**PRESIDENT-ELECT**

Revised 2022 by Danny Calhoun

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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.

**With establishment of Conference Chair and Committee positions, many of these responsibilities could be delegated. (2022)**

Maintain 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 or Conference 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, President, and Immediate Past President as Chair of Nominating Committee

**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, evaluation forms, or previous President-elect from contact with prospective artists and clinicians from past years, but it is ultimately your decision). Send invitation outlining duties of guest artist and asking for fee. Negotiation of fee and expenses is worked out with the Treasurer and President before a contract would be signed or an agreement established.

Send follow-up email confirming dates, financial agreement, and outline of duties.

Make a rough version of conference schedule. Determine whether IMTF, CFF, Collegiate, Council of Past Presidents, and Faculty Showcase Recital 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 Rooms for:

President

President-Elect

Conference Artist

Conference Clinician

**Sign contract as soon as possible.**

Give or email copy of contract to Conference 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, Site Coordinator, and President to determine where next conference is to be held.

On-site visit –very helpful to include some combination of Past President, President, Presidential Advisor, Conference Chair and Site Host as well.

Give information and any applicable digital files to Conference Chair or Site Host for next year’s conference

You and the Conference Chair with input from others will choose the 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 for the booklet 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.
* **These dates could be adjusted earlier as needed (2022)**

**September, October, November**

Get information from guest artist and clinician(s) about sessions including titles, schedule, technical needs, transportation, meals, reservation, etc. Depending on the situation and the artist/clinician, some of this could happen in the spring.

**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)

**This needs to be done relatively early for Conference Artist and Clinician for inclusion on website.**

* 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.

**Make confirmation contact with artist and clinician before January Board Meeting.**

**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)

**Communicate with all clinicians and presenters to inquire about the technical needs for their sessions**

**Communicate with the venue technical department or company servicing the hotel to make these arrangements.**

**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

Write or obtain 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. This has traditionally been the President.

Begin finding students to play in conference master classes. **This could be delegated, and could also be done earlier.**

**The deadline for a discounted hotel rate for the conference will typically be at the beginning of May. Send out reminder email to membership towards the end of April.**

**May**

**Work with Webmaster to send out several emails to membership with reminders for registration deadlines and promotion of the conference.**

**Submit information to Treasurer to obtain checks to have at the conference to give to Artist and Clinician.**

Take or email info to printer or delegate to someone in time to meet print deadlines. **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.

* Guest Artist Recital
* Commissioned Composer notes to be printed, if not included in conference program book
* Student Winners Recital -obtained from Recital Chair

**Do whatever else needs to be done at the conference!**

You could 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 Conference Chair, Site Host, and Hotel and venue contacts

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. Keep as much detailed information, reports, and files to pass on the the next President-elect.