

# Welcome to NAFME Collegiate!

Whether you're a new chapter advisor or an experienced one, NAFME thanks you in advance for your leadership of the NAFME Collegiate chapter on your campus. You are shaping the next generation of music education professionals! Offering them support through NAFME membership will provide a strong foundation for their professional development and future success.

Please encourage your students to join or renew as soon as possible at [www.nafme.org](http://www.nafme.org), or by downloading our NAFME mobile membership app for iPhone or Android.

Remember, NAFME Collegiate membership runs from July 1 to June 30, and the first issue of *Teaching Music* magazine comes out in August of each year, so early renewal will ensure that your students get a full year of member services!

Thank you again, and best wishes for a successful year!

## Table of Contents

<b>Background .....</b>	<b>1</b>
<b>NAFME's Structure .....</b>	<b>2</b>
<b>Collegiate Chapter Structure .....</b>	<b>3</b>
<b>Chapter Advisors .....</b>	<b>4</b>
<b>Chapter Officers .....</b>	<b>5</b>
<b>NAFME Collegiate Recognition Programs.....</b>	<b>6</b>
<b>Suggestions for Chapter Meetings.....</b>	<b>7</b>
<b>Recruitment and Chapter Growth .....</b>	<b>8</b>
<b>Calendar of Events and Deadlines.....</b>	<b>9</b>
<b>Contact Information .....</b>	<b>11</b>

This Quickstart Guide has been prepared to facilitate the work of the members and advisors of the Collegiate chapters of the National Association for Music Education. It provides information on procedures for Collegiate membership, the framework for communication among local, state, division and national levels, and offers suggestions to assist students and chapter advisors in planning chapter activities.

This information is current as of July 2013 and is subject to change.

## BACKGROUND

The National Association for Music Education is among the world's largest arts education organizations and is the only association that addresses all aspects of music education. NAFME advocates at the local, state, and national levels; provides resources for teachers, parents, and administrators; hosts professional development events; and offers a variety of opportunities for students and teachers. The Association orchestrates success for millions of students nationwide and has supported music educators at all teaching levels for more than a century.

### Purpose

The purpose of NAFME Collegiate is to afford students an opportunity for professional orientation and development while still in school, and to enable students to gain an understanding of:

- the basic truths and principles that underlie the role of music in human life;
- the philosophy and function of the music education profession;
- the professional interests of members involved in the local, state, division, and national levels;
- the knowledge and practices of the professional music educator as facilitated through chapter activity.

# NAFME'S STRUCTURE

NAfME is member-driven, responding to the needs of membership through its structure of societies, councils, and task forces, its close ties with the federated state associations, and its elected leadership.

NAfME leadership begins with the National Executive Board (NEB), the legal representative of the organization. As the governing officers of NAfME, the NEB is made up of leadership at the divisional and national levels and relies on the National Assembly for information. The National Assembly, comprised of state association leaders, is the NEB's advisory body, holds its meetings annually and provides input for national policies and organizational efforts.

## Divisions

NAfME is divided into six geographical divisions; Eastern, North Central, Northwest, Southern, Southwestern, and Western. All divisions have elected and appointed leaders that represent regional concerns and provide input for national issues and efforts.

## Federated State Associations

NAfME and its fifty-two federated state music educators associations work together to form a close network of information and resources. The state associations function independently of NAfME, addressing state-level concerns and offering a variety of membership activities, including in-service conferences, festivals, and competitions.

Membership in the national and state organizations is reciprocal. Students who apply for Collegiate membership become members of NAfME and the state in which their college/university is located, entitling them to the rights and privileges associated with membership at the national level (except voting and holding office) and state levels.

## Collegiate Advisory Council

The Collegiate Advisory Council is the governance body for NAfME Collegiate and is comprised of the Council Chair, the NEB liaison to the Council, a Chair-elect, and representatives from each of the six NAfME divisions.

# COLLEGIATE CHAPTER STRUCTURE

## Membership Eligibility

NAfME Collegiate membership is a membership classification that provides full NAFME member benefits to music students at the college and university levels.

Any college or university may form a Collegiate chapter of NAFME. The following steps are encouraged while forming a Collegiate chapter:

- The head of the institution's music department or school of music must give his approval;
- A designated member of the faculty who is an NAFME member must be appointed as the chapter advisor; and
- At least one student must be enrolled as a Collegiate member.

The chapter bears the name of the campus on which it is organized, and a number is assigned to each chapter by the NAFME national office.

## Joining or Renewing

New members should go to [www.nafme.org](http://www.nafme.org) to join NAFME Collegiate online, or download the NAFME mobile membership app for iPhone or Android. For renewals, students should also login at [www.nafme.org](http://www.nafme.org) using their Member I.D. and their email. If you have forgotten your member I.D., please retrieve it online at [musiced.nafme.org/login](http://musiced.nafme.org/login), or by calling Member Services at 800-336-3768.

## National and State Dues

The total dues collected from each member represents both national and state dues. Collegiate members become members of the state Music Educators Association in which the college or university is located.

## Local Fees

Advisors may or may not choose to collect an additional local fee for chapter operation. Local fees will be independent of NAFME dues and shall not be mandated, administered, or regulated by NAFME.

# CHAPTER ADVISOR

The chapter advisor serves as the most important link in communication between NAFME and the members of his/her chapter. It is essential that each advisor provide NAFME with their current contact information. Contact information may be updated at [www.nafme.org](http://www.nafme.org).

## A Chapter Advisor must:

- Be a current member of NAFME;
- Be a member of the music faculty, dedicated to the preparation of music educators;
- Understand the aims and objectives of music education in the schools.

## Chapter Advisor responsibilities:

- Share NAFME promotional and recruitment materials with returning and prospective member students;
- Explain the nature, purpose, and function of NAFME during chapter meetings;
- Promote the benefits of NAFME Collegiate membership to students and faculty during orientation meetings, methods classes, and other department functions;
- Receive the August, September, and October NAFME publications for distribution to members;
- Discuss and promote professional behaviors and attitudes among chapter members;
- Encourage interest and participation of students in NAFME Collegiate on campus and at state and national conferences and events;
- Help officers fulfill their respective duties, including the maintenance of chapter records.

## OFFICERS

Chapters may choose to elect a president, vice president/president-elect, secretary, and treasurer. Officers can be useful for involving members and expediting the work of the chapter.

### Suggested Chapter Officer Duties

#### President

- Preside at chapter meetings;
- Develop an agenda for meetings;
- Represent the chapter on- and off-campus.

#### Vice President/President-Elect

- Coordinate the membership drive;
- Contact guest speakers with suggestions from executive offers;
- Publicize meetings and other activities;

#### Secretary

- Record the minutes of chapter and executive meetings;
- Handle correspondence for the chapter, including thank you letters to speakers;
- Report chapter activities for publication in state or national periodicals

#### Treasurer

- Maintain membership records;
- Prepare a chapter roster at the conclusion of the enrollment period;
- Maintain the chapter's financial records

### Member Opportunities

NAfME Collegiate members are strongly encouraged to attend national, division, and state conferences. Registration fees are frequently offered to Collegiate members at a significantly discounted rate. By attending in-service conferences, Collegiate members can build their professional networks by meeting music educators at all stages of their careers, as well as other Collegiate members. These conferences provide a variety of sessions, special interest workshops, performances, and exhibits displaying the latest teaching materials and equipment available to assist new music teachers throughout their careers.

# NAFME COLLEGIATE RECOGNITION PROGRAMS

The purpose of the NAFME Collegiate Recognition Program is to acknowledge chapters and their members for exemplary chapter activities and member achievements, and thereby provide models of achievement for other chapters and Collegiate members.

All active Collegiate chapters and Collegiate members are eligible to participate in the Collegiate Recognition Program. The three programs are:

## NAfME Collegiate Chapter of Excellence

Conferred annually, this award was developed to recognize chapters for their successful chapter music programs, professional development projects, recruitment techniques, and service projects. Up to three projects in each category receive recognition.

The deadline for entries in this award program is December 15 of each year. The entry form for the program is found at [www.nafme.org](http://www.nafme.org). Each winning chapter receives a plaque from NAFME and will be recognized in an issue of Teaching Music magazine.

## Professional Achievement Award

Chapter advisors nominate select members of their chapters for their commitment and dedication to NAFME and music education. Recipients of this award have served their chapters in an exemplary manner and receive a certificate of achievement.

The application for this award can be found at [www.nafme.org](http://www.nafme.org), and the deadline for application is February 28 of each year.

## Chapter Growth Award

The Chapter Growth Award was established to encourage growth in the numbers of future music educators. Chapters that increase their roster size from the previous year receive a Certificate of Recognition from NAFME.

# SUGGESTIONS FOR CHAPTER MEETINGS

## Invite speakers -

- Representatives from teachers' agencies or school district human resources offices to outline education requirements, certification, teaching requirements, and other related information.
- Experienced teachers who will share their experiences and challenges over their career.
- Speakers who will address topics of interest to music educators dealing with administrators, parents, boosters, fundraising, etc.
- School administrators to discuss the interrelationship of the special subject teacher and the general education program.

## Discuss topics -

- Teacher evaluation trends
- Inclusion of exceptional children
- The importance of lifelong membership and identification with a professional organization such as NAFME

## Plan activities -

- Create and run a professional development program for Collegiate members at your state MEA conference.
- Sponsor a high visibility event on campus such as a dance, concert or seminar to raise money and awareness of your chapter and the importance of music education.
- Volunteer in your community to provide music experiences for underserved populations – underprivileged children, elderly, etc.
- Attend your state MEA conference as a chapter.

## CHAPTER GROWTH AND RECRUITMENT IDEAS

- Be present at freshman music student orientation with a table displaying NAFME materials, manned by chapter officers and members.
- Make your first meeting of the year open to all music students – provide refreshments, and get contact information of the guests.
- Follow up with guests after the meeting, to see if they need more information, or would like to join.
- Ask professors to hand out NAFME brochures and encourage membership in their general music or music education classes.
- Hang the NAFME Collegiate poster in a prominent place in your School of Music, announcing meeting dates and times.
- Sponsor social events in your School of Music in addition to educational activities. People like to join groups that are friendly and fun.

# Calendar of Events and Deadlines

## Summer

Contact new music majors with a welcome letter, explain the benefits of joining your NAFME chapter, and announce the date of your first meeting.

## July/August:

Encourage students to renew or join online as soon after July 1 as possible.

## September:

Announce your first chapter meeting. Make preparations to attend the National In-Service Conference, Oct. 27-30 in Nashville.

## October:

Make preparations to attend your state conference.  
Attend the National In-Service Conference, Oct. 27-30 in Nashville.

## December:

Submit a Chapter of Excellence Award application by December 15.

## January:

Make sure all members' contact info is updated.  
Recruit new members for the spring semester so they can attend upcoming conferences.

## February:

Applications for Collegiate Professional Achievement must be post-marked by February 28.

## March:

Music In Our Schools Month

## June:

Make sure your seniors are active members before June 30, so that they can receive the NAFME Introductory Membership in their first year of teaching.



## **Congratulations Graduate!**

**NAfME has a special offer exclusively for Collegiate Members during their first year of post-college teaching that allows you to save up to 50% on your member dues for the 2013-2014 school year.**

**Call us at 1-800-336-3768 or email [MemberServices@nafme2.org](mailto:MemberServices@nafme2.org) for details.**

# Important NAFME Contact Information

Website ..... [www.NAFME.org](http://www.NAFME.org)

Member Services ..... 800-336-3768  
MemberServices@nafme2.org

Facebook.....[Facebook.com/NAfMEcollegiate](https://Facebook.com/NAfMEcollegiate)

Twitter..... [twitter.com/NAfME](https://twitter.com/NAfME)

Address ..... NAFME Collegiate  
1806 Robert Fulton Drive  
Reston, Virginia 20191



# COLLEGIATE