VICE PRESIDENT FOR AUDITIONS & COMPETITIONS

Revised 2022

# Article VII –Officers

 **Section 1.** **D**. The Vice President for Auditions/Competitions shall be responsible for oversight of Association business pertaining to Student Auditions and Competitions and shall chair the Auditions and Competitions Committee.

**General Responsibilities**

* chair an auditions and competitions meeting in January prior to the Winter Board Meeting and prior to the state conference. This officer may call committee meetings as needed and may call for a vote via email should one be necessary.
* be open and alert to needs of any member concerning auditions and competitions. Communicate with coordinators and chairs of all OMTA competitions/auditions to give direction and advice.
* one month prior to each competition or audition, communicate with the Coordinator or Chair to make sure he/she is current with the responsibilities of the job listed on the website.

**Auditions and competitions under the auspices of this office include:**

OMTA Composition Festival
MTNA Composition Competition

OMTA Junior Competitions

OMTA Collegiate/MTNA Performance Competitions
OMTA Senior/OMTA Marilyn Witcher Jr. Honor Competitions

OMTA District and State E-Achievement Auditions
OMTA District and OMTA State Achievement Auditions

An Active Member who pays dues after June 30 is required to pay a one-time late fee of $50 to OMTA before entering students in competitions and auditions. It is important to remind coordinators of competitions that they must verify this before accepting a registration for a competition.

Non-members may enter OMTA competitions (not festivals or auditions) by paying a fee of $120.

Remind the Coordinators that financial reports need to be sent to the Treasurer within 2 weeks after an event.

# June/July

1. Send a copy of the auditions and competitions meeting minutes to the committee after the spring meeting and put a copy in the permanent files.
2. Send out a Constant Contact email with all auditions and competitions updates that were voted on at the last auditions meeting.
3. Make any applicable changes to the Policies and Procedures document after the meeting so it will be current for the coming year.
4. Ask Chairs and Coordinators to submit their confirmed dates and information to the Webmaster by July 31st.
5. Update *Audition and Competition Chair Guidelines* for all audition and competitions and send to the Webmaster (every two years on even years). Make sure that the coordinators of the Junior Competitions, Senior Competitions, MTNA/OMTA Competitions, Composition Competitions, E-Achievement Auditions, and District/State Achievement Auditions also update their guidelines. Check the links on the website once the documents have been updated.
6. Make sure that all website updates are received by the deadline specified by the Webmaster. Double-check your committee members’ website updates for accuracy.
7. Remind coordinators as needed that they should request a CSV file instead of using the individual email form submissions to collect registrations.

# August

1. Ask Webmaster to send a constant contact to notify the membership once all updates have been completed on the website.

# September/October

1. One month prior to each competition or audition, communicate with the Coordinator or Chair to make sure she/he is current with the responsibilities of the job listed on the website.
2. Check in with Composition Festival/ MTNA Composition Competition Chair.
3. Check in with MTNA/OMTA Competition Chair.

# November/December

1. Collect and maintain reports from OMTA/MTNA Performance Competition Chair and OMTA/MTNA Composition Chair.
2. Have chairs send fall winner names to the Webmaster so they may be posted on the website.
3. Check to make sure all reports are in the permanent files (cloud or external hard drive).
4. Make check requests for all OMTA Collegiate Competitions, MTNA Performance Competitions, MTNA Composition Competition, and MTNA Chamber Music Competition state winners.
5. MTNA Competition winners receive a refund of the entry fees as their cash prize. Current entry fees can be found on the MTNA website or the OMTA Policies and Procedures. Requests include student’s name, address, competition won, and amount of the entry fee.
6. Also make check requests for winners of OMTA Collegiate Competitions. Each winner receives $100.
7. All winner check requests go to the OMTA treasurer submitted via online form. You may attach a word or excel file outlining the check request.
8. Check on status of theory tests and remind Theory Chair in November of upcoming Dec. 15th deadline for tests to be submitted to the Communications Committee.
9. Schedule January Auditions and Competitions Meeting. Send out a request for reports and agenda items. For this meeting, you will only need written reports from the fall competition chairs. Spring audition chairs may give short verbal reports about upcoming dates/competition information. Let the finance committee know of any items that will need their vote and invite them to the Auditions and Competitions meeting if possible.

**January/February**

* 1. Prepare reports for OMTA Executive Committee and OMTA Board Meetings.
	2. Prepare Agenda for Auditions and Competitions Meeting and send to committee about a week before the meeting.
	3. Find someone to take minutes at the Auditions and Competitions Meeting.

# Communicate with chairs for the Junior and Sr. Competitions and check on schedules.

 5. Communication with the State Achievement Chair will be ongoing during the spring

 semester due to the size and nature of these events.  6. Since conference recital times have probably not been scheduled yet, you can send a save
 the-date email to all fall competition winners asking them to hold conference weekend
 open on their calendars.

# March/April

1. Request checks after national conference for MTNA National Competitions competitors who have received travel grants. If students need the money sooner, it must be brought to the committee on a case-by-case basis.
2. Confirm all repertoire eligible for the James M. Breckenridge Award that has been submitted by teachers from the District or State Achievement Auditions. Repertoire must be from the Baroque, Classical, Romantic and Contemporary periods and the composers must be approved. Use MTNA composer classification or Jane Magrath’s book as a guide. Teachers must submit three state critiques and the district critique for the final year. If a teacher forgets to submit the forms by the deadline, they may submit four state sheets the next year.
3. It’s ideal to start work on the Breckenridge Award as the email forms begin coming in. You can request the CSV file on the deadline to confirm the entries you’ve collected.
4. Submit a list of Breckenridge Award recipients to the State Achievement Auditions Coordinator, who will order the award plaques given at the State Achievement Auditions. The State Auditions chair will also send a notification letter to each recipient.
5. Submit the Breckenridge recipient list to the webmaster for posting on the website. Make sure the list is formatted in a word doc exactly the way it should appear on the website.
6. After all spring competitions have concluded, request awards for spring competition winners and submit to the treasurer via online form. Competition award amounts can be found in the Policies and Procedures document.
7. Once the conference recital dates and times have been scheduled and the remaining competitions have been completed, send the recital participant form to winners of all competitions for the entire year (including fall winners as well). It is best to have these returned by early May so that the programs can be created and be sent back to teachers and students for confirmation and proofing. Marji Fint is the current person who formats these programs. The conference planning committee will have the programs professionally printed.
8. Secure several people to help you run and organize the conference recitals or delegate this responsibility completely.

# May

1. Assist with OMTA State Achievement Auditions as needed
2. Contact all audition Chairs or appropriate Coordinator for audition and entry deadline dates for the following fiscal year.
3. MTNA Composition Competition State Coordinator
4. OMTA Composition Festival Coordinator
5. MTNA Performance/OMTA Collegiate Competition Coordinator
6. OMTA Junior Competition Coordinator
7. OMTA Senior Competitions Chairs
8. OMTA Senior Competition Finalist Coordinator
9. OMTA E-Achievement Coordinator
10. OMTA District Audition Coordinator
11. OMTA State Achievement Coordinator
12. Ask applicable coordinators to submit reports for the upcoming Auditions and Competitions meeting approximately two weeks in advance of the meeting.
13. Find someone to take minutes at the Auditions and Competitions Meeting.
14. Prepare reports for OMTA Executive Committee and OMTA Board Meetings.
15. Prepare agenda for OMTA Auditions and Competitions Committee Meeting.
16. At the spring auditions meeting, remind coordinators that their website changes are due by July 31st. It usually works best for them to send these to the Auditions and Competitions Chair first for a final edit and then the Auditions and Competitions Chair can send them on to the Webmaster.

\*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.