

Title: NAFME Advisory Councils

Rationale or Purpose

NAfME is an association that serves a broad array of subspecialties in the field of music education. As members of the National Executive Board are chosen on the basis of geographic representation, serving a broader spectrum of member needs requires a broader array of designated groups that have the appropriate professional expertise and commitment. In some cases, notably the NAFME Collegiate Advisory Council and the NAFME Music Honor Society Advisory Council, the community to be served is fundamentally associated with a program of activities and membership in a manner unlike the other councils and societies. A programmatic structure is the best way to promote lifelong engagement with the Association and music education.

Definition

The Collegiate Advisory Council and the Music Honor Society Advisory Council comprise the NAFME Advisory Councils. These councils provide learning opportunities for pre-service music educators and secondary school students to connect with the NAFME Strategic Plan and A Blueprint for Strengthening the Music Teacher Profession with the purpose of exploring facets of music engagement as it relates to the human music experience (see Purpose).

Policy Statement

1. Purpose: NAFME Advisory Councils will provide learning opportunities for pre-service music educators and secondary school students to connect with the NAFME Strategic Plan and *A Blueprint for Strengthening the Music Teacher Profession*, and to explore facets of music engagement as it relates to the human music experience. .
 - a. Each Advisory Council will perform work consistent with the NAFME Constitution and Bylaws.
 - b. Each Advisory Council will comply with standards adopted by NAFME.
 - c. Each Advisory Council will present an updated set of goals to the NEB near the beginning of each biennium, and will be accepted or amended by the NEB through discussions between the governing board of the Advisory Council and the liaison appointed by the NEB. These goals will connect to the NAFME Strategic Plan and *A Blueprint for Strengthening the Music Teacher Profession*
2. Formation and Dissolution: Advisory Councils may be activated or inactivated by the National Executive Board.
3. Makeup and governance:
 - a. Advisory Councils will comply with NAFME requirements for membership
 - b. Each Advisory Council will follow the following format for governance, though exceptions to term lengths of Advisory Council members may be granted by the NEB on a case-by-case basis:
 - i. Each Advisory Council will consist of one representative from each NAFME Division and up to three at-large members, in addition to the chair(s) of the Council.
 - The chair(s)-elect and immediate past chair(s) may continue service on the Council.
 - ii. All appointments to the Advisory Councils will be made by the National Executive Board from individuals who are full-active members in good standing of NAFME.
 - iii. An NEB member will be appointed by the National President/Board Chair as liaison to the Advisory Council; this individual will be a full member of the Council with voting privileges.
 - iv. At least one member of the Advisory Council will be an individual with expertise in teaching music education through technology. It is the responsibility of the Chair(s)

to name an

individual with this qualification, if no such individual is among the Division appointees.

- c. Reporting:
 - a. Each Advisory Council will submit an annual written report on progress toward the council's goals. This report will be submitted in time for dissemination to the National Assembly.
 - b. ii. Each Advisory Council will report quarterly a summary of their current efforts to the NEB Liaison. Reports will be submitted through the NEB Liaison, using a template supplied for this purpose. The Chair(s) or Chair(s)-designee will be given ample notice of the need to create the report and the deadline for that report, which will be presented to the NEB by the Liaison

Procedures

1. Selection:

- c. Advisory Councils will be selected as follows. All participants in the nomination and approval process will take into account the need for balanced representation and expertise on each Advisory Council, considering relevant factors such as current and past teaching assignments (including as appropriate PreK-12 and as higher education), areas of specialization, experience in diverse communities (rural, suburban, and large urban areas), gender, and cultural or ethnic background.
 - i. The National President/Board Chair-Elect -- drawing on input from the existing Advisory Council Chairs, the National President, or other individuals, as appropriate -- will recommend a Chair (or Chairs)-elect for NEB approval.
 - a. The new National President/Board Chair-Elect will be responsible for making chair(s)-elect appointments between the official announcement of the election results and May 1st. The new National President/Board Chair-Elect may appoint as many as three chairs-elect, per Advisory Council.
 - b. Such chair(s)-elect appointments will be recommended to an NEB meeting for their consideration and approval on a timeline that will ensure that such appointments are in place for that year's National Assembly.
 - c. Chairs-elect are not funded for participation at any National Assembly.
 - ii. Division Presidents will attempt to forward two candidates for each vacant division seat on the Council for NEB consideration. Division presidents will be responsible for soliciting nominations from state MEA presidents in their division, and will also consider nominees forwarded by the Advisory Council, its chair(s), and members at large (including self-nominations). They will then solicit and review relevant biographical information on potential nominees to identify two preferred candidates, establish the willingness of those candidates to serve, rank the two candidates in order of preference, and submit their names and bios to the NEB, where such candidates are available. Where no candidates are available from a given Division, the Division President will report that fact to the National Executive Board.
 - iii. The National President/Board Chair, in consultation with the Chair(s) of the Advisory Council and the Executive Director/CEO or their designated staff representative, will nominate up to three individuals to fill at-large seats that are needed to cover the breadth of the area of endeavor served by the Advisory Council. Nomination of more than three at-large members may be approved by the National Executive Board if additional members are necessary for the effective functioning of the Advisory Council.
 - 1. If no Division-nominated member of the Council has significant expertise in any of the areas of (1) technology in music education; and (2) Diversity, Inclusion, Equity, and Access; one or more of the at-large appointments will be used to ensure that such expertise is available to the Council.
 - iv. The Executive Director/CEO will assign a staff program coordinator/liaison who shall serve as a member of the committee.
 - v. The National Executive Board will vote to confirm all candidates to seats on the Advisory Council.

1. Terms of service:

- c. The Chair(s) will serve for two years as Chair(s)-Elect, for two years as Chair(s), and subsequently for two years as Immediate Past Chair(s), filling a term concurrent with the term of the National President/Board Chair.
 - i. The Advisory Council members appointed by division will serve for two years each, beginning in the second year of the term of the Division President.

- ii. Each at-large Advisory Council member will serve a term of one year.
- iii. Any member of the Advisory Council (including the Chair(s)) may be asked to serve multiple terms.
- iv. If any member of the Advisory Council is unable to fulfill the responsibilities of that role: (1) the Chair(s) will confer privately with that member; (2) the Chair(s) will discuss with the NEB liaison the need to replace that member; (3) the National President/Board Chair, in consultation with the Chair(s), the Division President, and the liaison, will appoint an individual to fill the remainder of the member's term. This replacement will be subject to confirmation by the NEB at the next meeting of the NEB.

2. Communication:

- a. Each Advisory Council will be provided with cost-effective means of communication among members of the group and to interested members in the field at large consistent with the program outlined in the adopted budget.
- b. Advisory Council Meetings:
 - i. The Advisory Council Chair(s) and Board Liaison will have a responsibility to meet at least every quarter to discuss professional learning programming opportunities to connect to the NAFME Strategic Plan and *A Blueprint for Strengthening the Music Teacher Profession*. Such meetings will be virtual.
 - ii. Staff attendance will be supported for recommended quarterly meetings
 - iii. While quarterly meetings are recommended, Representative Council Chair(s) may choose to meet more often. If meeting outside of quarterly meetings, detailed notes must be taken and subsequently shared with the Executive Committee within a reasonable amount of time following any extra meetings.
- c. Reports:
 - i. Reports will be submitted through the NEB Liaison, using a template supplied for this purpose. The Chair(s) or Chair(s)-designee will be given ample notice of the need to create the report and the deadline for that report, which will be presented to the NEB by the Liaison.
 - ii. When, in the opinion of the National President/Board Chair, the report contains information that is likely to be of primary interest to the governance of NAFME, the National President/Board Chair may request that the chair(s) of the council answer questions about the report during a meeting of the NEB or the National Assembly.

Scope

This policy covers only Collegiate and Tri-M programs of the Association.

Definitions

- 1. Advisory Councils are leadership groups within NAFME that serve in an advisory role to meet the program goals and metrics established in the Association budget.
- 2. Council refers to councils within this policy

References

Approved By:	NEB September 20, 2016
Date of Last Revision:	June 9, 2025 October 24, 2013 – New Policy, September 20, 2016 September 27, 2022 May 30, 2023

History:	<p>This policy was updated to align with NAFME Codified Policy I.G.002. “Program Advisory Councils” are councils associated with programs of NAFME which have a membership and are directed by staff. Such advisory councils will provide expert, committed, representative leadership supporting program efforts for pre-college and collegiate student activities.</p> <p>Defined by NEB action on October 24, 2013, the following councils were moved from “Representative” Councils to and are now active:</p> <p>Program Advisory Councils:</p>
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	<p>NAfME Music Honor Society Advisory Council (NMHSAC)</p> <p>Defined by NEB action on June 2, 2011 and now redefined by the omission of the two above named councils, the following Councils are active as:</p> <p>Representative Councils:</p> <p>NAfME Council for Band Education (NCBE) NAfME Council for Choral Education (NCCE) NAfME Council for Music Composition (NCMC) NAfME Council for General Music Education (NCGME) NAfME Council for Guitar Education (NCGE) NAfME Council for Innovations (NCI) NAfME Council for Jazz Education (NCJE) NAfME Council for Orchestra Education (NCOE) NAfME Council of Music Program Leaders (NCMPL)</p> <p>Role-Based Councils:</p> <p>NAfME Council of State Editors NAfME Council of State Executives NAfME Council of Past National President/Board Chairs</p>
	<p>September 27, 2022 – Added Chair-Elect and Immediate Past Chair as members of the Council.</p> <p>May 30, 2023 – Added additional chairs where noted to councils to increase representation and provide continuity amongst council leadership.</p>

