

University of Colorado
College of Music
Department of Music Education

Collegiate MENC
Officer and Faculty Advisor
Handbook

Chapter 104

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Mission Statement:

The Collegiate Music Educators National Conference (CMENC) is designed to (a) create programs and activities to enrich our musical culture, (b) ensure every student will have access to a balanced, comprehensive, and high-quality program of music instruction, (c) improve the quality of teaching, research and scholarship in music, (d) involve every person of all ages in learning music, and e) to foster the utilization of the most effective pre-service and in-service preparation of music teachers.

The University of Colorado CMENC chapter is a group of dedicated music education students and musicians who are furthering the goals of CMENC on a local level. We provide resources to CU students and local music education programs such as guest speakers, student volunteers, access to the CMEA (Colorado Music Educator's Association) clinic and Conference in Colorado Springs, Colorado every January, and other services.

Officer Roles and Duties:

President:

The president needs to make sure that everything that needs to happen happens (i.e., food for meetings, speakers, Takacs, dues, etc). It isn't necessarily the job of the president to DO these things, but the president needs to delegate responsibility in a clear and efficient manner in order to make sure these things happen.

The president has access to the music education undergraduate list serve and is in contact with the chapter via email making sure everyone is caught up with what is going on. The president consistently maintains contact and open communications with the rest of the officers.

President-elect

The president-elect is in charge of the freshman mentor program. This includes the following steps:

- In the beginning of July contact the music education chair for a list of music education students, including incoming freshman!
- Choose upperclassmen mentors based on how active they are in CMENC and other criteria for distinguished service
- Send this list to the music education chair for approval
- Email all approved, potential mentors asking if they are willing to participate
- Pair mentors with a freshman based on instrument, or instrument group
 - Depending on enrollment, it may be necessary to give a mentor more than one freshman
- Email mentors letting them know who their freshman is and how they can contact them.
- Provide mentors with guidelines on their role as a mentor and what they are expected to do (i.e., attending freshman orientation and inviting their freshman to the barbeque).
 - This should be done at least 2 weeks before school starts!
- Email mentors one week before school reminding them about freshman orientation!
- Attend freshman orientation and make sure all freshmen are paired up with their mentor
- Oversee the mentor program throughout the semester to make sure everyone is doing his or her part

The president-elect is responsible for organizing the September or February meeting at Professor McMurray's house. This includes the following steps:

- In the summer, contact Prof. McMurray to schedule a date for the meeting, his schedule fills up very quickly!
- Work with the treasurer and secretary to make sure all of the food is ordered and the fliers are made and posted
- Get there early to set everything up, make sure the meeting runs smoothly, and stay after to clean up

The president-elect also oversees everything that the president does. It is the responsibility of the president-elect to learn all the roles and jobs of the president in the Fall semester. The president-elect must also be available to assist the president or any other officer if they may need it. The president-elect is the go to person for everyone.

Treasurer

The treasurer collects chapter dues at the first fall meeting. All checks are made out to the University of Colorado. The checks are deposited in an account at the SOFO office. The treasurer is the officer who is solely in charge of the Takacs fundraiser. See listing under events/activities/processes for details regarding running the Takacs fundraiser.

Secretary

The secretary serves as point-person for producing email announcements and reminders. The secretary is also in charge of several organizational duties. The duties include:

- Reserving rooms for monthly meetings
- Producing an agenda for meetings (as necessary)
- Recording minutes during meetings
- Distributing the minutes to officers and the faculty advisor via email
- Maintaining the CMENC posting board
 - Fliers, sign-up sheets, chapter messages
- Posting fliers to announce upcoming events throughout the Imig building

Specialty Representatives

Emphases: General Music, Choral, String, and Band

Each specialty representative supports their respective constituency's interests at CMENC officer meetings. The main duty of the specialty music representative is to serve as a liaison between music education majors with their respective emphasis and the CMENC officers. He/she will brainstorm and communicate meeting topics that will be relevant to students with their respective emphasis. Each specialty representative will work to bring in presenters for meetings with themes relevant to their emphasis. Each specialty representative will also keep their respective constituency informed with important dates and information. The secondary duty of each specialty representative is to help plan and set up meetings. Lastly, each specialty representative will help the other board members with additional duties as needed.

*Concerning the CU Middle School Wind Ensemble, the band representative will take an active role in recruiting teachers and students for the program.

Faculty Advisor

The CMENC faculty advisor oversees all chapter operations. In doing so the chapter advisor will: (a) help individual officers when needed; (b) negotiate conflicts among officers; (c) serve as a voice for the chapter among music education and college of music faculty; (d) communicate student concerns to faculty; (e) attend officer and chapter meetings; (f) supplement officer positions if needed; and (g) serve as a liaison with MENC (e.g., chapter membership, forms, official membership lists).

Events – Activities - Processes:

Outline of the Chapter's Yearly Responsibilities

Summer

- ASAP - Attain list of all incoming freshman
- *August*
 - Several weeks before school starts... President-elect
 - Assign willing and able CMENC members as mentors to freshman
 - Assign by instrument if possible
 - Preliminary list, reminders...
 - Responsibilities
 - Orientation or other place?
 - Week before school begins - Executive Committee Meeting #1
 - Assess state of the budget
 - Decide CU chapter dues
 - Confirm Takacs dates
 - Choose day, time, and place for CMENC fall picnic
 - Arrange for grill, food, drinks, membership forms
 - Tentatively schedule dates, times, topics, and guest speakers for Fall and Spring meetings
 - Delegate executive committee members to contact and book guest speakers by second meeting
 - Orientation - CMENC mentors meet with Freshman

Fall

- *September*
 - McMurray Meeting
 - CMENC registration forms and dues are due
 - Sign-up for fundraiser
 - First week – Picnic, lunch hour
 - Third week – Executive Committee Meeting #2
 - Confirm dates, places, times, and guest speakers for years meetings
 - Update on mentor project
 - ?Design Freshman activity?
- *October*
 - Third week – Executive Committee Meeting #3
 - Begin plans for CMEA conference
 - Attain updated costs – Broadmoor room fee, registration fee
 - Determine one night and two night fees for members
- *November*
 - Prior to Fall Break - Meeting Topic – CMEA – Double Topic
 - Fees due
 - Conference topics of interest to CMENC members
- *December*
 - Possible Executive Committee Meeting
 - Organize fundraiser or interactive event with Middle School Wind Ensemble
 - Room sign-up CMEA
 - Finalize plans for Spring
 - RUN FOR STATE-WIDE CMENC

Spring

- *January*
 - Conference
 - Spring topic dates
 - Booking guest speakers
- *February*
 - Meeting Topic
- *March*
 - Meeting Topic
 - Prime for officer positions in March
- *April*
 - Meeting Topic
 - Elections
- *May*
 - New Executive Committee Meeting #1
 - Assess budget
 - Discuss ideas for summer projects
 - Discuss ideas for collegiate presentation at next CMEA conference
 - President asks McMurray for possible September meeting days and times
 - Confirm McMurray meeting time and day

Financial Elements

The primary source of income for CMENC is derived from chapter dues. We usually add \$5-10 on to state CMENC dues to count for chapter dues. This money goes mainly to food for meetings. Ideally, this money could also be used to pay speakers (\$20-30) for their time. In addition, it would be beneficial to cover CMEA costs even more than we do right now. The secondary source of funding for CMENC is derived from the Takacs fundraiser

SOFO

SOFO is located in the UMC. There need to be at least 2-3 signers to maintain the account (i.e., president, president-elect, treasurer). These are the only people who can deposit or withdraw money from our account. As signers graduate, they need to be taken off the signer list and new signers need to be signed up as soon as they are elected in April.

SOFO takes approximately 5% of the money we deposit for taxes, so it is a good idea to try and avoid using them for our larger movements of money (state dues and CMEA). This will help to avoid the loss of money. They also tend to be very disorganized. Therefore, it is imperative that the CMENC treasurer keep track of chapter finances if at all possible.

What to write checks to

All checks are made payable to University of Colorado. SOFO will send our money to MENC and to CMEA.

Who handles money

It is the responsibility of the signers to handle the money, although it is the treasurer's job to keep track of our big budget items (CMEA and dues).

Policy for spending and reimbursement

Under \$100, cash reimbursement, over \$100, check reimbursement. Food for meetings comes through IN's (SOFO). All the rules for spending are learned at the SOFO workshops at the beginning of each year.

Policy for benefiting from College of Music Funds

This is a work-in-progress. We want chapter members to volunteer their time for the benefit of the chapter to earn this money, but it is hard to enforce. Requiring people to work sometime during a calendar year may be more effective than the current approach.

Takacs Procedures (*Treasurer's Responsibility*)

- Takacs performances occur three times each semester. Three workers are required at each concert. The concert can be divided into shifts (see example sign up sheets are attached).
- In order to CMEA conference costs down, it is each member's job to work one shift at Takacs or bake for one of the concerts (see policy for benefiting from College of Music Funds above).
- At the beginning of the year the treasurer must get the fundraiser approved through SOFO. Go to the SOFO office with all of the Takacs dates and they will tell you where to go and who to talk to get signatures of approval. You need an email approval from environmental, scheduling, and SOFO. After it's approved you give SOFO the dates and they will put a cash box at the front desk that you have to go pick up (you might have to remind them since they tend to forget it sometimes). At the end of each concert you return the cash box to the front desk at the UMC upstairs.

Specific Treasurer Steps Include

- Everything is kept in the locker downstairs #237 and the combo is 34-16-29. Make sure to renew this locker each year thru Glenn.
- Before each concert email all of the workers signed up to remind them when and where to show up.
 - Sunday concerts start at 4:00 and workers report at 3:00. Monday concerts start at 7:30 and report time is 6:30. Meet outside Grusin.
- The Friday before each concert the treasurer must go to the front desk and remind someone to set out the coffee pots.
- Before each concert the treasurer also needs to check what supplies are left from the last concert. Check water, soda, and candy bars, determine if you need to get more.
 - We get all of our supplies at COSTCO because it tends to be cost effective.
- The treasurer may also need to get cookies before each concert.
 - If people are baking for each night than you only need one or two dozen of mixed cookies (it depends on how much people are making).
 - If no one is baking: one box of chocolate chip, one box of oatmeal raisin, and one box of mixed should cover both nights.
 - We sell coffee, candy bars, cookies, tea, water, coke, diet, and sprite. We also have a tip jar and candy/cough drops for people to take, as they need!
 - EVERYTHING IS \$1.00!!
- The treasurer may reimburse their personal expenditure at the concert that night from what is collected.
- The president and president-elect usually help.
- However, each officer has to work one concert and either the treasurer, president, or president-elect must train and help the workers with the cash box and set-up procedure.
- If there aren't enough people to work it's the treasurer's and officers' job to fill in!
 - Good Luck and make lots of money!!

Justification for Takacs

Takacs concessions CMENC fundraiser

CMENC will be providing pre concert and intermission food and drink to the loyal patrons at each Takacs concert. The school of music asked us to start this tradition because this concert's are always sold out (500 people), and people would enjoy refreshments and snacks.

- The concert dates include Sunday (4:00) and Mondays (7:30)
 - 2/11, 2/12, 3/11, 3/12, 4/29, 4/30
 - An officer will be present at each performance with two additional people (sign up). We will arrive 50 minutes prior to the performance to set up. A room has been provided (the conference room) and supplies have also been provided for coffee and hot water.
- Our goal is to provide the patrons with refreshments and snacks.
 - We are planning on selling:
 - Coffee, tea, and bottled water: \$1
 - Bottled soda: \$1.00
 - Brownies and cookies: \$1.00
 - We will also provide cups, napkins, cream, sugar, and stirrers.

CMEA Conference Procedures

There is one event all members are required to attend: the CMENC state meeting where we elect a new state president and discuss what happened that year in each chapter. WE HAVE THE RIGHT TO NOMINATE A STATE PRESIDENT FROM OUR CHAPTER if we have someone who is interested. Other than that, all members are on their own at the conference to come and go as they please.

Outline of CMEA Registration and Room Reservation Process

- ***Role of the College of Music***
 - During third week in October Regina Houck inquires about those who wish to attend
 - Regina Houck reserves 13-14 rooms at the Broadmoor for CMENC members
 - Rooms in 2007 cost \$170 per night
 - With four people in a room cost is \$42.50 a person
 - \$3000 are available from the College of Music
 - The \$3000 goes towards registration fees first and then what is left over is divided among the CMENC members to offset costs of one night's stay
 - CMEA conference registration costs \$30 (2007 figure)
 - CMEA registration due second week in December (approximately)
 - Broadmoor payment due in January
 - Regina Houck puts both, the registration and Broadmoor fees on the College of Music credit card
 - Money from \$3000 College of Music fund and dues collected in SOFA account is used to pay off the College of Music credit card bill

- ***Role of the CMENC leadership***
 - CMENC leadership inquires about what CMENC members will attend the CMEA conference at the November meeting
 - Registration form and CMEA dues due at November meeting
 - Members staying one night will pay \$20 discounted fee (2007 figure)
 - Members staying two nights will pay the \$20 fee plus the full charge for the second night $\$42.50 = \62.50 (2007 figures)
 - Members will decide their room designations at the November meeting
 - Rooms will be occupied by one-night stays or two-night stays only, there will be no shuffling of occupants
 - Non-members planning to go for one night will have to pay the \$30 registration fee plus the full charge for a night's stay $\$42.50 = \72.50
 - Non-members planning to go for two nights will have to pay the \$30 registration fee plus the full charge for two nights' stay $\$85 = \115
 - Due will be paid by check paid to The University of Colorado
 - CMENC leadership will deposit dues in SOFA account
 - SOFA account used in conjunction with \$3000 College of Music to pay CMEA registration and Broadmoor fees
 - Surplus money remains in SOFA account for future CMENC needs and events

Election Procedures

General policies

- The president sends an email out to the chapter asking for people to run for officer positions for the following year
- Student teachers in the Spring of the following school year are not eligible to run for office
- FRESHMAN ARE HIGHLY ENCOURAGED TO RUN!!!!!!!
- All positions are 1-year commitments with the exception of president, which is three semesters (1 semester president-elect, 2 semesters president with term coming due in December)
- All members of CMENC have the power to vote for one candidate in each position
- Candidates who receive a majority vote win their positions
- No one student may hold more than one office at any time
- All officers must be a current member of CMENC as well as the particular emphasis they are representing (if applicable)

What to submit

- People who are interested are asked to write a short paragraph explaining why they want to be an officer and why they are qualified to be an officer

When elections occur

- April: Our final meeting of the year is elections where we vote (blind voting system) on new officers (we need to encourage better turn-out...we tried an end-of-year “party” at noon the last week of school in the UMC and it seemed to work fairly well)
- If a person runs for a position and doesn’t get it, they are allowed to run for a different position (e.g., if a student wants to be president elect and isn’t elected, s/he can also run for specialty representative)
- WE NEED TO FIND A WAY TO ENCOURAGE MORE PEOPLE TO RUN FOR OFFICER POSITIONS, WE ALWAYS HAVE TO GO OUT AND BEG PEOPLE TO BE OFFICERS EVERY YEAR!!!!!!

Role in the CU Middle School Wind Ensemble

The mission of the University of Colorado Middle School Wind Ensemble is to create a positive, reciprocal relationship between highly motivated and qualified CU undergraduate music education majors and young musicians from the surrounding community that reinforces sound educational principles for the development of learners and teachers alike.