

MISSISSIPPI MUSIC EDUCATORS ASSOCIATION
Jr. High Division
State Officer Handbook

GENERAL INFORMATION

When one commits to division leadership, it is an eight-year term: two years as Secretary, two years as President-Elect, two years as President and two years as Past President. Duties are outlined as follows.

QUALIFICATIONS

- Must be an active member of NAFME/MMEA/and MHSAA to hold office or to participate in business meetings.
- Teachers must be active members for students to participate in events sponsored by MMEA.
- Officers must have been district chair for 1 year before serving on the board.
- Nominations for the secretary position will be taken from the membership and the board will select from the nominations.

BOARD MEMBER DUTIES

Secretary

- Solo & Ensemble Festival:
 - 1 judge per room
 - 1 site and virtual
 - Medals for Superior rating, certificates for Excellent ratings
 - Snacks, lunch, water for judge
- Assist with Convention.
- Assist with State Performance Assessment and scheduling, and run one of the site locations
- Attend all business meetings and take minutes of all business meetings.
 - Keep record of all business meeting minutes.
- Attend the MMEA summer board meeting.
- Send out meeting notices.

President-Elect

All-State Honor Choir:

- Secure SATB clinician and get repertoire list before March 1st.

Honor Choir Auditions:

- Coordinate with the SSA Chairman for adjudicator selection and audition selections.
- Facilitate auditions through Opus Events.
- Maintains records and fees for auditions and registrations.

Convention:

- Oversee all activities for the SATB Honor Choir
- Secure hotel and travel need for SATB clinician and accompanist
- Coordinate with SSA Chair for name tags, program, schedule, lunch
- Ensure all schools have either submitted a PO or Check for all student fees before the first rehearsal begins

MMEA/ACDA Convention & MMEA SPA:

- Assist with State Performance Assessment and run one of the site locations.
- Attend all business meetings and preside in the absence of the President if necessary.
- Attend MMEA Board meetings.

President

State Performance Assessment:

- Secure sites and dates for all 3 locations.
- Coordinate with District Chairmen to secure adjudicators for all 3 sites.
- Create the schedule for all 3 SPA sites and run one of the site locations.
- Organize and preside over all Junior High Business meetings (Four meetings – fall, winter, convention & district chairman)
- Appoint committees or individuals to carry out projects deemed necessary or useful by the Junior High Board.
- Appoints a chairman for any district failing to elect one.
- Maintain contact with the District Chairmen to ensure compliance with all set rules and to encourage them.
- Present reading session at Convention.
- Attend MMEA Board meetings.
- Assist with Honor Choir when needed.

Past President

- Attend all business meetings.
- Preside in absence of President
- Be a resource to the Secretary, Vice-President, and President.

SSA Honor Choir Chair

All State Honor Choir:

- Secure a clinician and accompanist for the SSA All-State Honor Choir
- Assist clinician in choosing repertoire for the event
- Secure repertoire list before March 1st
- Honor Choir Auditions:
 - Assist the JH President-Elect with honor choir auditions.
 - Assist the JH President-Elect with selection of honor choir members

Convention:

- Oversee all activities for the SSA Honor Choir

- Secure hotel and travel need for SSA clinician and accompanist
- Assist with creating the program, nametags, t-shirts, etc.
- Top Five Medals

RESIGNATIONS

In the event that an MMEA Junior High State Officer resigns, the following procedures should be followed.

- **Past-President –**
 - The position will remain vacant until the current president transitions to Past-President.
- **President –**
 - **Resignation During School Year** – The Past-President will preside in the place of the President until the current year is finished. At the end of the fiscal year (July 31st), the President-Elect will transition into the President position.
 - **Resignation Between School Years** – The President-Elect will transition into the President position.
- **President-Elect –**
 - **Resignation During School Year** – The President will fulfill the duties of the President-Elect until the current year is finished. At the end of the fiscal year (July 31st), the Secretary will transition into the President-Elect position.
 - **Resignation Between School Years** – The Secretary will transition into the President-Elect position.
- **Secretary –**
 - **Resignation During School Year** – The President-Elect will fulfill the duties of the Secretary until the current year is finished. At the end of the fiscal year (July 31st), the Junior High Executive Board will seek nominations for a new Secretary.
 - **Resignation Between School Years** – The Junior High Executive Board will seek nominations for a new Secretary.

District Chairmen Handbook

District Chairmen Office – Responsibilities and Duties

Position Title: District Chairman

Reporting To: State Choral Coordinator / Association Executive Board

Term Length: 2 Years

Last Updated: [July 2026]

Overview:

The District Chairman serves as a vital liaison between the district and state-level choral music initiatives. This leadership role is responsible for ensuring clear communication, effective coordination of district-level activities, and direct support for key state-sponsored events. The District Chairman plays a crucial role in maintaining organizational integrity and promoting high standards of choral excellence throughout the district.

Core Responsibilities:

1. Email Communication

- Monitor and forward relevant emails from the state office or executive board to district members promptly.
- Disseminate important announcements, deadlines, and updates to choir directors, adjudicators, and other district stakeholders.
- Maintain organized email correspondence for future reference and accountability.

2. Business Meetings

- Attend all required district and state-level business meetings, either in person or virtually.
- Represent the district's interests and report on local initiatives, needs, and concerns.
- Provide detailed reports to district members following each meeting, ensuring transparency and engagement.

3. State Performance Assessment (SPA)

- Assist in organizing and running the district's portion of the State Performance Assessment.
- Coordinate schedules, venue logistics, adjudicator assignments, and registration materials.
- Ensure the event aligns with state guidelines and expectations for fairness, quality, and educational value, as well as coordinating the chairman position election at the end of their term.

4. State Convention Facilitation

- Serve as a session facilitator during the State Convention.
- Ensure sessions start and end on time, support presenters with materials or technical needs, and manage attendee flow.
- Act as a representative of the district and maintain professionalism and hospitality throughout the event.

5. Secondary Choral Workshop

- Assist in the planning and execution of the Secondary Choral Workshop.
- Support communication with clinicians, manage workshop logistics, and assist with participant coordination.

- Encourage strong district participation and ensure the event reflects educational excellence and enrichment.
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Additional Duties (As Needed):

- Offer mentorship and support to new district choir directors.
 - Collaborate with other district chairmen to share resources and best practices.
 - Promote student involvement in honors choirs, workshops, and other enrichment opportunities.
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Closing Statement:

The District Chairman plays an indispensable leadership role, ensuring the smooth flow of communication, efficient event execution, and continuous support of both educators and students. The position requires strong organizational skills, proactive communication, and a commitment to musical and educational excellence within the choral arts.
