

**DUTIES OF OFFICERS - PRESIDENT****NFMC MEMBER APPOINTMENTS**

The President shall appoint:

1. American Festival Chorus Director and Assistant/Accompanist
2. Archives Chair
3. Arts Advocacy Chair. (Five members, one from each Region shall be appointed to the Arts Advocacy Committee by the Chair, with the approval of the President). Additional members may be appointed to the Committee by the President in consultation with the Chair.
4. Audio Visual Chair and Committee
5. Bylaws and Rules Committee chair and at least two (2) other members, all three of which shall be chosen from the Board of Directors.
6. Chaplain
7. Citations Chair
8. Convention Appointments
9. Editors of Music Clubs Magazine and Junior Keynotes
10. Vivace Online Festivals Management Committee Chair and three (3) appointed committee members
11. Founders' Day Chair
12. Finance Committee – three (3) members from the Board of Directors
13. Historian
14. Music in Poetry & Song Committee
15. Nomination Committee Chair and Secretary from those elected by the Board to serve on that Committee
16. Office Committee Chair (chosen from the Board of Directors) and two (2) members
17. Outgoing National President's Award Chair and Committee
18. Policy Resolutions Committee, in consultation with the First Vice-President
19. Protocol Chair and seven (7) Committee members
20. Public Relations Committee, in consultation with the Chair
21. Publications Editor
22. Sergeants-at-arms Chair and Vice-Chair
23. Tax-Exemption Chair
24. United Nations Representative and Deputy
25. Young Artist Category Chairs
26. State News Editorial Chair and five (5) members
27. National Meeting Committee
28. Festivals Bulletin Committee – two appointed committee members

**APPOINTMENTS REQUIRING BOARD OF DIRECTORS APPROVAL**

The President shall make the following appointments subject to Board of Directors approval:

1. Coordinator of Division Activities
2. Parliamentarian
3. All NFMC Representatives/Liaisons serving NFMC Awards as proposed by the C & A Chair

**APPOINTMENT REQUIRING EXECUTIVE COMMITTEE APPROVAL**

The President shall make the following appointment subject to Executive Committee approval:

1. Approves the hiring of a Parliamentarian

**DUTIES OF OFFICERS – PRESIDENT – Continued****DUTIES/AUTHORITY**

The President has the authority to remove an appointed member upon notifying the Executive Committee.

The President does not have the authority to remove an officer or director elected by the Board. An elected officer or director can only be removed by Board vote.

**READING COMMITTEE FOR MINUTES**

A Reading Committee of three shall be appointed by the President at the beginning of each National Session.

**CONVENTION APPOINTMENTS**

The President's Convention appointments shall include:

1. Convention Rules Committee and Chair – to be appointed two months prior to the convention
2. Courtesy Resolutions Committee and Chair
3. Credentials Committee – to be appointed three months prior to convention, with the Treasurer as Chair
4. Elections Committee and Chair

**PRESIDENT'S DISCRETIONARY FUND**

The President's Discretionary Fund is allocated up to \$1500 annually for NFMC or American music-related projects. Expenditures (total limit of \$3,000 over a two-year term) are to be taken from the FAMA account.

**FINAL ISSUE – *MUSIC CLUBS MAGAZINE* OUTGOING PRES.**

A portion of the issue of *Music Clubs Magazine* published immediately following the Biennial Convention at which a change of Presidential administrations occurs, shall include: Articles and photos selected by the outgoing President which cover events during or related to his/her administration; a summary of accomplishments of the outgoing President during his/her term in office; and a report and photographs of the final Biennial Convention of his/her Presidency. These articles will be edited and written by the out-going President or (a) person(s) designated by him/her.

**FINANCIAL DUTIES**

The President and Treasurer are the authorized signatories for any financial transaction of NFMC and one of their signatures is required for deposit or withdrawal of amounts up to \$100,000. For amounts exceeding \$100,000, both of their signatures are required. The Recording Secretary shall certify to any party requiring such signatures that this action was taken by the Board of Directors.

No expenses that have exceeded the budget shall be paid without the approval of a committee of three, the President, Treasurer and Chair of Finance.

**PAYMENT OF NFMC PRESIDENTIAL EXPENSES ALLOTMENT**

The NFMC Presidential allocation for federation-related expenses shall be paid in equal monthly installments beginning July 1 the year of his/her installation, with the final allotment check being paid in June of the year his/her retirement from office. It is the responsibility of the President to maintain accurate and thorough records of all expenditures from this fund, should such documentation be required by the IRS. The President's monthly expenses allocation is made by Direct Deposit.

**VP, NATIONAL MUSIC COUNCIL**

By tradition, the NFMC President serves as Vice-President of the National Music Council.

**DUTIES OF OFFICERS – FIRST VICE-PRESIDENT**

**FIRST VICE-PRESIDENT**

The First Vice-President shall serve as Chair of the Budget Committee (Bylaws, Article IX, Section 2.B.2), Policy Resolutions, Vivace Online Festivals Management Committee, Lifetime Achievement Award chair, and as an ex officio member of the Office Committee.

In the event of a mid-term presidential vacancy, the current 1<sup>st</sup> Vice President will assume the office of President and as President will appoint a Past National President or Chair of the President’s Council, with Board approval, as interim 1<sup>st</sup> Vice President to complete the unexpired term.

**PROPOSED BUDGET PREPARATION**

The First Vice-President, serving as Budget Chair, shall prepare and present a proposed budget to each member of the Budget and Finance Committees two weeks prior to Conventions/NFMC Conferences.

**SOLICITATION OF FUNDS**

Unless the President chooses to do otherwise, it shall be the duty of the First Vice-President, at the close of the administration in which they serve, to solicit funds several months beforehand (donors may also include notes or letter of appreciation) by contacting all National Officers, Board members, Division Chairs, Committee Members and State Presidents (i.e., all names in the current NFMC Directory) for the long-practiced tradition of the giving of a love gift to be presented to the retiring President at their final Biennial Convention. Should the President prefer that someone else of their choosing perform this duty, they shall so inform the First Vice-President.

**CITATION PREPARATION**

It shall be the duty of the First Vice-President to prepare a Citation for the retiring National President, the text of which shall set forth the highlights and accomplishments of their administration. The completed Citation text shall then be sent to the Executive Director. It shall then be signed by the First Vice-President and the Recording Secretary.

**LIABILITY INSURANCE**

The First Vice-President shall be responsible for overseeing the Federation liability insurance program.

**DUTIES OF OFFICERS – REGIONAL VICE-PRESIDENTS**

**ARTIST PRESENTATION** Refer to Bylaws, Article IX, Section 2.C.2.

**PLAN REGIONAL MEETINGS** Refer to Bylaws, Article IX, Section 2.C.3.

**COUNCIL MEMBERSHIP** Refer to Bylaws, Article XVII, Section 4

**FEDERATION DAYS AT SUMMER MUSIC CENTERS**

The National Federation of Music Clubs Vice-Presidents in Charge of Regions shall serve as coordinators of Federation Days in their respective regions. The President of the host state and the Chair of the Federation Days shall work in cooperation with the Vice-President in Charge of the Region in planning and executing plans for the Federation Days.

## DUTIES OF OFFICERS - RECORDING SECRETARY

### MINUTES

Within three weeks after an NFMC Conference, and four weeks after a Biennial Convention, the Recording Secretary shall furnish:

1. A complete set of the approved minutes of the Board meetings of Biennial Conventions and NFMC Conferences to the Board of Directors and the Parliamentarian.
2. A complete set of the approved minutes of the Executive Committee meetings to the Executive Committee and the Parliamentarian.
3. To those outside of the Board, sections of approved minutes that pertain to the work of a particular Division or Committee to that Division, or Committee Chair.

These minutes shall be prepared British style (Refer to Bylaws, Article IX, Section 2.D.4) The minutes of the Board of Directors and the Executive Committee shall be completed and distributed first. The minutes of the General meetings may follow later.

### READING COMMITTEE

The Secretary shall send a draft of the complete minutes to each member of the Reading Committee for approval before the final draft is prepared for distribution to the Board of Directors and Executive Committee. Following receipt, members shall then have a two-day time frame in which to read and return them via e-mail with any recommended corrections.

### OFFICIAL MINUTES FOR HISTORIAN

The complete official minutes, signed by the Secretary, and attested by the President, shall be saved at NFMC Headquarters, utilizing the current technology in a form that is practical, easily accessed and searchable.

### NOMINATION COMMITTEE

Immediately following the Board meetings at which the Nomination Committee is elected, the Secretary shall notify members of their election. Names of the Nomination Committee shall also be sent to the Secretary of the Council of State Presidents so that they may be included as an attachment to the Council minutes.

### INFORMATION TO NEW BOARD MEMBERS

It is the responsibility of the Recording Secretary to assure that all new members of the Board are given copies of **Section Pages A-4 through A-8**, inclusive, (BOARD OF DIRECTORS – MEETINGS - DUTIES) particularly calling their attention to the REQUIREMENTS on **Section Page A-5**.

### FINANCIAL TRANSACTIONS

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**DUTIES OF OFFICERS - TREASURER****ASSIGNMENTS**

The Treasurer serves as a member of the Budget Committee, Convention Credentials Committee (Chair), Finance Committee, FAMA, Investments Committee, Office Committee and Competitions and Awards Board (June 2018)

**REPORTS**

The Treasurer will give state of NFMC Finances to the NFMC Board at national board and business meetings.

The treasurer will reconcile the award account.

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**MONEY MATTER INQUIRIES**

All inquiries regarding money matters must be directed to the Chair of the Investments Committee, the Treasurer, or the Finance Chair.

**REPORT**

The General Detail Ledger Reports shall be sent monthly to the President and Finance Chair.

Monthly and Quarterly Reports shall be sent to the President, First Vice-President, Finance Chair, Office Chair, Headquarters Chair and all Past National Presidents.

The Executive Director will reconcile the monthly general account and the cup account.

**MEMBERSHIP REPORTS**

The Executive Director shall send timely membership reports to the President, First Vice-President, Treasurer, Chair of Membership Extension, Individual Membership Chair, Student/Collegiate Division Chair and the Junior Division Chair.

**MEMBERSHIP CHART**

The chart listing the number of federated organizations and individual members in each state shall be called the Membership Chart. It shall be compiled from the records in the office as of June 1, and shall be printed in Music Clubs Magazine.

**INCOME MONIES**

All income monies shall be sent to the Executive Director.