**COMMISSIONED COMPOSER CHAIR**

Revised 2016

**Bylaws Article VII – Officers, Section 4**: Special duties of officers and elected board positions shall be found on the website.

**General Responsibilities**

1. Work with three different commissioned composers.
2. The past year’s composer whose work has already been premiered at the state level.
3. The current composer (already selected) preparing his/her work to be premiered at the annual OMTA state conference.
4. The nominees for the upcoming year’s Commissioned Composer.
5. Chair the Commissioned Composer Committee.
6. Work with the President-elect to select the members of the Commissioned Composer Committee for the next two-year term.
7. Keep a current list of the OMTA commissioned works in the OMTA archives; and keep lists updated on the website.

**September**

Via email to the OMTA membership and the Commissioned Composer Committee, request nominations for composers.

1. Educate all nominees regarding the MTNA Composer Commissioning Program Rules and Regulations, Composer Guidelines, and the Exhibit A Responsibilities and Rights of a Commissioned Composer.
2. Make nominees aware of the responsibilities involved in premiering the composition at the OMTA state conference, which will be held in late May or early June, approximately one and one-half years after accepting the commission.
3. Deadline for current composers to submit materials, including audio samplings (CD’s, Drop Box, MP3 files) to the Chair: December 1

**November**

Make sure the score and recording of the current year’s commissioned piece (premiered in May/June) is submitted to MTNA to be considered for the *MTNA Distinguished Composer of the Year Award.* (See Commissioned Composer’s contract.)

Deadline for submission to MTNA: December 1

**December**

Send copies of proposed composer nominees’ information and audio samplings to the committee members for review, setting the deadline for voting prior to the winter meeting of the OMTA Board.

**January**

Submit the nominee chosen by the committee to the OMTA Board for approval. (one and one-half years before the performance)

1. Following the Board’s approval, send a contract to the chosen nominee.
2. Inform the remaining nominees of the decision. If there was a close 2nd, that nominee will automatically be reconsidered the following year.

**March**

Ask the composer for a bio, picture, program notes, and names of performers for the conference program book.

1. Send the President-elect and the Webmaster the information from the composer for the conference program book.
2. As soon as available, send the composer the conference schedule showing room and time of the performance.
3. Inform the composer that he/she will receive two complimentary tickets to the meal preceding or following the premier of the work. Additional tickets will not be covered

by OMTA. The composer must make reservations with the Treasurer for the two complimentary meals and any additional meals.

**April 1**

Deadline for composer to submit a copy of the completed work to the Chair.

Upon receipt of the composition, and a minimum of four weeks prior to the premiere performance, notify MTNA to send a check to the OMTA Treasurer.

**May**

Two weeks before the OMTA conference, contact the OMTA Treasurer to be sure the check from MTNA has been received.

If a grand piano is needed, check with the President-elect or Local Conference Chair to make sure one is available.

**State Conference**

Work with composer to make sure the performance goes smoothly.

1. See that equipment is set up for an audio recording of the premiere performance.
2. Introduce the Commissioned Composer at the performance.
3. Present a check for the agreed sum ($1,500 total) to the composer immediately following the premiere.

**June 15**

Contract for the following year’s Commissioned Composer

1. Acquire three copies of the contract from MTNA.
2. Fill in the OMTA portion of the commission ($750) which in turn, is matched by MTNA, and sign all three copies.
3. Send all three copies to the composer, along with a stamped envelope addressed to the OMTA President.
4. Composer signs all three copies and sends them to the OMTA President in the envelope provided.
5. President checks the contract for completeness and accuracy of information; signs all three copies; and forwards them to the MTNA Executive Director. One copy is filed at MTNA headquarters; one is mailed to the composer; and one is returned to the Commissioned Composer Chair to keep on file.
6. Make a copy of the completed contract and send it to the OMTA Treasurer.

Announce the newly selected Commissioned Composer to the membership by email.

\*Check *Policies and Procedures* for more information

\*Expenses incurred by this office may be reimbursed by digitally submitting (via OMTA website) the *OMTA Officer Expense Form* with paid receipts to the OMTA Treasurer.

\*It is the responsibility of each Officer and Chair to keep the list of duties for his office updated. Each time a change is made, email the revised page to the President for distribution to the VP for Communications. Please keep a flash drive of pertinent files to pass on to the next Officer at the end of term.