



## Job Descriptions for Conveners and Committees

December 2024

<u><i>Passing on of documents, email accounts</i></u>	<i>page 2</i>
<u><i>Archives Convener</i></u>	<i>page 2</i>
<u><i>ARMTA Calgary Recital and Awards (ACRA) Convener</i></u>	<i>page 4</i>
<u><i>Catering Convener</i></u>	<i>page 6</i>
<u><i>Communication Convener</i></u>	<i>page 7</i>
<u><i>Impromptu Editor</i></u>	<i>page 8</i>
<u><i>Music Marathon Convener</i></u>	<i>page 10</i>
<u><i>New Members Convener</i></u>	<i>page 11</i>
<u><i>Outstanding Student Recital (OSR) Convener</i></u>	<i>page 12</i>
<u><i>Promotion Convener</i></u>	<i>page 14</i>
<u><i>Rotary Calgary Concerto Competition (RC3) Convener</i></u>	<i>page 15</i>
<u><i>Social Media Convener</i></u>	<i>page 16</i>
<u><i>Sponsorship Convener</i></u>	<i>page 17</i>
<u><i>Student Recitals Conveners</i></u>	<i>page 18</i>
<u><i>Volunteer Pool Coordinator</i></u>	<i>page 21</i>
<u><i>Workshops and Events Convener</i></u>	<i>page 22</i>
<u><i>Endowment Society Projects</i></u>	<i>page 23</i>

## **Passing on of documents, email accounts**

### **1. Committees**

For every committee of two or more, there should be a team leader who takes responsibility for overall organization and communication. The team leader will ensure that all committee members have access to relevant files, cloud-based drives and shared email boxes. If the group requires access to an application (e.g. Dropbox, Jotform, Zoom), the team leader will work with the branch administrator.

### **2. ARMTA Calgary Email**

All email addresses opened on behalf of ARMTA Calgary branch become the property of ARMTA Calgary branch. At the end of your term, you are responsible for passing along the password to the replacement officer or convener and for ensuring that they have successfully accessed the account. Only after the new officer or convener has successfully logged into the account are you then permitted to remove your phone number, recovery email and any other personal details connected to the account. Furthermore, the branch administrator must be apprised of the password at all times.

### **3. ARMTA Calgary Documents**

All documents created on behalf of ARMTA Calgary branch become the property of ARMTA Calgary Branch. At the end of your term, you are responsible for ensuring that the replacement officer or convener has successfully received all relevant documents. If said documents are located in a cloud-based drive (e.g. Dropbox, Google Drive), you are responsible for ensuring that the replacement officer or convener has full administrator/editor access to the drive. Only after the new officer or convener has successfully logged into the account with administrator/editor privileges are you then permitted to remove yourself from the account. Furthermore, the branch administrator must be apprised of any potential passwords at all times.

## **ARMTA Calgary Job descriptions for Conveners and Committees**

The job descriptions of conveners and committees of ARMTA Calgary Branch are an appendix to the Policies and Procedures of the Branch. They are intended to describe the purpose of the position and give some direction to each convener or committee.

### ***Archives Convener***

Conveners and committees are appointed by the Chair of ARMTA Calgary Branch in consultation with the Branch Board. Conveners are invited to the Branch Board Meetings by the Chair when there is something to discuss with the board.

### ***Archives***

are the historical record of ARMTA Calgary Branch.

### ***The Archives Convener***

1. Gathers paper and digital records that documents what ARMTA Calgary Branch does. Paper documents should be those no longer in active use. The provincial archivists do not require that anything is sorted or whether there are duplicates. Include:
  - a Minutes of meetings including reports, Budgets and Financial statements, Annual reports, Policy and Procedure Manual and Job Descriptions
  - b Copies of Impromptu, recital programs, photographs, information brochures, correspondence including thank you notes from students
  - c Selected pages from the website ARMTA-Calgary.com
  - d Digital files: copy of folders from various computers or drive, ensuring the order they are in at present, and save to USB stick
2. Arranges for deposit of these items in the Provincial Archives of Alberta 8555 Roper Road Edmonton, AB T6E 5W1 c/o Tom Anderson [Tom.Anderson@gov.ab.ca](mailto:Tom.Anderson@gov.ab.ca) 780.415.0700 or 780.527.1750
3. Maintains liaison with archivist Tom Anderson (or successor) [Tom.Anderson@gov.ab.ca](mailto:Tom.Anderson@gov.ab.ca) 780.415.0700 or 780.527.1750 Provincial Archives of Alberta 8555 Roper Road Edmonton, AB T6E 5W1 c/o
4. Researches information as directed by the Board or Chair of ARMTA, Calgary Branch.
5. Makes a budget request annually prior to the branch budget meeting.
6. Agrees that any templates developed for archives become the property of ARMTA Calgary. At the end of the term of service, agrees to orientate the successor to this position - see **Passing on of documents, email accounts** on page 2 of Job descriptions - conveners.
7. Prepares a report for the Annual General Meeting, and for board meetings as requested. Digital copies are sent to the Chair and to the Secretary (Administrator).
8. Reviews job description annually (February) and make changes as necessary. Provide the Past Chair with the updated job description.
9. Gathers paper and digital records that documents what ARMTA Calgary Branch does. Paper documents should be those no longer in active use. The provincial archivists do not require that anything is sorted or whether there are duplicates. Include:
  - a Minutes of meetings including reports, Budgets and Financial statements, Annual reports, Policy and Procedure Manual and Job Descriptions
  - b Copies of Impromptu, recital programs, photographs, information brochures, correspondence including thank you notes from students
  - c Selected pages from the website ARMTA-Calgary.com
  - d Digital files: copy of folders from various computers or drive, ensuring the order they are in at present, and save to USB stick

10. Arranges for deposit of these items in the Provincial Archives of Alberta 8555 Roper Road Edmonton, AB T6E 5W1 c/o Tom Anderson [Tom.Anderson@gov.ab.ca](mailto:Tom.Anderson@gov.ab.ca) 780.415.0700 or 780.527.1750
11. Maintains liaison with archivist Tom Anderson (or successor) [Tom.Anderson@gov.ab.ca](mailto:Tom.Anderson@gov.ab.ca) 780.415.0700 or 780.527.1750 Provincial Archives of Alberta 8555 Roper Road Edmonton, AB T6E 5W1 c/o
12. Researches information as directed by the Board or Chair of ARMTA, Calgary Branch.
13. Makes a budget request annually prior to the branch budget meeting.
14. Agrees that any templates developed for archives become the property of ARMTA Calgary. At the end of the term of service, agrees to orientate the successor to this position - see **Passing on of documents, email accounts** on page 2 of Job descriptions - conveners.
15. Prepares a report for the Annual General Meeting, and for board meetings as requested. Digital copies are sent to the Chair and to the Secretary (Administrator).
16. Reviews job description annually (February) and make changes as necessary. Provide the Past Chair with the updated job description.

Last updated 2024 Sept 16

### **ARMTA Calgary Job descriptions for Conveners and Committees**

The job descriptions of conveners and committees of ARMTA Calgary Branch are an appendix to the Policies and Procedures of the Branch. They are intended to describe the purpose of the position and give some direction to each convener or committee.

#### ***ARMTA Calgary Recital and Awards (ACRA) Convener***

Conveners and committees are appointed by the Chair of ARMTA Calgary Branch in consultation with the Branch Board. Conveners are invited to the Branch Board Meetings by the Chair when there is something to discuss with the board.

#### ***ACRA***

Is an annual event held to recognize the achievements of students taught by ARMTA Calgary members. It consists of a recital, the awarding of marks-based scholarships and named scholarships, and the recognition of Associateship and above graduates of conservatories (e. g. RCM, Con Can)

Teachers apply on behalf of their students, completing the Jotform application and sending in supporting documents.

#### ***The ACRA convener and committee***

1. Invites the Outstanding Student Recital (OSR) convener, Sponsorship convener, the Vice Chair, and any additional members to form the ACRA committee.
2. Divides up responsibilities (e. g. venue, processing applications, sending letters, photography, promotion, medals, refreshments, identifying RCM and Con Can graduates)
3. Chooses a date for the recital.

4. Books a venue and advises the (Bookkeeper) Administrator so that payment can be made. The convener may make a booking for the following year.
5. Reviews the online application form and information package for teachers annually.
  - a) Ensure dates (various deadlines and recital) are correct
  - b) Ensures the updated information package, updated Jotform application form and auto responders are available online.
  - c) The application must include student or parent consent. (Log into [armta.ca/calgarybranch](http://armta.ca/calgarybranch) for Photo-Audio-Video Consent Form).
  - d) For consistency, substantial changes to the rules or guidelines should be approved by the board by the September board meeting.
6. The Impromptu editor, the Social Media convener, and the Communications (email) convener each need information to promote the application deadline and event date. The Webmaster also requires updates for the Programs and the Events pages.
7. Processes all applications received. Based on the top 3 marks in each category (Piano, Voice, String, Wind & others, subdivisions by grade level groups) determines which students will be recognized at the ACRA. All remaining applications are forwarded to the Outstanding Student Recital convener.
8. Contacts directly by email the applicants who will perform or receive a scholarship and cc's their teachers. Requests that repertoire for the recital be confirmed (no changes allowed).
9. Arranges for a volunteer photographer for the event. Pictures from the recital should be sent to the Impromptu editor and to the Webmaster (Administrator) after the event.
10. Determines the scholarship amounts (historically based) and sends a list to the Bookkeeper (Administrator) so cheques can be prepared. Changes to scholarship amounts must be approved by the board.
11. Contacts the convener for the Provincial Recognition Fund to request funds for scholarships by the beginning of December. Shares the completed list of applicants and total dollar amount with the Bookkeeper.
12. ACRA is also a time for ARMTA to celebrate Associate graduates (from RCM, Conservatory Canada, etc.). In January (earlier), ask ARMTA to members to provide names and contact information of graduates. Invite graduates to ACRA and present those present with a single rose or other acknowledgement of this achievement.
13. Orders medals and arranges for pickup.
14. Prepares congratulatory letters for students receiving scholarships and includes a reminder to thank the donor of the scholarship and to cash cheques in timely matter. Include the addresses of donors. For the Endowment Society, use the ACRA convener's address.
15. Contacts donors of named scholarships to ensure a cheque is received by the treasurer in time for the recital. Invites any donors to present the named scholarships.
16. Sends all information for the program to the Desktop Publisher (Administrator) (recital program, scholarship winners, teachers represented in the recital/awards, sponsors). Confirms who will arrange for printing and for picking up the programs once they are sent to the printers.
17. Arranges for a microphone and amplifier from Long and McQuade where there is a commercial account (2020).
18. Sends a copy of the program to the Archivist.

19. Arranges for volunteers to help at the event (set up, check in table, assisting with awards, assisting with piano lid, MC, directing student traffic, etc).
20. Sends photographs taken at the event to the webmaster (Administrator) and the Impromptu Editor for publication.
21. a) Scans/digitizes all paper consent forms (if applicable).  
b) Uploads all signed consent forms to ARMTA Calgary's Dropbox account (ask the Administrator for access).  
c) Shreds all paper copies after successful upload.
22. Makes a budget request annually prior to the branch budget meeting.
23. The ACRA convener keeps templates of application forms and letters, tables for scholarship amounts etc., and may keep a more detailed timeline and list of duties.
24. Agrees that records, templates, emails become the property of ARMTA Calgary. At the end of the term of service, agrees to orientate the successor to this position. See [Passing on of documents, email accounts](#) on page 2.
25. Prepares a report for the Annual General Meeting, and for board meetings as requested. Digital copies are sent to the Chair and to the Secretary (Administrator).
26. Reviews job description annually (February) and suggests changes as necessary. Send the Past Chair the updated job description.

Last update 2024 December 15

## **ARMTA Calgary Job descriptions for Conveners and Committees**

The job descriptions of conveners and committees of ARMTA Calgary Branch are an appendix to the Policies and Procedures of the Branch. They are intended to describe the purpose of the position and give some direction to each convener or committee.

### ***Catering***

Conveners and committees are appointed by the Chair of ARMTA Calgary Branch in consultation with the Branch Board. Conveners are invited to the Branch Board Meetings by the Chair when there is something to discuss with the board.

#### ***The Catering Convener***

1. Works with conveners such as, the Workshop convener as well as the branch board to provide light refreshments and beverages for ARMTA Calgary events & general meetings.
2. As of 2023, the budget guideline for a light snack is \$3.25 per person such that for a gathering of 15-20 the maximum expense will be \$65.
3. Submits a payment request form to the Bookkeeper (Administrator) for reimbursement for all purchases.
4. Makes a budget request annually prior to the branch budget meeting.

5. Prepares a report for the Annual General Meeting, and for board meetings as requested. Digital copies are sent to the Chair and to the Secretary (Administrator).
6. Reviews job description annually (February) and make changes as necessary. Provide the Past Chair with the updated job description.

Last updated 2024 March 18

## **ARMTA Calgary Job descriptions for Conveners and Committees**

The job descriptions of conveners and committees of ARMTA Calgary Branch are an appendix to the Policies and Procedures of the Branch. They are intended to describe the purpose of the position and give some direction to each convener or committee.

### ***Communication Convener***

Conveners and committees are appointed by the Chair of ARMTA Calgary Branch in consultation with the Branch Board. conveners are invited to the Branch Board meetings by the Chair when there is something to discuss with the Board.

### ***Communication***

ARMTA Calgary contacts members with announcements and information through emails and telephone throughout the year.

### ***The Communication Convener***

1. Sends out announcements to all members who have agreed to receive email messages.
2. Uses good discretion about what and how often to email members. May consult with the Chair for advice.
3. Sends greeting cards to members as directed by the board.
4. Prepares a report for the Annual General Meeting and for board meetings as requested. Digital copies are sent to the Chair and to the Secretary (Administrator).
5. Agrees that any templates, emails developed for Communications become the property of ARMTA Calgary. At the end of term of service, agrees to orientate the successor to this position. See [Passing on of documents, email accounts](#) on page 2.
6. Reviews job description annually (February) and makes changes as necessary. Provides Past Chair with the updated job description.

Last updated 2024 March 18

## **ARMTA Calgary Job descriptions for Conveners and Committees**

The job descriptions of conveners and committees of ARMTA Calgary Branch are an appendix to the Policies and Procedures of the Branch. They are intended to describe the purpose of the position and give some direction to each convener or committee.

### ***Impromptu Editor***

Conveners and committees are appointed by the Chair of ARMTA Calgary Branch in consultation with the Branch Board. Conveners are invited to the Branch Board Meetings by the Chair when there is something to discuss with the board.

### ***Impromptu***

- Is the newsletter publication of ARMTA Calgary Branch.
- Is intended to provide news and information to members, as well as professional development articles

### ***The Impromptu Editor***

1. May seek volunteers to assist in producing Impromptu.
2. Gathers the contents for two newsletters a year: February and September or as determined by the Branch Board.
  - a. Dependent on cost of postage, the newsletter should be 24 pages,
  - b. Contents may include announcements as directed by the Branch Board, classified ads from branch members, paid ads, deadlines for submission of articles and advertising, application information for recitals and other student programs, articles, editorials.
3. Sets a deadline for submissions and a publication date in consultation with the Branch administrator. Publicizes the dates to the Branch Board and Conveners as well as the members of the Branch.
4. To simplify the work of the one who formats the content into the newsletter (usually the administrator), sets a “house style” for submissions, including font, font size and margins and may require submissions be submitted in that format.
5. May write an editorial.
6. May select a theme for each newsletter.
7. Seeks members to submit articles or obtains articles from other sources.
8. Reminds the Branch Chair to provide a “message from the Chair”, updated calendar of events, updated lists of Board members and conveners.
9. Reminds the Branch Board and conveners to provide expected announcements, including recital, event and meetings information, new member bios and pictures, etc.



10. Has editorial discretion about article length and content. The editor may seek advice from the Branch Chair.
11. Works with the Sponsorship Convener to ensure the correct paid ads are in each issue.
12. Sends gathered contents to the Branch Administrator to format into the newsletter and send to the selected printer. Ensures that the ARMTA Board Chair (or designate) proofreads *Impromptu* before publication.
13. Ensures that a volunteer receives printed copies for mailing to members and advertisers who request a printed copy.
  - a. A printed copy is mailed to the archivist.
  - b. Requests the provincial Administrator to provide current mailing addresses of members receiving hard copies and creates mailing labels.
  - c. Communicates with the Impromptu Editor and Branch Administrator to receive printed copies from the printer.
  - d. Purchases supplies such as envelopes, stamps, address labels and submits receipts to the Bookkeeper (Administrator).
  - e. Receives list of advertisers and addresses from the Sponsorship Convener
  - f. Mails Impromptu within three days of receiving them from the printer.
  - g. Follows up on any address changes, undeliverable, moves, and reports to the Provincial Administrator.
14. Makes a budget request annually prior to the branch budget meeting.
15. Agrees that templates, emails for the newsletter become the property of ARMTA Calgary. At the end of the term of service, agrees to orientate the successor to this position. See [Passing on of documents, email accounts](#) on page 2.
16. Prepares a report for the Annual General Meeting, and for board meetings as requested. Digital copies are sent to the Chair and to the Secretary (Administrator).
17. Reviews job description annually (February) and suggests changes as necessary. Send the Past Chair the updated job description.

Reviewed 2024 March 18

## **ARMTA Calgary Job descriptions for Conveners and Committees**

The job descriptions of conveners and committees of ARMTA Calgary Branch are an appendix to the Policies and Procedures of the Branch. They are intended to describe the purpose of the position and give some direction to each convener or committee.

### ***Music Marathon***

was established as a fundraiser to provide scholarships, master classes, and other supports for students of all abilities. It is an eight-hour performance event, in which ARMTA teachers sign up their studio for a

block of performance time (in 15-minute increments). The teachers arrange for students from their studio to fill the performance block. Participating students must collect pledges. The students with the highest number of pledges can receive a prize.

### ***Music Marathon Convener***

Conveners and committees are approved by the Chair of ARMTA Calgary Branch in consultation with the Branch Board. Conveners are invited to the Branch Board meetings by the Chair when there is something to discuss with the Board. Three co-conveners have worked together by dividing up the following tasks in the job description:

#### ***The Music Marathon Convener***

1. Is responsible for organizing the annual fundraising event. The convener is encouraged to find committee members (check with Volunteer Coordinator or the Board) and distribute duties.
2. Selects a date for the event.
3. Books a public venue for the event. Indoor venue is best, in consideration of the rented equipment and piano as weather conditions are unreliable.
4. Arranges a piano loan. Steinway Piano Gallery has been our supplier in the past, providing a seven-foot Steinway piano Model B. Arrangements for moving and tuning made at the time of the rental contract.
5. Arranges for a microphone and amplifier from Long and McQuade where there is a commercial account (2020) or borrows equipment from ARMTA members.
6. May use Endowment Society Funds, or contacts vendors/organizations to request prizes for students with the highest pledges, and/or random draws. The CPO usually donates a pair of concert tickets. Cash draw prizes of \$25 each have been used in the past but this was deemed to be more work than it was worth as many performers didn't stay around to listen.
7. Using Jotform, creates a registration process for the event, in which teachers can select a block of time for their studio.
8. The application must include student or parent consent. (Log into [armta.ca/calgarybranch](http://armta.ca/calgarybranch) for Photo-Audio-Video Consent Form).
9. Creates or updates pledge forms. Ensures the forms are available online – contact the administrator for assistance with this. Encourage donors to use Canada Helps. Have a QR code available for onsite donations through Canada Helps.
10. Serves as the contact for teachers and students involved in the Music Marathon.
11. Promotes the event and makes announcements that include clear event and registration instructions. Contact the administrator to update the programs and events pages on the website, social media convener (if there is one, otherwise arrange advertising as much as possible), and communications convener.
12. Recruits and organizes volunteers for the event. Volunteers required are 3-4 people at the check-in/registration table per shift, stage manager to help with each student's set-up. (This may be the student's teacher or a designate), photographer to capture some moments from the event.
13. Ensures the COI (Certificate of Insurance) is prepared in advance, including extra coverage for the piano and sound equipment.
14. Collects and returns the audio equipment or assigns the task to a volunteer.
15. Liaises with the venue contact. Attends and oversees the day of the event, assisting with setup, sign-in, and registration and clean up.

16. Ensures that someone from the board, the treasurer or someone given authority to write receipts, attends the event to collect the pledges.
17. Sends photographs taken at the event to the webmaster (Administrator) and the Impromptu Editor for publication.
18. a) Scans/digitizes all paper consent forms (if applicable).  
b) Uploads all signed consent forms to ARMTA Calgary's Dropbox account (ask the Administrator for access).  
c) Shreds all paper copies after successful upload.
19. Makes a budget request annually prior to the Branch budget meeting.
20. Agrees that any templates, files, email developed for Music Marathon become the property of ARMTA Calgary. At the end of term of service, agrees to orientate the successor to this position. See [Passing on of documents, email accounts](#) on page 2.
21. Prepares a Report for the Annual General Meeting, and for Board meetings as requested. Digital copies are sent to the Chair and to the Secretary/Administrator.
22. Attends Board meetings as required.
23. Reviews job description annually (February) and makes changes as necessary. Provides the Past Chair with the updated job description.

#### ***Time Commitment***

- Communicating with vendors, suppliers, and venues: 10-15 hrs per year
- Making board reports, reviewing job description, and attending meetings: 12-16 hrs per year
- Creating event documentation and announcements: 8-10 hrs per year
- Organizing and overseeing registration: 10-15 hrs per year
- Recruiting and organizing volunteers: 4-8 hrs per year
- Collecting supplies and donations: 4-8 hrs per year
- Attending and overseeing event: 10-12 hrs per year

Last updated 2024 December 15

### **ARMTA Calgary Job descriptions for Conveners and Committees**

The job descriptions of conveners and committees of ARMTA Calgary Branch are an appendix to the Policies and Procedures of the Branch. They are intended to describe the purpose of the position and give some direction to each convener or committee.

#### ***New Members Convener***

conveners and committees are appointed by the Chair of ARMTA Calgary Branch in consultation with the Branch Board. conveners are invited to the Branch Board meetings by the Chair when there is something to discuss with the Board.

### ***New Members***

Members new to Calgary Branch have had their applications for membership approved by the provincial Examining Board and are Members of ARMTA.

### ***The New Members convener***

1. Receives new ARMTA Provincial members' names from the Provincial Administrator and sends them a welcome letter from the Calgary Branch.
2. Provides the Chair with the names of new members to invite to General Meetings.
3. Activates a mentor for the new member by contacting a Calgary Branch Board member (or active branch member) to ask them to contact the new member and invite them to at least two branch events during the first 12 months of their membership.
4. Engages with Provincial ARMTA to keep track of new members and the dates they joined.
5. Requests the new member to supply a short biography (100 words). This bio (and an optional picture) may be posted on the website for about 4 months in the "MEMBER'S AREA", under a new heading perhaps called "meet our new members". The bio (and picture) may also be printed in Impromptu.
6. Receives bio information from new members. The convener will edit the information as necessary for length and suitability for the public side of the website and for the "member's area".
7. Ensures that the webmaster receives the information, posts it in the appropriate areas, monitors how long each piece remains on the website, and when it is time, requests that the webmaster removes each piece from the website.
8. Ensures that the editor of Impromptu receives new member bios and pictures by the submission deadline.
9. Contacts provincial "Members at Large" in our area and invites them to join Calgary ARMTA Branch.
10. Agrees that any templates developed by the New Members Convener becomes the property of ARMTA Calgary. At the end of term of service, agrees to orientate the successor to this position. See [Passing on of documents, email accounts](#) on page 2.
11. Prepares a Report for the Annual General Meeting, and for Board meetings as requested. Digital copies are sent to the Chair and to the Secretary (Administrator).
12. Reviews job description annually (February) and makes changes as necessary. Provides the Past Chair with the updated job description.

Reviewed 2024 March 18

## **ARMTA Calgary Job descriptions for Conveners and Committees**

The job descriptions of conveners and committees of ARMTA Calgary Branch are an appendix to the Policies and Procedures of the Branch. They are intended to describe the purpose of the position and give some direction to each convener or committee.

### ***Outstanding Student Recital (OSR) Convener***

Conveners and committees are appointed by the Chair of ARMTA Calgary Branch in consultation with the Branch Board. Conveners are invited to the Branch Board Meetings by the Chair when there is something to discuss with the board.

### ***Outstanding Student Recital (OSR)***

- Is an annual event held to recognize the achievements of students taught by ARMTA Calgary members, who were not eligible for the ACRA (ARMTA Calgary Recital and Awards).
- Consists of a recital and the awarding of jury-based scholarships.
- Teachers apply on behalf of their students.
- At the discretion of the convener, *up to 35 students may be invited to play at the recital. All the students will receive a certificate.*

#### ***The OSR convener***

1. Works with the ACRA convener to set a date for the OSR and to ensure application forms and information for teachers is up to date and correct.
2. Books the venue and informs the Branch Administrator.
3. Contacts the Webmaster to ensure updated information and application form are posted on the ARMTA-Calgary.com website. Include congratulations to the students and pictures if available.
4. Asks the Social Media convener to post about the recital, including date, congratulations to the students, and pictures if available.
5. Receives the list of students eligible for the OSR from the ACRA convener.
6. Sends students (cc teachers) an invitation to perform at the OSR and requests repertoire choices for the recital.
7. Collects student or parent consent. (Log into [armta.ca/calgarybranch](http://armta.ca/calgarybranch) for Photo-Audio-Video Consent Form).
8. Prepares the program and certificates for all students. *See Program templates on website.*
9. Orders medals for students who achieved a mark of 90 or higher.
10. Sends a copy of the program to the Archivist.
11. Finds a jury panel (preferably three jurors) whose students are not participating in the OSR to attend the recital and decide upon the scholarships. Provide the jurors with the criteria for awarding a scholarship. Criteria may include stylistic performance, stage comporment, and memorization.

- a There are 8 scholarships from the Endowment Society for \$50 each unless otherwise advised by the Branch Board.
  - b Arrange with the branch administrator to have cheques for the scholarship winners. (Obtain an address from each winner or have someone with signing authority attend the recital to sign cheques).
12. Arranges for volunteers to help the day of the recital (check in, handing out programs, assisting with piano lid, MC).
  13. Sends photographs taken at the event to the webmaster (Administrator) and the Impromptu Editor for publication.
  14. a) Scans/digitizes all paper consent forms (if applicable).  
b) Uploads all signed consent forms to ARMTA Calgary's Dropbox account (ask the Administrator for access).  
c) Shreds all paper copies after successful upload.
  15. Makes a budget request annually prior to the branch budget meeting.
  16. Agrees that records and templates become the property of ARMTA Calgary. The ACRA convener keeps templates of application forms and letters, tables for scholarship amounts etc., and may keep a more detailed timeline and list of duties. At the end of the term of service, agrees to orientate the successor to this position. See [Passing on of documents, email accounts](#) on page 2.
  17. Prepares a report for the Annual General Meeting, and for board meetings as requested. Digital copies are sent to the Chair and to the Secretary (Administrator).
  18. Reviews job description annually (February) and suggests changes as necessary. Sends the updated job description to the Past Chair.

Last updated 2024 December 15

## **ARMTA Calgary Job descriptions for Conveners and Committees**

The job descriptions of conveners and committees of ARMTA Calgary Branch are an appendix to the Policies and Procedures of the Branch. They are intended to describe the purpose of the position and give some direction to each convener or committee. Promotion Convener

### ***Promotion Convener***

Conveners and committees are appointed by the Chair of ARMTA Calgary Branch in consultation with the Branch Board. Conveners are invited to the Branch Board Meetings by the Chair when there is something to discuss with the board.

### ***Promotion***

ARMTA Calgary promotion is aimed at two target groups: prospective members (music teachers, graduates of music departments of universities and colleges) and prospective students and their families.

### ***The Promotion Convener***

1. Explores ways to inform the public of the activities of ARMTA and its members and their students.
2. Creates advertising such as press releases, announcements, posters, brochures as needed.
3. Works with the Social Media convener and the Webmaster to have a strong online presence.
4. Keeps a current list of music stores/businesses that distribute ARMTA promotional materials.
5. Distributes promotional material to music & instrumental suppliers, CASSA, music festivals, Music Marathon, and other places music teachers or children and families gather. At the end of the term of service, agrees to orientate the successor to this position.
6. Makes a budget request annually prior to the branch budget meeting.
7. Agrees that records and templates become the property of ARMTA Calgary. At the end of the term of service, agrees to orientate the successor to this position. See [Passing on of documents, email accounts](#) on page 2.
8. Prepares a report for the Annual General Meeting, and for board meetings as requested. Digital copies are sent to the Chair and to the Secretary (Administrator).
9. Reviews job description annually (February) and suggests changes as necessary. Send the Past Chair the updated job description.

Reviewed 2024 March 18

### **ARMTA Calgary Job descriptions for Conveners and Committees**

The job descriptions of conveners and committees of ARMTA Calgary Branch are an appendix to the Policies and Procedures of the Branch. They are intended to describe the purpose of the position and give some direction to each convener or committee.

#### ***Rotary Calgary Concerto Competition (RC3) Convener***

Conveners and committees are appointed by the Chair of ARMTA Calgary Branch in consultation with the Branch Board. Conveners are invited to the Branch Board Meetings by the Chair when there is something to discuss with the board.

#### ***Rotary Calgary Concerto Competition (RC3)***

1. This concerto competition was founded in 1981 through the combined efforts of ARMTA Calgary Branch, the Calgary Civic Symphony, and the Calgary Piano Technicians Guild. Three ARMTA members (Ethel Huber, Dale Jackson, Dorothea Johanson) were particularly instrumental in the early success of the competition.
2. In 2018 the Rotary Club of Calgary Downtown became the major sponsor.

3. The competition continues to support students by providing a unique opportunity to perform a movement of a symphony with an orchestra.

### ***The Rotary Calgary Concerto Competition (RC3) Convener***

1. Serves as ARMTA's continued presence on the Rotary Calgary Concerto Competition's board.
2. Attends meetings of Rotary Calgary Concerto Competition.
3. Requests that all publicity for Rotary C3 (website, programs, presence at the winners performance with the civic Symphony) include ARMTA
4. Ensures that ARMTA is included in discussions about rules and procedures.
5. Sees that the competition is promoted to ARMTA members.
6. May choose to be involved in organizing and running the competition.
7. Makes a budget request annually prior to the branch budget meeting. Requests scholarship money from the ARMTA Recognition Fund (provincial).
8. Agrees that records and templates become the property of ARMTA Calgary. At the end of the term of service, agrees to orientate the successor to this position. See [Passing on of documents, email accounts](#) on page 2.
9. Prepares a report for the Annual General Meeting, and for board meetings as requested. Digital copies are sent to the Chair and to the Secretary (Administrator).
10. Reviews job description annually (February) and suggests changes as necessary. Send the Past Chair the updated job description.

Last update 2024 March 18

## **ARMTA Calgary Job descriptions for Conveners and Committees**

The job descriptions of conveners and committees of ARMTA Calgary Branch are an appendix to the Policies and Procedures of the Branch. They are intended to describe the purpose of the position and give some direction to each convener or committee.

### ***Social Media Convener***

Conveners and committees are appointed by the Chair of ARMTA Calgary Branch in consultation with the Branch Board. Conveners are invited to the Branch Board Meetings by the Chair when there is something to discuss with the board.

### ***Social Media***

ARMTA Calgary Branch uses social media to

27. Be known as the place to find music teachers.
28. Promote our activities and programs to both the teaching community and to families of music students.
29. Be seen as an active participant in the music community.



### ***The Social Media Convener***

1. Requests and receives information about branch programs and activities from the Branch Board and its conveners.
2. Ensures that Branch activities are posted on events pages at [www.ARMTA.ca](http://www.ARMTA.ca) and [www.ARMTCalgary.com](http://www.ARMTCalgary.com)
3. Ensures that Branch activities are posted on both ARMTA Facebook and ARMTA Calgary Branch Facebook pages.
4. Works with the Promotions convener to seek additional means to promote ARMTA.
5. Makes a budget request annually prior to the branch budget meeting.
6. Agrees that records and templates become the property of ARMTA Calgary. At the end of the term of service, agrees to orientate the successor to this position. See [Passing on of documents, email accounts](#) on page 2.
7. Prepares a report for the Annual General Meeting, and for board meetings as requested. Digital copies are sent to the Chair and to the Secretary (Administrator).
8. Reviews job description annually (February) and suggests changes as necessary. Send the Past Chair the updated job description.

Reviewed 2024 March 18

### **ARMTA Calgary Job descriptions for Conveners and Committees**

The job descriptions of conveners and committees of ARMTA Calgary Branch are an appendix to the Policies and Procedures of the Branch. They are intended to describe the purpose of the position and give some direction to each convener or committee.

### ***Sponsorship Convener***

Conveners and committees are appointed by the Chair of ARMTA Calgary Branch in consultation with the Branch Board. Conveners are invited to the Branch Board Meetings by the Chair when there is something to discuss with the board.

### ***Sponsorship***

Sponsorship is fundraising that primarily supports publication of Impromptu and ACRA (ARMTA Calgary Recital and Awards)

### ***The Sponsorship Convener***

1. Finds sponsors (advertisers) for Impromptu. The advertisers may also have space on the website and in programs printed for recitals, master classes, workshops, etc.
2. Develops advertising information package to go to current, lapsed, and potential advertisers (cover letter, tier sheet/information sheet, booking agreement/invoice).
  - a) Consults branch board annually between March and June to review advertiser rates.

- b) Ensures that only board-approved rates are presented to sponsors.
3. Shares advertiser database with Impromptu staff and Bookkeeper (Administrator).
4. Liaises with advertisers to ensure that camera-ready artwork for their advertisements is submitted to the Impromptu Editor prior to the submission deadline.
  - a) Proofreads ads before submitting them to Impromptu and ACRA program.
  - b) Ensures that ads submitted to Impromptu and ACRA program are legible and that the size of the add accommodates the text.
  - c) Ensures that registration marks are removed from ads before submitting to Impromptu and ACRA.
  - d) Works with sponsor if an ad in Impromptu is too large to accommodate the ACRA program.
  - e) Ensures that all ads are straight before submitting them to Impromptu and ACRA
5. Works with the ACRA convener and the Administrator to arrange ads in the recital program annually.
6. Works with the webmaster to ensure ads on the website are updated.
  - a) Provides sponsor's logos to the webmaster and ensures that the correct sponsors are given recognition on <https://armta-calgary.com/>. NOTE: Artwork for website must be an image such as JPG or PNG (no PDF files).
7. Works with the Events convener, the Student Recital Conveners, and the Outstanding Student Recital (OSR) convener to ensure that Prestissimo sponsors receive recognition as per the Tier sheet.
8. Liaises with Impromptu Editor to ensure that the current ads for Impromptu advertisers have been received.
9. Arranges with the Impromptu Distribution convener to send (digital) copies of each Impromptu to each advertiser.
10. Develops and sends out a thank you note to advertisers after they have booked an ad.
11. Provides the Administrator with the information needed to invoice each sponsor for an e-transfer.
12. Submits expense receipts and invoices related to collecting advertising to the Treasurer Bookkeeper (Administrator) for reimbursement.
13. Agrees that records and templates become the property of ARMTA Calgary. At the end of the term of service, agrees to orientate the successor to this position. See [\*Passing on of documents, email accounts\*](#) on page 2.
14. Prepares a report for the Annual General Meeting, and for board meetings as requested. Digital copies are sent to the Chair and to the Secretary (Administrator).
15. Reviews job description annually (February) and suggests changes as necessary. Send the Past Chair the updated job description.

Last updated 2024 March 18

## **ARMTA Calgary Job descriptions for Conveners and Committees**

The job descriptions of conveners and committees of ARMTA Calgary Branch are an appendix to the Policies and Procedures of the Branch. They are intended to describe the purpose of the position and give some direction to each convener or committee.

### ***Student Recitals Conveners***

Conveners and committees are appointed by the Chair of ARMTA Calgary Branch in consultation with the Branch Board. Conveners are invited to the Branch Board Meetings by the Chair when there is something to discuss with the board.

### ***Student Recitals***

Student recitals are offered to give students performance opportunities in front of an audience (in person or virtual) and are open to any students studying with an ARMTA Calgary Branch teacher.

#### ***The Student Recital Hosts***

1. Choose a recital date – preferably before examination periods and festivals, and preferably not on ACRA, OSR, or other event dates (check the <https://armta-calgary.com/event-calendar/#!event-list> or with the conveners). The Board would like to offer 3 -6 recitals each year. Recital Hosts should communicate with each other and the board to provide a variety of times and locations.
2. Book the venue and send an invoice to the Bookkeeper (Administrator). If the recital is to be online, the convener will be reimbursed for one month subscription to ZOOM or similar platform used to host the virtual recital.
3. With the assistance of the Administrator as needed, use a Jotform template to create the application.
  - a) Opening and closing dates for registration
  - b) The Host may choose to limit the number of students and the amount of time allotted to an individual teacher. E. g. *Teachers may submit students of any level to a maximum of 6 students or a total of 8 minutes of performance time (for all students combined) per teacher.*
  - c) If the host plans to submit photos of the event for publication, the application must include student or parent consent. (Log into [armta.ca/calgarybranch](http://armta.ca/calgarybranch) for Photo-Audio-Video Consent Form).
4. Sends information on dates and venue to
  - a) the Impromptu editor for publication
  - b) the Communications (email) convener
  - c) the Social Media convener to post the recital dates on social media.
5. Provides the Webmaster (Administrator) with updates to the website recital information page and Jotform application forms.
6. Confirms status of applications with teachers who should notify their students.
7. Prepares a printable program. May use a digital program or make printed programs available at the recital. Programs should include ARMTA Calgary Branch logo and recognition of prestissimo

sponsors. - contact the sponsorship convener. A template for programs is stored in the member area of the website ([armta.ca/calgarybranch/](https://armta.ca/calgarybranch/)).

8. Emails a copy of the completed program to all participating teachers prior to the recital.
9. ARMTA Calgary supplies one \$25 prize to each student recital. Use a random draw to select one student to receive \$25 (cash).
10. Locates ARMTA Calgary banner and/or sandwich sign to display at the venue. (Check with other recital conveners or the Administrator)
11. Arrives at the venue 30 minutes prior to the Recital to complete setup. Acts as MC and announcer for the recital or finds a volunteer to do so.
12. Sends a copy of the program to the archivist.
13. Submits a payment request form to the administrator for reimbursement of out-of-pocket expenses, including \$25 draw prize or printing programs. Forms are stored in the member area of the website ([armta.ca/calgarybranch/](https://armta.ca/calgarybranch/))
14. If pictures were taken at the event, send them to the webmaster (Administrator) and the Impromptu Editor for publication.
15.
  - a) Scans/digitizes all paper consent forms (if applicable).
  - b) Uploads all signed consent forms to ARMTA Calgary's Dropbox account (ask the Administrator for access).
  - c) Shreds all paper copies after successful upload.
16. Sends a report to the Student Recital Convener including number of performers, date & place of recital, who won the draw for \$25, name of recital host.
17. Agrees that records and templates become the property of ARMTA Calgary. At the end of the term of service, agrees to orientate the successor to this position. See [Passing on of documents, email accounts](#) on page 2.
18. Reviews job description annually (February) and make changes as necessary. Provide the Past Chair with the updated job description.

***Photo-Audio-Video consent, Program templates, access to logos, payment request forms should be found at <https://armta.ca/calgarybranch/>. Contact the administrator if needed.***

***Names of and contact information for Administrator, Bookkeeper, Webmaster, Archivist, Impromptu Editor, Communications, Social Media, ACRA, OSR, Sponsorship can be found in the Branch Board directory at <https://armta.ca/calgarybranch/>***

Last update 2024 December 15

### ***Student Recital Convener***

1. Identifies and works with volunteer recital hosts to arrange 3-6 (more, budget permitting) recitals through the year.
2. Ensures that recital hosts receive the job description for Student Recital Hosts and any additional assistance as required.

3. Maintains a list of possible venues for student recitals.
4. Makes a budget request annually prior to the branch budget meeting.
5. Receives recital reports from recital hosts.
6. May gather recital programs to be passed on to the Archivist.
7. Agrees that records and templates become the property of ARMTA Calgary. At the end of the term of service, agrees to orientate the successor to this position. See [Passing on of documents, email accounts](#) on page 2.
8. Prepares a report for the Annual General Meeting, and for board meetings as requested. Digital copies are sent to the Chair and to the Secretary (Administrator).
9. Reviews job description annually (February) and make changes as necessary. Provide the Past Chair with the updated job description.

Last update 2024 March 18

## **ARMTA Calgary Job descriptions for Conveners and Committees**

The job descriptions of conveners and committees of ARMTA Calgary Branch are an appendix to the Policies and Procedures of the Branch. They are intended to describe the purpose of the position and give some direction to each convener or committee.

### ***Volunteer Pool Coordinator***

Conveners and committees are appointed by the Chair of ARMTA Calgary Branch in consultation with the Branch Board. conveners are invited to the Branch Board meetings by the Chair when there is something to discuss with the Board.

### ***Volunteer Pool***

The Branch Board desires to support Conveners with volunteer help.

The Volunteer Pool Coordinator keeps a list of members who have said they would volunteer to help with projects.

### ***The Volunteer Pool Coordinator***

1. May be a member of the Branch Board and may be a member of the Nominating Committee.
2. Actively seeks members who offer to volunteer but are not ready to serve as conveners.
3. Communicates with ARMTA Provincial administrator for most updated list of Calgary branch members with their contact information.
4. Requests names and contact information for new members from ARMTA-Calgary New Member convener.
5. Introduces self to conveners and ensures that conveners know they can request help finding committee members and people to help on the day of an event.
6. Checks in with ACRA, OSR, Music Marathon conveners and anyone else with a large event during the planning of their event.

7. Agrees that records and templates become the property of ARMTA Calgary. At the end of the term of service, agrees to orientate the successor to this position. See [Passing on of documents, email accounts](#) on page 2.
8. Prepares a report for the Annual General Meeting, and for board meetings as requested. Digital copies are sent to the Chair and to the Secretary (Administrator).
9. Reviews job description annually (February) and make changes as necessary. Provide the Past Chair with the updated job description.

Reviewed 2024 March 18

## **ARMTA Calgary Job descriptions for Conveners and Committees**

The job descriptions of conveners and committees of ARMTA Calgary Branch are an appendix to the Policies and Procedures of the Branch. They are intended to describe the purpose of the position and give some direction to each convener or committee.

### ***Workshops and Events Convener***

Conveners and committees are appointed by the Chair of ARMTA Calgary Branch in consultation with the Branch Board. conveners are invited to the Branch Board meetings by the Chair when there is something to discuss with the Board.

#### **The Workshops and Events Convener**

1. Develops ideas for workshops and gathers ideas from ARMTA Branch Board.
2. Workshops may include teacher talks, presentations, masterclasses, recitals (e.g. Young Artist, or guest artist), guest clinicians, or other professional or student development opportunity.
3. Communicates with the provincial Continuing Education Convener
  - a. to share ideas with other branches
  - b. to apply for provincial grants for continuing education workshops.
4. Secures arrangements for workshops - renting venues, food/beverages, travel and lodging for out-of-town guest speakers.
5. Promotes the workshops or event through Impromptu, the Communications convener, and Social Media Convener
6. Provides details to the Webmaster for Upcoming Events page.
7. Serves as RSVP contact for the events and workshops.
8. Arranges cheques and receipts as necessary through the Bookkeeper (Administrator).

9. Takes pictures at the event (or arranges for someone else to do so). Sends them to the webmaster (Administrator) and the Impromptu Editor for publication.
10. At the end of the term of service, agrees to orientate the successor to this position.
11. Makes a budget request annually prior to the Branch budget meeting.
12. Agrees that records and templates become the property of ARMTA Calgary. At the end of the term of service, agrees to orientate the successor to this position. See [Passing on of documents, email accounts](#) on page 2.
13. Prepares a Report for the Annual General Meeting, and for Board meetings as requested. Digital copies are sent to the Chair and to the Secretary (Administrator).
14. Reviews job description annually (February) and makes changes as necessary. Provides the Past Chair with updated job description.

Reviewed 2024 December 15

## **ARMTA Calgary Endowment Society Job descriptions for Conveners and Committees**

The job descriptions of conveners and committees of ARMTA Calgary Branch are an appendix to the Policies and Procedures of the Branch. They are intended to describe the purpose of the position and give some direction to each convener or committee.

### ***Endowment Projects Convener***

Conveners and committees are appointed by the Chair of ARMTA Calgary Branch in consultation with the Branch Board. conveners are invited to the Branch Board meetings by the Chair when there is something to discuss with the Board.

### **Endowment Society Projects/Competitions**

The Endowment Society holds the “charitable account” of ARMTA Calgary Branch and the funds should be available to music students of all abilities, disciplines, and level of study. Since the endowment fund already supplies scholarships and prizes to all our student recitals, the Endowment Projects committee explores other ways for all students to receive monetary prizes from the fund.

### ***Endowment Projects Convener***

1. Invites ARMTA members to be part of the committee.
2. With the committee brainstorms ideas, selects 1 – 4 projects or contests to run during the school year.
3. Sets the rules, dates, and prizes for each project.
4. Develops an entry form, include permission to post pictures and the project on our website and in Impromptu. See [armta.ca/calgary](http://armta.ca/calgary) for Photo-Audio-Video consent form.
5. Determines metrics (including a draw) for selecting prize winners.
6. Selects a panel to review the students’ entries.

7. Arranges with the Bookkeeper (Administrator) to have prizes paid to winners.
8. Develops, or updates, information for the programs page of ARMTA-Calgary.com and provides the webmaster with that as well as events page announcements.
9. Provides promotion information to the Communications and Social Media conveners, and to the Impromptu Editor.
10. After each contest, gathers pictures of winners and projects to post on the website (webmaster), and to go to Archives convener.
11. Prepares a budget request each year (February)
12. Agrees that records and templates become the property of ARMTA Calgary. At the end of the term of service, agrees to orientate the successor to this position. See [Passing on of documents, email accounts](#) on page 2.
13. Prepares a report for the Annual General Meeting, and for board meetings as requested. Digital copies are sent to the Chair and to the Secretary (Administrator).
14. Reviews job description annually (February) and make changes as necessary. Provide the Past Chair with the updated job description.

Last updated 2024 March 18