



Handbell Musicians
O F A M E R I C A

Area 10 Job Descriptions

- Chair – 2
- Chair Elect – 3
- Past Chair – 4
- Secretary – 5
- Treasurer – 6
- Sub-Area Chair (aka State Chair) – 7
- Membership Chair – 8
- Education Chair – 9
- Youth Chair – 10
- Communications Chair – 11
- Webmaster – 12
- Event Coordinator – 13

Area 10 Chair

Approved March 19, 2016

1. Shall be an advocate for Handbell Musicians of America and Area 10.
2. Shall provide leadership to help ensure the effective operation of Area 10 activities.
3. Shall review job descriptions ~~to~~ with Board of Directors and hold them accountable.
4. Shall organize an annual Area 10 Board of Directors Meeting and as necessary, Executive Committee meetings.
5. With the approval of the Executive Committee, shall set the agenda for the Area 10 Board of Directors and Executive Committee meetings.
6. Shall lead the Area 10 Board of Directors and Executive Committee meetings.
7. Shall review all reimbursement requests, making sure that the Policy and Procedures for Reimbursement are followed.
8. Shall delegate individuals for Committee assignments and responsibilities.
9. Shall maintain the list of future events to be sponsored by the area as decided by the board.
10. Shall serve as Past Chair of Area 10 when the two year term as Chair is concluded.
11. May attend or send a representative to an Area 10 sponsored or Handbell Musicians of America endorsed event in each state once during the two-year term.
12. Shall attend, or select a delegate to attend, the main body of the National Seminar or related national event once a year.
13. Shall attend, or select a delegate to attend any meetings called by the Executive Director of Handbell Musicians of America, or the Guild's Board of Directors.
14. Shall serve as a voting member of the Board of Directors and the Executive Committee.
15. Shall be responsible for other duties as set forth in current Area 10 Bylaws.
16. Shall appoint Nominating Committee at beginning of term.
17. Shall appoint sub-area and standing committee chairs with approval of the Executive Committee at beginning of term.
18. Shall appoint a Parliamentarian.
19. Shall submit and encourage others to submit articles to the *Campanologist*.

Area 10 Chair Elect

Approved June 26, 2014

1. Shall be an advocate for Handbell Musicians of America and Area 10.
2. Shall assist the Chair in the effective operation of Area 10 activities and act on behalf of the Chair whenever the Chair is absent or unable to act.
3. Shall serve as Past Chair of Area 10 when the two year term as Chair-Elect and two year term as Chair are concluded.
4. Shall serve as a voting member of the Board of Directors and the Executive Committee.
5. Shall be responsible for the Distinguished Service Award.
6. Shall be responsible for other duties as set forth in current Area 10 Bylaws.
7. Shall serve as Chair of Nominating Committee which consists of State Chairs or a representative from each state.
8. Shall submit and encourage others to submit articles to the *Campanologist*.

Area 10 Past Chair

Approved October 5, 2012

1. Shall be an advocate for Handbell Musicians of America and Area 10.
2. Shall serve as Past Chair of Area 10 for a two-year term.
3. Shall serve in place of the Chair when requested.
4. Shall serve as a voting member of the Board of Directors and the Executive Committee.
5. Shall be responsible for other duties as set forth in current Area 10 Bylaws.
6. Shall have monthly oversight of Area 10 financial transactions.
7. Shall submit and encourage others to submit articles to the *Campanologist*.

Area 10 Secretary

Approved October 5, 2012

1. Shall be an advocate for Handbell Musicians of America and Area 10.
2. Shall keep and maintain records of the Area 10 organization including the minutes, Bylaws, and Book of Motions. Shall maintain a master set of current manuals and other official documents for the area.
3. Shall record minutes of meetings of the Board of Directors and Executive Committee. Shall submit minutes to the Chair for review within two weeks of meeting, and distribute the minutes to the Board of Directors within one month of the meeting.
4. Shall serve as a voting member of the Board of Directors and the Executive Committee.
5. Shall serve a four-year term as Secretary.
6. Shall deliver/send the Area 10 manual with job descriptions and policies and procedures to new board members by October 1.
7. Shall maintain a roster containing names, title, address, phone numbers, email and other pertinent information of all board members. Shall notify the Guild office, other board members, Campanologist Publisher and Webmaster of any changes. (moved from Chair)
8. Shall be responsible for other duties as set forth in current Area 10 Bylaws.
9. At Board of Directors meetings, shall collect handouts/reports for any absent board member and arrange for delivery.
10. Shall submit and encourage others to submit articles to the *Campanologist*.

Area 10 Treasurer

Approved October 5, 2012

1. Shall be an advocate for Handbell Musicians of America and Area 10.
2. Shall assist the Chair in the effective operation of Area 10 activities.
3. In consultation with the Chair and Past Chair, shall prepare a biennial budget for approval at Area 10 Board of Directors meetings.
4. Shall ensure the IRS forms are filed in a timely fashion. Anyone paid fees over \$600 total in a year must be given a 1099 form.
5. Shall ensure periodic financial reviews are performed by a CPA at the end of each term to ensure compliance with all applicable laws and regulations. Audits should be informal or formal at the Board's discretion.
6. Shall authorize the disbursement of funds within the approved budgets and with the appropriate authorizations from the Chair.
7. Shall serve a four-year term as Treasurer.
8. Shall serve as a voting member of the Board of Directors and the Executive Committee.
9. Shall keep records with a transferable computer program.
10. Shall correctly maintain financial records in accordance to IRS rules.
11. Shall be responsible for other duties as set forth in current Area 10 Bylaws.
12. Shall attend and present a report at the Area 10 Board of Directors and Executive Committee meetings.
13. Shall maintain bank accounts, signature cards and credit cards.
14. Shall maintain an inventory of area property such as handchimes, curriculum, computers, etc.
15. Shall submit and encourage others to submit articles to the *Campanologist*.

Area 10 Sub-Area Chair (aka State Chair)

Approved March 19, 2016

Sub-Area Chairs (aka “State Chair”) shall be appointed for two-year terms beginning at the start of the term of office of the Area 10 Chair (October 1, even numbered years). They shall serve no more than two consecutive two-year terms (refer to Area 10 Bylaws, June 2004). They may serve in an Area 10 elected position immediately after their Sub-Area Chair term expires. (Area 10 Bylaws, June, 2004)

1. Shall be an advocate for Handbell Musicians of America and Area 10.
2. Shall set up Membership Districts within their area, if deemed necessary, and select a Coordinator for each District who can reach these members on a regular basis, to keep the Sub-Area Chair better informed.
3. Shall implement handbell learning events in their state. Such events could include: series of “Grassroots Workshops” where instructors go out to several locations and teach basic handbell techniques; a Directors’ Seminar (small scale); a combined “Workshop and Sight-Ringing” session.
4. Shall work with the Area 10 Event Coordinator to ensure that area sponsored events in their state happen.
5. Shall recruit volunteers to be a membership and/ or events chair for their area, if needed.
6. Shall assist the Membership Chair with contacts as requested.
7. Shall attend and present a report at Area 10 Board meetings.
8. Shall try to attend all Area 10-sponsored and Guild endorsed events in their sub area.
9. Shall be responsible for the effective administration of the Handchime Loan Program (as set in the Policy and Procedures) for their sub area.
10. Shall submit and encourage others to submit articles to the *Campanologist*.
11. Shall support and encourage new members and offer mentor contacts.
12. Shall serve as a voting member of the Board of Directors, as outlined in the Area 10 Bylaws.

Area 10 Membership Chair

Approved October 5, 2012

1. Shall be an advocate for Handbell Musicians of America and Area 10.
2. Shall keep records of the Area 10 active membership as received from the National Office.
3. Shall check with Sub-Area Chairs on a regular basis, preferably monthly, to see if they are accessing the lists of current, new and expired membership information from the National Office.
4. Shall submit a list of new Area 10 members to the Area 10 Campanologist Publisher for each issue of the Campanologist newsletter.
5. Shall attend and present a report at Area 10 Board of Directors meetings.
6. With the assistance of the Area 10 Board of Directors, shall maintain a list of individuals who could be qualified as mentors.
7. Shall be considered a Standing Committee Chair and thus is a voting member of the Area 10 Board of Directors and follows the Area 10 Bylaws associated with Standing Committees.
8. Shall serve a two-year term, but may not serve more than two consecutive terms in the same position (Area 10 Bylaws).
9. Shall send each new member a welcoming letter including ways to find out what is happening and offered in Area 10.
10. Shall follow up on expired memberships to determine the cause and find out if the problem can be corrected by Area 10 in order to regain the membership.
11. Shall maintain list of expired memberships for future contact.
12. Shall submit and encourage others to submit articles to the *Campanologist*.

Area 10 Education Chair

Approved October 5, 2012

1. Shall be an advocate for Handbell Musicians of America and Area 10.
2. Shall develop publicity and contact state MEA presidents; denominational; or other music organizations to distribute materials and/or provide exhibit at conventions.
3. Shall keep record of placement of handchimes loaned throughout Area 10.
4. Shall expedite or assist Sub-Area Chairs with any needed repairs or replacements of handchime equipment by establishing contact with manufacturers.
5. Shall maintain a list of original order information for handchime sets.
6. Shall maintain records of curriculum, music, and other educational materials that accompany the chimes and if necessary, coordinate the replacement of said materials.
7. Shall provide loan recipients information about education and training opportunities for ringers and director.
8. Shall be considered a Standing Committee Chair and thus is a voting member of the Area 10 Board of Directors and follows the Area 10 Bylaws associated with Standing Committees.
9. Shall attend and present a report at Area 10 Board of Directors meetings.
10. Shall submit and encourage others to submit articles to the *Campanologist*.

Area 10 Youth Chair

Approved October 5, 2012

1. Shall be an advocate for Handbell Musicians of America and Area 10.
2. Shall maintain list of existing Children; Youth; Schools Bell/Chime Choirs throughout Area 10.
3. Shall submit and recruit periodic articles to *Campanologist* directed toward Youth Choirs (repertoire suggestions, recruitment, rehearsal techniques, tour planning, helps.) Likewise, invite articles by young groups about their activities.)
4. Shall develop list of local, area, and national personnel who specialize in working with youth.
5. Shall serve as contact/liaison with Youth Choirs and Area 10 Board.
6. Shall develop/support local, regional, area wide events for Youth.
7. Shall be considered a Standing Committee Chair and thus is a voting member of the Area 10 Board of Directors and follows the Area 10 Bylaws associated with Standing Committees.
8. Shall attend and present a report at Area 10 Board of Directors meetings.

Area 10 Communications Chair

Approved January 5, 2013

1. Shall be an advocate for Handbell Musicians of America and Area 10.
2. Shall develop the design for the newsletter.
3. Shall solicit articles.
4. Shall set deadlines for submission of articles, reviews, etc.
5. Shall send draft to Chair and Chair Elect for proofing giving a deadline for sending comments.
6. Shall bill advertisers; forward checks to treasurer.
7. Shall send a copy of the newsletter to new members encouraging them to sign up.
8. Shall send newsletter archive link to Webmaster to include on website.
9. Shall archive each edition of the *Campanologist*.
10. Shall be an ex-officio member of the Area 10 Board of Directors, with the rights to attend the Area 10 Board of Directors meetings, contribute to the discussion, BUT shall have no voting privileges as a member of the Area 10 Board of Directors.
11. Shall be allowed to serve in this position as long as they are willing or until it has been determined the Communications Chair has not fulfilled their duties as outlined in the Area 10 Job Description for Communications Chair.

Area 10 Webmaster
Approved January 5, 2013

1. Shall be an advocate for Handbell Musicians of America and Area 10.
2. Shall develop the design the Area 10 Website.
3. Shall maintain the Area 10 Website.
4. Shall update the site as needed with information provided by Area 10 Board of Directors and by the organizers of events to be held in Area 10. Information by non-Area 10 Board members should be cleared by the Area 10 Chair or Chair Elect.
5. Shall be an ex-officio member of the Area 10 Board of Directors, with the rights to attend the Area 10 Board of Directors meetings, contribute to the discussion, BUT shall have no voting privileges as a member of the Area 10 Board of Directors.
6. Shall be allowed to serve in this position as long as they are willing or until it has been determined the Webmaster has not fulfilled their duties as outlined in the Area 10 Job Description for Webmaster.

Area 10 Event Coordinator

Approved March 19, 2016

1. Shall be an advocate for Handbell Musicians of America and Area 10.
2. Shall plan and execute the Area 10 biennial event. This includes the ability to establish committees and other help as needed for the event.
3. Shall submit the following aspects of the Area 10 biennial event for approval by the Area 10 Board at least 12 months before the event.
 - a. Venue choice(s)
 - b. Dates
 - c. Event budget
 - d. Format choice(s)
 - e. Primary clinician choice(s)
4. Shall keep the Area 10 Executive Committee informed as to progress of the event and solicit their ideas.
5. Shall create and maintain a manual for the Area 10 Biennial Event.
6. Shall update the Area 10 Biennial Event Manual with after action reports for each phase of the event.
7. Shall create and maintain a manual (Titled: *Event Planning*) on how to run an event which would be used by local organizers to help them plan and hold an event.
8. Shall work with the State Chairs as they implement handbell learning events in their state, providing support in recruiting local leadership. Provide to the local leader the Event Planning Notebook and answer questions as needed.
9. Shall work with the state chairs and membership chair to coordinate and facilitate all Area 10 sponsored events that the board decides should be held in any given year. The event coordinator may offer incentive to a coordinating group/person at their discretion with the approval of the executive committee.
10. Shall be an ex-officio member of the Area 10 Board of Directors, with the rights to attend the Area 10 Board of Directors meetings, contribute to the discussion, BUT shall have no voting privileges as a member of the Area 10 Board of Directors.
11. Shall be appointed and allowed to serve in this position as long as they are willing or until it has been determined the Events Coordinator has not fulfilled their duties as outlined in the Area 10 Job Description for Events Coordinator.
12. Shall attend and present a report at Area 10 Board of Directors meetings.
13. Shall submit and encourage others to submit articles to the Campanologist.