAL
AWARD NOMINATION:  
Music Educator of the Year  

**Purpose:** The purpose of this award is to recognize and honor an IMEA member for excellence in music education. The award is made to individuals who have served their students, schools and communities in an exemplary way.

**Eligibility:** Any IMEA member who is currently teaching and has not previously received the award is eligible. Nominees must have taught seven years and be a current music educator from any level in a school, college or university in Idaho. Members of the elected Executive Board are not eligible.

**Nominations:** District Presidents shall submit nomination materials to the IMEA President by May 31st of each year.

**Selection and Presentation:** The recipient shall be selected by a majority vote of the IMEA Executive Board at the Fall Board Meeting. The award shall be presented at the All-State Banquet. This award shall be presented annually.

**Entry:** With the exception of the vitae, nomination submission should NOT be completed by the nominee. Nomination submission should be concise and type-written to include:

1. Nomination form and photo.

2. One-page current vitae of candidate, including:
   - educational and professional experience
   - employment history and current teaching assignment
   - significant achievements, contributions or service to music and music education

3. Three letters of recommendation from the following, which address the nominee's teaching excellence and characteristics as an outstanding music educator:
   - an administrator from the nominee's current program
   - another music educator or professional peer
   - a current parent or student

**Letters of Recommendation:**

1. Keep the letter to one page in length.
2. Describe the nature of the relationship to the nominee (student, colleague, etc.).
3. Support statements with specific examples. Consideration should be given to excellence in music education, leadership, professionalism and human relations.
4. Factual information is preferred to subjective judgments. If an opinion is expressed, identify it as an opinion and explain the circumstances upon which you base the opinion.
AWARD NOMINATION:  
Outstanding Young Music Educator

Purpose: The purpose of this award is to recognize and honor an IMEA member for distinction in music education. The award is made to young teachers who have made an exemplary contribution to the music experience of their students.

Eligibility: Any IMEA member who is currently teaching and has not previously received the award is eligible. Nominees must have taught six years or less and be a current music educator from any level in a school, college or university in Idaho.

Nominations: District Presidents shall submit nomination materials to the IMEA President by May 31st of each year.

Selection and Presentation: The recipient shall be selected by a majority vote of the IMEA Executive Board at the Fall Board Meeting. The award shall be presented at the All-State Banquet. This award shall be presented annually.

Entry: With the exception of the vitae, nomination submission should NOT be completed by the nominee. Nomination submission should be concise and type-written to include:

1. Nomination form and photo.

2. One-page current vitae of candidate, including:
   - educational and professional experience
   - employment history and current teaching assignment
   - significant achievements, contributions or service to music and music education

3. Three letters of recommendation from the following, which address the nominee's teaching excellence and characteristics as an outstanding music educator:
   - an administrator from the nominee's current program
   - another music educator or professional peer
   - a current parent or student

Letters of Recommendation:
1. Keep the letter to one page in length.
2. Describe the nature of the relationship to the nominee (student, colleague, etc.).
3. Support statements with specific examples. Consideration should be given to excellence in music education, leadership, professionalism and human relations.
4. Factual information is preferred to subjective judgments. If an opinion is expressed, identify it as an opinion and explain the circumstances upon which you base the opinion.
**AWARD NOMINATION:**

*Distinguished Service*

**Purpose:** The purpose of the award is to recognize outstanding service to music education in Idaho by persons or organizations that are not professional music educators but who have a direct impact on music education and/or provide support services to the music education community.

**Eligibility:** Any person who meets the purpose and is not a professional music educator or any organization composed of persons who are not music educators is eligible. This award is intended to recognize and salute individuals or groups who provide direct contributions to music education through service or have demonstrated ongoing support for music education.

**Potential Nominees:** Administrators, accompanists, booster organizations, secretaries or assistants, retired music educators, music instruction programs, support technicians, industry representatives, performing artists, businesses or service organizations

**Nominations:** District Presidents shall submit nomination materials to the IMEA President by May 31st of each year.

**Selection and Presentation:** The recipient shall be selected by a majority vote of the IMEA Executive Board at the Fall Board Meeting. The award shall be presented at the All-State Banquet in January. This award may be presented annually.

**Entry:** Nomination submission should NOT be completed by the nominee. Nomination submission should be concise and type-written to include:

1. Nomination form and photo
2. One-page resume of candidate, including:
   - description and length of service
   - summary of achievements, contributions or services which qualify this candidate
3. Three letters of recommendation from the following:
   a. the person nominating the candidate
   b. another IMEA member with knowledge of this candidate
   c. an administrator

Letters of Recommendation:

1. Keep the letter to one page in length.
2. Describe the nature of the relationship to the nominee (student, colleague, etc.).
3. Support statements with specific examples. Consideration should be given to quality of service, number of years involved, and number of people affected.
4. Factual information is preferred to subjective judgments. If an opinion is expressed, identify it as such and explain the circumstances upon which you base the opinion.
AWARD NOMINATION FORM
Complete One Form for Each Award Nominee

[ ] Music Educator of the Year Award
[ ] Outstanding Young Music Educator
[ ] Distinguished Service Award

IMEA District__________________________________________________________

Name of Nominee_______________________________________________________

Position_________________________________________________________________

Address_________________________________________________________________

City/Zip_________________________________________________________________

Telephone_________________________________________________________________

Nominator______________________________________________________________

Relationship to Nominee________________________________________________

Address_________________________________________________________________

City/Zip_________________________________________________________________

Telephone_________________________________________________________________

Signature_________________________________________________________________

Submission of Nomination and Supporting Materials:
1. Submit only what is asked for in each award category. Please do not provide additional materials. The Board will only consider the required information.
2. Include nomination form for each nominee, indicating the award under consideration.
3. Include a candidate photo.
4. Provide one copy of the materials to the IMEA President by May 31st of each year.
PAST RECIPIENTS
IDAHO MUSIC EDUCATOR OF THE YEAR

1965 CLARENCE MURDOCK 2001 DANIEL BUKVICH
1966 CHARLES L. RATCLIFFE 2002 MELVIN SHELTON
1967 C. FRANCES LONG 2003 WENDY HARTMAN
1968 HENRY J. VON DER HEIDE 2004 PHIL HARTMAN
1969 DOROTHY WAGGONER 2005 KAREN GOODRICH
1970 FARRIS EDGLEY 2006 KELLY CALDWELL
1971 DONALD K. AUWERLE 2007 CURTIS GRIFFITHS
1972 BERT BURDA 2008 RICK HANSON
1973 DEL SLAUGHTER 2009 JON BROWNELL
1974 RON KOFED 2010 LINDA BERG
1975 LORRAINE JOHNSON EARLS 2011 CAMILLE BLACKBURN
1976 BILL SCHINK 2012 STEVE NEWTON
1977 ALAN HALE 2013 JAN EDDINGTON
1978 DON CARLTON 2014 JAY RONK
1979 DALE BALL 2015 JOHN KRACHT
1980 STELLA SUMMY 2016 ROBERT WICKS
1981 JOSEPH A. WILLES, JR. 2017 ROBERT DUNMIRE
1982 ELDON WOOD 2018 TJ ERIKSEN
1983 HOWARD FREEMAN 2019
1984 WILBER D. ELLIOTT
1985 WINIFRED ALLDAFFER
1986 WILMA FRANKOVICH
1987 JOHN TERRIS
1988 WALT ASBE
1989 ALLEN TRIPP
1990 SHARON WARNER
1991 CARSON WONG
1992 TED HADLEY
1993 JEAN TERHARK
1994 JERRY VEVIK
1995 JERRY SHIVELY
1996 JOHN KING
1997 LINDA SCHMIDT
1998 TEDDY SNOW
1999 GALE MAXEY
2000 SUSAN MANN

2017-2018 IMEA EXECUTIVE BOARD MANUAL  Page 92
IMEA PAST RECIPIENTS
OUTSTANDING YOUNG MUSIC EDUCATOR

2018 GARY PAWELKO
2019
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<thead>
<tr>
<th>Year</th>
<th>President</th>
<th>City</th>
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<tr>
<td>1942-44</td>
<td>Archie N. Jones</td>
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<tr>
<td>1944-46</td>
<td>Charles L. Ratcliffe</td>
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<tr>
<td>1946-48</td>
<td>Alva Beecher</td>
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<tr>
<td>1948-50</td>
<td>Jack Snodgrass</td>
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<tr>
<td>1950-52</td>
<td>Ferd Haruda</td>
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<tr>
<td>1952-54</td>
<td>Elwyn Schwartz</td>
<td>Boise</td>
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<tr>
<td>1954-56</td>
<td>Donald K. Aupperle</td>
<td>Moscow</td>
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<tr>
<td>1956-58</td>
<td>Richard R. Smith</td>
<td>Pocatello</td>
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<td>1958-60</td>
<td>Walter Snodgrass</td>
<td>Boise</td>
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<tr>
<td>1960-62</td>
<td>Wesley R. Baker</td>
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<td>1962-66</td>
<td>Henry J. Von der Heide</td>
<td>Boise</td>
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<tr>
<td>1966-68</td>
<td>Ronald Kofoed</td>
<td>Boise</td>
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<td>1968-70</td>
<td>Del Slaughter</td>
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<td>1970-72</td>
<td>Keith Farris</td>
<td>Moscow</td>
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<td>1972-74</td>
<td>Dale Ball</td>
<td>Boise</td>
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<td>1974-76</td>
<td>Don Carlton</td>
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<td>1976-78</td>
<td>Alan Hale</td>
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<td>Joseph A. Willes, Jr.</td>
<td>Moscow</td>
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<td>1980-82</td>
<td>Wilber D. Elliott</td>
<td>Boise</td>
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<td>1982-84</td>
<td>Winifred Alldaffer</td>
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<td>1984-86</td>
<td>Gale E. Maxey</td>
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<td>1986-88</td>
<td>Ted Hadley</td>
<td>Moscow</td>
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<td>1988-90</td>
<td>Alan Stanek</td>
<td>Rexburg</td>
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<td>1990-92</td>
<td>Jerry Shivley</td>
<td>Boise</td>
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<td>1992-94</td>
<td>Terry Stone</td>
<td>Pocatello</td>
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<td>1994-96</td>
<td>Ralph Bennett</td>
<td>Moscow</td>
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<td>1996-98</td>
<td>Susan Mann</td>
<td>Boise</td>
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<td>1998-99</td>
<td>Hollis Pincock</td>
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<td>2000-02</td>
<td>Kelly Caldwell</td>
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<td>Dan North</td>
<td>Coeur d’Alene</td>
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<td>Sam Stone</td>
<td>Boise</td>
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<td>Gary Gemberling</td>
<td>Pocatello</td>
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<td>Camille Blackburn</td>
<td>Nampa</td>
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<td>2010-12</td>
<td>Matt Barkley</td>
<td>Coeur d’Alene</td>
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<td>2012-14</td>
<td>Curtis Griffiths</td>
<td>Nampa</td>
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<td>2014-16</td>
<td>Ron Curtis</td>
<td>Pocatello</td>
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<td>2016-18</td>
<td>Wayne Millett</td>
<td>Nampa / Moscow</td>
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<tr>
<td>2018-20</td>
<td>Kathi Stefani</td>
<td>Rexburg /</td>
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<td>2020-22</td>
<td>Thomas Kloss</td>
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