



**NCMEA**  
**Board Handbook**

**January 2011**

*Second Edition*



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# Purpose of the NCMEA Board, Executive Committee and Finance Committee

## Mission and Purpose as defined by the NCMEA Constitution and Bylaws:

**Mission Statement** from the Constitution: Article 2, Section 1: The mission of the North Carolina Music Educators Association is to promote music as a fundamental component of education and to provide opportunities for life long learning by supporting teachers, students, and communities in developing and fostering excellence in music.

Bylaws: Article 1, Section 6: **The Board of Directors** shall administer the business and educational affairs of the Association, and have the responsibility for its general policies and program of activities, fill vacancies in offices by temporary appointments pending regular elections, and plan and develop effective means of promoting music education by working closely with the districts of NCMEA.

Bylaws: Article 1, Section 7: The **Executive Committee** shall be responsible for the business management and control of funds thereof, fix the time and place of the annual meetings and cooperate with the President in planning the details of such meetings, represent and act for the Board of Directors in the intervals between meetings of that body, provide annually for the complete auditing of the accounts of the Association, conduct an annual review of the Executive Director, supervise all elections to the end that only active and retired members shall cast secret ballots, and be responsible to the Board of Directors for the carrying out of the established policies of the Association.

Bylaws: Article III. Section 1. The **Finance Committee** is charged with preparing and submitting to the Executive Committee a budget for operation of all phases of NCMEA and dealing with any other financial matters not herein specifically assigned.

## General Purposes of Nonprofit Organization Boards

1. Set policy for the organization
2. Serve in a fiduciary capacity for the membership and the general public - manage the finances of the organization in an ethical manner.

## NCMEA Quarterly Full Board Meetings and Finance Committee Meetings

### Activities that take place at most Board Meetings

Reports from officers, committee chairs, district presidents and Executive Director  
Finance Reports

### Special Tasks for Specific Board Meetings

Winter	Leadership training session for new board members Board Committee assignments are made Announce members of the Nominating Committee (odd-numbered years) Accept the Financial Audit Report for previous fiscal year Accept the Audit Letter for previous fiscal year Accept the Tax Return – could be Finance Committee only Discuss the budget formation process for next fiscal year Review Conference Evaluation Summary Review Conference Exhibitor Evaluation Summary
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Spring	Accept the budget for the next fiscal year Approve recipients of awards, scholarships, grants, Honorary Life Member/s, and Hall of Fame Nominating Committee presents slate for Board approval, a minimum of 2 candidates per office is desired (odd-numbered years)
Fall	Review and edit the Conference Program/Schedule
Conference	Conference wrap-up Gather names and contact information for new board members District Presidents change (even numbered districts in even-numbered years, odd in odd-numbered years) Section Chairs change (even-numbered years) Elected Officers change (odd-numbered years) Retiring board members pass information to their successors Photographs of new board members

## **NCMEA Board Policies impacting Board Members**

*See copies of newer policies on pages 8-12 of this document.*

## **NCMEA Budget Process**

- Section Chairs and committee chairs sponsoring conference sessions submit budget requests for the next fiscal year to the Executive Director by February 28 each year.
- Funding proposal for any new initiative should be sent to the Finance Committee Chair and the Executive Director with complete documentation of the proposed budget.
- The NCMEA Executive director uses budget requests received from Section Chairs and other Board Members to create a proposed budget. The Finance Committee reviews the proposed budget prepared by the ED and presents the budget for full board approval.

*See next page for Budget Request Form.*

## **NCMEA Calendar**

- Dates for all NCMEA sponsored events, including application deadlines for student-sponsored events, are sent to the Executive Director by May 31 each year.
- Only events included on the NCMEA Calendar are covered by the NCMEA Insurance policies.

**NCMEA Conference** – See materials at the end of this document, pages 14-23.

## **NCMEA Constitution**

Section Chairs, please review the Section’s Constitution and bylaws, as provided on the NCMEA website, [www.ncmea.net](http://www.ncmea.net). Please provide an updated version with the Section’s approved changes via email attachment to the Executive Director. Please specify exactly where the document should be located, and be sure the document title is accurate.

NCMEA Budget Requests  
Year \_\_\_\_\_

Section/Committee \_\_\_\_\_

**Conference Expenses**

Type of Expense	Conference Budget Request
Audio Visual	
Clinician	
Other – includes transportation & meals for clinicians, plaques, etc.	
Total	

**This information is due no later than February 28.**

Please return to: [rphifer@ncmea.net](mailto:rphifer@ncmea.net)

Reta R. Phifer  
7520 E. Independence Blvd.  
Suite 155  
Charlotte, NC 28227

Please review the appropriate Section Chair job description in the NCMEA Constitution and Bylaws found on the NCMEA Website under About Us.

## NCMEA Deadlines

### □ Budget Request

February 28 Send to Executive Director - Section Chairs and Committee Chairs who plan events for the annual conference submit request for the following year to the Executive Director. The Executive Director will create a budget draft for review by the Finance Committee. The NCMEA budget will be approved at the Spring NCMEA Board Meeting.

### □ Conference Deadlines

June 20 Send to Conference Chair - Completed Excel Spreadsheet (received via email from the Conference Chair) to include information for every conference session, provided by Section/Committee Chair - Meeting Room Requests, Requirements to include audio visual needs, clinician names, session titles and requested times of sessions - all program information submitted to Conference Chair

July 15 Send to Executive Director - Clinician lodging request submitted to the Executive Director. Provide name of clinician, arrival and departure dates for any clinician/s whose expenses are paid by NCMEA headquarters.

August 15 Send to Executive Director - Conference Program Book Information submitted to the Executive Director. Include brief bios and photos of clinicians and performing groups. Photos and bios should be in separate files and labeled with NCMEA Section, and individual's or group's name.

### □ Journal Deadlines

See page 8.

## NCMEA Financial Reporting

**Fiscal Year:** The NCMEA fiscal year runs July 1 - June 30. These dates dictate the schedule for the annual budget and the tax year.

A financial report is required from all NCMEA constituent events for IRS compliance. All student-sponsored event chairs send their completed finance reports to the Executive Director within 45 days following the final day of the event. Please help and encourage compliance. ***Honorariums will be paid only if reports are sent within the 45-day limit.***

End-of-the-Year bank statements (through June 30) are due to the NCMEA Office by July 15.

IRS 1099 forms are based on the calendar year (January – December). Therefore, all district reports must be sent to the Executive Director, with W-9 forms for all persons paid by any facet of NCMEA by December 31 to comply with IRS guidelines.

**North Carolina Charitable Solicitation License:** In 2009 NCMEA filed the initial forms with the State Treasurer's Office to obtain a license to solicit funds to support our organization. NCMEA Office staff will maintain a log of donations/contributions and provide documentation to the donors for IRS purposes. Vendor gifts which support district or state clinics, workshops, etc. will be documented. The license is to be renewed annually.

## **NCMEA Journal – *The North Carolina Music Educator***

Each officer is encouraged to contribute an article for each issue of the journal. Board members should also encourage other NCMEA members to contribute to the journal.

### **Journal Deadlines:**

February 15	Spring journal for mailing on April 20
May 15	Summer/Fall journal for mailing on July 15
August 15	Conference journal for mailing on October 5
December 1	Winter journal for mailing on January 2

### **Submission Guidelines for *The North Carolina Music Educator***

1. Files should be submitted electronically, as an email attachment. Please do not include within the body of an email.
2. Example for subject line of email: “Orchestra Section NCMEA Journal Winter 2011”
3. Please be sure the name of the attached file clearly indicates the title of your submission.
4. Please send as:

Article: MS Word document or Rich Text Format  
Minimal formatting  
Single spacing  
**Please do not use centering, special fonts, text boxes, etc.**

Photo/s: Photo files should be separate from the text file, sent as a JPEG.  
**Do not insert photos or graphics within your article.**

*NOTE: NCMEA is not yet able to use the most recent version of MS Word (the file extension is .docx), so if you use that version, please save as .doc or in Rich Text Format before submitting.*

5. **Articles and correspondence should be sent to the Editor: [carlacopelandburns@hotmail.com](mailto:carlacopelandburns@hotmail.com).** If you have any questions please call Carla Copeland-Burns, Editor, at cell #336.327.5019.
6. After article(s) have been submitted:
  - The Editor will confirm receipt of materials.
  - A checklist, with notes, will be sent via email, about 2 weeks after the deadline.
  - The person who sent materials should double check the list of files to be sure all materials sent to the Editor are included in the checklist.
  - If something is missing, resend to the Editor and let him/her know that the material should be added.

## **NCMEA Reimbursement Rates**

The NCMEA Board sets the reimbursement rates for the entire organization. These rates change on July 1 annually. **See the reimbursement form on page 18 of this document for current NCMEA rates.** Meals should be reimbursed at actual expense rates, unless they exceed the maximum allowed, then the maximum amount is requested. Meal receipts are required.

*Please cash reimbursement checks immediately.*

## **NCMEA Website – [www.ncmea.net](http://www.ncmea.net)**

Section Chairs and Committee Chairs should review their portion of the website on a regular basis and update materials in a timely fashion, by sending changes to the Executive Director.

# **NCMEA Policies Related to IRS Expenditures**

## **Conflict of Interest Policy**

The members of the Board of Directors and the Executive Director of NCMEA shall avoid conflicts of interest and any conduct which may suggest the appearance of impropriety. If a potential conflict of interest arises, the board member or Executive Director must disclose the potential conflict to the Board of Directors. Further, the board member shall exclude himself/herself from any discussion or vote on the matter creating the conflict.

Approved April 26, 2008

### **Further Information on Potential Conflict of Interest**

Conflicts of interest occur whenever a board member or members of a nonprofit organization act in a position of authority (vote) on an issue in which they have financial or other interests. Whenever there is a dual interest, or the appearance of such for any board member, the potential for a conflict of interest exists. Board members could be in conflict of interest if they offer services to the organization on whose board they serve, even if the charge for these services is at or below the market value. Similarly, if a board member contemplates purchasing or leasing property that the organization may wish to purchase, the board member may be placed in a conflict of interest situation.

In cases of potential conflict of interest, board members must act to preserve and enhance public trust in the organization by putting the interests of the organization ahead of all other business and personal interests. In addition to the public's sensitivity to self-dealing, activities that appear to have a conflict of interest can be the basis for lawsuits against the individual board members.

When board members are confronted with an actual or apparent conflict of interest, there are reasonable steps that the organization can take to preserve its integrity. Board members need not be disqualified from boards simply due to conflicts of interest. Perhaps the most important step is for board members to disclose information related to the possibility of dual interests to others on the board. Minimally, the Board Member needs to inform the board of the important facts and details, and must abstain from voting on the transaction. These actions should be recorded in the minutes to document the disclosure.

Each Board Member will receive two copies of the NCMEA Conflict of Interest Statement. The member should sign and return one copy and keep one for his/her own files.

**North Carolina Music Educators Association  
Document Retention Policy**

The NCMEA Document Retention Policy will eliminate accidental or innocent destruction of documents. In addition, it is important for administrative personnel to know the length of time records should be retained to be in compliance.

**The following table provides the minimum requirements.**

<b>Type of Document</b>	<b>Minimum Requirement</b>
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank Reconciliations	3 years **
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes and leases (expired)	7 years
Contracts (still in effect)	Permanently
Correspondence (general)	3 years **
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	3 years **
Deeds, mortgages, and bills of sale	Permanently
Depreciation Schedules	Permanently
Duplicate deposit slips	3 years **
Employment applications	3 years
Expense Analyses/expense distribution schedules	7 years
Year End Financial Statements	Permanently
Insurance Policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports	3 years
Inventories of products, materials, and supplies	7 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws and charter	Permanently
NCMEA Conference Program Books *	Permanently
North Carolina Music Educators Journal *	Permanently
Patents and related Papers	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years

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\* Added for NCMEA

\*\* Changed from 2 to 3 years by NCMEA Board

Approved by the NCMEA Board, April 26, 2008

**North Carolina Music Educators Association  
Financial Policies and Procedures**

**1. ACCOUNTING METHOD**

North Carolina Music Educators Association (NCMEA) shall maintain its books and records on a modified cash basis. The primary deviation from the cash basis will be the recordation and subsequent depreciation of fixed assets with a value of \$500 or greater at time of acquisition.

Proper fund accounting will be utilized when required by specific donors/grantors, or by designation of the NCMEA Board.

**2. CASH MANAGEMENT POLICY**

Operating balances shall be maintained at a minimum of one (1) month and a maximum of three (3) months average expenditures (excluding those related to the annual conference). During the period of receipts and disbursements for the annual conference, exceptions to this policy will be necessary. Checking account balances shall be at the lowest level that facilitates easy day to day transaction handling, and minimizes bank charges. Any excess funds shall be maintained in an interest bearing money market account.

All funds shall be maintained in accounts and certificates of deposit at FDIC / FSLIC / NCUA insured institutions. Any funds on deposit at one institution shall not exceed the maximum allowed to be fully insured (\$100,000).

The Executive Director shall be responsible for managing the operating balances in compliance with the policy.

**3. CASH RECEIPTS**

All cash receipts (including cash, checks, and credit card payments) shall be promptly recorded on the books of NCMEA and deposited to a NCMEA depository account. Checks will be restrictively endorsed at the time of receipt.

**4. CASH DISBURSEMENTS**

All cash disbursements will be approved by the Executive Director with the exception of payments to the Executive Director, or payments and reimbursements made for his/her benefit. All disbursements will be from the primary disbursement account at RBC Centura.

No checks will be made payable to cash.

**5. PAYROLL PROCESSING**

The Finance Committee Chair will communicate any adjustments in compensation for the Executive Director directly with the payroll processor.

**6. ACQUISITION OF FIXED ASSETS**

Acquisition of any fixed asset with a cost in excess of \$500 requires prior approval by the Finance Committee.

All fixed assets with a value of \$500 or more will be recorded on the financial books of NCMEA and depreciated over their remaining useful lives.

Depreciation expense will be recorded annually in June on all fixed assets on the books as of June 15 of that year.

## **7. INSURANCE**

NCMEA will maintain adequate insurance coverage at all times. This would include, but not be limited to, workers compensation insurance, replacement value insurance on its property, appropriate general liability insurance, and officer's and director's liability insurance.

## **8. MAINTENANCE OF W-9 FORMS**

Current W-9 forms will be maintained on all persons for whom NCMEA will potentially have to file a 1099.

## **9. GOVERNMENT REPORTING**

The Executive Director shall be responsible for seeing that all required reporting to government agencies is done on both an accurate and timely basis. This would include, but not be limited to, required reports to federal and state taxing authorities, various employee/contractor reporting requirements, and solicitation licensing, if appropriate.

## **10. RECONCILIATION OF DEPOSITORY ACCOUNTS**

Reconciliation of all depository accounts will be done promptly each month by the Executive Director.

## **11. FINANCIAL STATEMENTS**

Financial Statements are to be prepared monthly in a timely fashion and presented to a board member or their designee for review. The statements are to be concise, comprehensible, and all inclusive. Actual financial performance is to be compared to a previously approved budget.

At each board meeting the Executive Director will present copies of both the profit & loss statement (including comparisons to budget) and balance sheet to the Finance Committee and the Board of Directors. These presentations will include a brief discussion of variances from budget and any other matters that are appropriate.

## **12. INTERNAL REVIEW OF BOOKS AND RECORDS**

Each month, a board member or his/her designee will review current financial information to include, but not be limited to, bank reconciliations, paid bills, monthly financial statements, and federal and state withholding reports with the review documented by initialing the bank statement and reconciliations and monthly financial review report. This report is forwarded to the President and the Finance Committee Chair. The Finance Committee Chair will report outcomes to the Finance Committee.

## **13. EXTERNAL REVIEW OF BOOKS AND RECORDS**

Each year the Board of Directors will decide the level of review of the financial records to be performed by an independent outside resource. Results of any outside review will be fully shared and discussed with the Finance Committee and Board of Directors on a timely basis.

## **14. POLICY APPROVAL AND MODIFICATION**

The Financial Policies and Procedures of NCMEA shall be reviewed and approved by the Finance Committee on an annual basis. Any changes or modifications shall be submitted to the NCMEA Board for approval.

Approved by the NCMEA Board, April 26, 2008

**North Carolina Music Educators Association  
Whistleblower Policy**

**Reporting Responsibility**

It is the responsibility of all NCMEA directors, officers and employees to comply with the NCMEA Policies and Procedures and to report violations or suspected violations in accordance with this Whistleblower Policy.

**No Retaliation**

No director, officer or employee who in good faith reports a violation of the NCMEA Policies and Procedures shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Organization prior to seeking resolution outside the Organization.

**Accounting and Auditing Matters**

The Finance Committee of the Board of Directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Finance Committee chair shall immediately notify the Finance Committee of any such complaint and work with the committee until the matter is resolved.

**Acting in Good Faith**

Anyone filing a complaint concerning a violation or suspected violation of the NCMEA Policies and Procedures must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the NCMEA Policies and Procedures. Any allegations that prove to be unsubstantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

**Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Approved by the NCMEA Board, April 26, 2008

## NCMEA Conference

□ **NCMEA Conference Meeting Room Request, Requirements and Program Information**

The Conference Chair needs completed information for every session/event/reception planned for the conference. The deadline for submitting information is June 20. The Conference Chair will send each Board Member an Excel spreadsheet via email to complete for this purpose.

- Room Set-ups – See the separate room set-up descriptions, page 15 of this document. Provide diagrams to assist the conference chair and the hotel and convention staff.
- Please order needed equipment, but avoid over-ordering.
- Be aware that NCMEA will be billed for all AV equipment used for sessions. The NCMEA bookkeeper will then assess each Section for their AV bills.
- Avoid moving equipment and chairs in rooms or from room to room.
- Please schedule specific times for the section to visit the exhibit hall. Include more than a single one-hour block to visit the exhibits.

### Conference Audio-Visual Costs within Twin City Quarter

Equipment	Cost per Order/Day	20% Service Charge	Total
AC Cord	\$ 20.00	\$ 4.00	\$ 24.00
Bring Your Own Projector Package	\$ 125.00	\$ 25.00	\$ 150.00
DVD/VCR	\$ 70.00	\$ 14.00	\$ 84.00
Easel	\$ 15.00	\$ 3.00	\$ 18.00
Microphones			
Wireless/Lavaliere	\$ 125.00	\$ 25.00	\$ 150.00
Mic on Stand	\$ 35.00	\$ 7.00	\$ 42.00
4 Channel Monaural Mixer	\$ 40.00	\$ 8.00	\$ 48.00
Monitor & Cart	\$ 120.00	\$ 24.00	\$ 144.00
Overhead Projector	\$ 40.00	\$ 8.00	\$ 48.00
Power AV Cart	\$ 45.00	\$ 9.00	\$ 54.00
Power Strip	\$ 10.00	\$ 2.00	\$ 12.00
Tripod Screens, 8 ft.	\$ 60.00	\$ 12.00	\$ 72.00
White Board, Large	\$ 50.00	\$ 10.00	\$ 60.00

□ **Clinician Fees - Payment and Reimbursement**

- Clinician Payment - **NCMEA members are not paid to present conference sessions.** Members may be paid if they are conducting multi-day events such as all-state or honors groups.
- Clearly establish what NCMEA (section/committee) will pay for and include in the conference budget. Be sure you know what sponsor/s are contributing - clinician fee, transportation (including flight, mileage, parking), lodging, and meals.
- The NCMEA Board establishes reimbursement rates for mileage, meals and lodging. These rates provide the maximum amount that is to be reimbursed.

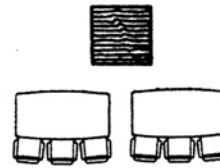
□ **Clinician/Conductor Agreement Form** – See form in *NCMEA Student Event Financial Guidelines and Forms, page 16-17* . Please have clinicians complete a clinician agreement form (*now a 2-page document*) and a W-9 form when they are engaged, prior to the conference.

□ **Reimbursement/Request for Payment Form** – See page 19 of this document.

- **Session Handouts** – Conference clinicians provide their own handouts. Should they run out, the clinician is responsible for providing handouts following the conference for those who sign up for copies.
- **Clinician Housing** – Request for clinician housing, if not provided by a sponsor, is sent to the Executive Director, by July 15. Please provide the name of the clinician, date of arrival and date of departure. The Section’s NCMEA Conference budget should include the expense for clinician’s lodging.
- **Conference Performance Application** – See page 20. *An application for performing at the annual conference can be found on the NCMEA website, under Conference.*
- **Conference Performance Application Approval Form** – *See page 21 of this document. Document also on the NCMEA website.*
- **Conference Session Proposal** – Members and non-members may submit conference session proposals. See page 22. *A form is also available on the NCMEA website.*
- **Conference Session Attendance Form** – Section Chairs are responsible for having the person presiding at each session complete the Conference Session Attendance Form. *See form on page 23.*
- **Conference Journal** – Biographies and photos of clinicians and performing groups should be sent, in separate files, to the journal editor and Executive Director.
- **Conference Program Book** – Brief biographies and photos of conference clinicians and performing groups should be sent, in separate files, to the Executive Director. The Executive Director also handles advertising for the Conference Program Book.
- **Conference Honors Groups**
  - Honors group funds are used to pay conductor and accompanist fees and expenses.
  - Honors group funds are used to help defray the Stevens Center rental fees. Currently, each honor group performing in the Stevens Center contributes \$1,400 annually.
- **Passes for Performing Groups**-Exhibit Hall passes are made available for performing groups and their chaperones. Passes will be located in the Conference Registration area for conference performing groups. The Conductor or a designee should request the number of tickets needed.
- **Conductor Pins** –NCMEA provides pins to conductors of conference performing groups. Section Chairs should get pins from the Executive Director to present to each conductor.
- **Unloading Buses or Equipment** – Cones will be out front of Benton Convention Center to enable unloading of equipment/personnel, as needed.
- **Bus Parking** – Buses park in the Farmer’s Market Parking lot on Cherry Street, just past Benton Convention Center.

## Conference Meeting Room Set-Up Reference Guide

Style	Abbreviation	Description	Best Use
Classroom or Schoolroom	C/R or S/R	Row of tables with chairs.	Training seminars with use of writing materials and notebooks.
Conference	C/S	Oval table with chairs around it.	Board Meetings and meetings under 25 people.
Rounds	R	Round tables with chairs around them.	Meal functions or Meetings with small discussion groups.
Theatre	T/S	Rows of chairs.	General sessions, maximum use of meeting space.
Hollow Square	H/S	Square table with chairs around it.	Board meetings and meeting for 30 and under.
Lounge	L	Chairs, small tables, standing space.	Receptions and Hospitality.



Classroom or Schoolroom



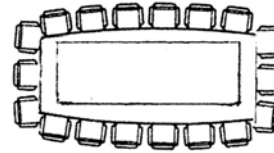
Rounds



Theatre



Conference



Hollow Square



Lounge

Some hotels may vary slightly on abbreviations

**North Carolina Music Educators Association**  
**Accompanist/Adjudicator/Clinician/Conductor Contract/Agreement**

Level: Elementary/High/Middle School	District/State	Event: Clinic, MPA, Conference	Dates
Name of Host/Coordinator		Event Location	
Host Home Phone	Host School Phone	Host School Address	
City, State, Zip			

IN COMPLIANCE WITH PRIOR ARRANGEMENTS, \_\_\_\_\_  
Accompanist/Adjudicator/Clinician/Conductor

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone (    ) \_\_\_\_\_ Business Phone (    ) \_\_\_\_\_ W-9 enclosed: YES \_\_\_\_\_ NO \_\_\_\_\_

Fax Number (    ) \_\_\_\_\_ E-mail Address \_\_\_\_\_@\_\_\_\_\_.

agrees to fulfill duties related to the said position as described above and agrees to adhere to the host's schedule, grants host permission to use his/her name in advertising the event, and agrees to furnish vita and a photograph if requested to do so.

**EVENT DATE/TIME:**

The named event above begins \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_:\_\_\_\_\_ (am) (pm) and extends to  
*Date Year Time*

\_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_:\_\_\_\_\_ (am) (pm) in accordance with a schedule to be furnished by  
*Date Year Time*

by the host.

The **ACCOMPANIST'S / ADJUDICATOR'S / CLINICIAN'S / CONDUCTOR'S HONORARIUM** in the amount of \$ \_\_\_\_\_ per day for a total of \$ \_\_\_\_\_ is payable as soon after departure as permitted by the North Carolina Music Educators Association. Payment may be expected within **TEN** business days of the conclusion of the event.

**EXPENSE REIMBURSEMENT:** Travel and Meals

**Travel:** The North Carolina Music Educators Association shall reimburse travel expenses at the following rates:

- NCMEA does not provide for the use of a rental car.
- Automobile – Round trip travel from your hometown to the event site.
- Mileage @ \$.40 per mile
- Flight – Lowest Coach

Host will meet Accompanist/Adjudicator/Clinician/Conductor at an airport: **YES** or **NO** (circle one)

If traveling by car, the Accompanist/Adjudicator/Clinician/Conductor will be reimbursed at the state rate of: 40 cents per mile.

Total (ROUNDTRIP) miles estimated: \_\_\_\_\_







## NCMEA Conference Performance Application

Performing Ensemble Name \_\_\_\_\_

School Name \_\_\_\_\_

School Address \_\_\_\_\_

Street City State Zip Code

Conductor's Name \_\_\_\_\_ Title \_\_\_\_\_

Conductor's MENC Membership Number \_\_\_\_\_ Membership Expiration Date \_\_\_\_\_

Conductor's Home Address \_\_\_\_\_

Street City State Zip Code

School Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Conductor's Email Address \_\_\_\_\_

Description of Group: Please provide (50 words or less) on a separate sheet. Number of performs \_\_\_\_\_

**A recording to include three compositions must accompany this performance application.** Please list title and composer on separate sheet.

Proposed Performance Repertoire: Please provide on a separate sheet.

Type of Performance Session \_\_\_\_\_ Section Session \_\_\_\_\_ General Session \_\_\_\_\_ Other \_\_\_\_\_

(Section Options: Band, Elementary, Middle School Choral, Jazz, High School Choral, Orchestra)

Preferred day/date/time of performance \_\_\_\_\_

Eligibility: Director/s must be current members of MENC/NCMEA. It is understood that NCMEA will not assume financial responsibility for travel, food, lodging for participants. This application implies that the above-mentioned participants are prepared to travel and perform at the conference if accepted.

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Principal or Administrator's Signature

\_\_\_\_\_  
Date

Send this form to appropriate Section Chair. See the NCMEA web site at [www.ncmea.net](http://www.ncmea.net) (Board of Directors) for name and contact information for the appropriate Section Chairs.

**Deadline: Application must be postmarked on or before March 15 for conference the following November**



## NCMEA Conference Performance Application Approval Form

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

\_\_\_\_\_

Section Chair's Signature

\_\_\_\_\_

Date

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ for an NCMEA Conference General Session

\_\_\_\_\_

NCMEA President's Signature

\_\_\_\_\_

Date

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name, date and time of function at which performance will be given

\_\_\_\_\_

Name of Function

\_\_\_\_\_

Date

\_\_\_\_\_

Time

\_\_\_\_\_

Location



## NCMEA Conference Session Proposal

Name \_\_\_\_\_

MENC/NCMEA Membership # \_\_\_\_\_ Membership Expiration Date \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip Code

Preferred Email Address \_\_\_\_\_

School / Business Name \_\_\_\_\_

Work Address \_\_\_\_\_  
Street City State Zip Code

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Session Title \_\_\_\_\_

Session Description: Please provide a brief session description on a separate sheet (75 word maximum).

National Standards addressed in this session \_\_\_\_\_

Session Sponsor, if applicable \_\_\_\_\_

Check Appropriate Section for Session:

<input type="checkbox"/> Advocacy / Coalition	<input type="checkbox"/> General Music	<input type="checkbox"/> Orchestra
<input type="checkbox"/> Band	<input type="checkbox"/> High School Choral	<input type="checkbox"/> Research
<input type="checkbox"/> Collegiate	<input type="checkbox"/> Jazz Education	<input type="checkbox"/> Teacher Education
<input type="checkbox"/> Elementary	<input type="checkbox"/> Middle School Choral	<input type="checkbox"/> Technology
<input type="checkbox"/> Exceptional Children	<input type="checkbox"/> Multicultural Music	

Type of Session:  Clinic  Panel  Clinic with Demonstration Group\*  Other (please specify)

**\* If you are requesting to use a specific demonstration group, that group must submit a performance audition tape to the appropriate Section Chair.**

Please include a brief biographical paragraph (50-75 words, not a vita).

Equipment: Equipment and room request will be evaluated by the NCMEA Conference Chairman after approval by the appropriate Section Chair. AV equipment is limited.

Eligibility: It is understood that NCMEA will not assume financial responsibilities for travel, food, lodging for NCMEA Member presenters or performing groups. This application implies that the above-mentioned presenter is prepared to travel and present at the conference if accepted.

Send this form to appropriate Section Chair. See the NCMEA web site at [www.ncmea.net](http://www.ncmea.net) (Board of Directors) for name and contact information for Section Chairs and Committee and Commission Chairs.

NCMEA requests that presenters provide their own handouts.

**Deadline: Applications must be postmarked on or before March 15 for conference the following November.**



## 2011 NCMEA Conference Session Attendance Form

Person Presiding at Session – Please complete a separate form for each session.  
Please submit at the Information Table, Conference Session Attendance Form Box  
in Benton Convention Center Lobby before the end of the conference.

NCMEA Section or Committee Sponsor \_\_\_\_\_

Person Presiding \_\_\_\_\_

Session Title \_\_\_\_\_

Clinician/s \_\_\_\_\_

Total Number of Presenters \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Room Location \_\_\_\_\_

Number of Persons Attending the Session \_\_\_\_\_

Circle answers to the following questions:

Was the temperature of the room satisfactory?      Yes      No (too hot / too cold)

Was the capacity of the room satisfactory?      Yes      No (too large / too small)

Was the equipment provided satisfactory?      Yes      No

If no, please provide comments:

Other Comments:

