

Florida Orchestra Association
DISTRICT OFFICERS MANUAL

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PREFACE

TO DISTRICT OFFICERS

You, as a District Officer, probably have the most difficult and crucial job in the Florida Orchestra Association. The responsibilities are many and varied, the rewards somewhat limited, the frustrations, gripes and complaints are rampant, and quite often your orchestra program can be neglected. However, dozens of other directors have survived, learned, and in most cases, have become stronger professionals and teachers because of their having served in this capacity.

By preparing yourself, preparing your students and parents and involving them in the operation of your program and the District, a broader perspective may be instilled that could bring significant benefits to your program. Carefully select and train your student leadership: they can be invaluable in assisting you and relieving some of the burden throughout the year.

Effective organization is the key. This revised copy of FOA DISTRICT OFFICERS MANUAL is designed to aide you in establishing an orderly, systematic means of meeting your responsibilities as a District Officer.

In it you will find a complete listing of vital information as is possible as this point. Naturally, it will be an evolving document. We will be adding to, altering, or deleting from it as circumstances and needs dictate. Your suggestions will be a determining factor in making this MANUAL a more effective tool.

No tool is useful unless it is used, so I hope this MANUAL will become a familiar and well-used reference for you. I would suggest the following:

1. Take time to read the MANUAL "cover-to-cover" to become familiar with its contents in a general sense.
2. Once a week read the section in the CHRONOLOGICAL LISTING OF RESPONSIBILITIES that refers to the appropriate month. Transfer pertinent information to your calendar and "things-to-do" list on which you plan your activities.
3. Refer often to the respective section pertaining to the activity (AUDITIONS, CONCERT M.P.A., etc.) you are currently planning or in which you are involved.
4. Make notes of items in the MANUAL that are unclear of which need revision, deletion or addition.
5. STAY CURRENT!!! - Particularly with your handling of financial matters. READ AND DIGEST THE FINANCIAL SECTION AND THE FINANCIAL POLICIES included in this Manual. A few minutes spent at the right time can save hours later.
6. Read the preceding sections (FOUR MANAGEMENT RULES FOR ORCHESTRA DIRECTORS and OUTWITTING THE TIME THIEVES) very carefully. By adopting the techniques described, you can save countless hours by making more efficient use of your valuable time.

As a final note, I want to express appreciation to the district officers who made noteworthy contributions to the construction of this MANUAL; Donald Langland, Melissa Castellano, Lisa Hopko, and Kelly Hennessy. I know they spent countless hours in formulating and compiling the materials provided. It is my hope that it will be useful to you.

Kathy Cook, President -- July 2001

Rev: 2018

Job Descriptions

District Chairperson/Treasurer

The District Chairperson is the most important link between the members of the Association and the FOA Executive Board, and vice-versa. The work of this officer is crucial to the effectiveness of the programs and activities of the FOA. District Chairpersons serve a term of not less than two (2) years in this capacity. Therefore, the following is devoted to outlining the general duties of the Chairperson. The District Officers Manual and accompanying sections are not all-inclusive, though an effort has been made to be as comprehensive and thorough as possible.

GENERAL DUTIES AND RESPONSIBILITIES

1. Attends the State Sponsored District Chair Training Session the first year in office if there is not District Secretary elected (Chair-Elect)
2. Provides monthly financial reports to the Executive Director of FOA.
3. Presides at all District meetings.
4. Plans the budget for their District, sets and collects the assessment for the District.
5. Serves as District treasure (unless one is elected or appointed by the District)
6. Plans and administers District Music Performance Assessments (MPA).
7. Represents their District at FOA Executive Board State meetings.
8. Maintains financial records pursuant to FOA and FSMA policies and procedures.
9. Promotes the participation of schools in the activities of the Association, including building membership.
10. Explains and implements board policy in the District, and enforces the rules and regulations of the Association.
11. Is very familiar with the FOA Bylaws and Handbook and with the minutes of Executive Board and General Business meetings.

DISTRICT SECRETARY/CHAIR-ELECT

The District Secretary is also very essential to the effective administration of the FOA District which he or she serves. It is the recommendation by the Executive Board that large Districts elect a District Secretary who serves as Chair-elect for two years, then moves into the District Chairpersons term. The efficient and competent discharge of the duties of this office can help immeasurably in relieving some of the burden placed on the Chairperson. Good communication between all elements of the FOA is most important, and the Secretary has the primary responsibility for maintaining open lines of correspondence. Accurate recording of District meeting minutes is crucial, and it is especially so in the wording of official motions so that the intent of the motion is expressed with precision and fidelity to avoid misunderstanding.

GENERAL DUTIES AND RESPONSIBILITIES

1. Attends the State Sponsored District Chair Training the year before they move into the District Chair position.
2. Attends all District Meetings
3. Assists the Chairperson as needed.
4. Maintains an accurate mailing list of District members and the FOA Executive Board.
5. Promptly distributes all mail-outs to the appropriate persons on the mailing list.
6. Takes accurate and complete minutes at all District meetings.
7. Prepares and distributes the District Bulletins in cooperation with the Chairperson.
8. Assists the Chairperson in scheduling and administering MPA's and other District activities.
9. Substitutes for the Chairperson at District and **State** functions when necessary.
10. Co-signs on District checks. (recommended)
11. Moves into the District Chairpersons position at the end of their two (2) year term.

District Treasurer (Optional)

May be appointed or elected by the District for an indefinite period of time. Some Districts have the outgoing Chairperson serve in the capacity.

Suggested Qualifications:

1. Fundamental organizational skills.
2. Computer literacy using "QuickBooks" program.
3. A desire to relieve the District Chair of the crucial task of keeping accurate financial records.

Suggested Responsibilities:

1. Maintain the District checking account.
2. Receive, deposit and disburse all funds as directed by the District Chair, and in accordance with FOA and FSMA financial policies and regulations.
3. Maintain up-to-date and accurate records regarding receipts, deposits and disbursements.
4. Present financial reports at District Meetings, and other reports found in the FOA District Finances section of this manual at specified times.

SUGGESTIONS FOR DISTRICT APPOINTEES, COMMITTEES OR TASK FORCES

The work of the District Chair has become so extensive and time-consuming that it is time for Districts to form Committees or Task Force, to assist with some of the tasks involved. This can relieve the Chairperson greatly. By getting more District members involved, they will become more aware of the business of the District, and help develop future leadership.

Appointees, Committees or Task Forces to be Considered:

- M.P.A.'s site and equipment (pianos, recording, percussion, stands)
- Auditions site and equipment (recording equipment and microphones)
- Fellowship activities (e.g., beginning-of-year, or year-end picnic or banquet)
- In-service program / District Clinics - (secure someone to present a learning activity and/or a performance at each District meeting.)
- Government/Community Relations - (Establish contact and communications with state and local Arts Education agencies, and keep District members informed and active.)
- Welcoming/Mentoring - (identify new District members and pair them with experienced directors.)
- Benevolence - (identifies tragedies or deaths within the District membership, and conveys that information to the State Benevolence Committee Chair.)

DISTRICT POLICIES

The following lists of items are left up the individual Districts to determine. However, the guidelines set forth in the Bylaws and Handbook as well as deadlines set by the Executive Board will take precedence over individual District wishes (there must be a consistency from District to District within FOA).

- Schedule All-State auditions within the prescribed window
- Present Awards, Plaques, Trophies - Superior - Participation - Concert - Middle/High School
- Schedule orchestras at District Concert M.P.A. following the guidelines in the Handbook
- Schedule Solo & Ensemble District M.P.A.
- Present medals for superior solos, ensembles, and superior/distinction for solos
- Posting or announcing ratings is optional at Concert and/or Solo/Ensemble M.P.A.
- Directors assist at all Concert and/or Solo Ensemble M.P.A.

CHRONOLOGICAL LISTING OF RESPONSIBILITIES

JULY-AUGUST

1. Get all District materials from your predecessor. These should include:
 - Copies of all financial records, including budget from past year and current year.
 - The District Officers Manual (DOM) or check on line at www.myfoa.org
 - Adjudication manual on line at www.myfoa.org
 - Any District equipment (recording, microphones, mic stands, printers, computer)
 - All extra forms (tax exempt, W9, general requisitions and Adjudication payment forms).
 - Previous year District membership list if available
 - Any old records which should be stored in a convenient place where they may be referred to if needed.
(Hold the records for at least the 2 preceding years.)
2. Try to identify any changes in directors at your District schools. Often an email to the school secretary will accomplish this. (See sample - SCHOOL SECRETARY LETTER - DOM)
3. In July, you should receive the following:
 - All State judges required
 - W9's, tax-exempt accounts, and FOA tax-exempt certificate
 - Executive Board phone list
4. Begin to make a list of adjudicators for District MPA (See ADJUDICATORS STATUS CHECKLIST to record responses - DOM).
5. Familiarize yourself with the FOA web site and adjudication contract form.
6. Begin to secure sites for District MPA if not already done, use DISTRICT M.P.A. SITE REQUIREMENT LISTS – for SOLO/ENSEMBLE/CONCERT. (See each respective Section of this Manual). Use “HOST SCHOOL SITE AGREEMENTS” for all functions: (found under each activity in this manual.)
7. Email letters to all directors in the public **and private** schools in your District announcing the first District meeting. (See sample DISTRICT MEMBERS LETTER #1 - DOM)
8. Email letters to the Principals of all the secondary schools in your District. (See DISTRICT PRINCIPALS LETTER - DOM)
9. Prepare for All-State Auditions to be held in September. (See AUDITIONS Section)
10. Meet with the local site chairperson for the All-State Auditions. (See AUDITIONS SITE REQ. LIST)
11. Reconcile your July and August bank statements. Print one copy for your records and send one as a PDF along with a PDF of the current bank statement to the Executive Director, staple the other copy to your bank statement.

Florida Orchestra Association
ADJUDICATORS STATUS CHECKLIST

[illegible]

Adjudication Contracts
are located
on the FOA website
they are in PDF format
you just fill in the blanks
and email it directly to the
adjudicator

SCHOOL SECRETARY EMAIL

(Sample email to District school secretaries at beginning of year)

Florida Orchestra Association

District _____

August _____, 20_____

_____ School Secretary

_____ School

Dear Friend,

As Chairperson of District _____ of the Florida Orchestra Association, I am asking for your assistance in maintaining contact with your school's Orchestra Director. I would be most grateful if you would take a few moments from your busy schedule to write his or her name and your school name on the enclosed self-addressed post card, and return it to me.

Our goal as a professional association is to assist in the professional growth of our members, to improve music education and to provide musical opportunities for all Florida children, therefore we want to include as many schools as possible in our activities. Your Orchestra director is invited to our first District meeting of the year to be held at _____ on _____ at _____.

Please notify him/her of this meeting.

Please accept my gratitude for your consideration and assistance.

Musically yours,

Chairperson, District _____

(school)
(address)
(city/state/zip)
(phone)

DISTRICT MEMBERS EMAIL #1

(This is a sample email to District members at the beginning of the year. Knowing that all applications are on line it would be most helpful to new members to see a copy of each application they will be dealing with during the school year.)

Date

Dear Orchestra Directors:

Just a quick reminder that our upcoming Florida Orchestra Association, District ____ meeting.

insert date
insert time and location

It is very important that we all take ownership in our Professional Organization. At our meeting you will receive a packet of information that will deal with all the FOA events for the upcoming school year. Your packet will include the following:

- FOA/FMEA/NAfME dues form
- All State Applications sample
- All State Audition procedures/map
- Honors Orchestra Application sample
- FOA/FSMA All State parental permission agreement sample
- FOA Calendar of Events and due dates
- Solo & Ensemble M.P.A. Entry Form sample
- Concert M.P.A. Entry Form sample
- Assessment Forms
- District budget
- Adjudicator List for all M.P.A.
- Director Information Sheet

For those of you who are new to District ____ you will be able to network with other directors from this area. For those of you who are “old timers” come renew old acquaintances. I look forward to seeing you all on the date. If you have any question please give me a call, or e-mail me. If you are not sure on how to get to location a map has been enclosed.

See you the date,

Your name, Chairperson

DISTRICT PRINCIPALS EMAIL

(Sample email to District principals at beginning of year)

Florida Orchestra Association
District _____

August _____, 20_____

Dear Principal:

District _____ of the Florida Orchestra Association (FOA) includes schools in the counties of (name counties). Your school orchestra program can actively participate in the many educational and musical opportunities at the District and State level. Our District activities and programs include: M.P.A. for Solos, Ensembles and Orchestras.

State level functions include the All-State Orchestra, Florida Music Educators Clinic/Conference All State Orchestra and M.P.A, and the FOA Fall Conference/Workshop.

The goals of the Florida Orchestra Association and the Florida School Music Association (FSMA) as professional associations are to assist in the professional growth of members, improve music education and provide musical opportunities and activities for all Florida students.

I encourage you to become aware of the FOA and FSMA and understand and appreciate their importance to your director and students. The FOA has been sponsoring music activities in Florida for over 72 years and we believe that our programs are effective, educational and rewarding to those who participate. We cordially invite you to attend any of our meetings or functions at any time.

Your orchestra director should have received notification of our first District meeting of the year to be held at _____ (location) on _____ (day & date) at _____ (time). Please remind your orchestra director of this meeting and encourage him/her to attend.

Please feel free to contact me should you have any questions about the FOA or if I can be of other assistance regarding your orchestra program.

Musically yours,

Chairperson, District _____

(school)
(address)
(city/state/zip)
(phone)

AUGUST/SEPTEMBER

1. Immediately after August 1st you must request your District's summer refund from FSMA. This can be accomplished by emailing the Chief Financial Officer of FSMA and requesting your refund. All requests must be done by August 30th.
2. Get office supplies; following is a suggested list:
 - pencils, pens
 - manila envelopes - 10" x 15"
 - mailing envelopes - #10 letter size
 - mailing labels
 - paper
 - receipt book
 - manila file folders
3. Get a signed copy of the AGREEMENT FOR ADJUDICATORS form from every judge, and a signed copy of the HOST SCHOOL SITE AGREEMENTS for each M.P.A. as soon as possible.
4. Send letters in manual to Orchestra Directors, Principals, and School Secretaries
5. Prepare packets for distribution at your first District meeting. Packets to include:
 - Appropriate sample entry forms for the year
 - Entry Instruction Sheets, with District Assessment Forms (to be used for S & E/ Concert Entries
 - All-State Audition Application sample form
 - 7 - 8 All-State Honors Orchestra Nominations sample forms
 - FOA and FMEA participant sample forms
 - District Directory information forms (see sample D.O.M. Pg. 16)
 - Music title changes form (Solo/Ensemble Pg. 10)
 - Calendar for the school year listing to include: (see DOM Pg. 15 for sample)
 - All-State auditions date and site
 - M.P.A. dates and sites
 - Deadlines for:
 - FOA/FMEA/NAfME dues payment
 - FSMA school dues payment (to FSMA by September 15) **Dues must be paid by this date or your school will not be able to participate in FSMA activities (M.P.A.) for the school year.**
 - All-State Auditions applications deadline
 - Have Member Enrollment Forms on hand for new members, or direct them to www.flmusiced.org
6. Hold the first District meeting. (See sample FIRST MEETING AGENDA - D.O.M. Pg. 13)
7. Have the District Secretary send minutes of the September meeting to all members, prospective members,
8. Include in this mailing all the packets not distributed at the District meeting.
9. Administer All-State Auditions. See ALL-STATE section for details concerning FMEA Clinic Concert Orchestras auditioning procedures.
10. Plan to have a **MOCK ALL-STATE AUDITION** for the first meeting.
11. Announce time, place and date of next meeting.

**Florida Orchestra Association
FIRST MEETING AGENDA
DISTRICT ____**

_____(Day & date)
_____(Location)
_____(Convening Time)

ITEM NO. 1 -- CALL TO ORDER & INTRODUCTORY REMARKS

ITEM NO. 2 -- ROLL CALL, Introduction of New Directors/Guests, ASSIGN MENTORS

ITEM NO. 3 -- READING OF PREVIOUS MINUTES (*NOTE: It is not necessary to have a motion and vote:
"If there are no objections or changes to the previous minutes, they stand approved and distributed."*)

ITEM NO. 4 -- TREASURER'S REPORT

End of Past Year Statement

Proposed Current Year Budget

ITEM NO. 5 -- COMMUNICATIONS, DISTRIBUTION OF PACKETS

ITEM NO. 6 -- UNFINISHED BUSINESS

Any Executive Board proposals from previous Board meetings to be considered
Rules, Policies, Procedure Changes - District and State

ITEM NO. 7 -- COMMITTEE REPORTS

ITEM NO. 8 -- NEW BUSINESS

a. Membership Dues & Enrollment

b. FSMA school dues payment (to FSMA by September 15)

c. All-State Auditions

Site _____

Date _____

DEADLINE: Application forms due to District Chairman by ____ (Forms on line)

Fee: \$ ____ for Audition (per student)

\$ ____ for recording (for professional recording)

\$ ____ TOTAL

Eligibility: 7/8 Grade Orchestra - Senior High Orchestras - grades 9/10, and 11/12

d. Room monitors

e. Schedule for Auditions

f. ASK DIRECTORS TO SCREEN STUDENTS CAREFULLY! Have a **MOCK AUDITION.**

g. 7th & 8th Grade Honors Orchestra Nominations Fee:

\$ _____ per school.(Application Forms on line)

Due date _____ to District Chairman

ITEM NO. 9 -- OTHER M.P.A. DATES & SITES

	<u>Dates</u>	<u>Place</u>
Solo/Ensemble (MS/HS)	_____	_____
Concert (MS/HS)	_____	_____

FINES - **Any application for District or State events postmarked or hand delivered after the stated deadline, but within seven (7) days after the stated deadline, must include a separate check of \$200.00. (Payable to FOA) Any applications submitted after seven (7) days will not be accepted.**

ITEM NO. 10 -- ADJUDICATORS FOR M.P.A.

ITEM NO. 11 -- NOMINATIONS FOR ADJUDICATORS LIST

ITEM NO. 12 -- SUGGESTIONS TO MUSIC COMMITTEE/CLINICS COMMITTEE

ITEM NO. 13 -- PROPOSALS TO EXECUTIVE BOARD

ITEM NO. 14 -- CORRESPONDENCE

ITEM NO. 15 -- GOOD OF THE ASSOCIATION

ITEM NO. 16 -- NEXT DISTRICT MEETING -- DATE & PLACE

ITEM NO. 17 -- ADJOURNMENT

**** PLEASE POST ****

**** PLEASE POST ****

DISTRICT CALENDAR for DISTRICT _____ -- 20____ - _____

- _____ -- District Meeting - Time: _____ Site: _____
- _____ -- **Deadline for FOA/FMEA/ Membership dues. Dues must be paid by the September 10th deadline for students to be considered for All State**
- _____ -- Applications for All-State Auditions DUE to District Chairperson
- _____ -- Honors Orchestra Applications DUE
- _____ -- All-State Auditions - SITE: _____
- _____ -- Deadline for FSMA dues. **Dues must be paid by the due date or your school will not be able to participate in MPA's for the school year.**
Send to: **FSMA, 204 Office Plaza Dr., Tallahassee, 32301**
- _____ -- All State lists published
- _____ -- All State withdrawal date
- _____ -- FMEA Clinic/Conference/All-State
- _____ -- District Meeting - Time: _____ Site: _____
- _____ -- District Concert MPA applications due with assessment
- _____ -- District Solo/Ensemble MPA applications due assessment
- _____ -- District Solo/Ensemble M.P.A.
School: _____ City: _____
- _____ -- District Concert M.P.A. - Middle School
School: _____ City: _____
- _____ -- District Concert M.P.A. - High School
School: _____ City: _____
- _____ -- FOA State Solo & Ensemble M.P.A. Entry Form & Assessment due
- _____ -- FOA State Solo & Ensemble MPA
School: _____ City: _____
- _____ -- FOA State Concert M.P.A. Entry Form & Assessment due
- _____ -- FOA State Concert M.P.A.
School: _____ City: _____
- _____ -- District Meeting – Time: _____ Site: _____

Director Information Sheet

NAME _____ SCHOOL _____

HOME ADDRESS _____ CITY _____ ZIP _____

PHONE # _____ EMAIL _____

NAME _____ SCHOOL _____

HOME ADDRESS _____ CITY _____ ZIP _____

PHONE # _____ EMAIL _____

NAME _____ SCHOOL _____

HOME ADDRESS _____ CITY _____ ZIP _____

PHONE # _____ EMAIL _____

NAME _____ SCHOOL _____

HOME ADDRESS _____ CITY _____ ZIP _____

PHONE # _____ EMAIL _____

NAME _____ SCHOOL _____

HOME ADDRESS _____ CITY _____ ZIP _____

PHONE # _____ EMAIL _____

NAME _____ SCHOOL _____

HOME ADDRESS _____ CITY _____ ZIP _____

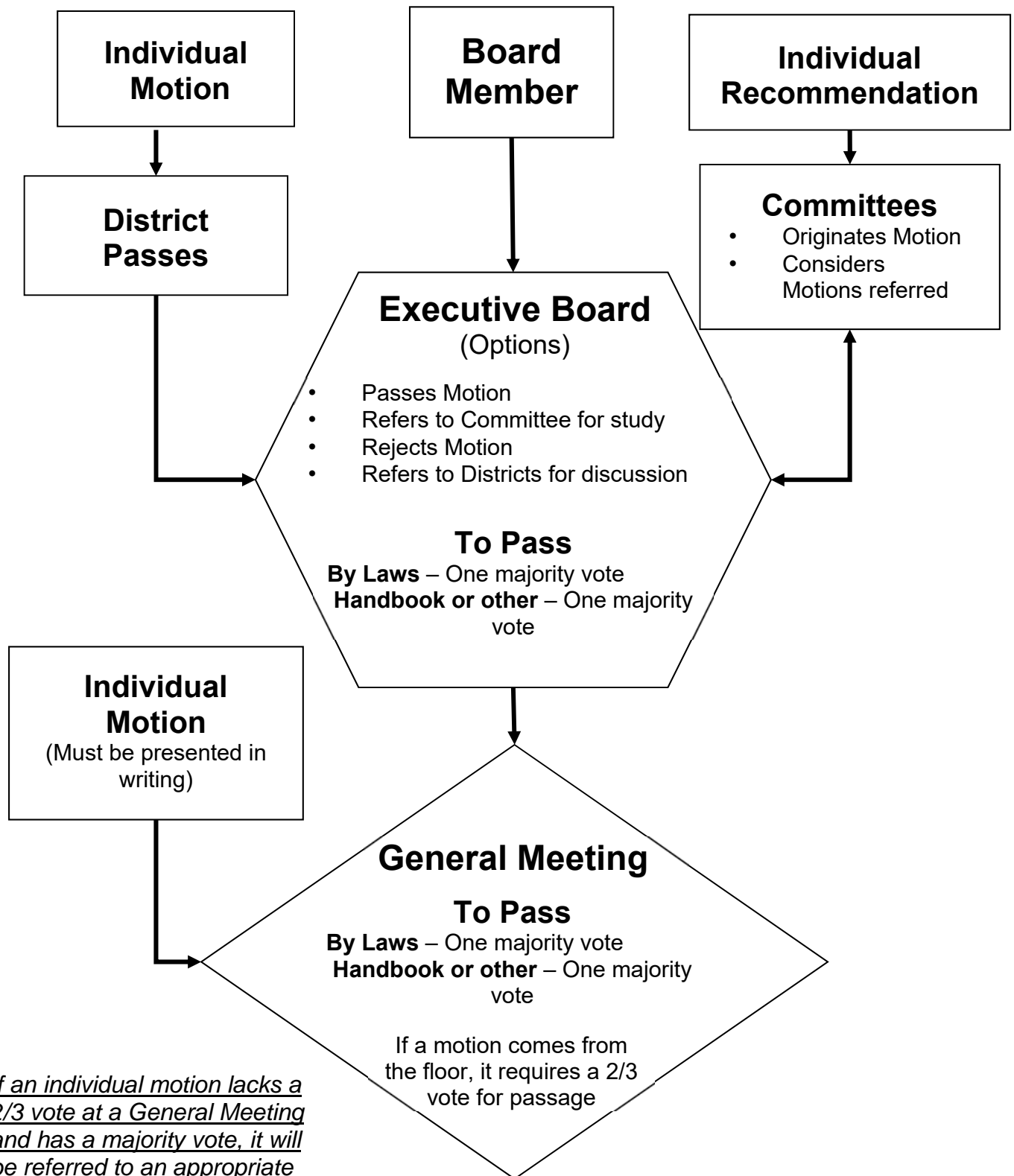
PHONE # _____ EMAIL _____

NAME _____ SCHOOL _____

HOME ADDRESS _____ CITY _____ ZIP _____

PHONE # _____ EMAIL _____

How Motions Become Rules, Regulations, or Policies



OCTOBER

1. Make sure that all receipts from September are stapled to their requisition form.
2. **Reconcile your bank statement when it comes.** Remember to print out one copy of the report and save a PDF. Attach the copy to your bank statement and send the PDF of your report and the bank statement to the Executive Director.
3. Check website for list of schools that have paid FSMA dues. These are the only schools that may participate in District MPA events.
4. Email information letter to adjudicators. (See ADJUDICATOR LETTER #2)
5. Check the FOA web site to see if all your adjudicators for your MPA concert event are on the list. If not, call the FOA Executive Director to determine the course of action needed.
6. Have the District Secretary email out notices of the next District Meeting to **members only**.
7. You should have received all HOST SCHOOL SITE AGREEMENTS for all your MPA's by now.
8. If your District holds Solo & Ensemble MPA in November make sure that you have the District application deadline set and then adhere to it. Remember there is only one deadline for entries, after that deadline there is a \$200.00 fine (for up to seven (7) day late. All fine money should be in the form of a separate check, which you forward to the State office.
9. Make sure if you rent pianos that all is in order with the company you are using. Try to get a signed contract between your District and the Piano rental company.
10. Make hotel reservations for your judges that will be staying overnight. Make sure you take a copy of the tax-exempt certificate with you.
11. Make sure you have medals ordered if your District provides them for superior ratings
12. Plan to visit the site of your upcoming event and meet with the director and possibly the school administrator. Make sure all parties involved know their roll and what is expected of them.
13. **ATTEND THE FALL CONFERENCE!**

ADJUDICATOR EMAIL # 2

(Sample email containing MPA information to send to adjudicators)

(date)

Dear

Just a reminder of the _____ M.P.A. for the Florida Orchestra Association
District _____ on _____. We are looking forward to you being one
of our adjudicators.

Please complete the information request at the bottom of the page and return it to me immediately.

The M.P.A. will be held at _____. There will be a meeting of adjudicators at
_____ (time) in the Festival office. A copy of your adjudication schedule is enclosed.

Lodging accommodations have been made in your name at the

You will be asked to complete an expense voucher during the M.P.A. so a check can be issued prior to your
departure at the end of the M.P.A.

If I can be of any assistance, please feel free to call me at:
_____ (School) or _____ (Home)

Thanks for your willingness to work with us. I will see you on _____.

Sincerely Yours,

NOVEMBER

1. Prepare for your next District meeting if you have one scheduled. (See SECOND MEETING AGENDA)
At the meeting:
 - a. NOMINATE next school year's District Officers, if appropriate.
 - b. Set time, date and place for next meeting.
2. Remind your members to take care of hotel reservations for All State.
3. Review the section of this manual covering Solo & Ensemble MPA if your event is this month. Make sure you have everything ready to go.
4. Make sure that the members who have students selected for All State are aware of the dropout deadline.
5. Reconcile your checking account and print out one report and save a PDF, send the PDF to the Executive Director with your bank statement and attach the other to you bank statement.
6. **If you hold Solo & Ensemble MPA this month make sure you fill out your final SOLO & ENSEMBLE REPORT and submit to FSMA**
7. Forward all filled out W9's along with the yellow copy of the filled-out adjudicator requisitions to the Executive Director. This must be done before your Winter break. Include with this mailing your portion of the State Assessment.

DECEMBER

1. Organize all financial materials: Remember to keep the check that have cleared with that month's bank statement. Double check to make sure you have receipts for all check requisitions, and that each bank statement has the reconciliation report attached, and that you have sent a PDF of your report and bank statement to the Executive Director.
2. Prepare your District Report for the January Board Meeting and forward it to the webmaster.

HAPPY HOLIDAYS!

JANUARY

1. **Attend Executive Board Meeting at January FMEA Clinic/Conference.**
2. Bring any motions to the Board with you (they should also be in your District Report).
3. In early January, email a pre-MPA bulletin to your District. (See SOLO/ENSEMBLE MPA SECTION)
4. At this point, add the SOLO/ENSEMBLE, and Concert adjudicators to your mail list.
5. Make sure you know where and when your sight-reading music will arrive
6. The District Chairperson and District Secretary should meet with the local MPA Host at the MPA site to plan all operations, facilities, personnel, and details of the MPA. Be sure you have received the signed HOST SCHOOL SITE AGREEMENT. (Also see SOLO/ENSEMBLE and CONCERT MPA SECTIONS)
7. See SOLO/ENSEMBLE and CONCERT MPA SECTIONS for other responsibilities.
8. If using audio or video taping at the Concert MPA, secure written contracts.
9. Conduct the January/February meeting of your District, if you have one. (See SECOND MEETING AGENDA)
 - a. ELECT or reappoint next school year's District Officers.
10. Select time & place for April/May meeting at your January/February meeting. Remember your meeting must take place before May 5th of that year.
11. Reconcile your checking account and remember to send PDF report to the Executive Director with your bank statement, and staple the other copy to your bank statement.

SECOND MEETING AGENDA

District _____

_____ (Day & Dates)

_____ (Location)

_____ (Convening Time)

ITEM NO. 1 -- CALL TO ORDER & INTRODUCTORY REMARKS

ITEM NO. 2 -- ROLL CALL & Introduction of Guests

ITEM NO. 3 -- READING OF PREVIOUS MINUTES

ITEM NO. 4 -- TREASURER'S REPORT

Current Status of District Funds

ITEM NO. 5 -- READING OF COMMUNICATIONS

ITEM NO. 6 -- UNFINISHED BUSINESS

Reactions to Board and General meeting minutes

Check on status of mentoring program

ITEM NO. 7 -- COMMITTEE REPORTS

ITEM NO. 8 -- NEW BUSINESS

Collect SOLO/ENSEMBLE MPA entries (if needed)

. Schedule SOLO/ENSEMBLE MPA

Last-minute information

Concert MPA

Date: _____

Site: _____

Scheduling

Programs

Recording

Other Information

ITEM NO. 9 -- STATE MPA DATES & SITES

Remind directors of deadlines for applications and the fines

ITEM NO. 10 -- ELECTION OF OFFICERS (If applicable)

ITEM NO. 11 -- SELECTION OF DISTRICT M.P.A. DATES FOR NEXT SCHOOL YEAR (if possible)

ITEM NO. 12 -- SUGGEST CLINICS FOR FALL WORKSHOP

ITEM NO. 13 -- SUGGEST CLINICIANS FOR ALL-STATE ORCHESTRAS

ITEM NO. 14 -- PROPOSALS TO EXECUTIVE BOARD

ITEM NO. 15 -- GOOD OF THE ASSOCIATION

ITEM NO. 16 -- NEXT DISTRICT MEETING -- DATE & PLACE

ITEM NO. 17 -- ADJOURNMENT

FEBRUARY-MARCH

1. Administer Solo/Ensemble and Concert MPA (See Solo/Ensemble/Concert Sections)
2. Within five (5) days of the conclusion of the event submit your FSMA report.
3. Make sure you reconcile your checking account and print out the reports. Also, make sure that you forward all W9's and the filled out yellow copy of the adjudicator requisitions to the Executive Director along with your portion of the State assessment.

April

1. Administer Middle School MPA, if applicable. Remember to submit your FSMA report with five (5) days. Then send your W9's the yellow copy of the adjudication requisitions, and your State assessment check to the Executive Director.
2. Send out a reminder to your District members about the end of the year meeting.
3. Prepare the final meeting agenda.
4. Reconcile your check book and print out one copy and a PDF of your report. Remember to forward the PDF along with your bank statement to the Executive Director.
5. Quickly review all your financial records from the year. Make sure you have check requisitions and receipts for all the business your District has done.
6. Make sure you have forwarded all fines collected to the FOA State office.
7. Download the END OF THE YEAR REPORTS from the FSMA website so you may begin to organize the information you will need.

MAY

1. Conduct your final District meeting for the year (see attached agenda). Make sure to select a date and time for your next meeting in the Fall, and pick two dates for each MPA the coming year. You will need to be ready for the lottery drawing at the Board meeting.
2. Prepare and send your final District Report to the Webmaster for the Spring Board meeting.
3. Reconcile your May bank statement and then begin the END OF THE YEAR FINANCIAL REPORTS.
4. Email a PDF of your journal, EOY P&L and the FSMA Financial Report to the Executive Director
5. **Attend the May Board meeting**. Bring all your financial records with you to the meeting to turn in.
6. Make sure you have your summer funds check written to FSMA.
7. If a new District Chair is elected plan a meeting time with them so that they may start to get orientated to their new position.
8. Suggest that they also attend the May Board meeting.

JUNE

1. If not all of your checks have cleared Reconcile your final statement for the fiscal year and send a PDF of your report. Email this to the Executive Director ASAP. All financial records need to be in Tallahassee by the 25th of June.
2. File in storage any of the past years document and financial records.
3. Enjoy the summer.

THIRD MEETING AGENDA

DISTRICT _____

_____(Day & Date)

_____(Location)

_____(Convening Time)

ITEM NO. 1 -- CALL TO ORDER & INTRODUCTORY REMARKS

ITEM NO. 2 -- ROLL CALL & Introduction of New Directors/Guests

ITEM NO. 3 -- READING OF PREVIOUS MINUTES

ITEM NO. 4 -- TREASURER'S REPORT

Current Budget Status

ITEM NO. 5 -- ANNOUNCEMENTS, ETC.

ITEM NO. 6 -- UNFINISHED BUSINESS

Complete Adjudicator Evaluation Forms for Solo/Ensemble & Concert Festivals

ITEM NO. 7 -- COMMITTEE REPORTS

Decide about plaques for next year so that funds can be budgeted accordingly

ITEM NO. 8 -- NEW BUSINESS

Any Proposals from other Districts to be considered

ITEM NO. 9 -- SELECT ADJUDICATORS FOR FOLLOWING YEAR (Assign to committee?)

ITEM NO. 10 -- ALL STATE AUDITION SITE

ITEM NO. 11 -- SOLO & ENSEMBLE, CONCERT MPA DATES and SITES

ITEM NO. 12 -- SUGGESTIONS TO ANY COMMITTEES

ITEM NO. 13 -- PROPOSALS TO THE EXECUTIVE BOARD

ITEM NO. 14 -- CORRESPONDENCE

ITEM NO. 15 -- GOOD OF THE ASSOCIATION

List of other Schools' Concerts

Job openings for next year

Teachers of the Year

Retirements

ITEM NO. 16 -- FIRST DISTRICT MEETING FOR NEXT YEAR -- DATE & PLACE

ITEM NO. 17 -- ADJOURNMENT

ETHICS VIOLATIONS PROCEDURES

As indicated in the FOA Bylaws, the main function of the Ethics Committee is to receive complaints and resolve them "in the family". The Committee should not deal with petty complaints, but with infractions constituting a willful unethical act. The Committee has a dual responsibility to protect the integrity of the FOA and each of its members.

The following guidelines are presented as the procedure to be followed in the reporting and investigation of the alleged misconduct of a member of the FOA.

1. The complaint must be presented in writing to the Chairman of the Ethics Committee, signed by the complainant, with copies sent to the FOA President and the Executive Director. The complaint should include the following facts:
 - a. Date of the alleged rule infraction or unethical conduct.
 - b. Full description of the events pertaining to the complaint.
 - c. Names of witnesses and any material that might be helpful in investigating.
2. There should be no discussion of a complaint (such as at FOA meetings) until the Ethics Committee has had an opportunity to investigate. In the event a complaint is presented at a District meeting or FOA Board meeting, the presiding officer should not permit open discussion, but instruct the complainant to forward all facts in writing to the Chairman of the Ethics Committee.
3. If there has been a rules violation, i.e., MPA infraction, etc., it is the duty of the presiding officer to immediately forward all facts to the Chairman of the Ethics Committee. This refers to "willful infractions of a serious nature", and not to situations covered in the Handbook which should be administered by the FOA official in charge of the activity.
4. All information received by the Chairman of the Ethics Committee will be presented to the other members of the Committee. When a conclusion is reached, the findings of the Committee will be presented to the FOA Board with recommendations.
5. In the event the FOA Board deems it necessary to hold a hearing on any charge of unethical behavior, the procedure shall be:
 - a. The hearing will be closed to all except FOA Board members, members of the Ethics Committee, and the concerned parties,
 - b. The Ethics Committee Chairman will present to the Board all evidence received specifying violations.
 - c. The accused party may appear before the Board and respond to all charges. He/she may present witnesses and/or evidence to support the case.
 - d. The Board may question all concerned parties.
 - e. The concerned parties will be excused while the Board proceeds to prepare a statement of its findings and to act, if desired.
 - f. The accused party will be appraised of the action taken by the Board.
 - g. The FOA Board will notify the appropriate authorities of its findings.