**COMMISSIONED COMPOSER CHAIR**

**Revised 2022**

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)

Following the Board’s approval, contract with the composer by following these steps:

1. Visit the MTNA Commissioning Portal website to execute the contract for the following year’s Commissioned Composer <https://members.mtna.org/MTNACommissioning/Default.aspx>
2. Input e-mail address on file with MTNA and your member number. THIS IS NOT THE SAME PASSWORD AS THE NEW MTNA WEBSITE!
3. Select year on left side of page.
4. Input composer information. Initially, you will not upload the score/audio.
5. Click “Save” then “Logout.”
6. MTNA will send an electronic contract to all parties for electronic signature.

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, request a check from MTNA to be sent to the OMTA Treasurer by following these steps:

1. Visit the MTNA Commissioning Portal website to request a check for the Commissioned Composer <https://members.mtna.org/MTNACommissioning/Default.aspx>
2. Input e-mail address on file with MTNA and your member number. THIS IS NOT THE SAME PASSWORD AS THE NEW MTNA WEBSITE!
3. Click “Request Check From National” on the left side. (This step can also be done at a separate time by logging into the Commissioning Portal.)
4. Select the commissioning year.
5. Verify the information on the screen is correct.
6. If the information is not correct, select the appropriate commissioning year and edit the information.
7. Update the Information and click “Save” at the top of the page. Then click “Request Check from National” again.
8. If the information is correct, click “Yes” and “Submit.”
9. The page will verify that the check request was sent to MTNA.
10. Logout.

**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**

Once composer has delivered copies of the score and audio recording (mp3 file) (1 set anonymous/1 set with name) to the state, they need to be uploaded.

1. Visit the MTNA Commissioning Portal website to upload scores and recordings to MTNA of the Commissioned Composition <https://members.mtna.org/MTNACommissioning/Default.aspx>
2. Input e-mail address on file with MTNA and your member number. THIS IS NOT THE SAME PASSWORD AS THE NEW MTNA WEBSITE!
3. Select the commissioning year on the left side.
4. Select Score to upload.
5. Select audio file to upload.
6. After both sets of the score and audio files have been selected, click “Save” at the top of the page.
7. When “Save” is clicked, the screen verifies the upload is happening.
8. Click “Logout.”

\*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 pertinent files on a cloud drive or flash drive to pass on to the next Officer at the end of term.