



MISSION STATEMENT

The purpose of this association is to:

- Further the art of music;
- Promote the professional growth and development of its members by providing programs that encourage and support teaching, performance, composition, and research;
- Provide ongoing performance and education opportunities for students of its membership;
- Promote and support music and music education in the community;
- Promote public awareness of the value of music education for all individuals.

RMTA is a 501(c)(3) non-profit educational corporation.

RMTA JOB DESCRIPTIONS AND POLICIES/PROCEDURES

Revised 2021 and Adopted June 2021 / Revised May 2022

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EXECUTIVE BOARD GENERAL STATEMENT OF PURPOSE

As a whole, the Executive Board is responsible for:

- Ensuring that RMTA is abiding by its general purpose and mission;
- Establishing annual event and meeting details;
- Making activity recommendations for members and their students;
- Regular communication with the membership and with the community at large;
- Meet a minimum of twice a year as a group.

EXECUTIVE BOARD INDIVIDUAL JOB DESCRIPTIONS

President: In general, the President becomes the primary communications portal and point of contact for the membership. Tasks include...

- Calendar: In consultation with the Administrator(s), establish EB and General Membership (GM) meetings, event dates, times, locations, prepare agendas.
- Events: Identify location site coordinator(s) for events and provide Administrator with contact information. Decide who will be the primary contact between the site and RMTA. Secure Certificate of Liability if necessary.
- Communications Point Person: Communication with MTNA, PMTA, local music community.
- Request the Certificate of Liability Insurance from MTNA to cover meeting dates.
- Membership Newsletters: Usually a monthly letter sent via email and postal mailed to members without email.
- Website: Keep website content accurate and current in collaboration with Website Content Manager.
- Community: Serve on RMF Scholarship Committee.
- Refer to Bylaws Article IV, Section 4.
- Skills required: Word processing, manipulation of spread sheets, email.

Secretary: In general, the Secretary is the record-keeper and assists the President as requested. Tasks include...

- Meeting records: Record minutes of all meetings whether in-person, virtual or via email, and transcribe into official records. Prepare minutes of previous meeting for review at upcoming meeting of EB or GM.
 - To save time at meetings, the President will forward minutes to the membership with the meeting notice and ask that they review prior to meeting. Then all that's needed is a call for any edits.
- Communications: Assist President with any required communications as needed including monthly newsletters.
- Refer to Bylaws Article IV, Section 4.
- Skills required: Word processing.

Treasurer: In general, the Treasurer is the guardian of finances. Tasks include...

- Financial reports: Prepare report for all meetings, and end of year report of income and expenses.
- Financial guidance: Make financial recommendations as necessary.
- Clearances: Obtain and maintain record of clearances for members, judges, clinicians for all events involving students.
- Bank accounts: Manage bank accounts.
- Dues: Manage dues payments from MTNA; download dues report and prepare teacher referral list.
- Records/Tax Forms: With the President files annual tax forms including IRS Form 990EZ, 1099NEC if necessary, updates state and federal non-profit status, renews MTNA 501c3 as requested.
- Refer to Bylaws Article IV, Section 4.
- Skills required: Word processing, familiarity with spread sheets, downloading documents, banking skills, preparing financial reports.

Past President:

- Will serve as mentor and advisor to officers and chairs as needed.
- Refer to Bylaws Article IV, Section 4.

Stuff to do and know when taking President's position

These items can be done by the President or delegated to one of the officers.

Notify PMTA (info@pamusicteachers.org) of new officers, and contact info for website (your name, email and phone number).

Notify MTNA Membership Chair of new officers, and contact info for website (your name, email and phone number)

Legal/tax forms: (in correspondence with the Treasurer)

- Tax return: RMTA must file a 990-EZ e-card annually by April 15.
- 501c3 status: Must occasionally be renewed. MTNA will notify you when that is due and what needs to be done.
- PA Sales Tax Exemption: #75-449-384. Must occasionally be renewed. PA Department of Labor will inform you when.
- Non-profit status: Renewed periodically by the state. They'll inform you when
- IRS Form 1099-NEC: Must be filed if an Administrator receives over \$600 annually.

First meeting with your new Executive Board and Administrators – June

- Plan calendar of events; discuss new initiatives, events, etc; review viability of continuing past events (i.e. is the interest still there)
- Establish dates, deadlines, locations
- Generally, there are two membership meetings a year (Sept and May); but more can be added if there is a desire.
- The occasional Sharing Session is popular, especially if paired with lunch.
- Remind officers to update documents and other info for website
- Create a letter to the membership to say "Hi" and post on website.
- Decide whether the dues amount will remain the same or be increased for the next fiscal year. (MTNA must be notified by Dec 31 of any increase for the next fiscal year.)

Once events are planned and confirmed:

- Create a calendar of events
 - Send to web chair to post on website and for download.
 - Mail to those few members who do not have email.
- Create Membership List w/help of Treasurer
 - Email a pdf version to membership
 - Postal mail to those members who do not have email

Membership items

- Send welcome letter to new members.
- By end of August follow up with unpaid members. Remind them that DSPF participation is contingent upon RMTA receiving dues confirmation by August 31.

Communications

- Most communications are done by email. Be sure to mail hard copies to members without emails. First one of year is done in August to promote September general meeting. Thereafter, they are generally sent after an event, or as needed if an event needs to be promoted.

Website

- All edits, changes, deletions should be sent to Website Content Manager. This includes page content, revised documents. (Documents should be revised by the event chair or the Executive Board.)

Meeting Protocol

The purpose of an agenda is to keep business meetings short, orderly and on track without any disruption. Helps participants plan ahead of time, provides a clear list of items to be discussed and provides a sense of direction for the meeting. If discussion wanders, President should get meeting back on track.

- President - Call the meeting to order. Take roll call. (Secretary is taking notes.)
- Secretary -- Reads the minutes. Ask for any changes or corrections. If none, minutes are approved as read. (Vote not necessary)
- Treasurer's report. Ask for any questions. If none, report is filed as read. (Vote not necessary)
- Old Business -- summary reports on any items previously discussed at any time.
- New Business -- presentation of new ideas, events, etc. A "Motion" is needed if the new event requires funding, changes in procedure/bylaws, requires a vote. See below for details.
- Any new items to be discussed.
- Meeting adjourned.

General Protocol for Making a Motion.

- Any active member can make a motion. A motion is made by stating -- "I move that we"
- President acknowledges and states: " (name) made a motion to.... Do we have a 'second?'"
- President states: " (name) has seconded the motion. Is there any discussion?"
- If no discussion, President calls for a vote by a show of hands in favor/against. If majority favors, motion is passed. If not in favor, motion is rejected and you move on. If the motion has changed, it should be restated, seconded, discussed, voted on.
- Only one motion can be discussed at a time. If no decision is reached, the motion is tabled.
- A quorum as defined by the Bylaws is required to make any motions and vote.
- Refer to Robert's Rules of Order for guidance.

ORGANIZATIONAL POLICIES AND PROCEDURES

STUDENT RECITAL POLICIES

- GENERAL REQUIREMENTS:
 - All participating students must be studying with an Active RMTA member for no less than six months prior to recital date.
 - It is assumed all instrumentalists and vocalists will supply their own accompanist and page turner.
 - The same piece by the same student may not be played on more than one RMTA program.
 - Recitals are approximately one hour in duration.
- COMMUNITY RECITALS NOT ASSOCIATED WITH A FESTIVAL.
 - Entry deadlines are always on the Tuesday noon prior to the recital date.
 - Memorization note required, but encouraged.
 - All recital registrations must be ~~in writing~~ online and will include the following information: student name, age, length of study, instrument or voice, complete title of selection and composer, accompanist, is a music stand required, piano lid up or down.
 - No phone registrations will be accepted.
 - If a program of at least 35 minutes cannot be guaranteed, the event will be canceled and teachers will be notified within 48 hours of the registration deadline.
 - Should two students be prepared to play the same selection, the teacher who has registered first may use the piece.
 - Repertoire is not restricted – use of arrangements, jazz, sacred, rock tunes allowed. Arrangements are allowed for piano ensemble selections.
 - Teachers may submit three students per recital. (No time limit.) If you have more students ready, call the Chair to check time availability. If there is sufficient registration, a second program will be scheduled on the same day.
- HONORS & SHOWCASE FESTIVAL RECITALS
 - Memorization is required for solo pianists and vocalists. Instrumentalists and organists may use music. Performance requirements are determined by the particular event. Refer to those records.

MEETINGS POLICY

- Executive Board (EB) meetings will occur at the convenience of the elected officers. See calendar for specific dates.
- General Membership (GM) Meetings will be announced by email and on the website. A General Membership/Social will begin 10:00 am; the scheduled workshop/clinic will begin at 10:30 am unless otherwise stated.

ANNUAL DUES POLICY

- ANNUAL DUES: MTNA/PMTA/RMTA dues must be paid by August 31 of any given year in order for member information to be included in any RMTA publications or membership lists.
- Dues amounts for the next year will be announced to the GM by the EB in January of each year.
- The Treasurer will inform the state and national membership chairs of any changes in local association dues amounts.

EXPENDITURE GUIDELINES

- GENERAL:
 - Requests by an RMTA member for reimbursement of expenses must be submitted in writing using the Reimbursement Request Form available from the Treasurer.
 - If the Treasurer has questions concerning any item submitted for reimbursement, they should consult the EB for guidance.
 - The RMTA membership will be informed of all community donations approved by the EB.
- CONFERENCES:
 - If funds allow, RMTA will reimburse an officer or member (who would represent RMTA at the state LA meeting) to attend the annual PMTA State Conference and/or the MTNA National Conference.
 - State Conference - Half the registration fee plus two night's lodging
 - National Conference – Half the registration fee plus two night's lodging
 - One conference per fiscal year.
 - The request should be submitted and pre-approved by the EB at least 90 days prior to the event. Motion required.
- DONATIONS/SPONSORSHIPS:
 - Community requests for advertising or sponsorship will be reviewed and approved/rejected by the EC. Motion required.
- RMTA EVENT EXPENSES:
 - All event expenses are to be reimbursed upon receipt by the Treasurer. No pre-approval required, but do inform EB and Treasurer of the expense before proceeding. Motion NOT required.
 - Event Coordinator will provide an itemized list with receipts. Items may include certificates, copies, award ribbons or pins, replacement toner cartridges, etc. Motion NOT required.

STUDENT SCHOLARSHIPS:

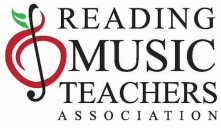
- Student Scholarship application process and auditions are now managed by the Reading Musical Foundation. Check their website for dates and deadlines.

ETHICAL CONCERNS PROCEDURE

Should a written report of UNETHICAL CONDUCT on the part of any RMTA member be received from any source, the President will appoint a committee of three to investigate and resolve the matter. This committee will be appointed within one week of receipt of any written complaint; will consist of an officer from the EB who will serve as Chairperson, and two members at large; will inform the member whose standards have been questioned of the report and ask that they meet with the committee; will act as mediator to resolve the issue; will give a written summary of its findings to the EB as expediently as possible. All meetings and minutes of the Professional Standards committee will be closed unless disclosure is requested by the member whose standards have been questioned.

TEACHER REFERRAL LIST – aka “Find a Teacher”

- Twice a year, the President should remind the membership to review and update their information on the website list as needed.
- Updating the list will be done by the Website Content Manager
- This list includes only those teachers who want to be on the list. Some elect not to be included.



Reimbursement Request

Date: _____

Requesting
Individual: _____

Event: _____

Check payable to: _____

Mail check to: _____

	For <i>(description)</i>	Amount	Add'l info, if any
Receipts attached:	_____	\$ _____	_____
	_____	\$ _____	_____
	_____	\$ _____	_____
	_____	\$ _____	_____
	_____	\$ _____	_____
	_____	\$ _____	_____
	_____	\$ _____	_____
	_____	\$ _____	_____

Total due \$ _____

Check # _____

Mailed _____

Treasurer's signature: _____

RMTA CRIMINAL RECORD/CHILD ABUSE CLEARANCE POLICY

Drafted April 30, 2014

The Reading Music Teachers Association requires all members, clinicians, adjudicators or volunteers with access to children under the age of 18 in RMTA programs to provide clearances for Pennsylvania Criminal Record Check and Pennsylvania Child Abuse History Clearance for the primary purpose of safe-guarding children in our care. Such programs include but are not limited to:

- Dorothy Sutton Performance Festival
- Student Recitals and Workshops
- Spring Performance Festival

RMTA members who participate in any student event must provide a copy of each clearance one month prior to the event. Clearances may not be older than five (5) years. The documentation will remain in effect as long as the member is actively involved on an annual basis. If the member does not participate for a year, renewal documentation will be requested.

For adjudicators, clinicians and volunteers, a copy of each clearance must be provided prior to engagement. Clearances may not be older than five (5) years. RMTA will keep clearances on file for five years before requesting renewals.

Required Clearances:

Pennsylvania State Police Request for Criminal Record Check
Submit online at: <https://epatch.state.pa.us>

Pennsylvania Child Abuse History Clearance
Form enclosed – no online submission (14 days needed for reply)
\$10 Money Order Needed
Purpose of clearance: Employment with a significant likelihood of regular contact with children

Must submit to:
Childline and Abuse Registry
Department of Public Welfare
PO Box 8170
Harrisburg, PA 17105

Send clearances to the RMTA Secretary

EVENTS COORDINATOR

GENERAL OVERVIEW

Event Coordinator (EC): (Paid position beginning June 2022 only as funds permit)

Events Coordinator will assist with administrative duties for any events.

- After dates and locations are decided upon by the EC, the Events Coordinator will:
 - Prepare all documents and general event content for the website (or give to website manager)
 - Confirm judge's fees with EB; contract judges or clinicians (in writing)
 - Handle event registrations, scheduling, teacher communications and work schedule.
 - Check with Secretary regarding clearances for participating teachers.
 - Appoint an Event Chair to work with Location Site Coordinator regarding opening, closing, room usage, etc.
 - Print all required forms for the event day.
 - Prepare recital registration and programs.
 - Coordinate delivery/pick up of paperwork.
 - Prepare any after event reports as necessary.
- EC will NOT be on site for the events.
- It will be the EC's choice whether to hold a virtual student events.
- Specifics of DSPF and Spring Festival are with the respective files.
- If the membership or EB wants to hold other events (i.e. Composition Contest, Essay Contest, etc) the Events Coordinator will assist with management, but will not Chair the event.
- **Must know: word processing, spreadsheet, Google docs/forms/drive/slideshow, YouTube video.**

EVENTS COORDINATOR JOB DESCRIPTION - DSPF

ONLINE REGISTRATION FORMS:

- All found in the RMTA Google Docs/Drive. Account access... Username/readingmusicteachers2020@gmail.com. Password/Festival20. Must be updated yearly.

THREE POSSIBLE OPTIONS FOR HOLDING DSPF:

1. Performance and Theory on site.
2. Performance on site and Theory Testing in the teacher studios. Teachers will bring completed tests for grading on-site
3. Performance virtual and Theory Testing in teacher studios. Teachers will grade and submit results to the Event Coordinator.

JUNE

- At June Board meeting discuss dates and locations. Get Board approval for honorariums - \$60/hour. Look up previous event honorariums for reference.
- Discuss any changes to procedure.
- President will contact facility and reserve dates and times.
- SEND TO WCM:
 - Dates/location on website. Give 2 weeks from registration deadline to event.
 - Revised Student Info and Teacher Info documents and any other documents with dates.

JULY/AUGUST

- Contact the judges with date, location, honorarium.
- IMPORTANT: Send note to teachers to advise of intent to participate and provide an estimate of participation. This note goes to the entire membership. NOTE: We need at least 30 minutes of performance time per instrument to run that room.
- Remind teachers they're bringing their own lunches, but still need volunteers for water, morning/afternoon snacks for judges.
- Update website and registration forms to reflect whether event is in person or virtual.

SEPTEMBER

- 1st - One last note to entire membership regarding participation.
 - Request the Certificate of Liability Insurance from MTNA.
 - Note to Site Contact Person with Certificate and site requirements
- DAY OF REGISTRATION DEADLINE (SEE "SPECIFIC INSTRUCTIONS" BELOW...)
- Within 3 days of registration close, prepare student schedule.
 - Email to teachers: Student schedule, "Student Notice," Teacher Work Schedule, request for food.
 - Send to web manager to post on website.
 - Reminder to judges with details and report times for orientation. Get lunch requests for judges.
- BEFORE THE EVENT WEEKEND...
- Request checks from treasurer. Ask Treasurer to write thank you notes.
 - Copy/organize theory tests.
 - If theory tests are done in the studios, email copies of the test and answer sheets to the teachers.
 - Create lists: for registration, theory room, administration, wall signs, judge's folders, teacher envelope
 - Sort comment sheets into judge's folders along with judge's guidelines, extra blank comment sheets
 - If virtual: create online comment sheet for judges.
 - Create slideshow to send to judges.
 - Create an envelope for each teacher w/list on front with student name.
 - Order judges' lunches

EVENING OF EVENT

- Prepare recital programs as teachers send you info.
- Make a determination as to whether it's one or two recitals and get that posted on website.
- SEND TO WCM: P and recital times.
- Sort awards/medals.
- Assign recital host jobs

IMMEDIATELY AFTER

- Prepare and email state report.

DSPF SPECIFIC INSTRUCTIONS FOR IN PERSON EVENT...

- AFTER REGISTRATION IS CLOSED, DOWNLOAD THE MASTER CSV FILE FROM GOOGLE DOCS. FROM THE MASTER LIST:
 - MAKE A DUPLICATE OF THIS MASTER in the event you mess up.
 - Add a column for room numbers and performance time and start assigning times.
 - You'll sort/copy/paste/add/delete info from this list into your other lists.
- FROM THE MASTER LIST, CREATE THESE LISTS...
- Front desk registration – Alphabetical by student last name; teacher last name, room, time
 - Theory room – Alphabetical by student last name; test level, teacher last name
 - Administration - Alphabetical by student last name, includes student name, teacher name, time, room, theory test level (in other words....everything)
 - Theory Room – Alphabetical by student last name, includes theory test level, adjudication time, room
 - Judges/Monitors/Room lists – Sorted by time (ONLY include time, student name)
 - Teacher Envelope: Alphabetical first by teacher last name then by student last name w/ 2 check boxes labeled 'score sheet' and 'test'

SCHEDULING IN GENERAL:

- Piano runs two rooms 9am to about 2pm
- Voice runs one room early AM
- Violin runs one room late AM
- If there is an ensemble, it is scheduling during larger room judge's break.

SCHEDULING TIPS:

- FIRST – Start with those with time requests. Next schedule non-piano room. Then work around those doing multiple instruments, and siblings.
- PIANO: Add 3 minutes between each performance and occasionally add occasional 5 minute buffer. Schedule morning breaks around 10:15 am. Any ensembles will be scheduled in the larger room during the judge's break.
- VOICE/STRINGS: Add 5 minutes between each performance.
- ENSEMBLES: Allow 5 minutes before and 5 minutes after.
- KIDS DOING MORE THAN ONE INSTRUMENT: Allow 20-30 minutes between each instrument.
- SIBLINGS: Easiest to schedule in same room.
- CHECK AND RECHECK times – compare with non-piano room, siblings, original time requests, etc.

SCHEDULING TIPS WILL CHANGE TO ACCOMMODATE COVID RESTRICTIONS – MORE TIME BETWEEN STUDENTS – START EARLIER – END LATER – WIPE DOWN OF KEYBOARDS, BENCHES, ETC.

SAMPLE EMAIL TO POTENTIAL JUDGES

Dear _____

RMTA is in need of a piano judge for our Student Adjucation Festival on Saturday, _____ at _____. (provide mapquest link for Albright)
We generally have about 4-5 hours worth of students participating. The honorarium is \$60 per hour, with lunch and snacks provided. Would you interested and available?

Attached is some information about the event. (attach the 'judges info' sheet). Please contact me with any questions.

Thanks you for your consideration

Name, title

For notes to guitar, violin and vocal judges....

- "we generally have about 60 minutes worth of students participating..."
- Vocalists – 'scheduled late morning'
- String – 'scheduled early afternoon' _____

SAMPLE EMAILS TO ENTIRE MEMBERSHIP – August

These are all subject to change depending on how the festival is handled due to COVID issues.

FIRST EMAIL to teachers in August with general information:

Adjudications Saturday, _____ | Honors Recital(s) Sunday, _____ | Location _____
Enrollment estimates.

Purpose: To inspire musical growth through goal setting, performance and evaluation in a positive and educational environment. This event is open to students of all ages, levels and abilities. Refer to the RMTA website for all forms and complete information.

REGISTRATION DEADLINE: _____ to (event coordinator)

SECOND SAMPLE EMAIL TO ENTIRE MEMBERSHIP – September

One last reminder for a participation estimate if you haven't already done so. Future emails will only go to participating teachers. The event is open to students of all ages, levels and abilities. Estimates so far indicate we'll have at least ____ students to include piano, violin, voice, guitar, string trio, guitar ensemble and a few piano duos. Should be a good day!

A few random notes regarding the Studio Summary Sheet...

- This is an excel file for to submit your final registration. Using this xls file allows me to cut and paste rather than having to retype all the names, hopefully reducing errors on my part. So please do NOT convert to a pdf when emailing it to me.
- Be sure to indicate siblings or any students who need to be scheduled together.
- Please don't make time requests unless absolutely necessary. There are always a few students who MUST go early for whatever reason...just indicate that all that on the sheet. I'll do what I can.

RE adjudication sheets: These can be postal mailed OR emailed to me...whatever you prefer. But the registration check must still be received by deadline.

Remember registration deadline is Noon on Friday, _____. All forms can be found on the RMTA website.

DSPF – SAMPLE LETTER TO SITE CONTACT

Attached is the Certificate of Liability from RMTA for our Student Festival on _____. I assume all is on schedule for that - same space requirements as in the past. Also attached our site requirements, fyi. Contact me with any questions. ATTACH:

Certificate of Liability – download from RMTA website, complete and email to him. Spring Festival Site Requirements

NOTICE TO TEACHERS TO ACCOMPANY TIME SCHEDULE Student times are attached. The ONLY way a student can change times if it's within your studio and if the performance times are very similar. But please discuss with the chair before making the change.

EVENTS COORDINATOR JOB DESCRIPTION – SPRING FESTIVAL

JUNE

- At June Board meeting discuss dates and locations. Get Board approval for honorariums - \$60/hour. Discuss any changes to procedure.
- Contact site and reserve dates and timeframes.
- TO WCM:
 - Post new dates/location on website
 - Revised Student Info and Teacher Info documents and any other documents with dates.

DECEMBER

- Contact the judges with dates, location, honorarium.
- IMPORTANT: Note to entire membership requesting intention to participate and provide an estimate of participation.
- Make sure there are enough ribbons. If not, order more through supplier RibbonsGalore.com. All our previous orders are on file. Get RMTA Credit Card info from Treasurer.

JANUARY

- 1st - One last note to entire membership regarding participation.
- Request the Certificate of Liability Insurance from MTNA.
- Note to site coordinator with Certificate and site requirements
- 31st – announce judges; reminder to participating teachers re scheduling, scales/chords.

FEBRUARY

- 1st - Email participating teachers to remind them of deadline noon on ____.
- Check with Secretary regarding clearances for participating teachers.
- 10th/or after registration is received – Reminder note to judges with details. Get judges' lunch requests. Teachers pack their lunches.
- Request teacher volunteers to bring coffee, water bottles.
- Within 3 days of registration close, prepare student schedule and work schedule to teachers. Include the "Student Notice." Send to web manager to post on website.

MARCH – Before the event weekend, prepare...

- Request checks from treasurer. Write thank you notes.
- Judges folders (comment sheets, room schedule, judge's guidelines, extra blank comment sheets)
- Lists for monitors, registration desk, posting on walls, other signs (see old files)
- Teacher envelopes (instruction sheet for front – see SF file)
- Certificates of Participation for all students (put these in teacher envelopes) (Fall2019 it was decided to eliminate certificates)
- Day before – order lunches for judges

EVENING BEFORE EVENT

- Prepare recital programs
- Make a determination as to whether it's one or two recitals and get that posted on website.
- Prep ribbons
- Post programs and recital times on website.
- Assign recital host jobs

Other random notes to remember...

- This event does include a technique component for instrumentalists. The teacher decides what the student should play. It is understood that the youngest students may not play anything. Coach the students to play their technique first.
- While this event is not as labor intensive as DSPF, your presence would be of great help. If you cannot be there, please give me the name of a parent we could call on if necessary. As with DSPF, a monitor must be in each room with the judge. The monitor CANNOT be the teacher of the performing student....so scheduling becomes a bit of a juggling act.
 - Everything you need is available to download from the website.
 - Participating teachers will supply their own lunch and snacks. Coffee and water will be provided for everyone.
 - Given that our festival is the weekend prior to the RMF Auditions, it will provide a great performance experience for students. So far I have heard from 4 piano teachers, 1 guitar teacher and 1 violin teacher. I must secure judges NOW. If you have not provided an estimate of your studio participation, please do so ASAP.

SPRING FESTIVAL - MORE DETAILED INSTRUCTIONS

CREATE/EDIT ONLINE REGISTRATION FORMS IN GOOGLE DOCS/DRIVE AND POST ON WEBSITE.

WHEN REGISTRATION CLOSES, DOWNLOAD THE MASTER LIST AND FROM THE MASTER LIST:

- MAKE A DUPLICATE OF THE MASTER in the event you mess up
- Add a column for room numbers and performance time and start assigning times.
- You'll sort/copy/paste info from this list into your other lists.
- FROM THE REGISTRATION MASTER LIST, CREATE THESE LISTS...
Student list alphabetical by last name – for front desk and administration
Teacher sort alphabetical first by teacher last name then by student last name - for teacher envelope Judges/Monitors/Room lists – organized by time
Certificate Sort – contains the Student Full names. Use to do a mail merge into your Certificate.

IN GENERAL:

- Piano runs two rooms 9am to about 2pm...usually.
- Voice runs one room early AM
- Violin runs one room late AM
- If there is an ensemble, it is scheduled during judge's morning break in larger room.

SCHEDULING TIPS:

- PIANO: Add 3 minutes between each performance and occasionally add 5 minute buffer. Schedule morning breaks around 10:15 am. Any ensembles will be scheduled in the larger room during the judge's break.
- VOICE/STRINGS: Add 5 minutes between each performance.
- ENSEMBLES: Allow 5 minutes before and 5 minutes after.
- KIDS DOING MORE THAN ONE INSTRUMENT: Allow 20-30 minutes between each instrument.
- SIBLINGS: Easiest to schedule in same room.
- FIRST – Start with those with time requests. Next schedule non-piano room. Then work around those doing multiple instruments, and siblings.
- CHECK AND RECHECK times – compare with non-piano room, siblings, original time requests, etc.

A few random notes regarding the Studio Summary Sheet...

- When figuring performance times, add 1 minute to each to accommodate the technique requirement (if applicable).
- Technique requirement is waived for vocalists and for all ensembles (2 or more).
- Be sure to indicate siblings or any students who need to be scheduled together.
- Please don't make time requests unless absolutely necessary. There are always a few students who MUST go early for whatever reason...just indicate that all that on the sheet. I'll do what I can.
- Using this xls file allows me to cut and paste rather than having to retype all the names, hopefully reducing errors on my part. So please do NOT convert to a pdf when emailing it to me.
- RE adjudication sheets: These can be postal mailed OR emailed to me...whatever you prefer. But the registration check must still be received by deadline.
- Remember registration deadline is Noon on Friday, _____. All forms can be found on the RMTA website. questions.

SPRING FESTIVAL - SAMPLE COMMUNICATIONS

SAMPLE EMAIL TO POTENTIAL JUDGES Dear _____

RMTA is in need of a piano judge for our Spring Festival on Saturday, March __, 20__ at Albright College. (provide mapquest link for Albright) We generally have about 4-5 hours worth of students participating. The honorarium is \$60 per hour, with lunch and snacks provided. Would you interested and available?

Attached is some information about the event. (attach the 'judges info' sheet). Please contact me with any questions.

Thanks,

_____, Festival Chair

For notes to guitar, violin and vocal judges....

- "we generally have about 60 minutes worth of students participating..."
- Vocalists – 'scheduled late morning'
- String – 'scheduled early afternoon' _____

SAMPLE EMAIL TO ENTIRE MEMBERSHIP – November/December

RMTA Spring Festival

Saturday, March 11, 2017 | Adjudications Sunday, March 12, 2017 | Honors Recital(s) Albright College Center for the Arts

Purpose: To inspire musical growth through goal setting, performance and evaluation in a positive and educational environment.

This event is open to students of all ages, levels and abilities. Refer to the RMTA website for all forms and complete information.

REGISTRATION DEADLINE: _____

The Studio Summary Sheet is an xls file which you will download, complete and EMAIL to the chair by deadline. (Similar to DSPF)

SAMPLE EMAIL TO ENTIRE MEMBERSHIP – January

One last reminder for a participation estimate if you haven't already done so. Future emails will only go to participating teachers. The event is open to students of all ages, levels and abilities. Estimates so far indicate we'll have at least 60 students to include piano, violin, voice, guitar, string trio, guitar ensemble and a few piano duos. Should be a good day!

TO SITE COORDINATOR -

Attached is the Certificate of Liability from RMTA for our Spring Festival on _____. I assume all is on schedule for that - same space requirements as in the past. Also attached our site requirements, fyi. Contact me with any questions.

Thanks,

ATTACH:

Certificate of Liability – download from RMTA website, complete and email to him. Spring Festival Site Requirements

NOTICE TO TEACHERS TO ACCOMPANY TIME SCHEDULE

Student times are attached. The ONLY way a student can change times if it's within your studio and if the performance times are very similar. But please discuss with me before making the change.

Be sure your student knows what scale and cadence he/she is playing. It is your decision as to what level of difficulty to play. For the very beginning students, a 5-finger scale is acceptable with or without an abbreviated cadence.

TEACHER/STUDENT WORKSHOPS

*There will be some overlap of jobs with EB, EC and WCM.
You may use the checklist on page 17.*

EXECUTIVE BOARD

At the planning meeting, decide what workshops you want for the year. Determine if any would be eligible for PMTA or MTNA grants. Check those deadlines.

For EB discussion:

- Create a budget for the workshop to include: clinician fee/mileage/accommodations as needed; location fee; flyer printing; food if needed.
- Establish registration fees for members/students and non-members/students.
- Establish a registration deadline.
- Designate a contact person to manage the event on site.
- Decide who will do what job.

President or designated person:

- Create Clinician Contract to confirm everything discussed with them. Letter will be in two parts:
 - Part I: Schedule for the day, location, fee to be paid, is lunch included, are transportation/mileage/accommodations included; whatever other details you agreed on. Sample on Page 17 of this Handbook.
 - Part II: The letter on page 18 of this Handbook.
- Executive Board gives the workshop details to the Website Content Manager to post on the website.
- If students are attending, check with Secretary regarding clearances for participating teachers.
- Confirm food arrangements. Confirm who at the location will be your point contact.
- Day of event: Do you need a program? Do it yourself or send info to Events Coordinator.
- After event: Thank you letters to site person, clinician, food services, etc.

WEBSITE CONTENT MANAGER

- Create a webpage dedicated to this event using the information provided by the EB. It will include an online registration link provided by the Events Coordinator.
- The page can remain up for the year; but remove the registration form.

EVENTS COORDINATOR

- Using Google Forms, create an online registration. Forward the link to the Website Content Manager.
- Create PR flyer – see sample on page 19 of this Handbook -- to email to members, non-members, community organizations, etc. Include a link to the online registration page. Also, postal mail to members with no email.
- At close of registration, download the csv file and forward to the President.
- If needed, create a day-of-event program with info provided by the President.

WORKSHOP CHECKLIST

RMTA Person completing this form: _____

RMTA Person who will serve as day-of-event host: _____

Clinician & Contact info: _____

Workshop title(s): _____

Date & Time: _____

Registration deadline: _____

Location: _____

Point person & contact info: _____

Food: _____

EXPENSES

Clinician honorarium	\$	_____
Clinician other	\$	_____
Location rental	\$	_____
Piano tuning	\$	_____
Refreshments	\$	_____
PR flyers	\$	_____
_____	\$	_____
_____	\$	_____

Check off when completed

- _____ Liability certificate for site
- _____ Obtain check(s) from treasurer (write thank you notes to include)
- _____ Workshop descriptions
- _____ Clinician bio and photo
- _____ Post event: thank you note to site



1 June 2019

Marvin Blickenstaff
3904 Landis Rd.
Collegeville PA 19426

Dear Marvin:

Thank you for agreeing to present a workshop and masterclass for the Reading MTA in August 2019. This letter will confirm the details for the day.

Location: Highlands at Wyomissing Cultural Center
2000 Cambridge Ave., Wyomissing 19610

Morning Workshops:

9:00 am: "Technical Routines for Busy Teachers"

10:30 am: "Performance Practice Made Easy"

Afternoon

1:00 to 3:00 pm: Student Masterclass

Reading MTA has agreed to an honorarium of \$600 for the day. Refreshments and lunch will be provided.

Please let me know if you need anything else. We are looking forward to the event!

Sincerely,
Millie Eben
RMTA President
610-334-4635
mgeben@mac.com.

RMTA is a 501c3 non-profit educational corporation. RMTA is an affiliate of Pennsylvania Music Teachers Association and Music Teachers National Association. Visit www.readingmusicteachers.org for more information.



Dear Guest Artist/Clinician:

The Pennsylvania Music Teachers Association and its local affiliates are following guidelines laid out by the Music Teachers National Association's legal agreement with the Federal Trade Commission. Please read, acknowledge and sign the following agreement in order to accept a speaking engagement with our organization.

With regard to the Presentation, the Presenter agrees to the following:

1. The Presenter warrants that the Presentation is the sole, exclusive and original work of the Presenter, except for such excerpts from copyrighted works as may be included with permission of the copyright holders thereof.
2. The Presenter warrants that the Presentation shall not contain any libelous or slanderous statements or material.
3. The Presenter warrants that the Presentation shall not infringe upon any copyright, trademark, patent, statutory right or proprietary rights of others in any intellectual property or otherwise.
4. The Presenter warrants that no part of the Presentation shall violate any federal or state antitrust or restraint of trade laws and that during the Presentation the Presenter shall not discuss or permit the discussion of unlawful anti-competitive behavior including, but not limited to the following:

- Current prices or hourly rates;
- Current billing policies and procedures;
- What constitutes fair profit margins;
- Plans to increase or decrease prices or hourly rates;
- Agreements to allocate or divide territories or clients;
- Policies regarding vacation time and missed lessons;
- Terms and conditions of sales such as late charges, prompt payment discounts, credit terms;
- Recommendations to members to implement unlawful tying arrangements such as requiring students to purchase sheet music exclusively from the teacher;
- Salaries of music studio employees;
- Complaints about or problems presented by other competitors or suppliers;
- Encouraging others to take retaliatory actions against competitors or suppliers, such as a boycott against a supplier that decided to offer music instructions in competition with members; and
- Efforts to influence suppliers' prices.

____ PRESENTER'S SIGNATURE

____ DATE



Summer Workshop for Piano Teachers!
A Day with Marvin Blickenstaff
 Friday, August 23, 2019

Location: Highlands at Wyomissing Cultural Center
 2000 Cambridge Ave., Wyomissing 19610

Morning Workshops:

9:00 am: "Technical Routines for Busy Teachers"
 10:30 am: "Performance Practice Made Easy"



Afternoon

1:00 to 3:00 pm: Student Masterclass

9:00 am: "Technical Routines for Busy Teachers" - Piano teachers are busy people, and one important facet of our professional lives that is often overlooked is our own practice. When illustrating a passage for a student, we notice that we are not in our best technical shape. This workshop is designed to provide teachers with a varied routine of technical exercises that will help maintain technical skill.

10:30 am: "Performance Practice Made Easy" - Historical research in past decades has provided clear ideas on the correct performance of the music of different style periods. The details are a bit overwhelming, and are not particularly practical for our students. Yet students must know certain accepted performance standards for the different style periods. This workshop enumerates the important performance practices, with an emphasis on the Baroque and Classic periods.



Marvin Blickenstaff is known among piano teachers throughout the country for his teaching, lecturing, performing, and publishing. Currently he maintains a private studio in the Philadelphia area and teaches at The New School for Music Study in Princeton. Blickenstaff is the former Board President of the Frances Clark Center for Keyboard Pedagogy and is on the Executive Planning Committee of the National Conference on Keyboard Pedagogy. In 2007 the on-line journal Piano Pedagogy Forum published tributes to Blickenstaff honoring his contribution to piano teaching in America. Also in 2007 he was named Fellow of the Royal Conservatory of Music in Toronto. He was honored in 2009 with MTNA's highest honor, the MTNA Achievement Award, and was selected in 2013 by the National Conference on Keyboard Pedagogy for its Lifetime Achievement Award.

**EVENT FUNDED IN PART BY GRANTS FROM MUSIC TEACHERS NATIONAL ASSOCIATION
 AND PENNSYLVANIA MUSIC TEACHERS ASSOCIATION.**



REFRESHMENTS/LUNCH: Morning beverages and snacks provided. Lunch provided by the Highlands at a cost of \$20 per person. **RSVP REQUESTED BY AUGUST 12TH!** Bring your cash or checks payable to RMTA to the event.

REGISTER ONLINE AT READINGMUSICTEACHERS.ORG. Or email RMTA at info@readingmusicteachers.org with a note: "Attending and staying for lunch" or... "Attending but no lunch"

Questions? Contact RMTA President Millie Eben at 610-334-4635 or info@readingmusicteachers.org.

RMTA is a 501c3 non-profit educational corporation. RMTA is an affiliate of Pennsylvania Music Teachers Association and Music Teachers National Association. Visit www.readingmusicteachers.org for more information.

WEBSITE CONTENT MANAGER

Website Content Manager: (Paid position beginning June 2022)

- Handle all website content edits, additions, deletions, uploading/removing documents, creating Google forms and posting on website.
- **Must know: WordPress, Google forms**
- Work with Mike Shirk regarding technical issues.

The WCM is NOT responsible for editing documents or creating content. Accurate and confirmed information should be provided so it can merely be uploaded to the website.

WordPress Access

UN: rmta-mgeben

PW: Qmc%YrsuHT2dtqp6

Google Access

UN: readingmta2020@gmail.com

PW: Festival20

Mike Shirk

mike@shirkworx.com

484-798-0788