



CANADIAN FEDERATION OF MUSIC TEACHERS' ASSOCIATIONS
FÉDÉRATION CANADIENNE DES ASSOCIATIONS DE PROFESSEURS DE MUSIQUE

POLICIES AND PROCEDURES MANUAL JULY 2021 - JULY 2022

Amended July 6th, 2021

This Policies and Procedures Manual of the Canadian Federation of Music Teachers' Associations constitutes the entire Policies and Procedures Manual of the Federation and replaces any existing Policies and Procedures. These Policies and Procedures shall be presented to the Executive Committee for ratification at the Annual Executive Meeting each year.

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MEMBERSHIP

The Federation is composed of individual members who are members in good standing of a Provincial or Territorial Registered Music Teachers' Association, which association has received the approval of the executive committee. These individual members do not have a vote and do not pay dues directly to CFMTA. All Registered Music Teachers are, in fact, non-voting members of CFMTA. These members may acknowledge their affiliation with CFMTA by using the designation – Member of the CFMTA, or Membre de la FCAPM.

INDIVIDUAL MEMBERSHIP CATEGORIES

REGISTERED MUSIC TEACHER

- Uses RMT designation
- Votes at Provincial/Territorial Association meetings
- Includes Conservatory Associateships, Bachelor of Musical Arts, Bachelor of Music, Master of Music, Doctor of Music, and those accepted as members by the Provincial/Territorial Association. These could include experienced teachers who are deemed equivalent by the Provincial/Territorial Bylaws because they have met ALL criteria required.

AFFILIATE MEMBERSHIP

This category includes experienced teachers who are deemed equivalent by the Provincial/Territorial Bylaws. They have not met ALL criteria set out for full Provincial/Territorial RMT membership. Affiliate Members will be allowed to vote but not hold office nationally, will receive *Canadian Music Teacher* magazine, but will NOT be entitled to use the RMT designation. Affiliate Members will be categorized in one of three Affiliate Members Levels:

AFFILIATE MEMBER LEVEL I

- Completed Grade 10 Conservatory with all theory completed OR
- Ecole de musique Vincent-d'Indy Neuvième Année-Laureat II

AFFILIATE MEMBER LEVEL II

- Completed Grade 9 Conservatory with all theory completed OR
- Ecole de musique Vincent-d'Indy Septième Année-Superieur II

AFFILIATE MEMBER LEVEL III

Other as determined by each Province/Territory

AUXILIARY MEMBER

An Auxiliary Member is not teaching but supports the objects and goals of the Association. They are not entitled to use the RMT designations nor entitled to vote at Provincial/Territorial Association meetings.

CODE OF ETHICS AND STANDARD OF CONDUCT

This Code of Ethics is a statement of the general principles governing the professional behavior and conduct of members of the Federation in their relations with one another.

The CFMTA promotes:

1. high musical and academic qualifications among its member teachers
2. progressive ideas on the teaching of music
3. workshops and lectures for the continuing education of teachers
4. attendance at Provincial/Territorial and National Conventions
5. participation in cultural events throughout the community
6. awareness of Canadian contemporary music
7. formal tuition contracts between the teacher and the student

The Code of Ethics expresses our commitment to:

1. the profession
2. the student
3. the community

All business matters should be handled in a professional manner.

The teaching of music is primarily a cultural activity. Music shall be taught with the object of improving its prestige as an art form and enhancing the status of music in the community.

The art of music teaching shall be regarded as a continual process of self-education and improvement to develop professional excellence and improve standards.

Members of the Federation may fairly compete with one another, but misrepresentation of one's own or disparagement of another member's professional standing or personal qualities is unethical conduct.

HUMAN RESOURCES POLICY

Diversity, Equity, and Inclusion Policy

The CFMTA is committed to treating all individuals respectfully regardless of age, gender, sexual orientation, race, ethnicity, nationality, language, or religion.

The Executive Committee of the CFMTA believes that the strength of our organization is directed by motivated and capable personnel. We recognize the need for professional management practices to enable the CFMTA to realize its full potential.

The Board expects the highest standards of performance and dedication from its Executive Committee and is committed to providing the maximum support possible to help its contracted workers, Chairs, and other volunteers to meet these standards.

Hiring Practices

The Executive Committee believes in equal opportunity for all applicants. The Executive Committee does not believe that there should be restrictions on the hiring of relatives, either of the Board or of existing staff.

Harassment Policy Statement

CFMTA is committed to providing an environment in which the dignity of every individual is respected. Being respected means being treated honestly and professionally, with your unique talents and perspectives valued. A respectful environment is about more than compliance with the law; it is an environment that is free of inappropriate behavior. Incidents of harassment and inappropriate behavior will not be tolerated.

Harassment is unwelcome conduct toward an individual when the conduct creates an intimidating, hostile or offensive environment.

Harassment is against the law. Examples of harassment that may violate the law and will violate this policy include:

- Oral or written communications containing offensive name-calling, jokes, slurs, negative stereotyping, or threats. This includes comments or jokes that are distasteful or targeted at individuals or groups.
- Nonverbal conduct, such as staring, leering, and giving inappropriate gifts.
- Physical conduct such as assault or unwanted touching.
- Visual images, such as derogatory or offensive pictures, cartoon, drawings or gestures. Such prohibited images include those in hard copy or electronic form.

Sexual harassment is a form of harassment that is based on a person's sex or that is sex-based behavior. It is also sexual harassment for anyone in a position of authority to tie hiring, promotion, termination, or any other condition of employment to a request or demand for sexual favours.

Our goal is to have a work environment where we all treat each other respectfully and professionally. Any unprofessional or disrespectful behaviour, even if not illegal, which interferes with that goal will not be tolerated.

Performance Feedback

Effective leadership requires open communication about job performance. It should be clear about how each person is performing and how their overall behaviour contributes to the organization's ability to deliver results consistent with CFMTA's values. Discussions may be difficult, and they should always be done professionally and respectfully. Constructive criticism and supervisory actions regarding performance deficiencies or other workplace issues are not harassment or retaliation.

How to Create a Respectful Environment

Every CFMTA Executive Committee Member and contracted worker, Chair, and other volunteers have a role to play in achieving a respectful environment:

- CFMTA expects respectful and professional behaviour in all situations. Remember that your actions reflect upon you, and potentially upon CFMTA. Be sensitive to how others may perceive your actions. Someone may object to your behaviour even if they do not complain to you.
- There is no reason to ever engage in unwelcome behaviour that has the purpose or effect of harassing others.
- Be open to constructive feedback regarding performance deficiencies. Recognize that respectful supervisory actions regarding issues are a necessary and appropriate step in performance feedback
- In all affairs, hold yourself to a high professional standard.

Termination Policy

The agreement between CFMTA and contracted workers may be terminated according to the terms of their contract.

The process for removing Officers and delegates is stated in the Bylaws Article V.6 and Article VI. 10.

The process for removing a Chair is stated in the Standing Committee Chair Policy of the Policies and Procedures Manual.

Complaint Process

In the event you feel you are a victim of harassment as outlined in the above policy, the following steps can be taken:

- Ensure that the burden of harassment has been met
- Document the offence in as much detail as possible
- Let the person know that you have been offended
- Try to reach an understanding based on perspective
- If you feel further action is required, consult with the Officers

PROVINCIAL/TERRITORIAL DELEGATES

Each Delegate to the CFMTA from each Provincial/Territorial Registered Music Teachers' Association admitted to the Federation shall be a member of the Executive Committee. Each delegate shall attend all Executive Meetings and Special meetings of the CFMTA.

Each Delegate to the CFMTA shall:

1. serve as an ambassador for the CFMTA
2. prepare for the CFMTA meetings by
 - a) ensuring that the Secretary is notified of your CFMTA Delegate status including complete address, telephone and email address
 - b) making cost-effective travel arrangements
 - c) making timely travel arrangements so as to be present for all meetings and social functions.
 - d) discussing with your Provincial/Territorial Association any resolutions to be presented at the meetings garnering voting instructions from your province/territory. Resolutions must be sent to the Secretary by March 30.
 - e) familiarizing yourself with the Bylaws, Policies and Procedures Manual, minutes of the previous meetings and all the reports for the current year.
 - f) acknowledging receipt of the reports and emails.
 - g) familiarizing yourself with the quarterly Financial Statements and the Audited Financial Statement.
 - h) bringing all pertinent material to the meetings: Bylaws, the Policy and Procedures Manual, Reports, Resolutions, and the Agenda.
3. serve on one or more Standing Committees as a member or Chair
4. be prepared to serve on Ad Hoc Committees, as required
5. participate in discussion and decision-making, react to ideas and ask questions
6. be prepared to have your email shared with other delegates for receiving information from the national office and participating on "Reply All" discussions with other delegates.
7. foster an atmosphere of congeniality and cooperation among the Officers, Delegates, and Committee Chairs
8. present Provincial/Territorial archival material to the Archivist

9. maintain confidentiality regarding business conducted at the meetings until the receipt of the Minutes
10. report the CFMTA business to your Provincial/Territorial Association using the minutes to inform your report.

The 1st Delegate shall:

1. prepare an annual Provincial/Territorial Report which is to be submitted to the Secretary by May 15 each year.

EXECUTIVE MEETING

1. An Executive Meeting is the meeting of the voting delegates which represents each provincial/territorial association and shall occur on a date and at a place as determined by a simple majority of the total votes of the Executive Committee.
2. The CFMTA holds one Annual Executive Meeting, virtually in even numbered years, and one virtual semi-annual Executive Meeting.
3. A two-thirds majority of the Executive Committee Members shall constitute a quorum at an Executive Meeting.
4. For the purposes of this document, a directive is defined as an official or authoritative instruction.
5. At each Executive Meeting:
 - a) The Executive Committee Members representing a Provincial or Territorial Association shall each have one (1) vote;
 - b) The Past President shall have one (1) vote as such and, if also representing a Provincial or Territorial Association, such vote shall be in addition to their other vote;
 - c) The President shall have one (1) vote and in the case of a tie, the President shall not have a second or casting vote and the resolution does not pass;
 - d) The First Vice President shall have one (1) vote as the First Vice President, and if also representing a Provincial or Territorial Association, such vote shall be in addition to their other vote.
 - e) The Second Vice President shall have one (1) vote as the Second Vice President, and if also representing a Provincial or Territorial Association, such vote shall be in addition to their other vote.
 - f) Neither the Secretary nor the Treasurer (or Secretary/Treasurer) shall have a vote;

- g) When an Executive Committee Member is unable to be present at an Executive Meeting, the member may vote by proxy.
 - h) Voting shall be by a show of hands except as otherwise determined by the Executive Committee.
 - i) A motion shall be passed by a simple majority (50% +1) unless the Bylaws require otherwise due to the subject of the vote. A 2/3 majority is required for election of officers and changes to the Bylaws [see Bylaws for details].
 - j) In the case of a plural vote [with three or more options] a simple majority must still be reached. If a simple majority is not reached on the first ballot, the option with the lowest number of votes should be removed and the remaining options voted on again. If a simple majority is not reached on the second vote, the process is repeated until a simple majority is reached.
 - k) The meetings shall be conducted according to the current edition of Robert's Rules of Order.
5. An Executive Committee Member may participate in a meeting of the Executive Committee and shall be deemed to be present at the meeting, counted in the quorum and be entitled to speak and vote.
 6. All resolutions to be presented at an Annual Executive Meeting shall be sent to the Secretary by March 30. Copies of the resolutions shall be sent by the Secretary to each Executive Committee Member by April 1.
 7. Resolutions may be received from Provincial and Territorial Associations and voting officers.
 8. Motions may be made at the Annual Executive Meeting by any delegate and/or voting Officer.
 9. Recommendations may be made by Chairs. These recommendations may become motions or directives when presented as such by a delegate or a voting officer.

OTHER EXECUTIVE MEETINGS

1. For particulars relating to calling and holding additional meetings between the Annual and Semi-annual Executive Meetings, please see ARTICLE VII – EXECUTIVE MEETINGS in the current Bylaws.
2. CFMTA business may be conducted by electronic or other communication facility that permits all participants to communicate adequately with each other during a meeting of members.
 - a) Members must be able to know who is participating in the meeting.
 - b) Members must be able to discuss issues freely and openly as in a live meeting.
 - c) Unless the matter at hand requires a “secret ballot”, all voting should be public throughout the process.
 - d) Guidelines governing quorum and passing of motions will be the same as in a live meeting.

ELECTRONIC VOTE (E-VOTE)

An Electronic Vote (E-vote) may be called by the President as required in order to conduct routine business of the association.

The secretary will advise all voting members of this vote by E-mail. This notification will include:

1. The preamble to the motion
2. The motion
3. The Mover and Seconder of the Motion

Executive members will have not less than three days in which to review and add comments/discussion points to the motion. At the end of the set reviewing time, Executive members will have 24 hours to cast their ballot.

The results of the vote will be shared with the Executive members as soon as practicable.

OFFICERS

PRESIDENT

Summary of Position

The President shall be the official representative of the CFMTA and shall direct all phases of the CFMTA activities. The President participates in and supports the development of the Federation's objectives including but not limited to Federation policy, long range planning, budget, and various committees, and liaison matters including government.

Terms of Office

The President shall:

1. Be elected from:
 - a) current Vice-president
 - b) current RMT delegates who have attended 2 AEM's, or
 - c) past RMT delegates who have attended 2 AEM's, or
 - d) current RMT Chairs (who have served a minimum of 4 years), or
 - e) current or past RMT Provincial/Territorial Presidents
2. Hold office for one term of two years
3. Have one vote. In the case of a tie, the President will not have a second or casting vote and the motion does not pass.
4. If the President resigns or ceases to be an Executive Committee Member, the Vice President shall become President for the balance of the term.
5. The Provincial or Territorial Association of which the President is a Member shall, upon their election, elect or appoint a further Executive Committee Member to represent it.

Duties and Responsibilities

The President shall:

1. Call and preside at all Officer, Executive Committee, and Special meetings of the Federation
2. Direct the Secretary to make arrangements for the Officer, Executive Committee, and Special meetings

3. Receive all material pertinent to the agenda, prepare the proposed agenda in conjunction with the Secretary, and submit it to the Secretary for circulation
4. Have the power to call a Special meeting of the Executive Committee with a minimum of 21 days' notice. Notice of a meeting shall not be necessary if all who are eligible to attend are present, and none object to the holding of the meeting, or if those absent have waived notice of or have otherwise signified their consent to the holding of such meeting. (as per wording in Canada's Act of Incorporation)
5. Have the power to appoint Ad Hoc Committees as needed to carry out the business of the CFMTA
6. Be an ex-officio member of all committees, advise Chairs of their duties, and be aware of all phases of planning and operation
7. Proofread: Minutes for the Executive Meetings and any Officers' Meetings; the Policies and Procedures Manual, *Canadian Music Teacher* magazine; *Of Note* Monthly E-Memo; *A Year in Review*; any/all other correspondence prior to circulation
8. Submit a presidential message for each issue of *Canadian Music Teacher* magazine; *A Year in review* Archive Magazine; *Of Note* monthly e-memos if required
9. Provide a presidential report for the Executive Meetings
10. Countersign all cheques for the Federation
11. Respond on behalf of the Federation to issues which may arise between meetings as may be deemed necessary or expedient for the proper functioning of the CFMTA
12. Represent the CFMTA at provincial/territorial functions or other special occasions, appoint someone else to represent him or her
13. Represent the CFMTA with respect to governmental matters with the Federal Government or appoint someone else to represent him or her.
14. Act as an ambassador between CFMTA and the provincial/territorial associations to maintain and promote good relationships
15. Represent CFMTA at music education conventions, competitions and events when invited, or appoint someone else to represent him or her

PAST PRESIDENT

Summary of Position

The Past President shall attend all Officer, Executive Committee, and Special meetings to facilitate a sense of continuity of the CFMTA, having in mind past history and need to encourage future professionalism and growth.

Terms of Office

The Past President shall:

1. be the most recent retiring President willing to serve.
2. If the most recent President is unable or unwilling to serve as Past President, previous Presidents will be asked in chronological order to fill the vacancy.
3. hold office for one term of one year
4. have one vote

Duties and Responsibilities

The Past President shall:

1. advise and assist the President when required
2. actively participate in discussion and decision-making, react to ideas and ask questions
3. Proofread the Policies and Procedures Manual

FIRST VICE PRESIDENT

Summary of Position

The Vice President shall attend all Officer, Executive Committee, and Special Meetings, become familiar with the business of the CFMTA, provide support to the President, serve as Chair of the Finance Committee.

Terms of Office

1. Be elected from:
 - a. current RMT delegates who have attended 2 AEM's, or
 - b. past RMT delegates who have attended 2 AEM's, or
 - c. current RMT Chairs (who have served a minimum of 4 years), or
 - d. current or past RMT Provincial/Territorial President
2. Hold office for one term of two years
3. May retain Delegate status from their Provincial/Territorial Association. The Provincial or Territorial Association of which the Vice President is a Member shall, if the Vice President is no longer a delegate, elect or appoint a further Executive Committee Member to represent it.
4. In accepting the position, agree to a nomination for the Presidency once the President's term of office concludes or the President resigns or retires
5. Ask questions, participate in discussion and decision-making, react to ideas, and exercise initiative

Duties and Responsibilities

The Vice President shall:

1. perform the duties and exercise the powers of the President in the absence or disability of the President
2. preside at all Officer, Executive Committee, and Special Meetings at which the President is unable to preside
3. serve as Chair of the Finance Committee and as such, shall:
 - a) have signing authority for the CFMTA and countersign cheques for the Treasurer when the President is unable to countersign

- b) analyse all proposals which may be submitted requiring financial support
 - c) consult the monthly financial statements for the data on which to base the proposed budget
 - d) consult all Committee Chairs for input regarding their financial requirements for the upcoming fiscal year
 - e) consult the President regarding any New Initiatives for the upcoming fiscal year
 - f) provide a financial report for the Executive Meetings
 - g) provide a financial report for the Executive Meetings
 - h) work with the Treasurer to prepare an annual proposed budget
4. proofread the Policies and Procedures Manual

SECOND VICE PRESIDENT

The Second Vice President shall be elected by the Executive Committee in even numbered years and will serve a one year term.

The Second Vice President shall:

1. Be elected from:
 - a. current RMT delegates who have attended 2 AEM's, or
 - b. past RMT delegates who have attended 2 AEM's, or
 - c. current RMT Chairs (who have served a minimum of 4 years), or
 - d. current or past RMT Provincial/Territorial Presidents
2. attend all Officer, Executive Committee and Special meetings
3. in accepting the position, agree to be nominated to the First Vice presidency once the First Vice President's term of office concludes or the First Vice President resigns or retires
4. serve as a member of the Finance Committee
5. proofread the Policies and Procedures manual

HONORARY PRESIDENT

Summary of Position

The position of Honorary President is an appointed position with a term ending in six years. The next Honorary President is to be appointed in 2024.

Process for Choosing

The Honorary President will be chosen by the Executive Committee after a call for nominations from the provinces. Each province will be invited to submit one name for consideration.

Specific Criteria will include

1. The nominee be a current member in good standing of a Provincial Association
2. The nominee has previously served as President of the CFMTA
3. The nominee agrees to let their name stand for Honorary President.

Consideration will be given to the applicant on the following basis:

1. Service to the national organization
2. Service to their provincial organization
3. Service to their local branch
4. Service to their community
5. Other notable recognition

Application forms will be available on the CFMTA website in January of the nomination year.

Nominations will be called for from January 1 to March 31. Following a vote by the Executive Committee, the President will inform the successful nominee.

The successful nominee will be presented with a framed certificate.

The CFMTA will make an official announcement of the successful nominee via the CFMTA Website, the *Canadian Music Teacher* magazine, and *Of Note*.

A feature write-up of the Honorary President will be published in the next *Canadian Music Teacher* magazine.

In the event of the passing of the Honorary President before the term is completed, the current President will issue a call for nominations using the guidelines of the current Policy and Procedures Manual.

Role of the Honorary President

When in attendance, the Honorary President will be asked to bring greetings at the CFMTA Conferences.

The name of the current Honorary President will be listed on the CFMTA Letterhead.

SECRETARY

Summary of Position

The Secretary is a non-voting Officer and financially compensated staff person who supports the President, Chairs and Committees with administrative and secretarial tasks. The secretary is the contact person for members of the general public, businesses with whom CFMTA has contracts, committee chairs, provincial associations, and CFMTA members.

Terms of Employment

The Secretary shall:

1. be a non-voting Officer of the CFMTA who is selected and directed by the Executive Committee.
2. receive a monthly salary which shall be determined by the Officers & Finance Committee and approved by the Executive Committee.
3. attend all Officers' meetings, Executive meetings, the Public Informational meeting, and any Special meetings called by the President.
4. be reimbursed for costs incurred (travel, accommodation and meals) to attend the above-mentioned meetings as well as for supplies necessary to maintain the CFMTA office.
5. keep a log of duties performed and hours spent on behalf of CFMTA.

Duties and Responsibilities

The Secretary shall:

1. have custody of the Seal and all records of the Federation.
2. maintain files, CFMTA templates and records.
3. provide a telephone with voicemail, a personal computer with internet connection and printer for conducting the business of the CFMTA.
4. purchase office supplies.

5. ensure all CFMTA documents are securely stored on an external hard drive, as well as backed up on an external backup drive.
6. provide an annual digital file of minutes, and important files to the current president as an additional back-up for our files.
7. attend to all correspondence which includes but is not limited to:
 - a) circulating an updated list of the CFMTA Officers, First and Second Delegates, and all Committee Chairs with the minutes after the Executive Meeting and maintaining this list throughout the year
 - b) distributing materials and announcements for the Executive Officers and CFMTA Committees using e-mail or if requested, regular mail
 - c) responding to or redirecting any enquiries including emails
 - d) presenting important correspondence at CFMTA meetings
8. Liaise with Provincial Presidents, Delegates and Executive by:
 - a) directing Provincial/Territorial Registrars to encourage their new members to read the Bylaws on the CFMTA website and providing a copy of the CFMTA Bylaws and the Policies and Procedures Manual via email when requested
 - b) updating CFMTA records for Provincial Presidents, Delegates and Executive
9. Research Directors and Officers Insurance.
10. Maintain contact with companies which provide programs for CFMTA members, such as but not limited to:
 - a) insurance
 - b) medical
 - c) dental
 - d) retirement planning programs
11. Submit an annual return to Corporations Canada and ensure that Officers' information is up to date and accurate.
12. Create, write and edit the CFMTA Monthly E-Memo *Of Note from CFMTA* and ensure that this is reliably distributed during the first week of each month to RMTs who have opted in.
13. Keep an accurate record of email addresses of those CFMTA RMTs who have opted in to receive for distribution of CFMTA *Of Note* e-memo.

14. Give notice of any CFMTA meetings, whether in person or via electronic means
15. Be responsible for making all arrangements for all CFMTA meetings in consultation with the President, including:
 - a) finding a hotel with suitable accommodation for Delegates
 - b) procuring a meeting room
 - c) ensuring there is sufficient audio-visual equipment for meeting
 - d) arranging catering for meeting
 - e) ensuring Delegates are provided with transportation to and from the meeting
 - f) giving Notice of Meetings
 - g) contacting all Provincial/Territorial Presidents, Officers and/or Chairs, requesting that any Resolutions to be presented at the Executive Meeting be submitted by March 30 or as otherwise specified and returned to Provinces/Territories April 1
 - h) contacting all Officers, First Delegates, and all Committee Chairs requesting their Annual Reports be submitted by May 15th or as otherwise specified
 - i) preparing the agenda for all meetings in conjunction with the President
 - j) circulating to the Officers, First and Second Delegates, all Committee Chairs, Provincial/Territorial Presidents, and Provincial/Territorial Secretaries or Registrars by June 1 or as otherwise specified the following:
 - i) Agenda for the Annual Executive Meeting
 - ii) Resolutions for discussion
 - iii) Minutes of the last Annual Executive Meeting
 - iv) Minutes of any interim Executive Meeting
 - v) Officers Reports
 - vi) Provincial Reports
 - vii) Standing and Ad Hoc Committee Reports
 - viii) Records of any E-votes that took place external to the Annual Executive Meeting
 - k) purchasing special event insurance
16. Keep, or cause to be kept, minutes of all meetings of the Federation, copies of which shall be sent to the Officers, First and Second Delegates, all Committee Chairs, Provincial/Territorial Presidents, and Provincial/Territorial Secretaries or Registrars within 30 days of the meetings.
17. Provide secretarial support to the CFMTA conferences as directed by the President
18. Create the following certificates for presentation at the CFMTA Biennial Conference after receiving the required information from the Awards and Competitions Chair:
 - a) Hugheen Ferguson Distinguished Teacher Award
 - b) Honorary President

19. Create and send out the following certificates after receiving the required information from the appropriate chair:
 - a) Certificate of Recognition for Professional Achievement from the Professional Development and Research Chair
 - b) Memorial Pedagogy Award from the Awards and Competitions Chair
20. Forward Branching Out submissions to the Treasurer and the Webmaster, track and record submissions, acknowledge receipt of submissions directly with the branches.
21. Affix a signature and the CFMTA Seal to the Canada Music Week certificates and mail said certificates along with a number of blank copies and seals to the Canada Music Week Chair by August 10.

TREASURER

Summary

The Treasurer shall be a non-voting Officer and financially compensated staff person who is responsible for overseeing the financial operations, policies, and investments of the Federation.

Terms of Employment

1. The Treasurer shall be a non-voting Officer of the Canadian Federation of Music Teachers' Associations who is selected and directed by the Executive Committee.
2. The Treasurer shall be contracted for a two-year period with remuneration determined by the Officers and Finance Committee, and approved by the Executive Committee.
3. The Treasurer shall attend all Officers' meetings, Executive Meetings, and any Special meetings called by the President.
4. The Treasurer shall be reimbursed for costs incurred (travel, accommodation and meals) to attend the above-mentioned meetings as well as for supplies necessary to maintain the CFMTA/ FCAPM office.
5. The Treasurer is a member of the Finance Committee.
6. The Treasurer shall keep a log of duties performed and hours spent on behalf of the CFMTA.
7. The Treasurer shall provide a telephone with voicemail, a personal computer with internet connection, and a printer for conducting the business of the CFMTA.
8. The Treasurer shall purchase and provide receipts for office supplies used in the execution of their duties.

Duties and Responsibilities

The Treasurer shall:

1. be the Trustee of the Federation funds and securities and deposit all moneys and other valuable effects in the name and to the credit of the Federation

2. pay all accounts for which approved invoices or eligible expense claims with receipts have been submitted with cheques drawn on the bank account of the Federation countersigned by the President or Vice President
3. keep a record of all financial transactions of the Federation which includes:
 - a) maintaining a complete set of accounting records using computer accounting software in accordance with accepted accounting principles
 - b) performing a monthly bank, PayPal and VISA reconciliation, and distributing the account statements with reconciliations to the Finance Committee within 45 days following the statement date
 - c) producing a quarterly financial statement which includes the budget for the fiscal year, revenue and expenditures to date, and a Statement of Fund Balances. All quarterly financial statements shall be sent to the President, Past President, Vice Presidents and members of the Finance Committee. Upon approval by the finance Committee, the quarterly financial statements shall be sent to the First and Second Delegates and all committee Chairs.
 - d) presenting all records to an accounting firm which has been authorized by the Executive, submitting a summary of the Audited Financial Statement for publication in *Canadian Music Teacher* magazine and the complete Audited Financial Statement on the CFMTA website
 - e) being responsible for submissions to the Canada Revenue Agency (CRA), including:
 - i) payments or requests for rebates of GST and provincial PST
 - ii) Registered Charity Information returns
 - iii) A listing of Charitable Tax Receipts issued by CFMTA
 - iv) information about funds held in trust
 - f) reviewing communications from the Officers, especially ensuring financial accuracy
4. purchase GICs for each of the Funds in consultation with the Finance Committee
5. provide the Finance Committee with financial information upon request
6. Be responsible for the financial aspects of all CFMTA operations and programming, including but not limited to:
 - a) receiving all fees, payments, and other revenue, recording the income to the appropriate fund, and issuing receipts as necessary

- b) issuing Charitable Tax Receipts to Donors donating over \$25.00 to any CFMTA fund. Receipts for in-kind donations need documentation as required by CRA.
 - c) paying budgeted expenses and prizes upon receipt of appropriate and complete documentation
 - d) billing provinces/territories for their portion of expenses which the CFMTA has paid on their behalf
 - e) supporting the work of Committee Chairs by providing financial information related to their portfolio
7. Prepare annual budget documents in consultation with the Finance Committee. This may include requesting budget estimates from the Chairs and providing Chairs with past financial information to determine their budgetary requirements.
8. Administer funds held by CFMTA for third parties. This includes:
- a) issuing Charitable Tax Receipts for donations to such funds.
 - b) forwarding donations given in trust to the recipient as per instructions by the donor or fund administrator
 - c) liaising with the fund administrators and providing financial information upon request
 - d) facilitating the process of making donations through CFMTA or through a service such as Canada Helps
 - e) investing the funds in GIC's

STANDING COMMITTEE CHAIRS (AND COMMITTEES)

1. All Committee Chairs, excluding the Finance Chair shall be elected or appointed by the Executive Committee for one term of two years at the Annual Executive Meeting in each even-numbered years, with re-election possible for two additional terms.
2. Chairs do not hold a vote.
3. Set up an email account with the Webmaster.
4. Deadlines and terms of contract are set by Officers and/or Finance Committee.
5. Each Chair shall form a committee.
6. Chairs are expected to be in the process of preparing the next Chair from their committees to ensure there is someone who is knowledgeable about their work.
7. If any Chair resigns before the completions of their term, the following will happen:
 - a) The officers will invite the committee members to make a recommendation for one committee member to serve as chair until the next Annual Executive Meeting.
 - b) In the absence of a committee member stepping forward, a call for nominations will be sent to the provincial/territorial associations. Refer to Nominations Chair #13.
 - c) Upon receipt of a single nomination, the officers may appoint that nominee until the next Annual Executive Meeting.
 - d) Upon receipt of more than one nomination, an executive committee e-vote will be held to fill the position until the completion of the term.
 - e) In the absence of nominations, the officers may appoint a replacement until the next Annual Executive Meeting.
 - f) If no replacement is found, the committee has the option to continue without a chair or an officer could act as an interim chair.
8. Any individual CFMTA member is welcome to join a committee.
9. Any Chair or other member of any committee may be removed by a majority vote of the Executive Committee.
10. Upon approval from the Finance committee, Chairs may be reimbursed for non-budgeted expenses incurred while on CFMTA business upon presentation of receipts.
11. Each Chair shall forward an Annual Report to the Secretary at least forty-five (45) days

prior to the Annual Executive Meeting.

12. Chairs may submit recommendations in their report which will, if necessary, be acted upon at the Annual Executive Meeting.

13. Submit the budget to the Finance Chair by May 1, if required.

14. Attend the Executive Meetings and Special Meetings as outlined in the chart below:

| Position | In person attendance at an AEM in a conference year | Virtual attendance at an AEM in a conference year | Virtual AEM (non-conference year) |
|--------------------------------------|---|---|-----------------------------------|
| Secretary | Entire Meeting | | Entire Meeting |
| Treasurer | Entire Meeting | | Entire Meeting |
| Past President | Entire Meeting | | Entire Meeting |
| President | Entire Meeting | | Entire Meeting |
| 1st Vice President | Entire Meeting | | Entire Meeting |
| 2nd Vice President | Entire Meeting | | Entire Meeting |
| All Provincial/Territorial Delegates | Entire Meeting | | Entire Meeting |
| Archives | | Standing Committee Reports | Standing Committee Reports |
| Awards & Competitions | Standing Committee Reports Portion | | Standing Committee Reports |
| Bylaws, P & P | | Entire Meeting | Entire Meeting |
| Canada Music Week | | Standing Committee Reports | Standing Committee Reports |
| Communications Coordinator | | Entire Meeting | Entire Meeting |
| Conference Resource | | Standing Committee Reports | Standing Committee Reports |
| E-Festival | | Standing Committee Reports | Standing Committee Reports |
| Essay Competition | | Standing Committee Reports | Standing Committee Reports |
| Nominations | | Entire Meeting | Entire Meeting |
| Professional Development & Research | | Standing Committee Reports | Standing Committee Reports |

| | | | |
|------------------------------|--|----------------------------|----------------------------|
| Program Funds & Grants | | Standing Committee Reports | Standing Committee Reports |
| Public Relations & Marketing | | Entire Meeting | Entire Meeting |
| Social Media | | Standing Committee Reports | Standing Committee Reports |
| Strategic Planning | | Entire Meeting | Entire Meeting |
| Translation | | Standing Committee Reports | Standing Committee Reports |
| Young Artist | | Standing Committee Reports | Standing Committee Reports |

Note: Any Chair who would like to attend the meeting in person during a conference year is invited to do so.

Note: Semi-Annual Executive Meetings are held virtually and outlined in the Delegate & Chair Welcome Packages.

15. All files are property of the CFMTA and will be returned to the CFMTA upon resignation or completion of the Chair's term.
16. All Chairs shall ensure the accuracy of program information on the website.
17. To avoid out-dated information, all Chairs shall submit information to the Webmaster for the following year upon completion of the current year's program.
18. Submit materials for translation to the Translations Chair 3 weeks before required.
19. Chairs of National Piano Competition, Second National Competition, Student Composer Competition, Call for Compositions, Canada Music Week, E-Festival, Conference, Professional Development, Essay Writing, Young Artist are responsible for:
 - a) creating event graphic/promotional material in conjunction with the Communications Coordinator/Webmaster who posts it on the CFMTA website.
 - b) sending the graphic and captions/promotional material to the Social Media chair.
 - c) Organizing additional follow up posts with the Social Media chair as reminders of the upcoming application deadline.

ARCHIVIST

Summary

Maintain a storage unit for the archiving of CFMTA materials. Be the contact person for the National Library.

Term of Office

Hold office for one term of two years with re-election possible for two additional terms.

Duties and Responsibilities

In addition to all Standing Committee Chair (and Committees) duties, the Archivist Chair shall:

1. Collect and preserve CFMTA data including, but not limited to the official minutes, annual reports, all editions of *Canadian Music Teacher* magazine, materials from CFMTA conventions, Young Artist Tours, E-Festival, *Of Note*, Video Resource Library, and National Competitions for Archival purposes
2. Provide archival information as requested by the Executive Committee

AWARDS AND COMPETITIONS CHAIR

Summary

The Awards and Competitions Chair shall direct all phases of the CFMTA Awards and Competitions including but not limited to the National Piano Competition, the Memorial Pedagogy Award, and the Hugheen Ferguson Distinguished Teacher Award.

Term of Office

Hold office for one term of two years with re-election possible for two additional terms.

Duties and Responsibilities

In addition to all Standing Committee Chair (and Committees) duties, the Awards and Competitions Chair shall:

1. Contact the donors in the Spring to send their donations to the Treasurer. Following the competition, inform the donors of the names of the recipients of their awards.
2. Have contracts signed after consultation and agreement with the President, Vice-president/Finance Chair, Secretary and Awards and Competitions Chair. Copies of the contracts shall be forwarded to the Secretary for filing.
3. Be responsible for the administration of the Memorial Pedagogy Award, and the Hugheen Ferguson Distinguished Teacher Award, including but not limited to, the following:
 - a) advertise the Awards in the *Canadian Music Teacher* magazine and on the CFMTA Website, including a link to the online application forms in both official languages
 - b) contact Provincial/Territorial Presidents about the awards and include links to the online application forms in both official languages
 - c) accept applications
 - d) determine the winners
 - e) send a letter of congratulations to the winners
 - f) contact the Treasurer to prepare a cheque for the recipient of the Memorial Pedagogy Award to send to the secretary
 - g) contact the Secretary to prepare and/or mail certificates for all awards
 - h) prepare an article announcing the winners for *Canadian Music Teacher* magazine and the CFMTA website.
4. Be responsible for the organization and execution of the National Piano Competition which includes, but is not limited to, the following:
 - a) Guidelines, Rules, and Application Forms
 - i) Review guidelines, rules and application forms, posted on the website, for presentation and acceptance at the Executive Meeting in non-

- conference years. Check each competitor's registration form and repertoire list for eligibility to compete.
- ii) notify the province/territory if the representative is ineligible to compete
 - iii) contact the judges outlining the rules of the competition, the list of repertoire for each competitor, and the procedure for judging the competition
 - iv) submit winners' names to Treasurer so cheques can be prepared to be forwarded to winners
 - v) arrange for donors to present their prizes
- b) Liaise with CFMTA Chairs
- i) Work with Conference Chair and Communications Coordinator to prepare national and provincial round posters.
 - ii) Liaise with the Conference committee and the Chair of the Finance Committee. Apprise the Finance Chair of financial arrangements between the Conference Committee and the Awards and Competitions Chair regarding jurors' travel costs before contracts are signed. (See Biennial Conference)
 - iii) Submit a copy of bio, photos, media release forms and their local media contacts to the editor of *Canadian Music Teacher* magazine, Public Relations and Marketing Chair, Social Media Chair, and Secretary.
 - iv) Be responsible for preparing and sending out pre- and post-event press releases, in connection with the Public Relations and Marketing Chair and Social Media Chair.
 - v) Provide the Conference committee with the list of repertoire, resumes and photos of the competitors for conference program.
 - vi) Arrange with Secretary for the printing of participation certificates for the competitors.
 - vii) Provide a list of responsibilities for the National Piano Competition to the Provincial/Territorial Conference committee which includes, but is not limited to, the following:
 - (1) a venue for preliminary rounds and the final round for the competition
 - (2) secure three judges
 - (3) recently tuned pianos for both rounds of the competition as well as for practice
 - (4) a sound system and podium
 - (5) printing and sale of tickets
 - (6) printing of the programs
 - (7) arrange for a display of photos and resumes of the competition competitors

- (8) Provide a token of appreciation to be presented to competitors on Awards/Finals evening
 - (9) advertising the final round of the competition to the public
 - (10) provide practice pianos for competitors, in addition to practice time on the competition piano
 - (11) provide volunteers for each of the following positions which have been outlined in the Convention Handbook:
 - Green Room Host
 - Back Stage Runner
 - Music Librarian
 - Judge Liaison
 - Timer
 - Front of the House
 - Competitor Liaison
 - Practice Room Supervisor
 - Tabulators
- c) Correspond with Provinces/Territories and competitors
- i) provide each province/territory with an outline of their responsibilities regarding their National Piano Competition competitor which includes, but is not limited to, the following:
 - (1) submitting a completed registration form, list of repertoire, photo and a cheque for the registration fee by the deadline to the CFMTA Awards and Competitions Chair. Late entries will not be accepted.
 - (2) submitting a list of competitors' information to the Secretary
 - (3) Check each competitor's registration form and repertoire list for eligibility to compete.
 - ii) Provide each province/territory with the password to access the following list of resources available to them on the CFMTA website:
 - (1) poster templates
 - (2) pre- and post-event press release templates for provincial round of competition
 - (3) national round posters
 - iii) Collect bio, photos, media release permission forms and their local media contacts as part of the application process.
 - iv) Contact all competitors and Provincial Representatives with:
 - (1) Details of the competition
 - (2) Rules and expectations while at the competition
 - (3) Instructions for contacting CFMTA travel agent
 - (4) Information regarding accommodation options
 - (5) Information as required and as it comes available regarding their dates and time for practices, semi-finals and final rounds. Order

of competition will be chosen by random selection after the competition deadline

v) Provide each province/territory with assistance as needed

d) Conference Arrangements

i) arrange to meet competitors at the beginning of the Conference

ii) practice and performance times shall be determined by random selection

iii) supervise or arrange for supervision of the competitor's practice time which has a time limit

iv) act as Master of Ceremonies for the competition or appoint an alternate

v) Present prizes to the successful competitors

BYLAWS AND POLICY AND PROCEDURES CHAIR

Summary

The Bylaws Chair shall be in charge of the CFMTA Bylaws and Policies and Procedures.

Term of Office

Hold Office for one term of two years, with re-election possible for two additional terms.

Duties and Responsibilities

In addition to all Standing Committee Chair (and Committees) duties, the Bylaws and Policies and Procedures Chair shall:

1. Be responsible for creating, amending, and presenting for approval the Bylaws of the Federation
2. Review the Bylaws of the CFMTA by December 1 of each year and notify the President if any changes should be submitted to the members of the executive Committee and provincial/Territorial Secretaries, by January 15 of the following year
3. Present the proposed Bylaw amendments to the executive Committee for approval as circulated
4. Approved Bylaws need to be signed by 2 signing officers and submitted to Canada Revenue Agency within 12 months of approval by the Executive Committee.
5. Be responsible for creating, revising and presenting the material in the Policies and Procedures Manual for approval. Work with committee and Officers to ensure wording is consistent throughout the document.
6. Contact by January 15, all chairs and officers for their input on changes to their portfolio and make changes to the Job Descriptions based on the input received
7. In the event of substantial proposed changes to a position, make the Nominations chair aware to advise potential nominees.
8. In consultation with the officers, review the Policies and Procedures manual for any necessary revisions and submit the new manual to the Secretary by May 15
9. Present any proposed revisions to the Policies and Procedures Manual to the Executive Committee for approval at the Annual Executive Meeting

10. Updates to the Policies and Procedures Manual shall be sent to the webmaster for posting on the website by September 15.

CANADA MUSIC WEEK CHAIR

Summary

The Chair of Canada Music Week shall convene all activities on behalf of the CFMTA with respect to Canada Music Week and the Student Composers Competition.

Term of Office

Hold office for one term of two years, with re-election possible for two additional terms.

Duties and Responsibilities

In addition to all Standing Committee Chair (and Committees) duties, the Canada Music Week Chair shall:

1. be responsible for administering the Call for Compositions, The Helen Dahlstrom Awards, William Andrews Awards, Student Composer Competition. Refer to the website for Rules and Guidelines.
2. be responsible for Canada Music Week (CMW) including but not limited to:
 - a) contacting the provinces/territories for the name of the current CMW Coordinator
 - b) providing the *Canadian Music Teacher* magazine Editor with the following information in both official languages for the Canada Music Week edition by August 15:
 - i) aims of Canada Music Week
 - ii) a list of the Provincial/Territorial CMW Coordinators
 - iii) updated CMW art work for promotional material by working with the Communications Coordinator
 - iv) Updated website order form for CMW supplies by working with the Communications Coordinator
 - v) Updated CMW poster by working with the Communications Coordinator
 - d) contacting and advising the Provincial/Territorial Coordinators of the CMW resources available to them on the CFMTA Website <https://www.cfmta.org/en/cmw/> [posters, pre and post Press Release templates for local and provincial events and William Andrews Awards], and providing them with the password, encouraging the use of the resources.

3. be responsible for the CFMTA Student Composer Competition including but not limited to:
 - a) providing the *Canadian Music Teacher* magazine Editor with the following information for the Canada Music Week edition
 - i) updated competition regulations, categories and entry form by working with the Webmaster
 - ii) a list of Provincial/Territorial competition winners by Aug. 15th
 - iii) bios and pictures of the National competition winners, and parts of their winning composition by Aug. 15th
 - b) contacting and advising provincial/territorial chairs of the Student Composer resources available to them for provincial rounds of the competition on the CFMTA website: <https://www.cfmta.org/en/student-composer-competition-2/> [Provincial posters, pre and post event press releases, provincial certificate templates] and providing them with the password, encouraging the use of the resources by Feb. 15th
 - c) selecting an adjudicator by Feb. 15th for the National competition which includes:
 - i) discussion of the adjudicator's duties
 - ii) deadline for the adjudication
 - iii) the format for the written adjudication
 - iv) remuneration
 - v) discussion of the criteria for the Helen Dahlstrom Award
 - d) receiving the provincial/territorial competition winners' entries and forwarding them to the adjudicator by July 1
 - e) sending a letter of congratulations and their adjudications to the First-Place winners indicating that their names will be included as winners in *Canadian Music Teacher* magazine, website and posted on social media.
 - f) sending a letter of congratulations and their adjudication to the Second-Place winners indicating that their names will be included as winners in *Canadian Music Teacher* magazine, website and posted on social media.
 - g) sending a thank you letter and their adjudications to all participants.
 - h) forwarding the names, categories, and standings of certificate recipients to the Secretary. The Secretary will affix the recipients' names and the CFMTA seal to

the certificates and mail them to the CMW Chair for inclusion in the mail out packages being returned to the competitors.

- i) sending a list of winners' names to the Treasurer. The Treasurer will write the winners cheques and mail them to the CMW Chair for inclusion in the mail out packages being returned to the competitors.
 - j) notifying Provincial/Territorial CMW Coordinators of the results of the National competition by Aug. 15th
 - k) sending a list of winners' names and addresses to Editor of *Canadian Music Teacher* magazine
4. Be responsible for preparing and sending out pre and post event press releases for all events in this portfolio, in connection with the Public Relations Chair.

THE PROVINCIAL CANADA MUSIC WEEK CONVENOR

The Provincial Canada Music Week Convenor shall:

1. promote the celebration of Canada Music Week through concerts, workshops, master classes, school and public activities etc.
2. encourage branches to apply for the William Andrews Award: two awards of \$250 are awarded annually to branches across Canada to support their Canada Music Week activities.
3. raise awareness and encourage members and composers to participate in the Call for Compositions.
4. encourage members and their students to participate in the Provincial Student Composer Competition.
5. encourage branches to share their Canada Music Week experiences through documentation by photo/video and submit these to the provincial newsletter and *Canadian Music Teacher* magazine.

COMMUNICATIONS COORDINATOR

Summary

The position of Communications Coordinator will be held by the webmaster. It will function as a volunteer position. Its main function is to maintain a unified presentation of CFMTA throughout its many projects and to represent both the *Canadian Music Teacher (CMT)* magazine Editor and the Webmaster at the Executive Meetings.

Term of Office

Hold office for a term of two years, with re-election possible for two further terms

Duties and Responsibilities

In addition to all Standing Committee Chair (and Committees) duties, the Communications coordinator shall:

1. hold the *Canadian Music Teacher* magazine Editor position, if required
2. discuss with Editor and Webmaster the proposed budget for the upcoming fiscal year and submit to the Finance Chair by May 1st
3. initiate and coordinate the development of resources for National Chairs and Provincial Executives and Chairs to use in various CFMTA projects. This includes but is not limited to:
 - a) posters for all projects and competitions
 - b) certificates for all projects and competitions
 - c) press releases for all projects and competitions
4. work with National and Provincial/Territorial Chairs in the creation of the above resources.
5. ensure the CFMTA websites [English and French] are current and consistent with branding image and format.
6. make availability of resources known to National and Provincial Chairs and encourage their use.

EDITOR, CANADIAN MUSIC TEACHER MAGAZINE

Summary

The *Canadian Music Teacher* magazine Editor shall receive a salary and advertising commission which shall be determined by the Officers and Finance Committee and approved by the Executive Committee. The *Canadian Music Teacher* magazine Editor shall promote a good relationship between the CFMTA and the provinces/territories as well as between the CFMTA and the advertiser by initiating regular communication with them and being responsive to contacts by them.

Term of Office

The *Canadian Music Teacher* magazine Editor shall be contracted for two years by the Executive Committee of the Canadian Federation of Music Teachers' Association.

Salary Table

For magazine articles, submissions, formatting for 2 outputs:

- 1 - Print
- 2 - Digital magazine to uploaded to website and app.

The Editor will receive \$2200 (plus GST if applicable) and 15% commission on all advertising included in that issue for each of the following issues

- 1 – Spring
- 2 – Fall
- 3 – Winter

The Editor will receive \$1650 (plus GST if applicable) for the following issue

- 1 – A Year in Review

For a total of \$8250 (plus GST if applicable) plus commission

Payments to be made when an invoice has been submitted after magazine has gone to prepress.

Duties and Responsibilities

The *Canadian Music Teacher* magazine Editor shall:

1. publish four magazines annually:
Canada Music Week Deadline: August 15
Publication Date: October 1
Winter Edition Deadline: December 1
Publication Date: January 15

Spring Edition Deadline: April 1

Publication Date: May 15

A Year in Review Deadline: January 15

Publication Date: January 31

2. make the decision on the content for each issue which includes but is not limited to:
 - a) articles and features, contacting contributors and seeking permission copyrighted. Articles promoting a product or service must be supported by a paid ad
 - b) the relevant information about the Federation and its workings including promotion of and reporting on annual meetings and conferences, information on upcoming competitions, awards applications, donation forms, and any provincial/territorial information of interest
 - c) working with the Translation Committee to determine priority of French content. Text for translation should be submitted to Translation Chair at least 3 weeks prior to each Deadline.
 - d) current information regarding Canada Music Week and the CFMTA Student Composer Competition which is supplied by the Canada Music Week Chair and provincial/territorial coordinators for the Canada Music Week edition in both English and French as required by the Canada Music Week Chair
 - e) book reviews by teachers across the country of materials provided by publishers.
3. determine the companies necessary to produce both digital and print versions of *Canadian Music Teacher* magazine taking into consideration the following:
 - a) the price quoted to do the job
 - b) the quality of the work as evidenced by examples
 - c) a perceived favourable working relationship
 - d) promptness in reply
 - e) attention to completion deadlines
4. enter the material as it arrives into a text file that can be sent to the design company or prepare the layout themselves.
5. be responsible for procuring advertising from Universities, Music Schools, and companies related to providing goods and services to music educators across Canada providing advertisers with a Rate Card which outlines the following:
 - a) pricing policy including the three-edition package
 - b) prepayment requirements
 - c) cheques are to be made out to the CFMTA and remitted to the CFMTA Treasurer

- d) deadlines for the submission of their advertising
6. arrange to have the magazine proofread by the President and Past President prior to publication
7. send a paper copy to the first-place winners of all CFMTA programs, the president, authors of articles that have been included, advertisers, National archives (2), and mailing house (as needed).
8. be reimbursed for office supplies, long distance telephone calls, developer fees (digital magazine) and postage upon submission of receipts.
9. have a mailing list ready from the subscriptions submitted through the website
10. Discuss budget with Communications Coordinator
11. provide a telephone with voicemail, a personal computer with internet connection and a printer, for conducting the business of *Canadian Music Teacher* magazine
12. be reimbursed for office supplies, long distance telephone calls, and postage upon submission
13. Contracts must only be signed after consultation and agreement with President, Secretary and the Editor. Copies of the contracts should be forwarded to the Secretary for filing
14. Forward all files regarding the magazine to the Secretary after completion of each issue.
15. Regarding placing of CFMTA conference ads and informational pages in *Canadian Music Teacher* magazine:
 - a) To start promoting, in the Fall issue, the upcoming conference with a one-page insert – insert to be designed and produced by conference committee.
 - b) To then place up to 2 pages in the subsequent Winter and Spring issues (more can be added if there is room available) one of these pages will be available in colour. These pages can consecutive or single pages placed in different parts of the magazine – page(s) to be designed and produced by conference committee.
 - c) For the following three issues (Fall – Winter – Spring) place up to 4 pages (more can be added if there is room available) one of these pages will be in colour. If pages are consecutive the first or last page would be the one available in colour or the colour page could be separate from the info pages – pages to be designed and produced by conference committee.

- d) After the completed conference – up to 6 pages will be used in the Fall issue after the conference, to give an overview and to highlight. This will include articles, responses from attending members, etc. Any photos used will be supplied by the conference committee – pages to be designed and produced by the editor of the CMT.
 - e) Total pages available to the conference over the two-year period – 23.
16. Invoice and receive payments by cheque from advertisers in *Canadian Music Teacher* magazine. Send cheques and a record of all invoices to the Treasurer.

WEBMASTER

Summary

The webmaster shall receive a salary that shall be determined by the Officers and Finance Committee and approved by the Executive Committee.

Terms of Employment

The Webmaster shall be contracted for a two-year period with remuneration determined by the Officers and Finance Committee, and approved by the Executive Committee.

Duties and Responsibilities

The Webmaster shall:

1. review website weekly to make sure all information is current on both the actual pages and the Provincial and National Resource pages.
2. remind Chairs of upcoming data changes and information needed from them 4-6 weeks in advance of when it should be posted. Remind them to submit to Translation Chair 3-4 weeks before needed as well.
3. respond to inquiries or forward to the appropriate person
4. manage on a regular basis the email addresses (passwords, mailbox size, and forwarding) and mediate with Archer Design on any major issues and/or problems.
5. monitor website functionality to ensure that everything is working as it should and upgrade where necessary. Some plugins may become outdated and no longer work with the newest version of your website software. Plugins may need upgrading to accommodate the newer version or become obsolete with the improvements in the website software.
6. assist by liaising with the hosting company to sort out the situation as quickly as possible.
7. at the completion date of each CFMTA competition/program, send an Excel file of all entries to the appropriate Chair or administrator. If payments were part of the entries, note any issues with payments processed through PayPal to both the Competition Chair and Treasurer. Webmaster is not responsible to check and/or verify any information or links included in the entry forms.

CONFERENCE RESOURCE CONSULTANT

Summary

The Conference Resource Consultant shall be appointed in odd-numbered years by the Executive Committee from within the CFMTA membership to aid with the biennial National Conference. The Conference Resource Consultant must have served on the planning committee of the previous CFMTA National Conference. Should it be necessary (as determined in discussion with the Conference Planning Committee), the Resource Consultant shall attend the Conference with all expenses (travel, hotel, food and registration) paid by the CFMTA.

Term of Office

Hold position for one term of two years unless a conference is held in conjunction with another organization. In this case, hold office for four years

Duties and Responsibilities

In addition to all Standing Committee Chair (and Committees) duties, the Conference Resource Consultant shall:

1. Upon the request of the host Province/Territory, provide assistance in planning and development
2. Liaise with the CFMTA Office if required
3. Assist in the preparation of the report for the Executive Meetings
4. In conjunction with the CFMTA Webmaster and the Conference Committee Chair, ensure that all material relevant to Conference Planning is updated on the website

E-FESTIVAL CHAIR

Summary

The CFMTA E-Festival is held during November to celebrate works by Canadian and Indigenous composers in all disciplines and promote CFMTA's Canada Music Week. This virtual non-competitive opportunity allows students of CFMTA teachers to submit a performance recording and receive feedback from a specialist in their discipline.

Term of Office

Hold office for one term of two years, with re-election possible for two additional terms.

Duties and Responsibilities

In addition to all Standing Committee Chair (and Committees) duties, the E-Festival Chair shall:

1. lead the hiring process of the Administrator, as needed, by receiving and reviewing applications from CFMTA members. The Committee shall make a recommendation to the Executive prior to the Annual Executive Meeting for ratification.
2. provide the Administrator access to the E-Festival email account.
3. receive copies of every entry and registration form directly from the online system.
4. receive adjudicator registration forms as an email automatically generated by the website as back up and cross reference for the exported spreadsheet received from the webmaster when registrations are closed. Maintain a database of potential adjudicators and their contact information. Create a call for adjudicators prior to each E-Festival.
 - a) confirm that each adjudicator is a member in good standing of CFMTA
 - b) document the areas of expertise for each adjudicator (e.g., piano, junior, intermediate), as well as their province (practice has been to use an adjudicator from a different province if at all possible)
 - c) confirm the availability of required adjudicators each year
 - d) provide the list of adjudicators to the Administrator
 - e) in conjunction with the Administrator, review the database following each E-Festival
5. update the Adjudicator Guidelines on the website annually. Following each festival, update all forms, information for the website, and promotional materials for the current

festival. Update standard letters to adjudicators and students, including the automated notice from the website registration.

6. using the system reports, provide a report to CFMTA Officers and the E-Festival committee at the conclusion of each E-Festival. Include the following financial details:
 - a) entry fees received
 - b) adjudicator fees
 - c) office expenses
 - d) PayPal fees
 - e) administrator fees

E-FESTIVAL ADMINISTRATOR

Term of Office

Contracted by the CFMTA annually.

Duties and Responsibilities

The E-Festival Administrator shall:

1. be a member in good standing of CFMTA
2. be considered part of the committee
3. access the E-Festival CFMTA email account for all correspondence
4. receive copies of every entry and registration form directly from the online system
5. process all entries using the guidelines below
6. keep the committee up-to-date on the status of entries and adjudicators
7. provide any updates for the E-Festival Administrator Job Description

Process for Tracking Adjudicator Duties and Fees

1. At the close of registration, receive the Adjudicator Registration Database from the Chair. Save with a new name to indicate it will be the database for the E-Festival.

2. Within the file, add separate sheets for each adjudicator as they are assigned an entry. All entries for an adjudicator should be on one sheet.
 - a) Each adjudicator's spreadsheet should track the student assigned to them, rate of pay, status of entry completion, and status of payment.
 - i) Student entry information and links are to be copied into each adjudicator's sheet
 - ii) As the adjudicator completes an entry, they indicate so on the spreadsheet using the agreed format
 - iii) When the festival is complete, send the Treasurer access to the file for determining the amount owed to each adjudicator, and updating payment status as completed. The contact information for the adjudicator will be on the main database sheet with the file.

Processing Student Entries

1. Receive the student registrations automatically from the website as they arrive as back up and cross reference to the final database
2. At the close of registration, receive the Student Entry Registration Database from the Webmaster
 - a) Save with a new name so the original file is always available for back-up and checking.
 - b) Sort data by discipline and/or class number. Save with a new name indicating how it has been sorted.
 - c) Correct spelling and punctuation in fields that will appear on adjudication sheets and certificates. Save with a new name indicating it has been edited.
 - d) Add columns to indicate the adjudicator they were assigned to. This serves as cross-reference to the other database.
 - e) Student entry information – grade level, piece title, composer name, class information, instrument – and links to score and performance video are copied to the adjudicator spreadsheet they have been assigned to.
3. Verify the links submitted by students and follow-up as necessary
4. Prepare adjudication sheets within the CFMTA branding guidelines.
 - a) Create a template that includes CFMTA logo, name and date of e-festival in the header.
 - i) Add to the template mail-merge fields for discipline, level, name of student, piece title, composer name
 - ii) Add a fixed text box for the adjudicator's signature

- iii) Add a fixed text box for mark or seal, if required
 - iv) Save as the basic adjudication sheet template file
 - b) Copy the basic template file for each adjudicator and save with their name as part of the file name.
 - i) Add the adjudicator's digital signature to the template
 - ii) From the master database, mail-merge using each adjudicator's sheet to populate their comment sheets
 - iii) Save as Word files to be sent to each adjudicator for typing comments into.
- 5. If required, prepare certificates provided by the Communications Coordinator using the process for adjudication sheets
- 6. Send students their adjudication sheet and certificates as a PDF file, with a letter of thanks for participating, by mail or email as determined by the committee

ESSAY COMPETITION CHAIR

Summary

The Essay Competition Chair shall be responsible for the CFMTA Essay Competition.

Term of Office

Hold office for one term of two years, with re-election possible for two additional terms.

Duties and Responsibilities

In addition to all Standing Committee Chair (and Committees) duties, the Essay Competition Chair shall:

1. Update competition guidelines, categories, entry form, and posters for distribution.
2. Secure sponsorship money for prizes.
3. Correspond with provincial/territorial Essay Competition coordinators regarding promotional initiatives
4. Correspond with colleges and universities across Canada regarding guidelines and posters.
5. Select an adjudication panel for the Essay competition which includes discussion of the criteria, discussion of the adjudication panel's duties, forwarding evaluation forms, and setting deadlines for adjudication
6. Receive the entries from Webmaster and forwarding them to the adjudication panel
7. Sending a letter of congratulations to the winners of each category with a request for a bio and photo of themselves for inclusion in *Canadian Music Teacher* magazine and social media.

FINANCE COMMITTEE

SUMMARY

The Finance Committee shall consist of four members: the Vice President who shall serve as Chair, the Treasurer, 2nd Vice President, and additional committee members from the Executive Committee. The Finance Committee may include former delegates as long as the Executive Committee agrees. This committee will work in collaboration with the Treasurer.

Duties and Responsibilities

The Finance Committee shall:

1. Assist the Treasurer to prepare a balanced budget for the upcoming fiscal year and present it for approval at the Annual Executive Meeting.
 - a) All Standing Committee budget submissions
 - b) The budget must include the following funds which are to be shown separately: Operating, Young Artists, Canada Music Week, Awards & Competitions
 - c) The budget should make provisions for any new initiatives that may be approved by the Executive for the upcoming fiscal year
2. Receive and approve the operating budget from the host province/territory of the CFMTA conference 14 to 18 months prior to the Conference. This approval will be given within one month of the proposed budget being submitted with an email from the Financial Chair stating that approval has been given.
3. Monitor the financial situation of the Federation through quarterly computer-generated accounting financial statements. Request more frequent financial statements if necessary.
4. Oversee the management of the Associations' investments, in consultation with the Treasurer, and present an investment plan for the upcoming year to the Executive Committee for approval
5. Review the audited financial statement and present the audited financial statement to the Executive Committee for acceptance.
6. Request approval from the Executive Committee, any single expenditure exceeding \$500 which is not included in the budget.

FISCAL POLICY

General

1. Honoraria may be presented to Chairs and individuals each year as a token of appreciation.
2. CFMTA may employ individuals on a contract basis

Membership Fees

1. Yearly Membership fees become due and payable on April 1, the first day of the fiscal year of the CFMTA.
2. If membership fees are not paid by November 1, the Provincial/Territorial Association can be suspended by the Executive Committee until such time as the membership fees', including a late fee of \$10.00 per individual member is paid. This policy does not apply to members who have joined or been reinstated after November 1.
3. Membership fees for total current members must be paid in full and received by March 31st.

Budget

1. A balanced budget shall be presented each year.
2. The budget shall include:
 - a) the following funds with appropriate subcategories:
 - i) Operating
 - ii) Canada Music Week
 - iii) Young Artist
 - iv) Awards & Competitions
 - b) a column showing Actual Revenue and Expenses from the preceding fiscal year
 - c) a column showing the current year's budget as approved at the previous AEM, and a column showing proposed amendments to the current year's budget.
 - d) A column showing the proposed budget for the following year
 - e) any new initiatives or departures from prior years with appropriate explanations
 - f) incorporation of any fee increases necessary to reach the CFMTA financial goals
3. The proposed budget shall be sent to the Officers and members of the Executive Committee at least 14 days in advance of the Annual Executive Meeting

FINANCIAL STATEMENTS

1. Monthly bank statements and bank reconciliations shall be circulated to the Officers and members of the Finance Committee within 45 days of the statement date;
2. Quarterly Financial Statements shall be circulated to the Officers and members of the Executive Committee;
3. Audited Financial Statements shall be circulated to the Officers and members of the Executive Committee prior to the Annual Executive Meeting OR by email for an electronic vote;
4. A Summary of the Audited Financial Statements shall be published in *Canadian Music Teacher* magazine
5. The Audited Financial Statements shall be published on the website.

OFFICER, EXECUTIVE COMMITTEE AND PUBLIC INFORMATIONAL MEETINGS

1. Officers shall be reimbursed upon the presentation of receipts for:
 - a) 100% of travel costs based on the most economical form of travel including cancellation insurance or \$0.45 (as per Finance committee recommendation) per kilometre to a maximum payment equivalent to a return airfare ticket. This also includes cost of the most economical travel to and from airport.
 - b) 100% of accommodation costs for three nights
 - c) A cap of \$75 daily allowance on meal expenses reimbursed during our annual meeting conference for officers.
2. Provincial/Territorial First and Second, or Alternate Delegates (to a maximum of two) shall be reimbursed upon the presentation of receipts for:
 - a) 100% of travel costs based on the most economical form of travel including cancellation insurance or \$0.45 per kilometre to a maximum payment equivalent to a return airfare ticket. This also includes cost of the most economical travel to and from airport.
 - b) 100% of accommodation costs for two nights
3. If required, Committee Chairs shall attend the meetings virtually
4. CFMTA shall be responsible for costs relating to the:
 - a) Officer's meeting room

- b) Executive Meeting room
 - c) Public Informational meeting room
 - d) Social event the evening prior to the Executive Meeting or an evening deemed appropriate by the Officers
 - e) Virtual meetings
5. CFMTA shall invoice the provinces/territories for delegate expenses relating to:
- a) lunch on the first meeting day
 - b) breakfast on the second meeting day

OTHER PRESIDENT'S TRAVEL

1. When the President attends Provincial/Territorial Association functions, the CFMTA shall be responsible, upon the presentation of receipts, for the President's travel costs. The Provincial/Territorial Association is responsible for the President's accommodation and meals.
2. When the President is required to travel on other CFMTA business, approval for travel shall be requested from the Officers & Finance Committee.

OFFICE SUPPLIES AND EQUIPMENT

1. As the business of the CFMTA is managed by volunteers with the exclusion of the Secretary and Treasurer, administrative expenses such as telephone calls, paper, ink, envelopes and postage incurred by the Officers and Committee Chairs shall be reimbursed upon presentation of receipts.
2. The Office of the Secretary shall be considered the Head Office of the Federation and as such, administrative expenses relating to the operation of the CFMTA, including a dedicated phone line with voicemail, shall be included in the budget. The Secretary shall provide a computer with internet connection and a printer for conducting the business of the CFMTA.
3. CFMTA will retain ownership of all equipment and such equipment must be kept in the CFMTA office.
4. If the CFMTA purchases office equipment for a special project, CFMTA will retain ownership of all equipment and such equipment must be kept in the possession of the Chair.

YOUNG ARTIST TOUR

1. The Young Artist shall be paid \$200.00 per concert with a minimum of \$600.00 (3 concerts) and a maximum of \$2000.00 (10 concerts) per tour.
2. The Collaborative Artist shall be paid \$100.00 per concert to a maximum of \$1000.00 (10 concerts) per tour. Other fees and expenses are the responsibility of the Collaborative Artist.
3. The CFMTA shall pay the lowest airfare costs for the Young Artist and the Collaborative Artist from the Artist's place of residence or place of study in Canada, whichever is more economical. Travel from Europe or the United States shall be reimbursed at an equivalent amount.
4. The CFMTA shall pay for one night hotel accommodation per concert for each Artist at a competitive rate and upon submission of a receipt.
5. The costs of producing professional quality posters advertising the Young Artist Tour shall be paid by the CFMTA-

MEMORIAL PEDAGOGY AWARD

The CFMTA shall be responsible for this award of \$500.00 to be presented in even-numbered years to the applicant receiving the highest mark in a Diploma Level Pedagogy Exam from a national based teaching institution which offers exams in every province/territory. Eligible students must be studying pedagogy with an individual member of CFMTA.

NATIONAL PIANO COMPETITION

1. The CFMTA shall provide the following Awards for the National Piano Competition:

| | |
|--------------|------------|
| First Place | \$5,000.00 |
| Second Place | \$3,000.00 |
| Third Place | \$2,000.00 |
2. The Awards & Competitions Chair is encouraged to seek Corporate Sponsorship for Scholarship Funds.
3. The Finance Committee will review jury fees in a non-conference year.
 - a) The Finance Chair will contact the Conference Chair and the Awards & Competition Chair regarding jury fees.
 - b) Contracts will be prepared by the Conference Chair and will be sent after consultation and agreement with the Finance Chair and Awards & Competitions Chair.

5. All competition applications are completed on-line with payment accepted by e-transfer, PayPal or cheque

NATIONAL MEMBERSHIP RECOGNITION CERTIFICATE

This certificate program is available for Registered Music Teachers (RMT) who transfer their membership from one province/territory to another. These teachers are unable to be recognized by their Provincial Associations once they reach milestone dates of recognition awarded to members who remain in one location.

The National Membership Recognition Certificate provides acknowledgement for those RMTs who are long-time Registered Music Teachers in good standing. The certificate will be granted upon application to those RMTs who have belonged to two or more provincial/territorial associations in the CFMTA.

1. The duty of reviewing the National Membership Recognition Certificate application form and documents shall be shared by the Past President and 2nd Vice-president in alternating years
2. The program shall be administered by the National Secretary.
3. Criteria for the Applicant:
 - a) Obtain and provide proof of dates and membership in good standing from the registrar for each Province/Territory to which they belong(ed).
 - b) Minimum 20 years total membership
 - c) May reapply every ten years thereafter
 - d) Personal information of the applicant including current provincial/territorial membership
 - e) Fee: \$20 payable to CFMTA
4. Applications will be accepted online only. These will be filled out and compiled by the applicant and forwarded by the webmaster to the Past President or 2nd Vice-president and Secretary. Final approval will be given by the Past President or 2nd Vice-president.
5. The certificate will include the following:
 - a) name of the applicant
 - b) total years of membership
 - c) CFMTA logo
 - d) Signature of the National CFMTA President
- 7.** The certificate will be mailed to the member's Province/Territory registrar for presentation by the Provincial/Territorial/local branch at their own discretion.

NATIONAL YOUNG ARTIST TOUR CHAIR

Summary

The National Chair shall coordinate with the Regional Young Artist Chairs, who in turn coordinates with the Host Branch(es), to facilitate the tours. Tours and dates are decided by the Regional Young Artist Committees.

Term of Office

Hold office for one term of two years, with re-election possible for two additional terms.

Duties and Responsibilities

In addition to all Standing Committee Chair (and Committees) duties, the National Young Artist Chair shall:

1. contact the provinces/territories for the names of the Regional Young Artist Tour Chairs (which is recorded in *Canadian Music Teacher* magazine)
2. contact regional chairs and advise them of the Young Artist resources available to them on the CFMTA website <http://cfmta.org/html/provincialresourcesen.html> [Competition and Tour posters, press release templates, program and ticket templates], and provide them with the password in order to use these resources.
3. request the following information from the Regional Young Artist Tour Chairs on the following timeline:
 - a) Prior to the tour - the names of each selected Young Artist and the details of their proposed tours
 - b) Prior to the tour – notify the Regional Young Artist Tour Chair of any changes in policy for the tours
 - c) At the completion of the tour - a financial statement which includes revenue and expenses from each tour concert be sent to the Treasurer
 - d) At the completion of the tour - a complete report including comments or concerns regarding the whole tour
4. inform the Regional Young Artist Tour Chair to contact the CFMTA travel agent should air travel be deemed necessary
5. confirm with the Treasurer that all bills and revenue have been submitted within 45 days after the completion of each Regional Tour

6. Provide updates to the Webmaster in order to keep all information about the Young Artist Tours current
7. be responsible for ensuring that concert and tour press releases are prepared and distributed regionally, in connection with the Public Relations Chair.
8. ensure that Young Artist Certificates are sent by the National Office to the Young Artists after they have been signed by the National Chair

REGIONAL YOUNG ARTIST TOUR CHAIR

Summary

The Young Artist Tours is a CFMTA program which is held across Canada. Each Tour is managed by the Regional Young Artist Chair. The regions are:

Alberta
Atlantic
British Columbia
Ontario
Quebec
Western (Saskatchewan and Manitoba)

Duties and Responsibilities

The Regional Young Artist Chair shall:

1. arrange with each of their local Young Artist Tour Chairs for the updating and printing of competition and concert posters through CFMTA Public Relations Committee [templates available at <http://cfmta.org/html/provincialresourcesen.html>] If possible, these should be printed locally.

Please note: Information for the posters should be submitted to the Communications Coordinator to allow 2 – 3 weeks for designing and translating and 1 to 2 weeks for printing and distributing.

2. provide each Host Branch hosting a Young Artist Concert with an electronic copy of the concert posters.
3. provide each Host Branch hosting a Young Artist Concert with the Young Artist bio and their performance program.
4. contact the CFMTA travel agent if air travel is deemed necessary
5. send a financial report including all revenues and expenses to the CFMTA Treasurer and the National Young Artist Tour Chair.
6. send a Young Artist Tour report to the National Young Artist Tour Chair and the Secretary, including any comments or concerns regarding the Tour
7. ensure winners receive certificates from head office in the official language they requested.

8. include future young artists in the program to attract larger audiences especially in smaller centres (Optional).
9. be responsible for writing and distributing pre- and post-concert press releases, using the templates on the website.
10. ensure media release form is signed and provided to the Webmaster/Editor of CMT and Social Media Chair.

If a region wishes to send out a duo or combination of performers e.g., vocalist/piano or pianist/string performers, this option may be exercised. They may either share the fee CFMTA currently provides or they can take it out of the net proceeds if it should be more than \$200.

HOST BRANCHES FOR THE YOUNG ARTIST TOUR

Responsibilities

The Host Branch shall:

1. be responsible for securing one night hotel accommodation at an economical rate for each of the Young Artist and Collaborative Artist, and submitting the receipt for reimbursement attached to their Financial Report.
2. arrange for the rental of a concert facility, tuning of the piano and any other physical arrangements necessary.
3. arrange for the distribution of posters and for TV, radio, and newspaper advertising.
4. arrange at the local level for the printing and distribution of the concert program.
5. submit a Financial Report for the concert to the Regional Young Artist Chair along with a cheque for \$75 or 50% of the net proceeds whichever is higher.

ADDITIONAL CONCERTS OUTSIDE REGULAR YOUNG ARTIST TOURS.

These would be concerts that do not fall under the jurisdiction of the regular CFMTA Young Artists concert tour but would be managed by an outside group or other organization.

These would be allowed if the outside group or other organization:

- 1) pays for 50% of the travel cost for the Young Artist, only if the additional concert is scheduled during the same travel period as the Young Artist concert and the additional concert is in the same vicinity as the Young Artist concert. Travel costs of 100% will be the responsibility of the outside group or organization if the additional concert date conflicts with the already scheduled Young Artist Travel dates.
- 2) assumes all extra billeting/accommodation costs and arrangements
- 3) includes a paragraph in the additional concerts' programs stating that this student is a winner of the CFMTA Young Artist program and that a description of the CFMTA Young Artist program be added with this information.
- 4) ensures their program includes directions to go to the website for further information about the Young Artist Tour. This should be the quote from our brochure "The Young Artist Series involves a competition that is open to all disciplines offering a prize of a performing tour that serves to further the careers of aspiring young musicians". They

should also add - that (the Young Artist) is the student of (teacher's name) who is a member of (name of the provincial registered music teachers' association) which is a member of CFMTA.

ELIGIBILITY

1. Citizenship: In order to be eligible for the tour, the Young Artists must be a Canadian Citizen or a Landed Immigrant, studying with a Registered Music Teacher
2. Auditions: Auditions are held in each region and an artist is chosen from those auditioning.
3. Accompanists: If the winner of the competition is a vocalist or string player, one of the competing pianists may be chosen to act as accompanist for the tour and may perform solo selections at the YA Regional Chairs' discretion. Note: Professionals may also be used as accompanists. Accommodations: Artists may be billeted in private homes or stay in a local hotel. CFMTA will reimburse one night's hotel room per concert for each of the Young Artist and the Collaborative Artist.
4. Travel: plane, bus, or private vehicle - expenses are met by the CFMTA Young Artist Fund. The local sponsoring group looks after organizing the accommodations and all the requirements for a successful recital - recital location, advertising, tuning, reception, etc.
5. Artist Fees: The Young Artist receives \$200.00 per concert. The collaborative pianist receives \$100 per concert.
6. The CFMTA Young Artist Fund is sustained by a levy of \$1.00 per CFMTA member, interest from a bequest by Lyell Gustin, and a \$75.00 return from each branch sponsoring a recital.
7. Young Artists are also to be available to perform in schools and, if the local sponsoring group wishes, a qualified local artist can assist at the recital.

NOMINATIONS CHAIR

Summary

The Nominations Chair is responsible for receiving nominations for all elected positions. The Nominations Chair may not let his/her name stand for any office.

Term of Office

Hold office for one term of two years, with re-election possible for two additional terms.

Duties and Responsibilities

The Nominations Chair shall:

1. circulate by March 15 of each year, a Notice of Election to the Provincial/Territorial Presidents, Provincial/Territorial Secretaries, and the Officers and Delegates of the CFMTA Executive Committee which includes a list of the positions for which nominations shall be accepted.

In even numbered years, the positions include:

- a) Archives Chair
- b) Awards and Competitions Chair
- c) Bylaws and Policy and Procedures Chair
- d) Canada Music Week Chair
- e) Conference Resource Consultant
- f) Communications Coordinator
- g) E-Festival Chair
- h) Essay Competition Chair
- i) Nominations Chair
- j) Professional Development and Research Chair
- k) Program Funding & Grant Application Chair
- l) Public Relation and Marketing Chair
- m) Second Vice President
- n) Social Media Chair
- o) Strategic Planning Chair
- p) Translation Chair
- q) Young Artist Chair

In even numbered years, the contracted positions for Ratification include:

- a) Secretary
- b) Treasurer

- c) Editor, *Canadian Music Teacher* magazine
- d) Webmaster

In odd numbered years, the positions include:

- a) President
- b) First Vice President

2. shall circulate nomination forms and shall receive all completed nomination forms, which have been signed by both the Nominee and the Nominator, by the Closing Date of May 1 or as otherwise specified, set forth in the Notice of Election.
3. ascertain the eligibility of the nominees for President and Vice President to ensure that the nominees for these positions comply with the provisions made in the current bylaws
4. circulate the names of the nominees with the agenda for the Annual Executive Meeting
5. conduct the elections of officers and Chairs at the Annual Executive Meeting. Nominations may be received from the floor. However, the person nominated must be present and indicate his/her willingness to stand for election. The Nominations Chair shall ask three times for any further nominations. Ensure each province receives 2 votes only
6. provide two ballots per province for the vote unless the positions are filled by acclamation
7. appoint scrutineers to count the ballots and ensure that the ballots are then destroyed by motion
8. ask nominees attending the Annual Executive Meeting to recuse themselves while their elections are being conducted.
9. inform all nominees, including incumbents, that they prepare a brief biography to be presented at the meeting. This may be read or presented by someone at the Executive Meeting who will speak on their behalf.
10. inform the successful nominees that their term of office begins at the end of the Annual Executive Meeting
11. As the Secretary, the Treasurer, *Canadian Music Teacher* magazine Editor, and Webmaster may be contracted workers of the CFMTA, the Nominations Chair shall send out a request for resumes in application for these positions when necessary.

12. along with the Secretary, maintain an accurate record of Chairs which will include:
 - a) name of the Chair
 - b) year elected
 - c) year of first term completion (maximum 6 years)

13. The presidential appointment of any new position, be it, Vice President or Chair throughout the year, must be supported by the formal submission of a nomination form. This shall be submitted by the provincial/territorial association with which the applicant is associated. Refer to Standing Committee Chairs #7.

PROFESSIONAL DEVELOPMENT AND RESEARCH CHAIR

Summary

Act as a communicator of professional development available to the CFMTA membership. A focus on Canadian programs and resources, and particularly those that have connections with CFMTA members should be maintained. An international presence for CFMTA is also desirable. Direct the Certificate of Recognition for Professional Achievement and Video Resource Library.

Term of Office

Hold office for one term of two years, with re-election possible for two additional terms.

Duties and Responsibilities

In addition to all Standing Committee Chair (and Committees) duties, the Professional Development and Research Chair shall:

1. seek out and Submit articles and reports on current best practices pertaining to professional development, pedagogy, and research to the CMT and on the website
2. promote professional development opportunities curating events, studies, and resources, and disseminating these to the membership through:
 - a) Social media posts
 - b) Short *Canadian Music Teacher* magazine summaries in consultation with editor
3. review the Professional Development and Research pages of the CFMTA website quarterly and advise webmaster of any updates required. Pages include:
 - a) Links
 - i) Links should focus on Canadian resources which are readily available to all members
 - ii) Links should aim to represent many areas of music education
 - b) Focus on Research
 - i) Research Papers
 - ii) Review of Literature Papers
 - iii) Peer Review Publication
 - iv) Editorial Board
 - v) Submitting a Manuscript
 - vi) Peer Review Process
 - c) National Conference
 - d) Certificate of Recognition for Professional Achievement
4. be responsible for the Video Resource Library

5. be responsible for the Certificate of Recognition for Professional Achievement
6. in order to maintain CFMTA's presence on an international level, establish communication regarding professional development opportunities with other music education organizations including but not limited to:
 - a) Canadian Music Educators' Association (CMEA)
 - b) Music Teachers National Association (MTNA)
 - c) Frances Clarke Centre for Keyboard Pedagogy
 - d) International Society for Music Education (ISME)
7. stay up-to-date with Canadian and International resources, via e-newsletter subscriptions, etc. and share opportunities with Officers and appropriate Chairs for distribution to the membership. Resources include those associations found on the Links page.

FOCUS ON RESEARCH

Responsibilities:

1. To maintain an Editorial Committee for “Focus on Research”, established to promote and encourage scholarly works in music pedagogy, to provide a forum for dissemination of research on music teaching and learning.
2. To create an Editorial Board of professors either active or retired, familiar with the field of research, who are willing to assist in the blind peer review process of research papers and literature reviews.
3. To regularly promote Focus on Research in *Canadian Music Teacher* magazine, CFMTA website, universities and other music organizations encouraging submissions.
4. To provide all necessary information on the submission process for both Research Papers and Review of Literature Works, as regulated by International Standards, to the webmaster, for posting under Research on the CFMTA website.
5. To acknowledge any submissions formally, by sending a letter to the Submitter informing them that their work will receive a “blind peer review” by three reviewers. The Research Chair will then act as a liaison between the Submitter and the Editorial Board. Because this is a blind peer review process there is to be no communication between the submitter and the editorial panel.
6. Forward the submission to the three reviewers, along with the evaluation form, for either the Research Paper, or Literature Review, that they are to use. Note that the name of the submitter is to be removed from all original documents before they are sent for the peer review.
7. Once the evaluations are completed the submission will fall under one of three categories:
 - Accepted
 - Accepted with minor revisions
 - Rejected
 - a) If the paper is “accepted”, the submitter must provide an abstract, brief bio and photo for publication in *Canadian Music Teacher* magazine and their entire submission will be posted under Research on the CFMTA website. All information must be forwarded by the Research Chair to the *Canadian Music Teacher* magazine editor and webmaster.
 - b) If the paper is “accepted with minor revisions”, the submitter is provided with the Editorial Board’s evaluations to assist in the revisions, and then resubmits

their work for peer review. If the revised paper is accepted, the submitter follows the same process as listed in #7 a.

- c) If the paper is “rejected”, the submitter must be formally notified.
8. Formal letters of thanks are sent to the Editorial Board for their work and support of this project, on behalf of the CFMTA Focus on Research.
 9. Formal letter of congratulations is to be sent to the published author.

VIDEO RESOURCE LIBRARY

Duties and Responsibilities

1. Receiving videos produced by provinces, uploading them to the Video server (VIMEO) and sending the link with the workshop details to the webmaster to be uploaded to the website. (Try to add one new video each month.) Outsource appropriate videos if none are coming from the provinces (videos to be vetted). Library to consist of 75% Canadian Presenters.
2. Remind Provinces about this program and the resources that they can use to produce the video. Example of video kit – wireless lapel mic(s), mini tripod, and video camera (smart phone)
3. Have Clinician contracts in both English and French available for Provinces to use for clinicians posted on the Websites. Clinicians to receive an honorarium of \$150 for their presentation.
4. Have Equipment contracts in both English and French available for Provinces to use the Video Kit posted on Website.
5. Submit both contracts to Webmaster for posting on both English and French websites.
6. When requested - mail out Video Kit with Insurance – Video Kit to be mailed back with Insurance and costs to be paid by CFMTA.
7. Submit completed contracts to Treasurer for payment after video has been received.
8. Have video edited – either by someone on the committee or outsourced – honorarium to be paid \$150 per video, billed to the treasurer every three months.
9. Upload completed video to video server (Vimeo) with settings to keep video private and only available for viewing in CFMTA website. Send embed code to webmaster for posting.

PROGRAM FUNDING AND GRANT APPLICATION CHAIR

Summary

The Program Funding and Grant Application Chair shall seek out and secure funding for CFMTA and its programs.

Term of Office

Hold office for one term of two years, with re-election possible for two additional terms.

Duties and Responsibilities

In addition to all Standing Committee Chair (and Committees) duties, the Program Funding and Grant Application Chair shall:

1. The Program Funding and Grant Application committee shall seek out and secure funding for CFMTA and its programs such as, but not limited to:
 - a) Grants available from any Government of Canada program
 - b) Grants available from national corporations through their charitable programs
 - c) Private donations from individuals, businesses, or corporations
 - d) Corporate partnership agreements
 - e) Legacy donations (wills, in memoriam)
- 2) The committee will educate and encourage members to use resources for donations to CFMTA or their local Associations, such as:
 - a) Using CFMTA's charitable status to issue Charitable tax receipts
 - b) Using CFMTA's Canada Helps account for fundraising events and programs

PUBLIC RELATIONS AND MARKETING CHAIR

Summary

The Public Relations and Marketing Chair shall direct public relations and marketing initiatives for the CFMTA.

Term of Office

Hold office for one term of two years, with re-election possible for two additional terms.

Duties and Responsibilities

In addition to all Standing Committee Chair (and Committees) duties, the Public Relations and Marketing Chair shall:

1. be responsible for establishing ongoing relations and dialogue with music organizations (“affiliate organizations”).
2. be responsible for establishing ongoing relations and dialogue with university music programs.
3. maintain contact information for all Canadian university music programs
4. liaise with organizations that support Canada Music Week
5. provide outreach to current and potential members, other music organizations and the public at large, promoting CFMTA.
6. submit CFMTA advertisements to music organizations’ publications. This includes
arranging ad swaps or other initiatives.
 - a) CFMTA exchanges an advertisement (“Become a Member Today”) with the Canadian Federation of Music Festival Association. CFMTA’s ad goes in their Fall newsletter.
Note: CFMFA place two additional ads throughout the year.
 - a) CFMTA exchanges an advertisement (Conference advertisement) with the MTNA in a conference year.

Note – Reciprocal Advertisements in CMT Magazine:

Public Relations is allotted one page per issue of the CMT Magazine for reciprocal advertisements. In addition to arrangements with outside organizations, the following arrangement is offered with Provincial RMTAs with newsletters/magazines:

- a) CFMTA offers an advertisement with either general information (“Summary of Programs and Initiatives”) or Conference information with a provincial RMTA in exchange for an advertisement for a provincial conference/convention.
- b) Because of space restrictions in the print version of the magazine, the following advertisement space is offered to provincials RMTAs:
 - i) ½ page advertisement in the print/online edition of the CMT Magazine in one issue
OR
 - ii) 1-page advertisement in the online edition only of the CMT Magazine in three issues per year (Advertisement will be placed at the back of the magazine).

STRATEGIC PLANNING CHAIR

Summary

The Strategic Planning Chair shall be the person who seeks out current practices and future directions of CFMTA with a view of providing a guide to the Executive Committee for planning from year to year. The Strategic Planning Chair is a current member or has been a member of the Executive Committee.

Term of Office

Hold office for one term of two years, with re-election possible for two additional terms.

Duties and Responsibilities

In addition to all Standing Committee Chair (and Committees) duties, the Strategic Planning Chair shall:

1. select a committee of at least five (5) persons representing a cross-section of the membership of the Provinces and Territories.
2. be responsible, with committee and officer support, for investigating all aspects of the practices of CFMTA with a view to providing a guide for future directions.
3. be responsible, with committee and officer support, for pointing out how current practices will affect future directions of CFMTA.
4. along with the committee, prepare a working "multiyear plan", a plan that will regularly be amended and modified. This plan is to contain suggestions for future planning by the Executive Committee and Officers.
5. prepare, with committee support, resolutions and motions regarding changes to practices for presentation to the Executive Committee.

SOCIAL MEDIA CHAIR

Summary

The following is a fluid document which provides guidelines for CFMTA's social media use. It covers the use of Facebook, Instagram, and any other social media platforms used by CFMTA Officers, Chairs, and Executive.

The committee shall consist of a Chair, the Past President and at least one other committee member. The committee shall meet 2-3 times per year.

Term of Office

Hold office for one term of two years, with re-election possible for two additional terms.

Duties and Responsibilities

In addition to all Standing Committee Chair (and Committees) duties, the Chair shall:

1. respect privacy and copyright laws
2. prevent a security breach amongst members and subscribers
3. properly cite sources
4. provide a disclaimer when personal opinion is involved
5. be responsible for posting, encouraging engagement, monitoring guest's posts, obtaining approvals, and advertising CFMTA's events, programs, and purpose.
6. ask the Advertising Chair for files if graphic advertising is required for a program or event
7. receive text or graphics (official CFMTA posters) from Committee Chairs for promotion of events, call for volunteers, etc., at least 1 week prior to posting deadline
8. along with the Secretary, be responsible for security and passwords for social media accounts.
9. keep track of scheduled posts, track interest, and work to provide posts that attract engagement and attention

CFMTA Goals

1. To maintain CFMTA identity across all social media platforms.
2. To encourage CFMTA members to recognize and promote the benefits of quality music instruction across Canada.
3. To share CFMTA programs and initiatives, professional development opportunities, and other topics of interest to music educators.
4. To build a social media presence in which to promote quality Registered Music Teacher instruction to the general public.

Community Expectations

1. Comment threads should be related to CFMTA business or pedagogy. Comments not pertaining to the post should be deleted by the Social Media Chair.
2. Posts from external sources (ex. Provincial Associations, other music organizations) should be current, active, and pertaining to the activities of Canadian music teachers.
3. Posts should be positive in nature without personal or racist content.
4. Permission is required to post photos or videos of students and must be declared in the post, and to the Social Media Chair upon submission.

Possible Content outside of CFMTA programs and events:

1. Professional Development workshops/webinars, etc. across Canada or international virtual events.
2. Student competitions, masterclasses which are open to CFMTA members.
3. Information from other schools or organizations that are of interest to CFMTA members (and which support CFMTA's mandate).
4. In memorium for members or past Officers.
5. Posts containing links to blogs/podcasts, etc. shall be pedagogy-related, and include a disclaimer when personal opinion is involved.

TRANSLATION CHAIR

Summary

It is responsible for facilitating the translations of CFMTA programming material and official documents into French. Any other documents are translated as deemed necessary and upon approval by the officers.

Term of Office

Hold office for one term of two years, with re-election possible for two additional terms.

Duties and Responsibilities

In addition to all Standing Committee Chair (and Committees) duties, the Translation Chair shall:

1. contact National Chairs and Officers to determine their expected translation needs for the upcoming year.
2. prioritize translation requests and submit a Translation budget that encompasses the needs of all committees to the Finance Committee by May 1. For projects not included in the budget and/or not occurring annually, special approval from Officers will be required
3. play an integral role in the choice of a translator
4. act as a liaison between CFMTA and the translator
5. be involved in applying for Translation grants.
6. work with the Webmaster to oversee the maintenance of the French website.
7. proof materials after translation as requested by Officers or Chairs.

AD HOC COMMITTEES

An ad hoc committee may be formed at any time as requested by the President or the Executive Committee. The ad hoc committee shall consist of at least three members from the general membership. The Chair, who is a member of the Executive Committee, shall be appointed by the President or the Executive Committee.

The ad hoc committee shall:

1. be given clear and specific terms of reference by the President or Executive Committee.
2. be required to submit a report to the Executive Meetings at the usual reporting time.

BIENNIAL CONFERENCES

Summary

1. The CFMTA Conference shall be held in odd numbered years in early July. The conference shall be hosted by one or more Provincial/Territorial Associations.
2. The CFMTA President shall sit on the CFMTA Conference Committee and shall offer the assistance of CFMTA as required.
3. The maximum length for a CFMTA Conference shall be five (5) days with a four (4) day Conference (Wednesday to Saturday) being recommended.

Budget

1. Once the location of the Conference has been determined, the host Provincial/Territorial Association(s) shall submit a proposed budget to the CFMTA Finance Committee 14 to 18 months before the conference for approval. The proposed budget should include a \$10,000.00 unsecured interest free loan from CFMTA.
 - a) Approval will be given via email from the Finance Chair within one month of the proposed budget being submitted
 - b) Upon approval of the Conference budget, the CFMTA shall provide the host Provincial/Territorial Association(s) with the said loan of \$10,000.00
 - c) The Conference Chair shall notify the Treasurer once all financial matters concerning the Conference have been concluded. The loan shall be repaid in full at that time.
 - d) If, after the loan has been repaid, the Conference has made a profit, the host Provincial/Territorial Association(s) is entitled to retain sixty percent (60%) of the profits while returning forty percent (40%) of the profits to the CFMTA.
 - e) If the Conference has suffered a loss, the host Provincial/Territorial Association(s) is responsible for forty percent (40%) of the loss while the CFMTA will absorb sixty percent (60%) of the loss.
2. Expenses of the Conference Planning Committee may be reimbursed and deducted from the gross profit figures to determine the net profit of the conference. These expenses may include but are not limited to mileage, conference fees, meals, and accommodation. A loss may not be created or increased if these expenses are reimbursed.
3. If the CFMTA Conference Fund shows a balance of \$20,000.00 or more, the surplus monies may be directed to other CFMTA Projects upon approval of the Finance Committee and subsequently the Executive Committee

4. The host Provincial/Territorial Association(s) shall set up a separate bank account for the Conference
5. The CFMTA Conference Committee is encouraged to seek corporate funding for various aspects of the Conference.
6. Officers of the CFMTA shall attend all the CFMTA Conferences. Upon the presentation of receipts, the CFMTA shall reimburse expenses for:
 - a) 100% of the accommodation costs for the nights of the Conference
 - b) A cap of \$75 daily allowance on meal expenses reimbursed for the days of the Conference
7. The Awards and Competitions Chair must attend all the CFMTA Conferences. Upon presentation of receipts the CFMTA shall reimburse expenses for:
 - a) 100% of the accommodation costs for the nights of the Conference
 - b) A cap of \$75 per diem daily allowance on meal expenses reimbursed for the days of the Conference.
8. The Conference registration fees for the Officers, the Awards and Competitions Chair and the Conference Chair shall be waived
9. The CFMTA fiscal policy for Conferences shall be outlined in the CFMTA Conference Handbook

National Piano Competition and Optional Second Competition

1. If an optional second competition is held during a biennial CFMTA conference, some funding will be in place.
 - a) The Conference committee shall budget for:
 - i) prizes
 - ii) jury fees, accommodation, and travel
 - b) Should the province hosting the conference choose not to run a second competition, the funds will remain in the account.
2. National Piano Competition
 - a) Jury Fees - The finance committee will review jury fees in a non-conference year and shall consult with the Conference Chair regarding such fees
 - b) Awards - The CFMTA shall provide the awards for the National Piano Competition.
 - c) Contracts – Contracts will be prepared by the Conference Chair and will be sent after consultation and agreement with the Finance Chair and Awards & Competitions Chair.

- d) Apprise the Finance Chair of financial arrangements between the Conference Committee and the Awards and Competitions Chair regarding clinician and jurors travel costs, before contracts are signed.

Conference Chair's Duties

1. See Standing Committee Policy
2. See National Piano Competition, Biennial Conference
3. Conference Chairs are to provide timely updates for the *Canadian Music Teacher* magazine and CFMTA website and/or a link to their own conference website
4. See Budget, Biennial Conference
5. All files regarding the conference must be forwarded to the Secretary after completion of each conference.

Research Papers

Research Papers, including peer reviewed presentations are a recognized feature of a professional conference and the quality of research that it attracts is important to the professional development of our teachers.

1. The Conference Planning committee should consider including a call for research papers when deciding on a program
2. Presenters wishing to be peer reviewed must send a copy of their proposal to the conference committee and another copy directly to the Research Committee who will forward it to the Peer Review committee for evaluation. The Research Committee will then forward the decision to the conference committee, as to whether or not the paper has been accepted or rejected
3. It would be up to the planning committee to decide whether or not any of the research papers submitted (peer reviewed or not) would be part of the conference program

FORMS

- All forms are currently on the website under Resources/Forms
- Nominations Forms are on the website under Resources/National/Downloads for National Officers and are password protected
- Rules and Regulations for all competitions are on the website under Programs and Competitions