**MTNA COMPOSITION COORDINATOR**

Revised 2018

* Member of the OMTA Auditions and Competitions Committee
* OMTA organizer and spokesperson for the MTNA Composition Competition
* Arranges the competition which is held in the fall
* Communicates competition information to the OMTA Board through the Vice President for Auditions and Competitions and to the membership through the OMTA Website.
* Guidelines are set-up in the *MTNA Guidelines for Auditions*.

**Before the Competition**

The deadline is set by MTNA, normally midnight of the 2nd Tues. of September. The entries information, score, and MIDI file are all submitted online by the entrants themselves.

1. Secure adjudicators.

2. Examine and verify accuracy of each entrant’s score and MIDI file on the MTNA composition website portal. MTNA rules and guidelines explain all of this and are sent to the Coordinator in late summer.

3. Enter judges’ information into the MTNA composition website portal when requested to do so by the MTNA Composition Chair.

4. Send portal link to judges when requested to do so by the MTNA Composition Chair. This gives them access to the site and information on judging, scoring, deadlines, etc.

**After the rankings have been submitted by the judges:**

1. Select the winners and honorable mentions of each division. MTNA rules and guidelines explain this. They will automatically be entered in the next division. If there is only one entrant in a division, he/she will be designated as a representative (rather than a winner) and will automatically be advanced to the next division.

2. Send results to entrants, VP for Auditions and Competitions, and President. This is done through the website. Instructions are in the MTNA rules and guidelines.

3. Send a report to the OMTA President and Vice President for Communications. It should include the student’s name, division, title of composition, and teacher’s name.

4. Mail certificates, provided by the MTNA Chair, to winners.

5. Winners of each division are invited to have their piece performed at the state conference. Representatives are invited to play if they win one of the next divisions.

Awards: Winners (not representatives) in each state category will have their entry fee refunded. If a student wins at the national level and attends the MTNA conference for the performance of the composition, contact the President to request that the student be awarded a Bell Travel Grant of $350.

SEND TO THE OMTA TREASURER

Have the adjudicators fill out their contract online, using the composition judge’s contract.

Financial reports are sent to the Treasurer within 2 weeks after event.

\*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.