

Collegiate NCMEA State Executive Board 2024 Application Form

Filing deadline: **5:00 PM Friday, October 25th**

2024 elections for the Collegiate NCMEA/NAfME State Offices of Vice-President/President-Elect, Corresponding Secretary, and Recording Secretary will be held during the NCMEA conference at the collegiate section business meeting on Sunday, November 10, at 4:00 PM. ***Candidates for office must be in attendance at this meeting and are asked to give a brief platform speech about their interest in serving NCMEA as a collegiate officer prior to voting.***

Collegiate NAfME chapters may nominate one candidate for each office. Individuals running for Vice-President/President-Elect must be in the first or second year of their undergraduate program and be willing to serve for *two* years on the Executive Board. All other officers serve a one-year term.

Each active Collegiate NAfME chapter represented at the meeting will receive 10 votes (per office) that may be split between several candidates or voted for only one individual.

The Collegiate NCMEA Executive Board meets regularly during the academic year via Zoom or, if possible, in-person. Summaries of responsibilities by office are as follows.

Duties of the **Collegiate President** include (*but are not limited to*):

- Represent the collegiate membership in person as a voting member of the NCMEA Executive Board of Directors (4 meetings per year);
- Plan (in conjunction with the state collegiate advisor) and submit written/oral reports and budgets to the NCMEA Board as requested;
- Plan and coordinate collegiate activities at the annual NCMEA Professional Development Conference in conjunction with the state collegiate advisor and officers;
- Plan for and oversee state collegiate officer elections in conjunction with the state collegiate advisor and officers;
- Plan for and preside at all state meetings of collegiate members, including annual elections in conjunction with the state collegiate advisor and other officers;
- Communicate with state collegiate members regarding ongoing music education initiatives at the state, regional and/or national level; and
- Serve as Immediate Past-President the year following the conclusion of official duties.

Duties of the **Vice-President/President-Elect (2 year term)** include (*but are not limited to*):

- Assist the President and assume responsibilities as assigned;
- Conduct meetings in the absence of the President;
- Serve as conference program co-chair with the President;
- Assume the office of Collegiate President upon completion of their term as Vice-President; and
- Assume the office of President early in the event that the elected President is unable to complete his/her term of office.

Duties of the **Recording Secretary (1 year term)** include (*but are not limited to*):

- Record and file all minutes of Collegiate Executive Board meetings and forward copies to the NCMEA Executive Director;
- Maintain an accurate roster of active state chapters, their elected officers, and advisors;
- Secure, as possible, a roster of other state's officers;
- Plan, in conjunction with other officers and the state advisor, the reception at the annual collegiate business meeting; and
- Assume other responsibilities as assigned by the President.

Duties of the **Corresponding Secretary (1 year term)** include (*but are not limited to*):

- Assist the President as needed with correspondence to local chapters;
- Receive applications such as those for state office and Chapter of Excellence awards;
- Regularly update the state collegiate Facebook page and other social media;
- Plan, in conjunction with other officers and the state advisor, the reception at the annual collegiate business meeting;
- Report student activities to state and national publications as needed; and
- Assume other responsibilities as assigned by the President.

Please refer to the following page for the Collegiate NCMEA state officer application form. Completed applications consist of:

- a completed application form with all requested signatures,
- a current vita/resume, and
- a brief statement describing the candidate's strengths and interest in the desired position and in serving NCMEA in this capacity.

Applications must be received *no later than 5 PM Friday, October 25th*. Late or incomplete applications will not be considered.

**Collegiate NCMEA State Executive Board
Application for the 2024 - 2025 Term of Office
Filing deadline: 5:00 PM Friday, October 25th**

Please complete by typing or printing clearly.

Candidate Name _____ Class Year _____

College _____ Expected Graduation Date _____

Email Address _____ Preferred Phone # _____

NAfME Membership Number: _____

I am a candidate for (highlight or circle one):

V-P/President-Elect Recording Secretary Corresponding Secretary

I verify that I have personally prepared the materials in this application and that the information it contains is current and valid.

Applicant's signature

Date

We support this candidate's desire to run for state executive office in Collegiate NCMEA for the 2024/2025 term of office.

Chapter Advisor

Date

Chapter President

Date

Scan this completed form and email it, along with your current vita/resume AND a statement describing your strengths and interest in the desired position as described previously to:

Caroline Fortune, Collegiate NCMEA Corresponding Secretary
collegiate_csecretary@ncmea.net