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.
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 PNP’s
- 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

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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 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
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
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)
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
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 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)