

1. **Collegiate President.** Duties include (but are not limited to):
 1. Represents the collegiate membership as a voting member of the NCMEA Executive Board of Directors (4 meetings per year);
 2. Plans (in conjunction with the state collegiate advisor) and submits written/oral reports and budgets to the NCMEA Board as requested;
 3. Plans and coordinates collegiate activities at the annual NCMEA Conference;
 4. Plans for and presides at the annual Collegiate Business Meeting, including state collegiate officer elections (in conjunction with the state collegiate advisor and other officers);
 5. Communicates with state collegiate members regarding music education initiatives at the state and national level;
 6. Solicits nominations for state level collegiate officers as needed; and
 7. Serves as Immediate Past President the year following the conclusion of official duties.

2. **Collegiate Vice-President.** Duties include (but are not limited to):
 1. Conduct meetings in the absence of the President;
 2. Serve as conference program co-chairperson with the President;
 3. Assume other responsibilities as assigned by the President;
 4. Assume the office of President in the event that the elected President is unable to complete his/her term of office.

3. **Recording Secretary.** Duties include (but are not limited to):
 1. Record and file all minutes of Collegiate Executive Board meetings and forward copies to the NCMEA Executive Director;
 2. Maintain an accurate roster (available from the national NAFME office) of active state chapters, their elected officers, and advisors;
 3. Secure, as possible, a roster of other state's officers;
 4. Plan, in conjunction with the Corresponding Secretary and state advisor) the reception at the annual Collegiate Business Meeting; and
 5. Assume other responsibilities as assigned by the President.

4. **Corresponding Secretary** Duties include (but are not limited to):
 1. Assist the President as needed with correspondence to local chapters;
 2. Receive applications such as those for state office and Chapter of Excellence awards;
 3. Regularly update the state collegiate social media pages;
 4. Plan, in conjunction with the Corresponding Secretary and state advisor, the reception at the annual Collegiate Business Meeting;
 5. Report student activities to state and national publications as needed; and
 6. Assume other responsibilities as assigned by the President.

5. **Immediate Past-President** (Initially served as Vice-President and then President) Duties include:
 1. Serve in an advisory capacity to the President and an ex-officio member of the Executive Committee.

2. Cast the deciding vote in the case of a tie.
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6. Proposed Role and Responsibilities of the **Advocacy Chair** - The Advocacy Chair will serve as the primary student leader and coordinator for all advocacy-related activities of the NCMEA Collegiate Division. The duties of this position pending approval by majority chapter vote by 9/25/25 are to:
 1. Serve as the principal student liaison to the senior NCMEA Advocacy Committee, working in close partnership with the State Collegiate Advisor to ensure alignment with state-level goals.
 2. Educate the collegiate membership on current local and state policy issues affecting music education.
 3. Plan, organize, and execute specific advocacy events and campaigns, such as Collegiate Advocacy Day, virtual town halls with policymakers, and statewide letter-writing/virtual initiatives.
 4. Develop and disseminate advocacy resources, templates, and training materials specifically tailored for pre-service educators.
 5. Actively track and promote chapter activities related to advocacy, encouraging participation in the Chapter of Excellence Award program.
 6. Provide regular reports on collegiate advocacy efforts to the Collegiate Executive Board and, through the President and State Advisor, to the NCMEA Board of Directors.

Please see the [Governing Documents](#) for additional information on the Constitution, Bylaws, Policies, and Procedures for Collegiate NCMEA.