## APPOINTED

The Coordinator of Division Activities shall be appointed by the newly elected President immediately following the election of officers by the Board of Directors.

## MEMBER OF BOARD AND OF EXECUTIVE COMMITTEE

The Coordinator of Division Activities automatically becomes a member of the Board of Directors and the Executive Committee.

## DUTIES

The Division Chair shall collect the Goals and Methods from the Committee Chairs under a particular Division and send them to the Coordinator of Division Activities, who shall review and edit their Goals and Methods. After approval by the President, the Office Manager will assemble the text into an NFMC Manual.

## DISTRIBUTION OF NFMC MANUAL

Board members are required to obtain a copy of the NFMC Manual. It is also recommended that Division and Committee Chairs obtain a copy of the Manual. The NFMC Manual is available online for digital download.

State Presidents may download a digital copy of the NFMC Manual, Bylaws and Standing Rules from the NFMC website.

## GOALS AND METHODS

Each Committee Chair shall be responsible for preparing Goals and Methods to serve as a guide and outline for state chairs in the promotion of their purposes and goals. Each chair shall send their Goals and Methods, with appropriate forms, to their Division Chair.

## DUTIES OF DIVISION CHAIRS

**Refer to** Bylaws, Article XI, Section 2

## REPORTS OF DIVISION CHAIRS AT MEETINGS

**Refer to** Bylaws, Article XI, Section 4

Division Chairs are responsible for the presentation of the work of the Division at NFMC Conferences and Conventions, as requested by the President. See also "Reports," Section Page D-2.

## OFFICE HOLDING LIMITATIONS FOR STATE PRESIDENTS

**Refer to** Bylaws, Article XI, Section 7

## STRUCTURE OF FEDERATION DIVISIONS

**Refer to** Bylaws, Article XI, Section 1
**Refer to** Bylaws, Article XI, Section 3

## DUTIES WITHIN THE DIVISION

The NFMC Divisions provide a channel of responsibility and accountability. The Divisions are grouped according to types of activities, with a Division Chair and Vice-Chairs or Chairs of a special activity, Regional Chairs, Committees, including Boards, Representatives and Official Personnel.

Each Division Chair coordinates the work of its Committees; chairs Division meetings; receives reports from Chairs; reviews the Goals and Methods, and submits them to the Coordinator of Division Activities; and is accountable to the NFMC President and Board of Directors.

The special activity Chair coordinates the work of Committees; chairs committee meetings; and reports to the Division Chair.

Chairs of awards perform the duties of conducting the award competition, authorize payment of prizes, and report to the Division Chair and to the Competitions and Awards Division Chair.

## COORDINATOR OF DIVISION ACTIVITIES

The Coordinator of Division Activities (CODA) coordinates the work of the nine Divisions.

**ALL DIVISIONS**

## ADMINISTRATION DIVISION

***The Division includes the areas of regulations and policies governing NFMC,***

Archive Chair
Arts Advocacy Chair and Vice Chair
Arts Advocacy Committee (Chair serves)
One member from each Region
Appointed members
All PNP's ex officio members
Bylaws & Rules Chair and Committee
Resolutions Chair and Committee
Protocol Chair, Vice-Chair and Committee
Sergeants-at-Arms Chair, Vice-Chair and Committee
National Headquarters Building Chair and Committee
Nomination Committee Chair and Committee

**Personnel – Under the direct supervision of President**

American Festival Chorus Director and Collaborative Pianist
Chair of the Council of State Presidents
Coordinator of Division Activities
Chaplain
Directory Chair
National Meeting Committee
Historian
Office Chair and Committee
Parliamentarian
Representatives for John F. Kennedy Center. Committee: All PNPs
Representative and Deputy Representative to the United Nations

## AMERICAN MUSIC DIVISION

***The Division includes chairs of activities for the promotion and performance of American Music and awards for such activities.***

**Division Chair** (*Division Chair serves)
Parade of American Music Awards:
*Professor Rudolf R.A. Schramm Awards For Clubs – November
*NFMC/ASCAP Award for Year-Round Promotion of American Music by Clubs
Five Regional Chairs (Serve both above)
*Educational Institutions Annual Award
- For Colleges and Universities
- High School

*Awards Program for Summer Festivals
*American Music Award for Junior Clubs (Beyer)
American Women Composers Chair
Folk Music Chair
Just Jazz Chair

## ARTS DIVISION

***The Division includes chairs of activities for the promotion and performance of creative artsactivities (not limited to American music) and awards for such activities.***

### Division Chair

Celebrate Strings Chair
Chamber Music Chair
Choral Music Chair
Ethnic Performance Chair
Music in Poetry Chair
    Five Regional Chairs
Music in Song Chair
Music in Poetry & Song Committee
Music in Schools & Colleges Chair
    Five Regional Chairs
Music Outreach Chair
National Music Week Chair
    Two Regional Chairs – NE-SE/NC-SC-W
Opera Chair
    Five Regional Chairs
Sacred Music Chair

## COMPETITIONS & AWARDS DIVISION

***The Division includes awards administered by various chairs. Awards with age requirements specifically within the limits of the Student/Collegiate and Junior Divisions are under the jurisdiction of those Divisions. All Award chairs are included in the Competitions and Awards Board.***

### Division Chair

Competitions Board: The Competitions and Awards Board shall consist of the Competitions & Awards Division Chair who is elected by the Board of Directors; ALL chairs of individual scholarships/awards and club awards; Division Chairs: Arts, American Music, Finance, Junior, Public Relations, and Student/Collegiate; NFMC Treasurer; and Chairs of FAMA and Outgoing National President's Award

The C & A Chair recommends the names of appointees for all Representatives/Liaisons serving NFMC Awards and presents the proposed appointee list to the President for Board approval. The C&A Chair is responsible for filling Representative/Liaison mid-term vacancies subject to the approval of the President.

Competitions Board: All Awards Chairs (Pg. F-4)

### Adult Awards

Ouida Keck Award-Professional Development for the Independent Piano Teacher/**Annual**

**NFMC Veterans Awards**
Chair
American Music U.S. Armed Forces Composition Award/**Annual**
Anne Gannett Award for Veterans/**Biennial**
Lucile Parrish Ward Veteran's Award/**Annual**

**Adult Composition Awards**
Emil & Ruth Beyer Composition Awards Chair/**Annual**
Glad Robinson Youse Adult Composers Contest Chair/**Biennial**

**Adult Performance Awards**
Alpha Corinne Mayfield Opera Award Chair/**Biennial**
Martha Marcks Mack Senior Vocal Award/**Annual**
NFMC Ellis Competition for Duo-Pianists/**Biennial**
Policies & Awards Chair
Vice-Chair
Promotion Chair
Auditions Chair
Auditions Committee
NFMC Hinda Honigman Performance Award for the Blind/**Annual**
Ruth Morse Wilson Handbell Award Chair/**Annual**
Thelma A. Robinson Award in Conducting Liaison/**Annual**
Virginia Allison Collaborative Award Chair/**Biennial**
Vivian Menees Nelson Music Award for the Disabled & Visually Impaired Chair/**Annual**

**Young Artist Auditions/Biennial**
Chair of Young Artist Auditions
Committee Category Chairs: Woman's Voice, Man's Voice, Piano, Strings
Young Artist Presentation Chair
Committee (the 5 Regional Vice Presidents)

**Student/Collegiate Awards** (see STUDENT/COLLEGIATE DIV)

**Summer Music Center Awards/Annual**
Chair

**Summer Music Center Representatives:**
In consultation with the SMC Chair, the C & A Chair recommends names of appointees for all SMC Representatives to the NFMC President for Board approval.
Aspen School of Music
Brevard Music Center (Rose Thomas Smith)
Lucile Parrish Ward Brevard Music Center Award
Chautauqua Music School
Chautauqua Music School
Eleanor Pascoe Award in Voice
Martha Marcks Mack Award
Peg Bryan Award to Chautauqua

Composers Institute (Sampson Award)
Eastern Music Festival
Idaho Federation of Music Clubs
Gwladys Comstock Award
Interlochen Arts Academy (Neumann Award)
International Music Camp (Jardine)
Kneisel Hall (Miller)
Marrowstone Music Festival
Meadowmount School
Music Academy of the West
Opera in the Ozarks
Martha Marcks Mack Award at Opera in the Ozarks
Mary Prudie Brown Music Education Award
Ravinia Music Festival (Smith)
Rocky Ridge Music Center
Santa Fe Opera (Freehoff)
Sewanee Music Center (Coult)
Stephen Collins Foster Music Camp (Muir)
Walden School

**Junior Awards** (see JUNIOR DIVISION)

## FINANCE DIVISION

***The Division formulates policies and prepares income and expenditure recommendations to present to the Board of Directors and Executive Committee, as required, including budgeting, investments, fundraising and award proposals.***

### Division Chair

Budget Chair
Committee
Finance Chair – Division Chair serves Committee
Founders' Day Chair
Fund for the Advancement of Musical Arts (FAMA)
Chair and Vice Chair
Committee
Insignia Chair
Investments Committee Chair
Committee
Legacy Society
Chair and Committee
Outgoing National President's Award Chair
Committee
Past Presidents Assembly Chair
Rose Fay Thomas Fellows Chair
Vice-Chair
Tax Exemption Chair

## JUNIOR DIVISION

***The Division coordinates the promotion and performance activities for Junior age members, and awards within those age groups.***

***Division Chair***

Club Rating & Achievement Records Chair
Festivals Bulletin Editor/Chair/Committee
Festivals - Junior & Adult
NFMC Festivals Chair
Five Regional Chairs
Festivals Committee
Federation Cup Chair
Vivace Online Festivals Management Committee Chair

**Junior Composition Awards/Annual and Biennial**

Junior Composers Chair
Five Regional Chairs for Class I, II, III & IV
Oscar Valentin Regional Awards
Lynn Freeman Olson Composition Awards Chair/**Biennial**

**Junior Performance Awards**

Dance Chair
NFMC Award Chair/**Annual**
Thelma A. Robinson Award in Ballet Chair/**Biennial**
Mary Alice Cox Awards in Cello and Double Bass Chair/**Annual**
Wendell Irish Viola Award Chair/**Annual**
Herman & Mary Neumann Award at Interlochen Arts Academy/**Annual**
Stillman Kelley Awards & Thelma Byrum Award Chair/**Annual**
Claire Ulrich Whitehurst Piano Award Chair/**Biennial**
Marilyn Caldwell Piano Awards Chair/**Annual**
Lana M. Bailey Piano Concerto Award Chair/**Annual**
Martha Marcks Mack Junior Vocal Award Chair/**Annual**
Michael R. Edwards Graduating Senior Performance Award Chair/**Annual**

**Junior Composition Award for the Handicapped**

Music for the Blind Composition Award Chair (Fowler) **Annual**

**Junior Performance Awards for the Handicapped**

NFMC Music for the Blind Performance Awards Chair /**Annual**
(Valentin and NFMC)
Benzinger/Valentin Music for the Blind Performance Awards Chair/**Annual**
Joyce Walsh Junior Awards for Individuals with Special Needs Chair/**Annual**

**Junior Awards/Annual**

Angie Greer Junior Music in Poetry Awards Chair/**Annual**
National Music Week Essay Contest Awards/**Annual**
Two Regional Chairs – NE-SE/NC-SC-W
**Summer Music Center Awards** (See C&A Division)

## MEMBERSHIP & EDUCATION DIVISION

***The Division includes extension activities for recruiting and retaining members and educational projects to enhance club program planning and evaluation, orientation and leadership training.***

**Division Chair**

Membership Extension Chr and Chr of Sr. Organizations Committee
Chair of Student/Collegiate Organizations
(Student/Collegiate Division Chair serves)
Chair of Junior Organizations
(Junior Division Chair serves)
Chair of Individual Memberships
Senior Course of Study & Program Planning Chair
Yearbook Chair
Senior Club Reporting & Evaluation Chair
Senior Orientation & Leadership Training Chair

## PUBLIC RELATIONS DIVISION

***The Division includes editorial and promotional oversight for activities involving public relations with members and general media and awards for participation in such activities.***

**Division Chair**

Public Relations Chair
Regional Committee
Media Chair
NFMC Citations Chair
Audio Chair
Publications Editor
State News Editorial Chair
Editorial Board (5 Regional Members)
JUNIOR KEYNOTES Magazine Editor/Chair
MUSIC CLUBS MAGAZINE Editor/Chair

## STUDENT/COLLEGIATE DIVISION

***The Division coordinates the promotion and performance activities for student age members, and awards within those age groups.***

**Division Chair**

**Student/Collegiate Auditions**

Chair of Student/Collegiate Auditions (Includes Supplemental Awards)

**Student/Collegiate Audition Awards/Biennial**

Annie Lou Ellis Awards in Piano
Janice Clarkson Cleworth Award in Piano
Ruby Vought Awards in Organ
Hazel Hefner Becchina Award in Voice

Louise L. Henderson Award in Violoncello
Violet Lang Award in Violin honoring Dr. Barbara Irish
Virginia Peace Mackey-Althouse Award - Woman's Voice
Irene S. Muir Awards in Woman's Voice
Irene S. Muir Awards in Man's Voice
Josef Kaspar Awards in Violin
Louise Oberne Awards in Strings
Thor Johnson Awards in Strings
Lawrence Foster Awards in Violoncello
Josephine Trott Award in Strings
Marie Morrisey Keith Award – Orchestral Woodwinds
Marie Morrisey Keith Award – Orchestral Brass
Agnes Fowler/Mary V. Thiesen Awards in multiple classifications
Lucille Heimrich Award for Guitar and Percussion

**Student/Collegiate Composition Awards/Annual**
Marion Richter American Music Composition Award
NFMC Young Composers/Nadworney/Hatz Composition Awards

**Student/Collegiate Music Education Awards/Scholarships**
Myrtle Mehan/Hazel Morgan Music Education Scholarship Chair/**Annual**
Herman & Mary Neumann Award at Miami University in Ohio Liaison/**Annual**
Gretchen E. Van Roy Scholarship in Music Education Chair/**Annual**

**Student/Collegiate Special Awards/Biennial**
Elizabeth Grieger Wiegand Music of the Faiths Award Chair/**Biennial**
Lynn Freeman Olson Composition Awards Chair/**Biennial**
Lynn Freeman Olson Award in Piano Pedagogy Chair/**Biennial**

**Student/Collegiate Music Therapy Awards/Annual**
Music Therapy Chair (Chair serves*)
*Dorothy Dann Bullock Music Therapy Award
*NFMC/Carey-Wilson Music Therapy Award
*Ruth B. Robertson Music Therapy Award

**Student/Collegiate Performance Awards/Annual**
Barbara M. Irish Harp Award
Ernest A. Bluhm Flute Award
Elizabeth Paris Award in French Horn
Frances Nelson Tuba Award
Oscar Valentin Award in Violin Solo
Carolyn Nelson Double Reed Award

**Summer Music Center Awards** (See C & A Division)