**PRESIDENT-ELECT**

Revised 2018

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**Bylaws Article VII –Officers**

 **Section 1. B.**  The President-elect shall assume all duties of the President in the absence of that officer, shall be responsible for all aspects of the annual OMTA conference, and shall serve on the Finance Committee.

Work with the OMTA President in planning locations for future conferences.

Try to have at least two locales scheduled ahead.

Maintain a digital conference file to include important documents and guidelines for the President-elect as well as duties of committees, calendar, and past forms used from previous years. Work with Local Chair and OMTA Treasurer to create a record of conference expenses, hotel reservations, meal reservations, and conference attendance. Update OMTA Conference Income and Expense Report- detailed. Include feedback (ex. enough food for hospitality?) Conference files should be saved and updated each year. The President-elect will compile the handbook and create new committees or disband old ones, as the present conference requires.

(The 2nd year of term)- The President-elect appoints Committee Chairs in months before taking Office of President. This takes place in consultation with present Chairs and President.

**PRIOR to taking office**

* Attend entire conference observing and making notes. (Incoming President-elect)
* Receive information from outgoing President-elect after reports/files have been collected from state conference. (Incoming President-elect)

**OMTA Conference**

**Contact Guest Artist and Clinicians**. (There may be suggestions from Board Meeting and evaluation forms but it is ultimately your decision). Send invitation letter outlining duties of guest artist and asking for fee. Negotiation of fee and expenses is worked out with the Treasurer and President before contract is sent.

Send follow-up email confirming dates and outline of duties. A more detailed contract will be mailed at the end of the year to be returned by Jan. 15.

Make a rough version of conference schedule. Determine whether IMTF, CFF, Collegiate, Council of Past Presidents, and Council of Young Professionals sessions will be possible.

**Hotel**

Look at meeting and sleeping rooms; consider the following factors to secure a hotel:

Sleeping room rates /Meeting room rates - how many rooms will they block off - deadline block is removed

How many rooms (or nights) must be rented in order to receive lowest possible total for meeting rooms?

How many rooms (or nights) must be rented in order to receive a complimentary suite for OMTA?

If the meeting rooms and sessions are also in the hotel, sometimes fees are not based on number of rooms reserved but rather on the amount of food consumed.

Breakfast included? Amenities provided**?** Cost of parking**?**

Security for exhibits

Reserve suite for President, agreeing to pay if not enough rooms for it to be complimentary.

Reserve a room for Communications Committee to meet with Officers individually. In the past, this was part of a suite.

**Sign contract as soon as possible.**

Give or email copy of contract to Local Chair and OMTA Treasurer. Often there is a Direct Billing Form that the OMTA Treasurer must fill out for the hotel. Inquire of the hotel if that is the case. OMTA does have a debit card.

**August – September**

Work with Local Association/Local Chair and Site Coordinator to determine where next conference is to be held

On-site visit –very helpful to include Past President, President, and Presidential Advisor as well.

Give conference digital files to Local Association President or Local Chair of next year’s conference

Either you or Local Association choose Local Committee Chairs

Each chair should receive

 email .doc outlining duties

 Link to OMTA Website Reimbursement Form

Decide upon a theme for the conference, if desired.

If needed, a professional layout person may also be secured.

**September**

Send to membership via email and website (Sept. 15)-Article about conference, highlight guest artist and pedagogy clinicians

Set deadlines:

* Receipt of commercial and Local Association ads emailed files. May 1, should be the Conference Chair's deadline, so set local date early enough to take care of any ads that are not received so there is time to follow up.
* Receipt of signed exhibit contracts and checks: list for the conference program book to President-elect by May 10, so set local date accordingly
* All Program book material should be received by May 10 in order to compile book and get to printer a minimum of 2 weeks before conference.

**September, October, November**

Compile and edit detailed contract to solicit information to guest artist and clinician(s) about sessions including titles, schedule, technical needs, transportation, meals, reservation, etc. Flash drive received from previous President-elect should have template for contract.

**December**

Send to membership via Constant Contact (Dec. 15):

* Tentative conference schedule
* Short article about conference

Post on Facebook Conference Highlights

Request bios and pictures from: (March 1)

* Guest Artist/Clinicians
* Commissioned Composer
* Session leaders

Correspond with clinicians/guest artist flight arrangements. They generally make their own flight arrangements. It is much easier on everyone if you do this after the conference schedule has been determined. Check schedule of available flights to determine which clinicians must leave early on Saturday to catch last flight. This avoids having to spend (and pay) for an extra night.

Update and mail out contracts to artist and clinician with a deadline of no later than January 15.

**January**

Attend January Board Meeting. Make detailed report on conference.

**February**

A second visit to conference site

Decide on menus and prices

If possible, make arrangements with hotel for online reservations with webpage dedicated to OMTA.

Obtain definite meeting room assignments if possible—may have to be done by email later

Secure a professional printer for program book. (Office Depot is used for all OMTA printing needs, due to MTNA discount provided)

**March**

Conference Call: Send to membership via email and website posting (deadline March 15)

* Condensed conference program
* Pictures and condensed bios of conference performer/clinicians
* Pre-registration form with deadline. Confer with OMTA Communications Committee, keeping in mind date that you need to turn in meal count.
* Hotel reservation form with deadline. Hotel determines this deadline.

Request a letter from MTNA President for conference program book

Request a letter from OMTA President for conference program book

Set up Guidebook App with complete details of conference

Write bios for conference program book

Confer with VP for Membership about members to be honored for 50 year awards. Make sure they are registered, and included as OMTA's guests (including spouse) at the conference banquet.

**April**

Make hotel reservations for clinicians/guest artist and Oklahoma Distinguished Teacher (if coming in from out of town)

Check with Recital Chair concerning recital schedule (approximate timings of each recital)

Compile layout of ads, bios, cover and schedule for having conference book printed. Professional layout person may be used—see August.

Assign members to preside for sessions, meals and recitals. Preference should be given to present Officers in the state organization. Share presider guidelines (turn off cell phones, etc.) and pertinent info for that particular conference.Assign members to give *Moment of Silence* to honor deceased members, and *Moment of Reflection and Thankfulness* at appropriate events.

Begin finding students to play in conference master classes.

**May**

Take or email info to printer as close to May 10 as possible. Deadlines for layout person and printer sometimes make it impossible to include the recital programs in the program book.

Ask a member to make nametags based on information from the Communications Committee.

Ask a member to hand out programs at all recitals OR use music stands.

* OMTA/MTNA/Senior Performance/Marilyn Witcher Junior Honor/and Composition Winners Recital
* Guest Artist Recital
* Commissioned Composer notes to be printed, if not included in conference program book
* Senior Audition Winners Recital -obtained from Recital Chair

Prepare a Conference Evaluation

Send the Webmaster the digital conference program to be posted on the OMTA website Conference Archives.

**During the conference**

Email the guidelines for presiders in advance of the conference

Maintain close contact with Local Chair and Committee Chairs

Cover any details or problems that might arise

At the OMTA luncheon introduce and thank Local Conference Chair and ask him/her to introduce the Local Committee Chairs

At the OMTA Membership Business Meeting, introduce the OMTA Board

\*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.