

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 Executive Director 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.

DIVISIONS AND COMMITTEES**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, management of National Hdqtrs, and responsibilities of official personnel.

Division Chair (The NFMC President serves)

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

VIP Chair

Personnel – Under the direct supervision of President

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 Award

*Awards Program for Summer Festivals

*American Music Award for Junior Clubs (Beyer)

American Festival Chorus Director and Assistant

Accompanist and Librarian

American Women Composers Chair

Folk Music Chair

ARTS DIVISION

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

Division Chair

Celebrate Strings Chair
 Chamber Music Chair
 Choral Music Chair
 International Music Relations 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
 National Music Week Essay Contest
 North & South Central/Western Chair; NE/SE Chair
 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/Annual

Chair

American Music U.S. Armed Forces Composition Award

Anne Gannett Award for Veterans

Lucile Parrish Ward Veteran's Award

Adult Composition AwardsEmil & 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

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 for: Woman's Voice, Man's Voice, Piano and 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

DIVISIONS AND COMMITTEES – Continued

Composers Institute (Sampson Award)
 Eastern Music Festival
 Idaho Federation of Music Clubs
 Gwladys Comstock Award
 Inspiration Point Fine Arts Center (IPFAC)
 Martha Marcks Mack Award at IPFAC
 Mary Prudie Brown Music Education Award
 Interlochen Arts Academy (Neumann Award)
 International Music Camp (Jardine)
 Kneisel Hall (Miller)
 Marrowstone Music Festival
 Meadowmount School
 Music Academy of the West
 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
 Vice-Chair
 Committee
 Insignia Chair
 Outgoing National President's Award Chair
 Committee
 Investments Committee Chair
 Committee
 Memorial & Recognition Fund Chair
 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

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 COMPETITIONS & AWARDS DIVISION)

DIVISIONS AND COMMITTEES – Continued

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
 NFMC Centennial Chamber Music Commendation

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

DIVISIONS AND COMMITTEES – Continued

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 Morrissey Keith Award – Orchestral Woodwinds
 Marie Morrissey Keith Award – Orchestral Brass
 Agnes Fowler/Mary V. Thiesen Awards in multiple classifications
 Lucille Heimrich Award for Guitar and Percussion

Student/Collegiate Awards for the Blind/Annual

Hinda Honigman Award for the Blind Chair
 Music for the Blind Composition Awards Chair
 (Also serves as Chair for the Blind Awards in the JUNIOR DIVISION)
 Two Regional Chairs

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

Ernest A. Bluhm Flute Award
 Elizabeth Paris Award in French Horn
 Oscar Valentin Award in Violin Solo
 Carolyn Nelson Double Reed Award

Summer Music Center Awards (See C & A Division)