



CANADIAN FEDERATION OF MUSIC TEACHERS' ASSOCIATIONS

FÉDÉRATION CANADIENNE DES ASSOCIATIONS DE PROFESSEURS DE MUSIQUE

# **POLICIES AND PROCEDURES MANUAL**

## **JULY 2020 - JULY 2021**

**Amended July 9<sup>th</sup>, 2020**

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 Committee Meeting each year.

## **TABLE OF CONTENTS**

MEMBERSHIP .....	4
Membership Categories .....	4
Registered Music Teacher .....	4
Affiliate Membership.....	4
Affiliate Member Level I .....	4
Affiliate Member Level II .....	4
Affiliate Member Level III .....	4
Auxiliary Member .....	5
Code of Ethics and Standard of Conduct.....	6
Provincial/Territorial Delegates.....	8
ANNUAL EXECUTIVE COMMITTEE MEETING .....	10
Other Executive Committee Meetings .....	12
OFFICERS .....	13
President.....	13
Past President.....	15
Vice President.....	16
Honorary President .....	17
Role of the Honorary President .....	17
Secretary.....	18
Treasurer .....	22
STANDING COMMITTEE CHAIRPERSONS (And Committees) .....	25
Archivist.....	26
Awards and Competitions Chairperson.....	27
Bylaws and Policy and Procedures Chairperson.....	31
Canada Music Week Chairperson.....	32
The Provincial Canada Music Week Convenor.....	34
Communications Coordinator .....	36
Editor, “The Canadian Music Teacher” .....	37
Webmaster.....	41
Video Resource Library .....	43
Conference Resource Consultant .....	44
E-Festival Chairperson .....	45
E-Festival Administrator .....	47
Essay Competition Ad Hoc Chair .....	51
Finance Committee .....	52
Fiscal Policy .....	53
Financial Statements.....	54
Officer, Executive Committee and Annual General Meetings .....	54
Other President’s Travel.....	55
Office Supplies and Equipment .....	55
Young Artist Tour .....	56
Memorial Pedagogy Award.....	56
National Piano Competition.....	56
National Membership Recognition Certificate.....	58
National Young Artist Tour Chairperson (CFMTA Young Artist Tours).....	60
Regional Young Artist Tour Chairperson .....	62

Host Branches for the Young Artist Tour .....	64
Additional concerts outside regular YA tours. ....	65
Nominations Chairperson.....	67
Professional Development and Research Chairperson .....	69
Focus on Research.....	70
Public relations and Marketing Chairperson .....	72
Translation Chairperson .....	77
Translation Committee .....	77
Ad Hoc Committees.....	78
COMPETITIONS .....	79
Canada Music Week Competitions .....	79
Student Composer Competition .....	79
Student Composer Competition Rules and Regulations.....	79
The Helen Dahlstrom Award.....	81
The William Andrews Award.....	82
Call for Compositions .....	83
National Piano Competition Rules and Regulations.....	84
BIENNIAL CONFERENCES .....	86
FORMS .....	90

## **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/FCAPM. All Registered Music Teachers are, in fact, non-voting members of CFMTA/FCAPM. These members may acknowledge their affiliation with CFMTA/FCAPM by using the designation – Member of the CFMTA, or Membre de la FCAPM.

### **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 *The Canadian Music Teacher*, 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-Supérieur 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. It is to be applied in particular circumstances and cases, as the conscience of the individual members shall dictate, having due regard for any current usage or practice of the particular province/territory or branch. Professional conduct that is not, in good faith, consistent with such principles or that willfully departs there from is unethical.

The CFMTA/FCAPM 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

The teaching of music is primarily a cultural activity, yet all business matters should be handled in a professional manner.

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.

Students shall be treated with consideration and patience.

Fair and honorable business practices shall, at all times be observed in dealing with students, their parents and other members of the Federation.

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.

A fair and reasonable period of continuous instruction shall warrant a member's claiming a student.

On undertaking to give instruction to a student who has formerly received instruction from another teacher, a member should be satisfied that the student has formally discontinued instruction with the former teacher.

## **PROVINCIAL/TERRITORIAL DELEGATES**

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

Each Delegate to the CFMTA/FCAPM shall:

1. serve as an ambassador for the CFMTA/FCAPM
2. prepare for the CFMTA/FCAPM meetings by
  - a) ensuring that the Secretary is notified of your CFMTA/FCAPM 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 CFMTA/FCAPM meetings and social functions.
  - d) discussing with your Provincial/Territorial Association any resolutions to be presented at the CFMTA/FCAPM meetings garnering voting instructions from your province/territory. Resolutions must be sent to the CFMTA/FCAPM Secretary by April 1<sup>st</sup>.
  - e) familiarizing yourself with the CFMTA/FCAPM Bylaws, Policies and Procedures Manual, Minutes of the previous CFMTA/FCAPM meetings and all the CFMTA/FCAPM Reports for the current year.
  - f) acknowledging receipt of the CFMTA/FCAPM Reports and emails.
  - g) familiarizing yourself with the CFMTA/FCAPM quarterly Financial Statements and the CFMTA/FCAPM Audited Financial Statement.
  - h) bringing all pertinent material to the CFMTA/FCAPM meetings: CFMTA/FCAPM Bylaws, the CFMTA/FCAPM Policy and Procedures Manual, Reports, Resolutions, and the Agenda.
3. be prepared to serve on the CFMTA/FCAPM Ad Hoc Committees, as required
4. participate in discussion and decision-making, react to ideas and ask questions
5. 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.
6. foster an atmosphere of congeniality and cooperation among the Officers, Delegates, and Committee Chairpersons
7. present Provincial/Territorial archival material to the CFMTA/FCAPM Archivist



8. maintain confidentiality regarding business conducted at the CFMTA/FCAPM meetings until the receipt of the Minutes
9. report the CFMTA/FCAPM business to your Provincial/Territorial Association following receipt of the CFMTA/FCAPM Minutes

The 1<sup>st</sup> Delegate shall:

1. prepare an annual Provincial/Territorial Report which is to be submitted to the CFMTA/FCAPM Secretary for website posting by May 1 each year.

## **ANNUAL EXECUTIVE COMMITTEE MEETING**

1. An Annual Executive Committee Meeting shall be deemed to be the Annual General Meeting 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. A two-thirds majority of the Executive Committee Members shall constitute a quorum at an Executive Committee Meeting.
3. At each Executive Committee 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 he is also representing a Provincial or Territorial Association, such vote shall be in addition to his 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 Vice President shall have one (1) vote as the Vice President, and if he is also representing a Provincial or Territorial Association, such vote shall be in addition to his other vote.
  - e) Neither the Secretary nor the Treasurer (or Secretary/Treasurer) shall have a vote;
  - f) When an Executive Committee Member is unable to be present at an Executive Committee Meeting, the member may vote by proxy.
  - g) Voting shall be by a show of hands except as otherwise determined by the Executive Committee.
  - h) A motion shall be passed by a simple majority (50% +1) unless the By-Laws require otherwise due to the subject of the vote. A 2/3 majority is required for election of officers and changes to the By-Laws [see By-Laws for details].
  - i) 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.
  - j) The meetings shall be conducted according to the current edition of Robert's Rules of Order.
4. 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.
5. All resolutions which the Provincial and Territorial Associations (see Provincial/Territorial Delegates 2 d) propose to present to an Executive Committee Meeting shall be sent to the Secretary of the Federation by April 1<sup>st</sup> prior to the Annual

Executive Committee Meeting. Voting officers shall be permitted to put forth resolutions.

6. Copies of all proposed resolutions shall be sent by the Secretary of the Federation to each Executive Committee Member with the Meeting Agenda.
7. Resolutions may be received from Provincial and Territorial Associations. Voting officers shall be permitted to put forth resolutions.
8. Motions may be made at the Annual Executive Meeting by any delegate and/or voting Officer, these include the President, Vice-President and/or Past President.
9. Recommendations may be made by Chairs of Committees, who are not also delegates, which may become a motion if presented by either a delegate or a voting officer.  
Note: No resolutions or motions can be made by either the Treasurer or Secretary as they do not have a vote. (See Secretary's job description p. 20 and Treasurer's job description p.25)
10. If instructions are to be given, which comply with the current By Laws and Policy and Procedures Manual, they may be presented as a Directive by any voting members.

## **OTHER EXECUTIVE COMMITTEE MEETINGS**

1. For particulars relating to calling and holding additional meetings between the annual Executive Committee Meetings, please see ARTICLE VII – EXECUTIVE COMMITTEE MEETINGS in the current By-Laws.
2. CFMTA business may be conducted by telephonic, 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.

## **OFFICERS**

### **PRESIDENT**

The President shall be the official representative of the CFMTA/FCAPM and shall direct all phases of the CFMTA/FCAPM 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 committee and liaison matters including government.

The President shall:

1. Preside at all Officer, Executive Committee, Annual General, and Special meetings of the Federation
2. Be an ex-officio member of all committees, advise chairpersons of their duties, and be aware of all phases of planning and operation
3. 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/FCAPM
4. Represent the CFMTA/FCAPM at provincial/territorial functions or other special occasions
5. Direct the Secretary to make arrangements for the Annual Officer, Executive Committee, Annual General, and Special meetings
6. Receive all material pertinent to the agenda, prepare the proposed agenda and submit it to the Secretary for circulation
7. Proof-read: Minutes for the Annual General Meeting and any Officers' Meetings; The Canadian Music teachers" Magazine; "Of Note" Monthly E-Memo; "A Year In Review"; Any/All social Media Posts; Any/all other correspondence prior to circulation
8. Submit a presidential message for each issue of "The Canadian Music Teacher" Magazine; "A Year in review" Archive Magazine; "Of Note" Monthly E-Memos if required
9. Provide a presidential report for the Annual Executive Committee and the Annual General meetings
10. Represent the CFMTA/FCAPM with respect to governmental matters with the Federal Government or designate a representative
11. Countersign all cheques for the Federation

12. Have the power to call a Special meeting of the Executive Committee with 30 days' notice
13. Have the power to appoint Ad Hoc Committees as needed to carry out the business of the CFMTA/FCAPM
14. Have one vote and in the case of a tie, the President does not have a second or casting vote and the resolution does not pass
15. Hold office for one term of two years
16. Act as an ambassador between CFMTA/FCAPM and the provincial/territorial associations to maintain and promote good relationships
17. Represent CFMTA/FCAPM at music education conventions, competitions and events when invited, or appoint someone else to represent him or her.

## **PAST PRESIDENT**

The Past President shall attend all Officer, Executive Committee, Annual General, and Special meetings to ensure a sense of continuity of the CFMTA/FCAPM, having in mind past history and encouraging its future professionalism and growth.

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. serve as Nomination Chairperson and present the nominated slate of Officers or Committee Chairpersons with the agenda for the Annual Executive Committee meeting
4. serve as the National Young Artist Chairperson
5. hold office for one term of two years

## **VICE PRESIDENT**

The Vice President shall attend all Officer, Executive Committee, Annual General, and Special meetings to become familiar with the business of the CFMTA/FCAPM.

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, Annual General and Special meetings at which the President is unable to preside
3. Serve as Chairperson of the Finance Committee and as such, shall:
4. Prepare, in consultation with and the approval of the Finance Committee members, a proposed balanced budget for the next fiscal year to be presented at the Officer and Executive Committee meetings
5. Consult the monthly financial statements for the data on which to base the proposed budget
6. Consult all Committee Chairpersons for input regarding their financial requirements for the upcoming fiscal year
7. Consult the President regarding any New Initiatives for the upcoming fiscal year
8. 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
9. Ask questions, participate in discussion and decision-making, react to ideas, and exercise initiative
10. Provide a financial report for the Annual Executive Committee meeting
11. Have signing authority for the CFMTA/FCAPM and countersign cheques for the Treasurer when the President is unable to countersign
12. Analyze all proposals which may be submitted requiring financial support
13. May retain Delegate status from their Provincial/Territorial Association
14. Hold office for one term of two years



## **HONORARY PRESIDENT**

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

The Honorary President will be chosen by the Executive 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/FCAPM

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/FCAPM website in January of the nomination year.

Nominations will be called for from January 1 to March 31. The President will inform the winner of their successful nomination.

The successful nominee will be presented with a certificate suitable for framing. Upon successful nomination, the CFMTA/FCAPM will make an official announcement of the winner via the CFMTA/FCAPM Website, the CMT and Of-Note.

The editor of the CMT will be asked to conduct an interview with the Honorary President for publication in the next CMT.

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/FCAPM Conventions.

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

## **SECRETARY**

The Secretary shall be a non-voting Officer of the Canadian Federation of Music Teachers' Associations who is selected and directed by the Executive Committee. The Secretary shall receive a monthly salary which shall be determined by the Officers & Finance Committee and approved by the Executive Committee. The Secretary shall attend all Officers' meetings, Executive Committee meetings, the AGM of Members, and any Special meetings called by the President. The Secretary 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. The Secretary shall keep a log of duties performed and hours spent on behalf of CFMTA/FCAPM.

The Secretary shall:

1. Have custody of the Seal and all records of the Federation.
2. 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.
3. Maintain files, CFMTA/FCAPM templates and records.
4. Provide a telephone with voicemail, a personal computer with internet connection and printer for conducting the business of the CFMTA/FCAPM.
5. Purchase office supplies.
6. Ensure all CFMTA/FCAPM documents are securely stored on an external hard drive, as well as backed up on an external backup drive.
7. Provide an annual digital file of minutes, and important files to the current president as an additional back-up for our files.
8. Purchase Directors and Officers Insurance.
9. Attend to all correspondence which includes but is not limited to:
  - a) circulating an updated list of the CFMTA/FCAPM Officers, First and Second Delegates, and all Committee Chairs with the minutes after the Executive Committee meeting and maintaining this list throughout the year
  - b) distributing materials and announcements for the Executive Officers and CFMTA/FCAPM Committees using e-mail or if requested, regular mail

- c) responding to or redirecting any enquiries including emails
  - d) presenting important correspondence at CFMTA/FCAPM meetings
10. 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/FCAPM website and providing a copy of the CFMTA/FCAPM Bylaws and the Policies and Procedures Manual via email when requested
    - b) updating CFMTA/FCAPM records for Provincial Presidents, Delegates and Executive
  11. Give notice of any CFMTA/FCAPM meetings, whether in person or via electronic means
  12. Provide secretarial support to the CFMTA/FCAPM conferences as directed by the President
  13. Affix a signature and the CFMTA/FCAPM Seal to the Canada Music Week certificates and mail the certificates and the cheques to the winners when the results are received from the Canada Music Week Chair and before Canada Music Week, so they may be announced as part of Canada Music Week celebrations. Store all Canada Music Week items and arrange for the mailing of promotional material.
  14. Fill, track and send orders for Canada Music Week merchandize.
  15. Create and send out the following certificates after receiving the required information from the Awards and Competitions Chair:
    - a) Certificate of Recognition for Professional Achievement
    - b) Memorial Pedagogy Award
  16. Create and send out letters, adjudications and certificates (if required) after receiving the required information from the Student Composition Competition Chair.
  17. Create and send out letters, adjudications and certificates (if required) after receiving the required information from the Essay Competition Chair.
  18. Create the following certificates for presentation at the CFMTA/FCAPM Biennial Conference after receiving the required information from the Awards and Competitions Chair:
    - a) Hugheen Ferguson Distinguished Teacher Award
    - b) Competitions awards and prizes
    - c) Honorary President

19. Maintain contact with companies which provide programs for CFMTA/FCAPM members, such as but not limited to:
  - a) insurance
  - b) medical
  - c) dental
  - d) retirement planning programs
20. When requested, provide assistance or technical support in the creation of application forms, announcements and other materials for the Executive Officers and for CFMTA/FCAPM projects and events, provided this work can be accomplished within the Secretary's allotted time frame. If this assistance or technical support exceeds the allotted time frame, reimbursement for the extra hours be made at the hourly rate stipulated in the Secretary's contract.
21. Create, write and edit the CFMTA/FCAPM Monthly E-Memo "Of Note from CFMTA/FCAPM" and ensure that this is reliably distributed during the first week of each month to RMTs who have opted in.
22. Keep an accurate record of email addresses of those CFMTA/FCAPM RMTs who have opted in to receive for distribution of CFMTA/FCAPM "Of Note" e-memo.
23. Submit an annual return to Corporations Canada and ensure that Officers' information is up to date and accurate.
24. Forward Branching Out submissions to the Treasurer and the Webmaster, track and record submissions, acknowledge receipt of submissions directly with the branches.
25. Keep an ongoing and accurate record of hours spent in the employ of CFMTA/FCAPM work.
26. Be responsible for making all arrangements for all CFMTA/FCAPM 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 Committee meeting be submitted by April 1 or as otherwise specified

- h) contacting all Officers, First Delegates, and all Committee Chairs requesting their Annual Reports be submitted by May 15<sup>th</sup> or as otherwise specified
- i) preparing the agenda for all meetings in conjunction with the President
- j) circulating the agenda 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
- k) ensuring all annual reports are emailed to committee members by June 1
- l) purchasing special event insurance

## TREASURER

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. The Treasurer shall receive a monthly salary which shall be determined by the Officers & Finance Committee and approved by the Executive Committee. The Treasurer shall attend all Officers' meetings, Executive Committee meetings, the AGM of Members, and any Special meetings called by the President. 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.

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 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, a monthly bank reconciliation 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) recording invoices and payments from advertisers in "The Canadian Music Teacher" and all other payments from CFMTA/FCAPM projects
  - e) 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 "The Canadian Music Teacher" and/or on the CFMTA/FCAPM website
  - f) keep a log of the duties performed and hours spent on behalf of CFMTA/FCAPM
  - g) be responsible for submissions to the Canada Revenue Agency (CRA), including:

- i) payments or requests for rebates of GST and provincial PST
  - ii) filing Registered Charity Information returns, reports regarding Trust Funds and a listing of charitable Tax Receipts issued by CFMTA/FCAPM
- 4. Be responsible for:
  - a) purchasing office supplies
  - b) purchasing GICs for each of the Funds researching to obtain the most favourable interest rates
  - c) providing the Finance Committee with information when requested
  - d) issuing Charitable Tax Receipts for donations given to CFMTA/FCAPM in trust
  - e) forwarding donations given in trust to the recipient as per instructions by the donor
- 5. Be responsible for the financial aspects of Canada Music Week including but not limited to:
  - a) issuing Charitable Tax Receipts to Donors donating over \$25.00 in kind to the Canada Music Week program after receiving documentation of the appropriate expenditure.
  - b) payment of adjudicator's fees
  - c) receiving the CFMTA/ FCAPM Student Composer Competition entry fees
  - d) payment of prizes to winners
- 6. Be responsible for the financial aspects of the Young Artist Program including but not limited to:
  - a) issuing Tax Receipts to Donors donating over \$25.00 to the Young Artist Program after receiving documentation of the appropriate expenditure
  - b) paying the Young Artist honoraria, travel and other expenses related to travel
  - c) payment of advertising posters
  - d) receiving the CFMTA/FCAPM portion of revenue from the Young Artists' Tours
  - e) receiving the Young Artist Financial Statement from each tour within 45 days after the completion of his/her tour

7. Be responsible for the financial aspects of Awards and Competitions including but not limited to:
  - a) receiving the National Piano Competition entry fees
  - b) payment of prizes for the National Piano Competition and the Memorial Pedagogy Award
  - c) informing provinces/territories of their portion of travel expense for competitors
8. Provide a telephone with voicemail, a personal computer with internet connection and a printer for conducting the business of the CFMTA/FCAPM
9. Be in contact with all Chairpersons by April 15<sup>th</sup> regarding:
  - a) any changes required to the incoming budget for their projects as previously passed
  - b) a proposed budget for their projects in the following year



## **STANDING COMMITTEE CHAIRPERSONS (AND COMMITTEES)**

1. All Committee Chairpersons, excluding the Nominations Chairperson and the Finance Chairperson shall be elected or appointed by the Executive Committee for a two-year term at the Annual Executive Committee Meeting in each even-numbered year. Committee Chairpersons shall be limited to six years, not retroactive and work actively with a committee (July 2013 resolution; Carried)
2. If any Committee Chairperson resigns, the Executive committee shall elect or appoint his replacement for the balance of the term.
3. Each Committee Chairperson may appoint other members to his committee, but no person shall be so appointed without the prior approval of the appointee's Provincial or Territorial Executive Committee unless he is a member of the Federation Executive Committee.
4. Any Chairperson or other member of any committee may be removed by a majority vote of the Executive Committee.
5. Each Committee Chairperson shall forward an Annual Report to the Secretary at least forty-five (45) days prior to the Annual Executive Committee Meeting.
6. The remuneration of any Committee Chairperson shall be determined from time to time by resolution of the Executive Committee and he shall be reimbursed for expenses incurred while on Federation business upon presentation of receipts.
7. Committee Reports: All reports are "received" by the Executive Committee as information. Only Motions, Resolutions and Recommendations are discussed and, if necessary, acted on. All motions and resolutions must be sent to the CFMTA/FCAPM Secretary by 1<sup>st</sup> April.
8. All files created by CFMTA/FCAPM officers, contracted positions, chairs and volunteers for CFMTA/FCAPM must be forwarded to successors of positions and the national office effective immediately.

Note: Chairs are expected to be in the process of preparing the next Chair from their committees. In the event that the current Chair cannot complete their mandate or decides he or she wants to step down at the end of their two years after election, they would have someone from their committee, who is knowledgeable about their work, to continue on after the current Chair leaves. Possible replacements should always be in the process of being prepared to take over if and when needed.

Those desiring to be a Chair of a Committee may ask to join the committee, so they will be prepared for the position.

## **ARCHIVIST**

1. Maintain a storage unit for the archiving of CFMTA/FCAPM materials. Be the contact person for the National Library.
2. Collect and preserve CFMTA/FCAPM data including, but not limited to the official minutes, annual reports, all editions of the Canadian Music Teacher, materials from CFMTA conventions, Young Artist Tours, E-Festival, Of Note Monthly E-Memo, Video Resource Library and the National Piano Competitions for Archival purposes
3. Provide archival information as requested by the Executive Committee
4. Write an Archives report for the Annual Executive Committee meeting
5. Act as a liaison with other organizations that support Canadian music and composers, such as the Canadian Music Centre, ACNMP, Canadian New Music Network, SOCAN, etc.

## **AWARDS AND COMPETITIONS CHAIRPERSON**

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

### **1. Awards**

The Awards and Competitions Chairperson shall:

- a) be responsible for the administration of the Memorial Pedagogy Award, the Hugheen Ferguson Distinguished Teacher Award and the Certificate for Professional , including but not limited to, the following:
  - i. advertise the Award in “The Canadian Music Teacher” and on the CFMTA/FCAPM Website, including a link to the online application forms in both official languages
  - ii. contact Provincial/Territorial Presidents about the awards and include links to the online application forms in both official languages
  - iii. accept applications
  - iv. determine the winners
  - v. send a letter of congratulations to the winners
  - vi. contact the Treasurer to prepare a cheque for the recipient of the Memorial Pedagogy Award to send to the secretary
  - vii. contact the Secretary to prepare and/or mail certificates for all awards
  - viii. prepare an article announcing the winners for “The Canadian Music Teacher” and the CFMTA/FCAPM website. Submit articles to the Translation Chair at least three weeks prior to deadlines.
  - ix. provide updates to the CFMTA/FCAPM webmaster at least every six months. Review website monthly and submit the information for any updates or changes that need to be made to the webmaster. Submit any text changes to the Translation Chair, allowing three weeks for translation.
  - x. be responsible for preparing and sending out pre and post event press releases, in connection with the Public Relations Chair.
- b) Shall apprise the President and Finance Chair of financial arrangements between the Convention Committee and the Awards and Competitions Chairperson regarding jurors’ travel costs before contracts are signed
- c) Contracts should only be signed after consultation and agreement with the CFMTA/FCAPM President, Secretary and Awards and Competitions Chair. Copies of the contracts should be forwarded to the Secretary for filing.

- d) 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.
- e) Attend the CFMTA/FCAPM Executive Committee and Annual General Meetings if required.
- f) Hold office for one term of two years, with re-election possible for two additional terms.

## 2. National Piano Competition

The Awards and Competitions Chairperson shall:

- a) Be responsible for the organization of and execution of the National Piano Competition which includes, but is not limited to, the following:
  - i. Review guidelines, rules and application forms for presentation and acceptance at the Executive Committee Meeting in non-conference years. Once approved, the competition rules and entry forms are to be submitted to Translation Chair by July 15 in preparation for publication on the website and for the CMT.
  - ii. Submit approved and translated guidelines, rules and application forms to “The Canadian Music Teacher” Editor and Webmaster by August 15
  - iii. 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/FCAPM Awards and Competitions Chair. Late entries will not be accepted.
    - 2. submitting a list of competitors’ information to the Secretary
  - iv. 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
  - v. Provide each province/territory with assistance as needed
  - vi. Work with the host chair and Advertising & Marketing committee to prepare national and provincial round posters.
  - vii. Liaise with the CFMTA/FCAPM Conference committee and the Chair of the Finance Committee

- viii. Collect bio, photos, media release permission forms and their local media contacts as part of the application process. Submit a copy of the information to the editor of CMT, Public Relations Chair and Secretary.
- ix. Check each competitor's registration form and repertoire list for eligibility to compete.
- x. Contact all competitors with:
  - 1. Details of the competition
  - 2. Rules and expectations while at the competition
  - 3. Instructions for contacting CFMTA/FCAPM 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
- xi. notify the province/territory if the representative is ineligible to compete
- xii. Review website monthly and submit the information for any updates or changes that need to be made to webmaster. Submit any text changes to the Translation Chair, allowing three weeks for translation.
- xiii. be responsible for preparing and sending out pre- and post-event press releases, in connection with the Public Relations Chair.
- xiv. provide the Convention committee with the list of repertoire, resumes and photos of the competitors for printing
- xv. arrange for the printing of participation certificates for the competitors including a list of the competitors
- xvi. arrange to meet competitors at the beginning of the Convention
- xvii. practice and performance times shall be determined by random selection
- xviii. supervise or arrange for supervision of the competitor's practice time which has a time limit
- xix. contact the judges outlining the rules of the competition, the list of repertoire for each competitor, and the procedure for judging the competition
- xx. submit winners' names to Treasurer so cheques can be prepared to be forwarded to winners act as Master of Ceremonies for the competition or appoint an alternate
- xxi. Award prizes to the successful competitors, including arranging for donors to present their prizes

b) Provide a list of responsibilities for the National Piano Competition to the Provincial/Territorial Convention committee which includes, but is not limited to, the following:

- i. a venue for preliminary rounds and the final round for the competition
- ii. secure three judges

- iii. recently tuned pianos for both rounds of the competition as well as for practice
- iv. a sound system and podium
- v. printing and sale of tickets
- vi. printing of the programs
- vii. arrange for a display of photos and resumes of the competition competitors
- viii. Provide a token of appreciation to be presented to competitors on Awards/Finals evening
- ix. advertising the final round of the competition to the public
- x. provide practice pianos for competitors, in addition to practice time on the competition piano
- xi. 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

## **BYLAWS AND POLICY AND PROCEDURES CHAIRPERSON**

The Bylaws Chairperson shall be in charge of the CFMTA/FCAPM Bylaws and Policies and Procedures and submit an Annual Report. The Bylaws Chairperson shall be a member of the CFMTA/FCAPM and attend the Annual Executive Committee Meeting when required

The Bylaw Chairperson shall:

1. Be responsible for creating, (this does not include formatting) amending, and presenting for approval the Bylaws of the Federation
2. Review the Bylaws of the CFMTA/FACPM 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. Submit the proposed Bylaw amendments to: Corporations Canada, Industry Canada, 9<sup>th</sup> Floor, Jean Edmonds Towers south, 365 Laurier Avenue West, Ottawa, Ontario. K1A 0C8. Phone 1-866-333-5556
5. Be responsible for creating, (this does not include formatting) revising and presenting the material in the CFMTA/FCAPM Policies and Procedures Manual for approval
6. Contact by January 15, each of the members whose term of office is expiring in July for their input on changes to their portfolio and make changes to the Job Descriptions based on the input received
7. Make available the updated copy of the Job Descriptions to the Nomination Chairperson by February 28 for dispersal with the Nomination Forms
8. Ask the Officers, Chairs and Delegates for any updates to the Policies and Procedures Manual to be received by the Committee by February 28<sup>th</sup> each year. Review the Policies and Procedures manual each year for any necessary revisions and submit the new manual to the Secretary by June 1
9. Present any proposed revisions to the Policies and Procedures Manual to the Executive Committee for approval
10. Hold office for one term of two years, with re-election possible for two additional terms.

## CANADA MUSIC WEEK CHAIRPERSON

The Chairperson of Canada Music Week shall convene all activities on behalf of the CFMTA/FCAPM with respect to Canada Music Week and the Student Composers Competition. The Chairperson shall assume a role of leadership on any committee regarding Canada Music Week. **The cost for travel to Executive and Annual General Meetings will be budgeted and paid for by CFMTA/FCAPM.**

### Responsibilities

The Canada Music Week Chairperson shall:

1. 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) requesting a report of CMW activities from the Provincial/Territorial CMW Coordinators
  - c) providing “The Canadian Music Teacher” 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 and picture of the National Chairperson.
    - iii) the CMW art work for promotional material and the magazine cover
    - iv) the order form for CMW supplies
    - v) the CMW poster
  - d) contact and advise 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 provide them with the password, encouraging the use of the resources.
  
2. Be responsible for the CFMTA/FCAMP Student Composer Competition including but not limited to:
  - a) providing “The Canadian Music Teacher” Editor with the following information for the Canada Music Week edition by August 15:
    - i) competition regulations, categories and entry form
    - ii) a list of Provincial/Territorial competition winners and their teachers
    - iii) bios and pictures of the National competition winners and parts of their winning composition



- 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 provide them with the password, encouraging the use of the resources
  - c) selecting an adjudicator 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
  - e) sending the competition entry fees to the CFMTA/FCAPM Treasurer
  - f) sending a letter of congratulations to the First-Place winners with a request for a bio and photo of themselves for inclusion in "The Canadian Teacher" magazine and the CMW Scrapbook
  - g) sending a letter of congratulations and their adjudication to the Second-Place winners indicating that their names will be included as winners in "The Canadian Music Teacher" magazine
  - h) send a list of winners' names and addresses to the CFMTA/FCAPM Secretary. The Secretary will affix their signature and the CFMTA/FCAPM seal to the certificates and mail them along with the cheques to the winners during Canada Music Week
  - i) notifying Provincial/Territorial CMW Coordinators of the results of the National competition
  - j) sending a copy of "The Canadian Music Teacher" magazine to the National competition winners
  - k) keep the CMW Scrapbook up to date
3. Be responsible for administering the Call for Compositions, The Helen Dahlstrom Awards, William Andrews Awards, Student Composer Competition
  4. submit the budget to the Finance Chairperson by May 1.

5. Review the CMW, Student Composer Competition, Call for Composition pages of the CFMTA website monthly and advise webmaster of anything that needs to be removed or updated.
6. Submit materials for translation into French to the Translation Chair at least 3 weeks before it is required by provincial coordinators, the graphic artist or CMT editor.
7. 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.
8. Submit receipts for expenses when submitted
9. Submit an Annual Report for the Annual Executive Committee meeting
10. Attend the CFMTA/FCAPM Executive Committee and Annual General Meetings
11. Receive and be a catalyst for new ideas for Canada Music Week
12. Hold office for one term of two years, with re-election possible for two additional terms.

Note – Organizational Procedures for Event Chairs/Administrators (National Piano Competition, Student Composer Competition, Call for Competitions, Canada Music Week, and E-Festival):

- Communication Coordinator creates event graphic in conjunction with an Event Chair/Administrator and Webmaster posts it on the CFMTA website.
- Event Chair/Administrator sends the graphic and captions to Social Media Chair who posts it to CFMTA’s social media sites (Facebook, etc).
- Public Relations and Marketing Chairperson emails each of the Prov / Terr delegates, asking them to repost the social media posts to their own social media pages and encourage their branches to do likewise.
- Event Chairs/Administrators organizes additional follow up posts with Social Media Chair as reminders of the upcoming application deadline.

### **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. Promote the National Essay Competition to members and their students and distribute information to high schools / school boards and universities in their province.
6. 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.
7. Act as a liaison with other organizations that support Canadian music and composers, such as the Canadian Music Centre, ACNMP, Canadian New Music Network, SOCAN, etc.

## **COMMUNICATIONS COORDINATOR**

Is responsible for creating and maintaining a unified presentation of CFMTA throughout its many projects across the country. Any use of the official CFMTA logo or brand needs to be formally approved by the Executive officers or their designate.

The Communications coordinator shall be:

1. Responsible for overseeing both the Canadian Music Teacher and the Website Portfolios
2. The CMT Editor, the Webmaster, or may hold both positions
3. Submit an annual report to the Executive Committee
4. Hold office for a term of two years, with re-election possible for two further terms
5. Attend the CFMTA/FCAPM Executive Committee and the Annual General meetings and represent both the Editor and the Webmaster
6. Discuss with Editor and Webmaster the proposed budget for the upcoming fiscal year and submit to the Finance Chairperson by May 1<sup>st</sup>
7. 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
8. Work with National and Provincial/Territorial Chairs in the creation of the above resources.
9. Work with the webmaster to insure the CFMTA websites [English and French] are current and consistent with branding image and format.
10. Make availability of resources known to National and Provincial Chairs and encourage their use.
11. Work with the Chair to assist National Provincial Chairs in updating templates and files as needed.

## **EDITOR, "THE CANADIAN MUSIC TEACHER"**

"The Canadian Music Teacher" Editor shall be contracted for two years by the Executive Committee of the Canadian Federation of Music Teachers' Associations. "The Canadian Music Teacher" 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" Editor shall promote a good relationship between the CFMTA/FCAPM and the provinces/territories as well as between the CFMTA/FCAPM and the advertiser by initiating regular communication with them and being responsive to contacts by them.

### **Salary Table**

For magazine articles, submissions, formatting for 2 outputs:

- 1 - Print
- 2 - Digital magazine to be 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 \$1100 (plus GST if applicable) for the following issue

- 1 – A Year in Review

For a total of \$7700 (plus GST if applicable) plus commission

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

"The Canadian Music Teacher" (CMT) 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  
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 conventions, information on upcoming competitions, awards applications, donation forms, and any provincial/territorial information of interest
  - c) Work 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) the current information regarding Canada Music Week and the CFMTA/FCAPM Student Composer Competition which is supplied by the Canada Music Week Chairperson for the Canada Music Week edition in both English and French as required by the CMW Chairperson
  - e) book reviews by teachers across the country of materials provided by publishers.
  - f) act as a communication's liaison to the provinces/territories regarding trends events in Canadian music
3. determine the companies necessary to produce the CFMTA/FCAPM Print 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/FCAPM and remitted to the CFMTA/FCAPM Secretary
  - 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. order a reasonable number of extra copies of the magazine for new members

8. be reimbursed for office supplies, long distance telephone calls, developer fees (digital magazine) and postage upon submission of receipts.
9. To have a mailing list ready from the subscriptions submitted through the website
10. discuss with Treasurer the proposed budget for the upcoming fiscal year and submit the budget to the Finance Chairperson by May 1
11. attend the CFMTA/FCAPM Executive Committee and the Annual General meetings
12. provide a telephone with voicemail, a personal computer with internet connection and a printer, for conducting the business of "The Canadian Music Teacher" Magazine
13. be reimbursed for office supplies, long distance telephone calls, and postage upon submission
14. Contracts must only be signed after consultation and agreement with CFMTA/FCAPM President, Secretary and the Editor. Copies of the contracts should be forwarded to the Secretary for filing
15. Forward all files regarding the magazine to the Secretary after completion of each issue.
16. Hold office for one term of two years, with re-election possible for further two-year terms
17. Regarding placing of CFMTA/FCAPM conference ads and informational pages in the CMT:
  - a) To start promoting in the Fall issue that is highlighting the conference that has just been completed 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.

18. Invoice and receive payments by cheque from advertisers in “The Canadian Music teacher”. Send cheques and a record of all invoices to the Treasurer.



## **WEBMASTER**

The Webmaster shall be appointed by the Executive Committee from within the CFMTA/FCAPM membership or from outside the membership to oversee the CFMTA/FCAPM website. The Webmaster shall attend the Annual Executive Committee meeting when required.

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. To 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. provide a report for the Annual Executive Committee meeting
8. hold office for one term of two years, with re-election possible for further two-year terms
9. CFMTA/FCAPM agrees to pay the Contractor \$2000.00 + GST per year, paid in equal installments every three months. The Contractor will submit an invoice every three months to CFMTA/FCAPM for services containing all information normally required in a commercial transaction including, but not limited to, a description of the services rendered, business number and address, commodity tax charges where applicable, and period covered.
10. Any revisions, additions or redesign CFMTA/FCAPM requests webmaster to perform that is not specified in this document shall be considered "additional" and will require separate agreement and payment. Webmaster shall advise CFMTA/FCAPM on any

requested work that falls within these bounds.

11. To be reimbursed for any application and/or plugins that are needed to keep website up and current.

## **VIDEO RESOURCE LIBRARY**

### **General Description**

The Video Resource Library Committee responsible for receiving videos produced by provinces, editing them, uploading them to the Video server (VIMEO) and sending the link with the workshop details to the webmaster to be upload to the website.

### **Responsibilities**

The Video Resource Library Committee shall be responsible to:

1. 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)
2. 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.
3. Have Equipment contracts in both English and French available for Provinces to use the Video Kit posted on Website.
4. Submit both contracts to Webmaster for posting on both English and French websites.
5. When requested - mail out Video Kit with Insurance – Video Kit to be mailed back with Insurance and costs to be paid by CFMTA/FCAPM.
6. Submit completed contracts to Treasurer for payment after video has been received.
7. 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.
8. Upload completed video to video server (Vimeo) with settings to keep video private and only available for viewing in CFMTA/FCAPM website. Send embed code to webmaster for posting.
9. Submit an itemized budget to the Treasurer by May 1.

## **CONFERENCE RESOURCE CONSULTANT**

The Conference Resource Consultant (2018 Motion #22) shall be appointed in odd-numbered years by the Executive Committee from within the CFMTA/FCAPM membership to aid with the bi-annual National Conference. The Conference Resource Consultant must have served on the planning committee of the previous CFMTA/FCAPM 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/FCAPM.

The Conference Resource Consultant shall:

1. Upon the request of the host Province/Territory, provide assistance in all regards pertaining to the conference
2. Liaise with the CFMTA/FCAPM Office if required by the Conference Planning Committee
  - a) All contact between the Office and Consultant should be cc'd to the planning committee
3. Provide a report for the Annual Executive Committee meeting
  - a) This report will be included in the final Conference Committee's report
4. Hold office for one term of two years unless a conference is held in conjunction with another organization. In this case, hold office for four years
5. In conjunction with the CFMTA/FCAPM Webmaster and the Conference Committee Chair, ensure that all material relevant to Conference Planning is updated on the CFMTA/FCAPM website

## **E-FESTIVAL CHAIRPERSON**

The E-Festival Chair shall be elected by the Executive Committee from the CFMTA/FCAPM Executive Committee or membership. In conjunction with the Administrator, ensure all phases of the of the E-Festival are modified for each E-Festival's vision and executed according to the deadlines they impose.

The E-Festival Chair shall in conjunction with the Administrator:

1. Ensure the established E-Festival email is accessible to the E-Festival Administrator, and that the password is changed for each E-Festival
2. Verify the established E-Festival web pages are operating and available for updating by the CFMTA Webmaster for each E-Festival
3. Confer with E-Festival Committee members on E-Festival vision and scope (such as Canadian compositions only, or limiting competition levels), obtaining input and assistance on communication with other teachers, and providing ongoing updates on the progress of the creation and/or modification of the information and content for each E-Festival
4. Edit and confirm the information and content for the E-Festival web pages for each E-Festival, ensuring that all content has been translated and made available on both the English and French E-Festival web pages
5. Commission the creation of E-Festival posters from the CFMTA Communications Coordinator for each E-Festival
6. Provide updates to the CFMTA Officers on the development and implementation of each E-Festival once the creation is complete, leading up to the E-Festival going "live"
7. Verify all content, in English and French, have been provided to the CFMTA Webmaster, and that the E-Festival web pages are updated
8. Confirm all content has been correctly input by the CFMTA Webmaster and verify the web pages can be made "live"
9. Receive copies of every entry and registration form directly from the online system
10. Ensure the E-Festival Administrator verifies each Adjudicator who registers is an active member of a Provincial RMT Association, which is a member of CFMTA, and that the E-Festival Administrator confirms with the Adjudicators their eligibility

11. Ensure the E-Festival Administrator assigns each entry received, to an adjudicator via email, and the email includes the video recording, the PDF file of the music, the adjudication sheet and a copy of the Adjudicator Guidelines from the E-Festival web page
12. Confirm the E-Festival Administrator receives the adjudication back from the adjudicator within five (5) days of the initial assignment and that the E-Festival Administrator returns the adjudication sheet to the competitor in a proper format
13. Make sure all translations are sent to the Translation committee by their required deadlines
14. Provide a report to CFMTA Officers and the E-Festival committee at the conclusion of each E-Festival and a year-end report for the Annual General Meeting
15. Hold office for one term of two years, with re-election possible for two additional terms.

## **E-FESTIVAL ADMINISTRATOR**

The E-Festival Administrator shall be appointed by the Executive Committee from the CFMTA/FCAPM Executive Committee or membership. In conjunction with the E-Festival Chair, the E-Festival Administrator will ensure all phases of the of the E-Festival are modified for each E-Festival's vision and executed according to the deadlines they impose.

The E-Festival Administrator shall in conjunction with the E-Festival Chair:

1. Keep a log of all time accrued working on the entirety of the E-Festival for submission to the CFMTA Treasurer at the completion of each E-Festival.
2. Ensure the established E-Festival email is accessible to the E-Festival Administrator from the CFMTA Webmaster, and that the password is changed for each E-Festival
3. Modify documentation, send for translation and ensure delivery to the CFMTA Webmaster by the deadline as established by the CFMTA Webmaster to ensure the webpages are accurately updated for each E-Festival
4. Verify the established/updated E-Festival web pages in both English and French are operating, accurately updated, and available for online access on the agreed upon dates through the CFMTA Webmaster
5. Confer with E-Festival Committee members on E-Festival vision and scope (such as Canadian compositions only, or limiting competition levels), obtaining input and assistance on communication with other teachers, and providing ongoing updates on the progress of the creation and/or modification of the information and content for each E-Festival
6. Commission the creation of E-Festival posters from the CFMTA Communications Coordinator for each E-Festival
7. Provide updates to the E-Festival Committee on the development and implementation of each E-Festival once the creation is complete, leading up to the E-Festival going "live"
8. Receive copies of every entry/registration form directly from the online system for those who have registered to be an Adjudicator and:
  - a) Verify each Adjudicator who registers is an active member of a Provincial RMT Association, which is a member of CFMTA
  - b) Confirm via email with the Adjudicators their eligibility
  - c) If not an active member of a Provincial RMT Association send rejection email
  - d) Include in the confirmation email a copy of the Adjudicator Guidelines
  - e) File by eligibility, instrument(s) to adjudicate, dates available

- f) If eligible to be used during the E-Festival, email them regarding an available adjudication, verifying that they are still interested and available to participate and re-send the Adjudicator Guidelines due to the slight delay between registration and entries being received, giving a deadline for response to accept the invitation to adjudicate
  - g) Once adjudication accepted, email the Adjudicator an overview of the entry available including the video link in the body of the email and the date they must return the completed adjudication by, along with the Adjudicator Form and the PDF of the score attached to the email
  - h) Follow up with the Adjudicator if the completed adjudication has not been returned by the date given
  - i) File all completed adjudications for each Adjudicator accordingly
  - j) Track each completed adjudication in the Adjudicator Remuneration Form
9. Receive copies of every entry/registration form directly from the online system for those who have entered the E-Festival and process the entry by:
- a) Verify the instrument being entered
  - b) Verify the Division being entered
  - c) Verify the Province of residence
  - d) Verify the video link works/is accessible. If yes, see e. If not:
    - i) Email the entrant regarding the video inaccessibility, asking to verify the video setting is “unlisted”
  - e) Create the Adjudication Form for the entry
  - f) Determine the Adjudicator to assign the entry to
  - g) Email potential Adjudicator alerting them to an entry available to adjudicate, asking if they are interested and available to complete it on or before specific date. If they are, see h. If they are not, move to the next available Adjudicator and repeat the process starting at 9.e.
  - h) Compile the entry to adjudicate email for the Adjudicator (see 7.g) and send
  - i) Follow up with each entry not returned by the date assigned for completion
  - j) Once completed adjudications are returned by the Adjudicator, process the returned adjudication by:
    - i) log the mark assigned by the Adjudicator
    - ii) log the seal assigned by the Adjudicator
    - iii) Convert the Word file Adjudication Form into an Adobe PDF file
    - iv) Return the completed Adjudication Form to the entrant in PDF format via email attachment. Include in the body of the email:
      - 1) Name of the Adjudicator
      - 2) Province the Adjudicator resides in
      - 3) Approximate time the printed certificate will be received via Canada Post



- 4) Seal awarded
  - v) File the completed Adjudication Form for final correlation to Adjudicator Remuneration Form
  
- 10. Compile Adjudicator Remuneration Forms for each Adjudicator and send to the CFMTA Treasurer within 48 hours of the final completed entry being returned. Ensure that each Adjudicator Remuneration Form includes:
  - a) Name of the entrant
  - b) Division of the entrant
  - c) Payment Fee per Division of each entrant
  - d) Ongoing total per entries
  - e) Adjudicator mailing address
  - f) Date sent to adjudicator for confirmation of accuracy
  - g) Date sent to the CFMTA Treasurer
  
- 11. Once the entries are closed, receive from the CFMTA Webmaster an excel file verifying all entries received in the system and verify all entries processed match the system entries
  
- 12. Using the system report, create a quick financial overview. Include:
  - a) Entry fees received
  - b) Expenses such as, but not limited to:
    - i) Adjudicator Fees
    - ii) Office Expenses
    - iii) PayPal Fees
    - iv) Administrator Fees
  - c) Confirm whether the E-Festival was self-sustaining
  - d) Send to CFMTA Treasurer for confirmation
  - e) Send to E-Festival Committee for information for potential changes moving forward
  
- 13. Provide a report to CFMTA Officers and the E-Festival committee at the conclusion of each E-Festival
  
- 14. Provide/Update E-Festival Administrator Job Description
  
- 15. Compile with the E-Festival Chair a budget to cover dates as outline by the CFMTA Treasurer as requested
  
- 16. Compile with the E-Festival Chair a year-end report for the Annual General Meeting

Note – Organizational Procedures for Event Chairs/Administrators (National Piano Competition, Student Composer Competition, Call for Competitions, Canada Music Week, and E-Festival):

- Communication Coordinator creates event graphic in conjunction with an Event Chair/Administrator and Webmaster posts it on the CFMTA website.
- Event Chair/Administrator sends the graphic and captions to Social Media Chair who posts it to CFMTA's social media sites (Facebook, etc.).
- Public Relations and Marketing Chairperson emails each of the Prov / Terr delegates, asking them to repost the social media posts to their own social media pages and encourage their branches to do likewise.
- Event Chairs/Administrators organizes additional follow up posts with Social Media Chair as reminders of the upcoming application deadline.

## **ESSAY COMPETITION AD HOC CHAIR**

Be responsible for the CFMTA/FCAMP Essay Competition including but not limited to:

1. Competition regulations, categories and entry form
2. Correspondence with provincial/territory Essay Competition coordinators regarding promotional initiatives
3. Selecting an adjudication panel for the Essay competition which includes, discussion of the criteria, discussion of the adjudication panel's duties and setting deadlines for adjudication
4. Receiving the entries and forwarding them to the adjudication panel
5. Sending a letter of congratulations to the winners of each category with a request for a bio and photo of themselves for inclusion in the CMT magazine
6. Provide an Annual Report for the Annual Executive meeting

## **FINANCE COMMITTEE**

The Finance Committee shall consist of three members: the Vice President of the CFMTA/FCAPM who shall serve as Chairperson and two committee members from the Executive Committee who shall be appointed by the President for a two-year term with a possible appointment for other two-year terms.

The Finance Committee shall:

1. prepare a balanced budget in consultation with the Treasurer for the upcoming fiscal year and present it for approval at the Annual Executive Committee meeting
  - a) the Young Artist Program, and Awards & Competitions must be submitted by May 1 to the Finance Committee for the upcoming fiscal year
  - b) the budget must include the following funds: 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
  - d) the province/territory hosting a CFMTA/FCAPM Convention must submit an operating budget to the Finance Committee for approval at least 18 months prior to the Convention. This approval will be given within one month of the proposed budget being submitted with an email from the Financial Chair of the CFMTA/FCAPM stating that approval has been given.
2. Monitor the financial situation of the Federation through quarterly computer-generated accounting financial statements which include a balance sheet. Request more frequent financial statements if necessary.
3. 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
4. Review the audited financial statement and present the audited financial statement to the Executive Committee for approval.
5. Request approval from the CFMTA/FCAPM Executive Committee, any single expenditure exceeding \$500 which is not included in the budget.

## **FISCAL POLICY**

### **General**

1. Honoraria may be presented to individuals each year as a token of appreciation.
2. CFMTA/FCAPM 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/FCAPM.
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 member is paid.

### **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 proposed budget figures
  - d) any new initiatives or departures from prior years with appropriate explanations
  - e) incorporation of any fee increases necessary to reach the CFMTA/FCAPM financial goals
3. The proposed budget shall be sent to the Officers and members of the Executive Committee in June at least 14 days in advance of the Annual Executive Committee Meeting in order that questions or concerns may be received prior to the Annual Executive Committee 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. An Audited Financial Statement shall be circulated to the Officers and members of the Executive Committee prior to the Annual Executive Committee meeting OR by email for an electronic vote;
4. A Summary of the Audited Financial Report including a Balance Sheet shall be published in "The Canadian Music Teacher" and/or on the CFMTA/FCAPM website.

## **OFFICER, EXECUTIVE COMMITTEE AND ANNUAL GENERAL MEETINGS**

A letter from the President will be sent to all delegates by January informing them of the arrangements for the Annual 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 travel insurance or \$.35 per kilometer to a maximum payment equivalent to a return airfare ticket. Also includes cost of 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/conventions for officers, commencing June 1, 2017.
2. Provincial/Territorial Delegates shall be reimbursed upon the presentation of receipts for:
  - a) 100% of travel costs based on the most economical form of travel including travel insurance or \$.35 per kilometer to a maximum payment equivalent to a return airfare ticket. Also includes cost of travel to and from airport.
  - b) 100% of accommodation costs for two nights
3. If required, Committee Chairpersons shall be reimbursed upon the presentation of receipts for:
  - a) 100% of travel costs based on the most economical form of travel including travel insurance or \$.35 per kilometer to a maximum payment equivalent to a return airfare ticket. Also includes cost of travel to and from airport

- b) 100% of accommodation costs for two nights
  - c) A cap of \$75 daily allowance on meal expenses reimbursed during our annual meeting/conventions for Chairs, commencing JUNE 1, 2017, for three days
- 4. Alternate Delegates shall be reimbursed upon presentation of receipts for:
  - a) 100% of travel costs based on the most economical form of travel including travel insurance or \$.35 per kilometer to a maximum payment equivalent to a return airfare ticket. Also includes cost of travel to and from airport.
  - b) 100 % of accommodation costs for two nights
- 5. CFMTA/FCAPM shall be responsible for costs relating to the:
  - a) Officer's meeting room
  - b) Executive Committee meeting room
  - c) Annual General meeting room
  - d) Social event the evening prior to the Executive Committee Meeting or an evening deemed appropriate by the Officers
- 6. CFMTA/FCAPM shall invoice the provinces/territories for expenses relating to:
  - a) lunch on the first meeting day
  - b) breakfast on the second meeting day

#### **OTHER PRESIDENT'S TRAVEL**

1. When the CFMTA/FCAPM President attends Provincial/Territorial Association functions, the CFMTA/FCAPM 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 CFMTA/FCAPM President is required to travel on other CFMTA/FCAPM business, approval for travel shall be requested from the CFMTA/FCAPM Officers & Finance Committee.

#### **OFFICE SUPPLIES AND EQUIPMENT**

1. As the business of the CFMTA/FCAPM 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 Chairpersons 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/FCAPM, including a dedicated phone line with voicemail, shall be included in the budget. The

Secretary shall provide a telephone with voicemail, a personal computer with internet connection and a printer for conducting the business of the CFMTA/ FCAPM.

3. If the CFMTA purchases office equipment for a special project, CFMTA/FCAPM will retain ownership and equipment must be kept in the CFMTA/FCAPM office. Should the location of the office change, the equipment must move to the new location.

### **YOUNG ARTIST TOUR**

1. The Young Artist shall be paid \$100.00 per concert with a minimum of \$300.00 and a maximum of \$1000.00 per tour.
2. The Collaborative Artist shall be paid \$50.00 per concert to a maximum of \$500.00 per tour. Other fees and expenses are the responsibility of the Collaborative Artist.
3. The CFMTA/FCAPM 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 costs of producing professional quality posters advertising the Young Artist Tour shall be paid by the CFMTA/FCAPM.

### **MEMORIAL PEDAGOGY AWARD**

The CFMTA/FCAPM shall be responsible for this award of \$500.00 to be presented in even-numbered years to the applicant receiving the highest mark in the Pedagogy Exam (Teacher's Written) from a national based teaching institution which examines in every province/territory.

### **NATIONAL PIANO COMPETITION**

1. The CFMTA/FCAPM shall provide the following Scholarships for the National Piano Competition:

First Place	\$5,000.00
Second Place	\$3,000.00
Third Place	\$2,000.00
2. The CFMTA/FCAPM Convention Chairperson will contact the CFMTA/FCAPM regarding the negotiation of Jury Fees for the National Piano Competition.
3. The CFMTA/FCAPM is encouraged to seek Corporate Sponsorship for Scholarship Funds.
4. Contracts must only be signed only after consultation and agreement with the CFMTA/FCAPM President, Secretary, Treasurer and Awards & Competitions Chair.



All competition applications must be an on-line process with payment accepted by e-transfer, PayPal or cheque commencing May 15<sup>TH</sup>, 2017

Note – Organizational Procedures for Event Chairs/Administrators (National Piano Competition, Student Composer Competition, Call for Competitions, Canada Music Week, and E-Festival):

- Communication Coordinator creates event graphic in conjunction with an Event Chair/Administrator and Webmaster posts it on the CFMTA website.
- Event Chair/Administrator sends the graphic and captions to Social Media Chair who posts it to CFMTA's social media sites (Facebook, etc).
- Public Relations and Marketing Chairperson emails each of the Prov / Terr delegates, asking them to repost the social media posts to their own social media pages and encourage their branches to do likewise.
- Event Chairs/Administrators organizes additional follow up posts with Social Media Chair as reminders of the upcoming application deadline.

## **NATIONAL MEMBERSHIP RECOGNITION CERTIFICATE**

This certificate programme is available for Registered Music Teachers 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 National Membership Recognition Certificate application form and documents shall be reviewed by the CFMTA Past President and be administered by the National Secretary.
2. Criteria for the Applicant:
  - a) Provide proof of dates and membership in each Province/Territory to which they belonged by their registrar
  - b) Written proof that the applicant is and/or was in good standing in each Province/Territory
  - c) Minimum 20 years total membership
  - d) May reapply every ten years thereafter
3. The criteria and form shall be online only. These will be filled out and compiled by the applicant and forwarded by the webmaster to the National CFMTA Secretary.
- 4.. Application forms shall include the following:
  - a) Personal information of the applicant including current provincial/territorial membership
  - b) Letter of Membership from each province/territory stating the length of membership in their organization and including a statement of good standing of the applicant
  - c) Fee: \$20 payable to CFMTA by PayPal
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

6. Upon approval, the Province/Territory registrar will receive the certificate, signed by the current President of the CFMTA for presentation by the local branch or organization at their own discretion.
7. It is recommended that the certificate be presented during a local branch recognition ceremony to which the applicant currently belongs.

## **NATIONAL YOUNG ARTIST TOUR CHAIRPERSON (CFMTA YOUNG ARTIST TOURS)**

### General Description

The Past President or a person appointed by the Executive Committee shall serve as the National Young Artist Chairperson. The National Chairperson shall coordinate with the Regional Young Artist Chairpersons to facilitate the tours which take place in even numbered years. All YA tours are held every two years.

### Responsibilities

The National Young Artist Chairperson shall:

1. Contact the provinces/territories for the names of the Regional Young Artist Tour Chairpersons (which is recorded in the CMT)
2. Contact regional chairs and advise them of the YA 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 Chairpersons:
  - a) the names of each selected Young Artist and the details of their proposed tours
  - b) a financial statement which includes revenue and expenses from each tour concert be sent to the Treasurer
  - c) a complete report including comments or concerns regarding the whole tour
4. Inform the Regional Young Artist Tour Chairperson to contact the CFMTA travel agent, who will search for the lowest travel fares.
5. Confirm with the Treasurer that all bills and revenue have been submitted within 45 days after the completion of each Regional Tour
6. Prepare a budget for the next Young Artist Tours and submit this budget to the Finance Chairperson by May 1
7. Prepare an Annual Report
8. Notify the Regional Young Artist Tour Chairpersons of any changes in policy for the tours
9. Provide updates to the website in order to keep all information about the Young Artist Tours current

10. Submit materials for translation into French to the Translation Chair at least 3 weeks before it is required by provincial coordinators, the graphic artist or CMT editor.
11. Be responsible for ensuring that concert and tour press releases are prepared and distributed regionally, in connection with the Public Relations Chair.
12. Ensure that YA Certificates are sent by the National Office to the Young Artists after they have been signed by the National Chairperson
13. Hold office for one term of two years, with re-election possible for two additional terms.

## **REGIONAL YOUNG ARTIST TOUR CHAIRPERSON**

### **General Description**

The Young Artist Tours is a CFMTA program which is held across Canada. Each Tour is managed by the Regional Young Artist Chairperson.

### **Responsibilities**

The Regional Young Artist Chairperson shall:

1. Arrange with each of their local YA 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>] These should be printed locally.

Please note: Information for the posters should be submitted to the Advertising and Marketing Committee in plenty of time to allow 2 – 3 weeks for designing and translating and 1 to 2 weeks for printing and distributing.

2. Provide each Branch hosting a Young Artist Concert with an electronic copy of the concert posters.
3. Provide each Branch hosting a Young Artist Concert with the Young Artist bio and their performance program.
4. Contact the CFMTA travel agent who will search for the lowest travel costs for the Young Artist and Collaborative Artist.
5. Send a financial report including all revenues and expenses to the CFMTA Treasurer and cc. the National YA Tour Chairperson.
6. Send a Young Artist Tour report to the National Young Artist Tour Chairperson including any comments or concerns regarding the Tour and cc the Secretary.
7. Use resources on the website. They will be provided with a password, so they can access competition and tour posters, press release, program and ticket templates.
8. Make sure they receive certificates from head office in the appropriate language they require.
9. Submit all information for posters to the Advertising and Marketing Committee allowing two to three weeks for designing and translating and one to two weeks for printing and distributing.

10. May include future young artists in the program to attract larger audiences especially in smaller centres (Optional).
11. Be responsible for writing and distributing pre- and post-concert press releases, using the templates on the website.
12. Get media release form from the website and have it signed.

## **HOST BRANCHES FOR THE YOUNG ARTIST TOUR**

### Responsibilities

The Host Branch shall:

1. be responsible for accommodation for one night for the Young Artist and Collaborative Artist.
2. be responsible for meals for the Young Artist and Collaborative Artist during their stay.
3. arrange for the rental of a concert facility, tuning of the piano and any other physical arrangements necessary.
4. arrange for the distribution of posters and for TV, radio, and newspaper advertising.
5. arrange at the local level for the printing and distribution of the concert program.
6. submit a Financial Report for the concert to the Regional Young Artist Chairperson along with a cheque for \$75 or 50% of the net proceeds whichever is higher.

Please note that if a province wishes to send out a duo or combination of say two performers e.g., Vocalist/pianist or pianist/string performers, they have the option to do this and 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.



### **ADDITIONAL CONCERTS OUTSIDE REGULAR YA 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 YA, only if the additional concert is scheduled during the same travel period as the YA concert and the additional concert is in the same vicinity as the YA 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 YA Travel dates.
- 2) all extra billeting/accommodation costs and arrangements would be assumed by them
- 3) there must be a paragraph in the additional concerts' programs stating that this student is a winner of the CFMTA/FCAPM Young Artist program and that a description of the CFMTA Young Artist program be added with this information.
- 4) their program should also include directions to go to the CFMTA/FCAPM website for further information about the YA 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/FCAPM.

### **Young Artist**

**Citizenship:** Young Artists must be a Canadian Citizen or a Landed Immigrant, studying with a Registered Music Teacher in order to be eligible for the tour.

**Auditions:** Auditions are held in each region and an artist is chosen from those auditioning.

**Accompanists:** Frequently, if the winner of the audition is a vocalist or string player, one of the pianists auditioning will 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. On one occasion a piano duo team was the Young Artists.

**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.

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.

Artist Fees: The Young Artist receives \$200.00 per concert. The collaborative pianist receives \$100 per concert.

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.

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 CHAIRPERSON**

The Past President or a person appointed by the Executive Committee shall serve as Nominations Chairperson for elections to be held at the Annual Executive Committee meeting. The Nominations Chairperson may not let his/her name stand for any office.

The Nominations Chairperson 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/FCAPM Executive Committee which includes a list of the positions for which nominations shall be accepted.

In even numbered years, the positions include:

- a) Awards and Competitions Chairperson
- b) Bylaws and Policy and Procedures Chairperson
- c) Canada Music Week Chairperson
- d) Communications Coordinator
- f) Professional Development and Research Chairperson
- g) Public Relations, Advertising and Marketing Chairperson
- h) Strategic Planning Chairperson
- i) Translation Chairperson

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

- a) Secretary
- b) Treasurer
- c) Editor, Canadian Music Teacher
- d) Webmaster

In odd numbered years, the positions include:

- a) President
- b) Vice President

2. The Nomination Chairperson 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 Committee meeting
5. Conduct the elections of officers and chairpersons at the Annual Executive Committee 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 Chairperson 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 scrutinizers to count the ballots and ensure that the ballots are then destroyed by motion
8. Ask nominees attending the Executive Committee 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 Committee 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 Committee meeting
11. As the Secretary, the Treasurer, “The Canadian Music Teacher” Editor, and Webmaster may be contracted workers of the CFMTA/FCAPM, the Nominations Chairperson shall send out a request for resumes in application for these positions when necessary.

## **PROFESSIONAL DEVELOPMENT AND RESEARCH CHAIRPERSON**

The Professional Development and Research Chair shall be elected by the Executive committee from the CFMTA/FCAPM membership to act as a communicator of professional development available to the CFMTA/FCAPM membership

The Professional Development and Research Chairperson shall:

1. Form a committee to assist in the dissemination of professional development opportunities of interest to the membership
2. Submit articles and reports on current activities pertaining to professional development and research to the CMT and the website
3. Promote professional development and research among the members
4. Review the Professional Development and Research pages of the CFMTA website monthly and advise webmaster of any updates required
5. Be responsible for organizing professional development on the website, adding links or other appropriate material in consultation with the webmaster
6. Be responsible for establishing communication regarding professional development opportunities with other music education organizations such as CMEA, MTNA and ISME.
7. Investigate and promote possible collaborations with other music organizations such as MTNA, CMEA, Frances Clarke Institute and ISME for the benefit of professional development for the membership.
8. Submit an annual budget to the Treasurer by May 1<sup>st</sup>, if required.
9. Submit an Annual Report to the Annual Executive Committee meeting.
10. Hold office for one term of two years, with re-election possible for two additional terms.

## **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 International 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 the CMT, 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. Contact the members of the International Editorial Board to inquire of their availability to do a peer review. Once they have agreed to participate, the submission is forwarded to them, 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, with minor revisions, Rejected.
8. The submitter must then be informed of the decision of the review panel and it is his/her decision as to how he/she wishes to proceed, if the paper needs to be revised or rejected.
  - a) If the paper is “accepted”, the submitter must provide an abstract, brief bio and photo for publication in the CMT and their entire submission will be posted under Research on the CFMTA website. All information must be forwarded by the Research Chair to the CFMTA editor and webmaster.

- b) If the paper is “accepted with minor reviews”, the submitter is provided with the International Editorial Boards 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 #8(a)
  - c) If the paper is “rejected”, the submitter must be formally notified.
  - d) Formal letters of thanks are to be sent to thank all members of the International Editorial Board for the work and support of this project, on behalf of the CFMTA Focus on Research.
  - e) If the submitters Research Paper or Literature Review has been accepted and published, a letter of congratulations is sent to the submitter.
9. Provide an Annual Report for the Annual Executive Committee meeting.

## **PUBLIC RELATIONS AND MARKETING CHAIRPERSON**

### General Description

The Public Relations and Marketing Chairperson shall be elected by the Executive Committee from the CFMTA/FCAPM membership to direct public relations and marketing initiatives for the CFMTA/FCAPM.

### Responsibilities

The Public Relations and Marketing Chairperson shall:

1. be responsible for establishing an ongoing relations and dialogue with music organizations (“affiliate organizations”).
  - a) Including the following:

Banff Centre	Canadian Network for Arts and Learning	Music For Young Children
Canada Flute Association	Christian Conservatory of Music	MusicFest Canada
Canadian Band Association	Coalition for Music Education	National Association of Teachers of Singing
Canadian Music Centre	Conservatory Canada	Royal Canadian College of Organists
Canadian Music Educators Association	Dalcroze Canada	Royal Conservatory
Canadian Music Festival Adjudicators' Association	Kodaly Society of Canada	Suzuki Association of the Americas
Canadian National Conservatory	MTNA	

- a) Communicate the following opportunities to affiliate organizations via email:
  - i) Paid advertisements in the CMT magazine.
  - ii) “What’s New at the Conservatories” column in the CMT magazine.
  - iii) “Mark Your Calendar Column.” Affiliate organizations may submit succinct announcements of programs and initiatives for publication in the Canadian Music Teacher magazine.
  - iv) Social Media reposting of announcements of programs/initiatives that may be of interest to our membership, at the discretion of our Social Media Manager.



2. be responsible for establishing an ongoing relations and dialogue with university music programs.
  - a) Maintain contact information for all Canadian university music programs (36 institutions as of August 2020).
  - b) Communicate the following opportunities to university music programs via email:
    - i) Paid advertisements in the CMT magazine.
    - ii) Social Media reposting of announcements of programs/initiatives that may be of interest to our membership, at the discretion of our Social Media Manager.
    - iii) Focus on Research
    - iv) Competitions
    - v) Essay Competition
3. act as the liaison between the CFMTA/FCAPM and the provincial/territorial associations to create a unified image.
4. initiate and coordinate the development of resources for Membership Recruitment.
5. represent the CFMTA/FCAPM in other partnerships such as the MTNA, CMEA and ISME when required.
6. submit an Annual Report at the Annual Executive Committee meeting and submit reports when necessary to be printed in "The Canadian Music Teacher."
7. submit receipts for all expenses and provide a budget to the Treasurer by May 1st.
8. attend the CFMTA/FCAPM Executive Committee and Annual General Meetings as required.
9. hold office for one term of two years, with re-election possible for two additional terms.
10. initiate and coordinate new ways of promoting CFMTA/FCAPM to current and potential members, other music organizations and the public at large. This would include, but not be limited to, social media.
11. facilitate the following with the Essay Competition Administrator:
  - a) Communication Coordinator creates event graphic in conjunction with the Essay Competition Administrator and Webmaster posts it on the CFMTA/FCAPM website.
  - b) Essay Competition Administrator sends the graphic and captions to Social Media Chair who posts it to CFMTA/FCAPM's social media sites (Facebook, etc.).
  - c) In early October, Public Relations and Marketing Chairperson emails database of university music programs the following:
    - i) Summary poster of what CFMTA/FCAPM offers university music programs

- ii) A letter of introduction for the Essay Competition signed from the Essay Competition Administrator
  - iii) Essay Competition Event Poster
    - i. Essay Competition Administrator follows up with physically mails the letter and poster to 10-15 biggest music schools who are most likely to have graduate students.
12. submit CFMTA/FCAPM advertisements to music organizations' publications (Federation of Canadian Music Festivals newsletter, Canadian Music Educators Association newsletter, MTNA "American Music Teacher" and Francis Clark "Piano Magazine". This could include arranging ad swaps or other initiatives.
- a) CFMTA/FCAPM may exchange an advertisement ("Become a Member Today") with the Canadian Federation of Music Festival Association. CFMTA/FCAPM's ad goes in their Fall newsletter. In 2020, the advertisement exchange was for a half page ad.
    - i) Note: CFMFA place two additional ads throughout the year.
  - b) CFMTA/FCAPM may exchange 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 could be considered with Provincial RMTAs with newsletters/magazines:

- a) CFMTA/FCAPM could offer 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 could be 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).

Note – Organizational Procedures for Event Chairs/Administrators (National Piano Competition, Music Writing Competition, Canada Music Week, and E-Festival):

- Communication Coordinator creates event graphic in conjunction with an Event Chair/Administrator and Webmaster posts it on the CFMTA website.
- Event Chair/Administrator sends the graphic and captions to Social Media Chair who posts it to CFMTA's social media sites (Facebook, etc.).

- Public Relations and Marketing Chairperson emails each of the Prov / Terr delegates, asking them to repost the social media posts to their own social media pages and encourage their branches to do likewise.
- Event Chairs/Administrators organizes additional follow up posts with Social Media Chair as reminders of the upcoming application deadline.

## **Strategic Planning Chairperson**

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

### **Responsibilities**

The Strategic Planning Chairperson 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.
6. Hold office for one term of two years, with re-election possible for two additional terms.
7. Submit a yearly report to the Executive Committee.

## **TRANSLATION CHAIRPERSON**

### **TRANSLATION COMMITTEE**

#### **General Description**

The Translation Committee is a Standing Committee [2013 Motion 14]. It is responsible for prioritizing the order in which materials are translated into French. [2012 Directive 12] and facilitating the translations.

#### **Responsibilities**

The Translation Committee shall be responsible to:

1. Select a committee of at least three members to represent the French-speaking membership.
2. Contact National Chairs and Officers to determine their expected translation needs for the upcoming year.
3. Prioritize translation requests and submit a Translation budget that encompasses the needs of all committees to the Finance Committee by May 1.
4. Play an integral role in the choice of a translator.
5. Act as a liaison between CFMTA and the translator.
6. Be involved in applying for Translation grants.
7. Work with the Webmaster and Advertising and Marketing Chair to oversee the creation and maintenance of the CFMTA French website.
8. Proof materials as requested by Officers or Chairs.
9. Submit a yearly report to the Executive Committee, and other reports as requested by the President.

## **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 Chairperson, 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 annual Executive Committee Meeting at the usual reporting time.

## **COMPETITIONS**

### **CANADA MUSIC WEEK COMPETITIONS**

#### **STUDENT COMPOSER COMPETITION**

Creative music writing competitions take place annually at both the provincial and national level. These competitions are meant to foster and encourage composition among Canadian music students.

The CFMTA Student Composer Competition is a national competition for First Place Winners of Provincial composition competitions. Scholarships are awarded to winners in each category, and the Helen Dahlstrom Award in the amount of \$250 is given annually to the best national composition as selected by the jury. Helen Dahlstrom was the founder of Canada Music Week®.

Entries are submitted by Provincial Canada Music Week® Coordinators for Canada-wide judging before June 1. Students interested in this competition are required to contact their provincial representatives for information and deadlines for entering their provincial competitions. Contestants must be a student of a current member of the Registered Music Teachers' Association.

#### **Student Composer Competition Rules and Regulations**

1. A student may enter more than one composition and more than one class but only one prize will be awarded to any individual (with the exception of the Helen Dahlstrom Award)
2. The contestant must be eligible in his chosen age group as of June 1 of the Competition Year.
3. Each entry is assumed to be the original work of the individual whose name appears on the entry form attached to the manuscript. Any infraction of this regulation could result in the nullification of the offending entry.
4. First Place winning compositions will not be returned to the contestant after judging.
5. All rights to his/her original work will be retained by the contestant, but winning compositions may be displayed or employed by the CFMTA/FCAPM A for publicity purposes after consultation with be displayed or employed by the CFMTA/FCAPM A for publicity purposes after consultation with.

6. Only One First Place winning manuscripts at the Provincial/Territorial level may be forwarded by the Provincial/Territorial Canada Music Week Coordinator to the CFMTA/FCAPM office before June 1 of the Competition Year, in order to be included in the Canada-wide judging.
7. The contestant must be a student of a current member of the CFMTA/FCAPM
8. All manuscripts should be neat and legibly written in black ink, in regulation manuscript size: including all necessary details of dynamics, editing and tempo, with every 10<sup>th</sup> bar numbered Manuscripts printed by computers are permitted. It is advisable to retain your original copy your submitted work.
9. Only entries with name and address clearly printed in block letters will be accepted.
10. The judge's decision is final, and no correspondence will be entered into after final judging.
11. Any entrant who moves after June 1 of the Competition Year must advise the CFMTA/FCAPM Secretary of their change of address, including postal code.
12. The winner's cheque must be cashed within thirty days of receipt.
13. Any entry fee must accompany each composition submitted for Canada-wide judging.  
Preparatory: \$20 Category A: \$20.00      Category B: \$30.00      Category C, D & E: \$40.00
14. Prizes will not be awarded if the adjudicator feels the standard has not been achieved.

**COMPOSERS MAY SUBMIT ENTRIES UNDER THE FOLLOWING CATEGORIES:**

<b>Category</b>	<b>Class</b>	<b>Description</b>	<b>Award</b>
PREPARATORY: 8 YEARS AND UNDER	CLASS 1	To write an original composition for solo instrument or any combination of instruments	\$50 AWARD
PREPARATORY: 8 YEARS AND UNDER	CLASS 2	To write an original composition for voice, with or without accompaniment	\$50 AWARD
CATEGORY A: 11 YEARS AND UNDER	CLASS 1	Same as 8 YEARS AND UNDER Class 1	\$100 AWARD
CATEGORY A: 11 YEARS AND UNDER	CLASS 2	Same as 8 YEARS AND UNDER Class 2	\$100 AWARD
CATEGORY B: 15 YEARS AND UNDER	CLASS 1	To write an original composition for solo instrument or any combination of instruments	\$150 AWARD
CATEGORY B: 15 YEARS AND UNDER	CLASS 2	To write an original composition for voice, with or without accompaniment	\$150AWARD



CATEGORY C: 19 YEARS AND UNDER	CLASS 1	To write an original composition for any instrument or any combination of instruments	\$250 AWARD
CATEGORY D: OPEN	CLASS 1	Same as 19 YEARS AND UNDER	\$250 AWARD

*The Helen Dahlstrom Award*

Named for Helen Dahlstrom, the founder of Canada Music Week and Honorary President of CFMTA/FCAPM, 1999 – 2018

The Helen Dahlstrom Award is awarded annually to the best national composition as selected by the jury. \$250

Note – Organizational Procedures for Event Chairs/Administrators (National Piano Competition, Student Composer Competition, Call for Competitions, Canada Music Week, and E-Festival):

- Communication Coordinator creates event graphic in conjunction with an Event Chair/Administrator and Webmaster posts it on the CFMTA website.
- Event Chair/Administrator sends the graphic and captions to Social Media Chair who posts it to CFMTA’s social media sites (Facebook, etc.).
- Public Relations and Marketing Chairperson emails each of the Prov / Terr delegates, asking them to repost the social media posts to their own social media pages and encourage their branches to do likewise.
- Event Chairs/Administrators organizes additional follow up posts with Social Media Chair as reminders of the upcoming application deadline.

## **THE WILLIAM ANDREWS AWARD**

The William Andrews Award was presented for the first time for Canada Music Week in November of 2008. The purpose of the William Andrews Award is to encourage promotion and participation in Canada Music Week at the local branch level through Canada and help make it a truly national project.

Branches may apply for this award by submitting a report and budget for their upcoming Canada Music Week Celebration to the CMW Chairperson. The winning submissions will be chosen by a panel of judges and two branches will be chosen to receive the award each year. The winning branch(s) will submit an article about their event for publication in *The Canadian Music Teacher*.

**\$250 PER WINNING BRANCH**

We acknowledge the generous annual donation of Mr. William Andrews, a long-time teacher, musician and a supporter of CFMTA/FCAPM.

This award is dependent on William Andrews sending a donation in every year. Should something happen, and William Andrews is unable to make a donation. CFMTA/FCAPM will reassess the program.

## **CALL FOR COMPOSITIONS**

1. The competition is open to any Canadian resident.
2. Submissions must be new, unpublished pieces. The composer's name should not appear on the score.
3. A Canadian topic or theme is suggested.
4. The composition will be chosen by a selection committee from across Canada.
5. The copyright for the composition will be retained by the composer.
6. The chosen composition will be published, recorded and available to be downloaded for public use, from the CFMTA/FCAPM website until November 30, or employed by the CFMTA/FCAPM for publicity purposes after consultation with and agreement of the composer.
7. Submissions should be submitted as a PDF file. Please include a short composer biography, mailing address and telephone number.
8. Composers of the chosen compositions will be interviewed in the CFMTA/FCAPM newsletter, The Canadian Music Teacher, as well as receive recognition in all Provincial Registered Music Teachers newsletters.

### **Note – Organizational Procedures for Event Chairs/Administrators (National Piano Competition, Student Composer Competition, Call for Competitions, Canada Music Week, and E-Festival):**

- Communication Coordinator creates event graphic in conjunction with an Event Chair/Administrator and Webmaster posts it on the CFMTA website.
- Event Chair/Administrator sends the graphic and captions to Social Media Chair who posts it to CFMTA's social media sites (Facebook, etc.).
- Public Relations and Marketing Chairperson emails each of the Prov / Terr delegates, asking them to repost the social media posts to their own social media pages and encourage their branches to do likewise.
- Event Chairs/Administrators organizes additional follow up posts with Social Media Chair as reminders of the upcoming application deadline.

## NATIONAL PIANO COMPETITION RULES AND REGULATIONS

Application deadline May 1, of the competition year.

1. The National Piano Competition is limited to Competitors studying at the undergraduate level or lower as of the date of application. Competitors must not have reached their 25th birthday by January 1, of the competition year. They must be Canadian citizens or landed immigrants.
2. Competitors must be students of a Registered Music Teacher at the time of application.
3. SEMI-FINAL ROUND - No changes in repertoire are permitted once application is submitted.
  - a) Competitors in the CFMTA/FCAPM National Semi-final Round must present a program of 30 minutes minimum to a 45-minute maximum, consisting of the following:
    - i) One Canadian Solo Composition,
    - ii) One complete solo composition from the Classical or Baroque Period,
    - iii) A variety of shorter works to form a well-balanced program
  - b) Three finalists will be selected from the Semi-Final Round of the competition to proceed to the Final round of the competition.
  - c) AWARDS presented at the conclusion of the Semi-Final Round:
    - Ernst Schneider Canadian Music Award: \$1,000.00 - for the best performance of a Canadian composition
    - Marek Jablonski Prize\*: \$1,000.00 - for the best performance of a Chopin composition
    - Willard Schultz Prize\*\*: \$1,500.00 - to the performer whose reading of Baroque music best communicates the intentions of the composer, in the opinion of the jury
    - \* *To be eligible for the Marek Jablonski prize, the Semi-Final program must include a work by Chopin.*
    - \*\* *To be eligible for the Willard Schultz Baroque prize, the Semi-Final program must include a work from that era.*
4. FINAL ROUND - No changes in repertoire are permitted once the selection has been submitted.

A completely new program must be presented. Time Limits: a minimum of 25 minutes to a maximum of 35 minutes.

PRIZES awarded at the conclusion of the Final Round:

First Prize:	\$5,000.00
Second Prize:	\$3,000.00
Third Prize:	\$2,000.00

Willard Schultz Prize: \$1,500.00 – to the performer who shows the most promise overall as a performing artist, in the opinion of the jury

## 5. FINANCIAL RESPONSIBILITIES

- a) Each Provincial/Territorial Association will be responsible for the financial expenses incurred during the selection of its competitor. Each Provincial/Territorial Association may choose, by audition or otherwise, ONE competitor who will represent their Province/Territory.
- b) Each Provincial/Territorial Association will be responsible for the expense of its competitor's travel as prorated by the CFMTA/FCAPM, to and from the competition city. Travel for the Competitors is coordinated by the Awards and Competitions Chairperson. Provincial/Territorial Associations are strongly encouraged to solicit Corporate Sponsorship.

## 6. ONLINE APPLICATION FORM

The Application Form is available on the website under Programs and Competitions at [www.cfmta.org](http://www.cfmta.org)

**Applications** will be accepted **using the online form only.**

The following will be needed when applying online:

- i) Application Fee (\$250.00) payment options are on the application form
  - ii) Photo – digital copy (1,000 kb)
  - iii) Resume (100 to 150 words maximum)
- a) List of Repertoire, in order of performance, for both Semi-Final and Final programs, including:
    - i) Title (complete)
    - ii) Composer (first and last name),
    - iii) Performance time of each piece
  - b) Name/address/contact information of your teacher and CFMTA Provincial Representative.

If you have any questions, please email: [Competitions@cfmta.org](mailto:Competitions@cfmta.org)

Note – Organizational Procedures for Event Chairs/Administrators (National Piano Competition, Student Composer Competition, Call for Competitions, Canada Music Week, and E-Festival):

- Communication Coordinator creates event graphic in conjunction with an Event Chair/Administrator and Webmaster posts it on the CFMTA website.
- Event Chair/Administrator sends the graphic and captions to Social Media Chair who posts it to CFMTA's social media sites (Facebook, etc.).
- Public Relations and Marketing Chairperson emails each of the Prov / Terr delegates, asking them to repost the social media posts to their own social media pages and encourage their branches to do likewise.
- Event Chairs/Administrators organizes additional follow up posts with Social Media Chair as reminders of the upcoming application deadline.

## **BIENNIAL CONFERENCES**

1. The CFMTA/FCAPM Conference shall be held in odd numbered years in early July. The conference shall be hosted by a Provincial/Territorial Association or more than one Provincial/Territorial Association.
2. The CFMTA/FCAPM President shall sit on the CFMTA/FCAPM Conference Committee and shall offer the assistance of CFMTA/FCAPM as required.
3. The maximum length for a CFMTA/FCAPM Conference shall be five (5) days with a four (4) day Conference (Wednesday to Saturday) being recommended.
4. Once the location of the Conference has been determined, the host Provincial/Territorial Association(s) shall submit a proposed budget to the CFMTA/FCAPM Finance Committee for approval. The proposed budget should include a \$10,000.00 unsecured interest free loan from CFMTA/FCAPM. This approval will be given within one month of the proposed budget being submitted with an email from the Chair of the CFMTA/FCAPM Finance Committee stating that approval has been given.
5. Upon approval of the Conference budget, the CFMTA/FCAPM shall provide the host Provincial/Territorial Association(s) with an unsecured, interest-free loan of \$10,000.00 which shall be repaid in full once all financial matters of the Conference have been concluded.
6. The CFMTA/FCAPM Conference Chair shall consult with the CFMTA/FCAPM Finance Chair regarding the Jury Fees to be paid for the National Piano Competition.
7. The CFMTA/FCAPM shall provide the Scholarships for the National Piano Competition.
8. The CFMTA/FCAPM Conference Committee is encouraged to seek corporate funding for various aspects of the Conference.
9. The host Provincial/Territorial Association(s) shall set up a separate bank account for the Conference
10. The Conference Chair shall notify the CFMTA/FCAPM Treasurer once all financial matters concerning the Conference have been concluded. If, after the CFMTA/FCAPM loan has been paid, 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/FCAPM. 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/FCAPM will absorb sixty percent (60%) of the loss.

11. 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.
12. If the CFMTA/FCAPM Conference Fund shows a balance of \$20,000.00 or more, the surplus monies may be directed to other CFMTA/FCAPM Projects upon approval of the Finance Committee and subsequently the Executive Committee
13. Officers of the CFMTA/FCAPM shall attend all the CFMTA/FCAPM Conferences. Upon the presentation of receipts, the CFMTA/FCAPM 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
14. The Awards and Competitions Chair must attend all the CFMTA/FCAPM Conferences. Upon presentation of receipts the CFMTA/FCAPM shall reimburse expenses for:
  - a) 100% of the accommodation costs for the nights of the Conference
  - b) A cap of \$75 per diem on meal expenses.
15. The Conference registration fees for the Officers of the CFMTA/FCAPM, the Awards and Competitions Chair and the Conference Chair shall be waived
16. The CFMTA/FCAPM fiscal policy for Conferences shall be outlined in the CFMTA/FCAPM Conference Handbook
17. Apprise the CFMTA/FCAPM President and 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.
18. Contracts must only be signed after consultation and agreement with the CFMTA/FCAPM President, Secretary and the Conference Committee. Copies of the contracts will be forwarded to the Secretary for filing.
19. All files regarding the conference must be forwarded to the Secretary after completion of each conference.
20. Conference Chairs are to work with the Translation Committee to determine priorities of translation into French. All files should be submitted for translation at least three (3) weeks prior to when needed.

21. Conference Chairs are to work with the Awards and Competitions Chair and the Advertising & Marketing Sub-Committee to prepare National Piano Competition posters as well as coordinating poster templates for the Provincial round of the competition.
22. Conference Chairs are to work with the Public Relations Chair to prepare and distribute press releases.
23. Conference Chairs are to provide timely updates for the CMT and CFMTA/FCAPM website and/or a link to their own conference website
24. 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.
  - a) The Conference Planning committee should consider including a call for research papers when deciding on a program
  - b) 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
  - c) 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
25. If an optional second competition is held during a biennial CFMTA/FCAPM conference, some funding will be in place. Starting 2020-2021, CFMTA/FCAPM dues will be increased by \$2:00 per member. This extra \$2.00 per member, will go into a dedicated account to be accessed only when a provincial Conference Committee hosts a second competition. Should the province hosting the conference choose not to run a second competition, the funds will remain in this account.



## **CONFERENCE RESOURCE CONSULTANT**

The Conference Resource Consultant (2018 Motion #22) shall be appointed in odd-numbered years by the Executive Committee from within the CFMTA/FCAPM membership to aid with the bi-annual National Conference. The Conference Resource Consultant must have served on the planning committee of the previous CFMTA/FCAPM 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/FCAPM.

### The Conference Resource Consultant shall:

1. Upon the request of the host Province/Territory, provide assistance in all regards pertaining to the conference
2. Liaise with the CFMTA/FCAPM Office if required by the Conference Planning Committee
  - a) All contact between the Office and Consultant should be cc'd to the planning committee
3. Provide a report for the Annual Executive Committee meeting
  - a) This report will be included in the final Conference Committee's report
4. Hold office for one term of two years, unless a conference is held in conjunction with another organization. In this case, hold office for four years
5. In conjunction with the CFMTA/FCAPM Webmaster and the Conference Committee Chair, ensure that all material relevant to Conference Planning is updated on the CFMTA/FCAPM website



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

## **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