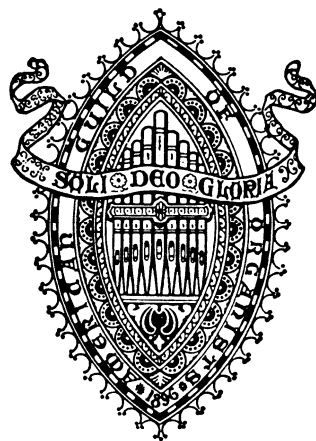


AMERICAN GUILD OF ORGANISTS



RESPONSIBILITIES OF ELECTED AND APPOINTED OFFICIALS

Reflecting changes through January 29, 2011

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RESPONSIBILITIES OF ELECTED AND APPOINTED OFFICIALS

I. NATIONAL COUNCIL and EXECUTIVE COMMITTEE

The National Council consists of four National Officers and four Councillors to be elected by national ballot and nine Councillors for Regions to be elected by Regional ballots. Elections are held in even-numbered years. The National Council is responsible for the entire management of the affairs of the Guild. Its responsibilities and authority include, but are not limited to, the following: 1) to organize and disband Chapters; 2) to establish and amend Regional boundaries; 3) to elect candidates to membership; 4) to assess and collect dues and fees; 5) to invest and appropriate the funds of the Guild; 6) to employ an Executive Director and such additional salaried staff and other personnel as are necessary to conduct the business of the Guild; 7) to fill vacancies in National Offices in accordance with the provisions of the Bylaws; 8) to enact and amend Operating Procedures; 9) to adopt or amend the Annual Operating Budget and to engage in periodic review of revenue and expenditures in comparison with budgeted projections; and 10) to establish policies and procedures for examinations, competitions, publications, and National and Regional Conventions.

General Guidelines for National Council Members

- All members of the National Council shall attend all meetings of the National Council.
- In odd-numbered years all members of the National Council shall attend at least one Regional Convention, and in even-numbered years all members of the National Council shall attend the National Convention of the Guild.
- Officers and Councillors with committees under their aegis shall submit nominations for committee members for approval at the spring meeting of the National Council prior to the beginning of committee terms.
- Members of the National Council shall submit budgets for their areas of responsibility to the National Council by December 15 of each year.
- Members of the National Council shall submit a written report to each meeting of the Council. Reports are submitted to Headquarters ten days before the meeting, or at another time as determined by the National Council.
- Expenses incurred as a result of work for the Guild are reimbursed upon the Officer's or Councillor's submitting a voucher for such expenses to Headquarters. Reimbursement for some categories of expenses is limited.
- Each officer and Councillor includes an annual report from each of the committees under his/her aegis as a part of their report to the National Council at its regular spring meeting.
- Each member of the National Council shall be expected to make a contribution to the Annual Fund of the Guild each year to the best of his/her financial capacity. The value of the example this shows, for those in other positions of responsibility in the Guild, cannot be overemphasized.

EXECUTIVE COMMITTEE

The Executive Committee of the Guild consists of the President, Vice President, Secretary/Councillor for Membership Development , Treasurer/Councillor for Finance and Development, the four National Councillors and one Councillor for a Region known as the Convener of the Regional Councillors and elected by the Councillors for Regions as described below. The Executive Committee is responsible for the management of the affairs of the Guild when the National Council is not in session and is to act on matters referred to it by the National Council. All actions of the Executive Committee are subject to ratification by the National Council at its next meeting.

At their first meeting following each national election the Councillors for Regions elect one from their number as Convener pro-tem. This meeting and election occurs at the National Convention of the Guild. At the time of the fall meeting of the National Council, the nine Councillors for Regions meet to elect one from their number as Convener to serve as their representative on the Executive Committee for the remainder of the current two-year term.

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II. NOMINATING COMMITTEES

Nominating Committees recommend candidates for national and Regional office and seek to identify potential leaders nationwide.

National Nominating Committee (6)

(See AGO Bylaws, Article IV, Sections 13 & 14) The National Nominating Committee nominates candidates for the national Officer and Councillor positions. The National Nominating Committee also receives and reports to the National Council the slates of candidates for Councillors for Regions positions as determined by the Regional Nominating Committees for each biennial election of the National Council. The committee is also charged with identifying potential leaders and recommending candidates for national committee positions on an ongoing basis.

The committee consists of six members, each of whom serves a single four-year term. No more than two members may currently be serving on the National Council, and at least two must be Academic Members (ChM, AAGO, and FAGO). Three members are proposed by the President and elected by the National Council at its first meeting following each national election (even-numbered years - fall meeting). At the same meeting, the National Council appoints a Director from among the members of the Committee upon recommendation of the President. The Director serves a two-year term, and may be reappointed.

The National Nominating Committee meets in the fall of odd-numbered years, in time to develop a slate of candidates for the next year's election. The slate is delivered to the National Council for acceptance at its regular fall meeting.

Regional Nominating Committees (5)

(See AGO Bylaws, Article VIII, Section 2.) Each Region of the Guild maintains a standing Regional Nominating Committee which develops and reports to the National Nominating Committee a slate of candidates for Councillor for the Region for each AGO national election. The Regional Nominating Committees are also charged with identifying potential leaders in the Region, advising the Councillor for the Region of these Members on an ongoing basis.

Each Regional Nominating Committee consists of at least five (5) Voting Members who serve a maximum of two terms of two years per term. In even-numbered years the Councillor for the Region, in consultation with the District Conveners, Regional Coordinator for Professional Development and Regional Coordinator for Education, recommends candidates for the

committee to the National Council for ratification at its Spring meeting. The committees should reflect a balance in age, gender and geography. The Director of each Regional Nominating Committee is appointed by the appropriate Councillor for the Region to convene the committee. Meetings may be conducted in person, by telephone or email, with a majority participating.

Each Regional Nominating Committee reports the names of two (2) candidates for the position of Councillor for the Region to the National Nominating Committee by August 1 in odd-numbered years. At the fall meeting of the National Council in odd-numbered years the National Nominating Committee presents to the National Council the slates of candidates for Councillors for Regions, as reported by the Regional Nominating Committees, in conjunction with the National Nominating Committee's slate of candidates for other Councillorships and National Offices.

All members of each Regional Nominating Committee are obliged to sign a pledge of confidentiality which applies to all of its deliberations concerning candidates for office. The appropriate Councillor for the Region provides each committee member with the appropriate documentation describing the pledge, the guidelines for Regional Nominating Committees and the job description for the Councillor for the Region position well in advance of meetings of the Committee.

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III. NATIONAL OFFICERS

PRESIDENT

The **President** is the chief executive officer of the Guild; coordinates the work of the Guild in the area of Headquarters administration; presides at all national meetings of the Guild, the National Council, and the Executive Committee; the President or a designee is an ex officio member of the executive committees of the Chapters, and all special and standing committees of the Guild, with the exception of the Nominating Committee.

Personnel Committee (4)

The Personnel Committee consists of the President, Vice President, Treasurer/Councillor for Finance and Development, and one other member of the National Council, appointed by the President. This committee serves as a liaison between the Council and the professional staff, and works with the Executive Director in reviewing policies and compensation.

Editorial Resource Committee (4)

This committee consists of the President and three members appointed by the President, one of whom may be the Director. The committee serves as a sounding board for the editor of THE AMERICAN ORGANIST and assists in the development of articles, annual publication schedules and ways to enhance design.

VICE PRESIDENT

The **Vice President**, in the absence or disability of the President, performs the duties and exercises the powers of the President. The Vice President serves as Parliamentarian, and keeps, or causes to be kept, the Bylaws, Operating Procedures and all other rules and regulations of the Guild. The Vice President initiates and oversees the long range planning of the Guild; coordinates the work of the Guild in the external areas of professional networking and public relations; coordinates the work of the Guild in internal affairs and Chapter administration; and performs such other duties as may be prescribed by the National Council.

Committee on Musicians in Part-Time Employment

This committee, under the aegis of the Vice President, focuses upon the multiple needs of musicians in part-time employment, coordinating AGO initiatives in education, professional development, membership development and outreach. Recognizing that the majority of Guild members are musicians in part-time employment, the committee directs the attention of the AGO to the many and varied needs of these members. Through its pilot program, January Jubilee, the committee also offers educational outreach to those who are not yet members of the Guild, seeking thereby to promote membership in the Guild and to mentor these potential new members within local chapters.

SECRETARY/COUNCILLOR FOR MEMBERSHIP DEVELOPMENT

The **Secretary**, also known as the Councillor for Membership Development, keeps, or causes to be kept, lists of Members in their respective classes; is custodian of the records of the Guild; coordinates the work of the Guild in the areas of Member services, membership development and chapter support; is custodian of the corporate seal; and is responsible for recording the proceedings of the meetings of the Guild, the National Council and the Executive Committee.

Committee on Membership and Chapter Support (4)

This committee, under the aegis of the Secretary/Councillor for Membership Development, creates programs for membership development at the Chapter level. It works to develop new sources for AGO membership and to establish membership goals and strategies by which the goals can be achieved. It also works to develop programming resources and other forms of support for Chapters. Budget figures for enabling this committee's work are prepared by the Secretary/Councillor for Membership Development and presented to the National Council by December 15 of each year.

TREASURER/COUNCILLOR FOR FINANCE AND DEVELOPMENT

The **Treasurer**, also known as the Councillor for Finance and Development, has supervision over the management of the funds of the Guild, and keeps, or causes to be kept, full and accurate records of receipts and disbursements in books belonging to the Guild; and deposits, or causes to be deposited, all monies and other valuable effects in the name of and to the credit of the Guild. The Treasurer/Councillor for Finance and Development develops, or causes to be developed, the annual budget of the Guild, and coordinates the work of the Guild in the areas of financial structure and investment of financial resources. The Treasurer/Councillor for Finance and Development coordinates the work of the Guild in the area of development of financial resources.

Budget and Finance Committee (4)

The Budget and Finance Committee is responsible for the ongoing budgeting process which includes annual development and review of the budget. The committee, chaired by the Treasurer/Councillor for Finance and Development, annually drafts a proposed Operating Budget for approval by the National Council at its regular spring meeting. This committee also develops financial and investment policies of the Guild and advises on their implementation and on the overall financial policy of the Guild. The President is an ex officio member of this committee and directly participates in its work. Additional members of this committee are the Convener of the Regional Councillors and one additional appointee.

Development Committee (4)

The Development Committee has the responsibility to solicit gifts for the Endowment Funds, the Annual Fund, and special projects. Under the aegis of the Treasurer/Councillor for Finance and Development, the committee is also responsible for recommending and implementing all policies and actions for the Annual Fund and the Endowment Funds. The Treasurer/Councillor for Finance and Development shall submit a written report of the activities of the Development Committee at each Executive Committee and National Council meeting.

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IV. NATIONAL COUNCILLORS

Four Councillors are elected by national ballot at the Annual Meeting of the Guild held in even-numbered years and hold office for two years or until their successors are duly elected. No Member may serve more than three (3) successive terms as a Councillor. Each Councillor coordinates and represents to the National Council a specific area of the work of the Guild. The National Council assigns all standing and special committees to the jurisdiction of one of the Councillors, or may determine that a committee shall report to a National Officer, or directly to the National Council. National Councillors may be appointed to other national committees by the President or by the appropriate committee Director.

Each Councillor's major duty is to oversee any standing or ad hoc committees for which s/he is responsible. This includes attending all committee meetings if possible, representing the committees to the National Council, and helping to publicize the work of the committees to Guild officials and the general membership. The Councillor is responsible for nominating committee Directors and works closely with the Directors both in nominating other committee members for approval by the National Council and in establishing and monitoring committee goals and budgets.

The budget of each Councillor and the committees for which s/he is responsible are prepared annually by the respective Councillor for approval by the National Council and shall be presented by December 15 of each year. Travel and related expenses of the Councillor are normally assigned according to the purpose of the travel (Council meetings are budgeted under that heading, committee meetings under the individual committees), but the Councillor should request a small discretionary budget for incidental items such as mailing and copying. Each Councillor will avoid scheduling any unnecessary meetings during conventions for the purpose of covering convention costs for meeting attendees.

A written report on the activities of the committees under each Councillor's aegis should be submitted at each Executive Committee and National Council meeting. Each Councillor is responsible for reporting to respective committees on actions taken by the National Council that may affect the scope or nature of the committee's work.

COUNCILLOR FOR EDUCATION

The Councillor for Education coordinates the work of the Guild in the areas of educational programs and resources, examinations, and certification. This person shall have attained the AAGO or FAGO certification. The Councillor for Education develops budget figures which will enable the work of committees under the Councillor's aegis, presenting the budget to the National Council for approval by December 15 of each year.

Professional Certification Committee (4)

The purpose of this committee is to maintain high musical standards in our organization through examinations for certification. The committee develops and grades examinations for the Fellowship, Associateship, Choir Master, Colleague, and Service Playing Certificates; oversees the administration of Guild examinations; develops publications and materials for use by candidates preparing for the examinations; and finds new ways to promote the examinations.

Committee on Educational Resources (4)

It is the mission of the Committee on Educational Resources to prepare and make available to AGO Members books, monographs, articles, and audio-visual materials which will assist them in improving their knowledge and skills in organ playing, organ technology, keyboard skills, choral directing, church music, and general musicianship. The committee attempts not to duplicate educational aids that already exist, but aims to create new material in areas of study where no suitable publications are available. The committee may also update materials as appropriate. As a unit of the Education area of the Guild, the committee maintains contact with other units within the educational activities of the AGO and attempts to respond to their needs, as well as to serve the membership as a whole. In particular the committee works in conjunction with the Professional Certification Committee to produce materials related to the Certification program. The Committee reviews and approves educational materials produced by other committees of the AGO prior to their publication. The Committee also maintains and expands the Guild's education archives through monographs, recordings and films.

Committee on Continuing Professional Education (4)

This committee creates and promotes Guild programs as "education for a lifetime." A primary responsibility of this committee is the planning of the biennial Conference on Organ Pedagogy. In addition, it works through the Councillors for Regions to promote the involvement of the educational resource individuals in the Regions and to encourage local and Regional attention to the earning of Guild certificates.

Committee on the New Organist (4)

The purpose of the Committee on the New Organist is to create the materials and means for engaging and developing new organists, as well as to develop and promote programs and age-appropriate materials to introduce them to the organ and enable their development as organists. The committee oversees the presentation of POEs and POE+s in addition to PipeWorks programs. The committee develops educational opportunities and presentations to introduce non-organists of all ages to the organ.

Time-Line for Councillor for Education

All Executive Committee and National Council meetings:

- Prepare report on work of Education Committees. Send to headquarters ten days in advance, or as requested.
- Report as appropriate on educational resources in progress, POE, POE+ and PipeWorks sites past and present, and on other educational outreach work to new organists.

Fall Executive Committee and National Council meetings:

- Report on National Convention education workshops, Pedagogy Conference, and successful Guild exam candidates.
- Prepare and present by December 15 of each year preliminary budget figures reflecting the needs of each committee as projected for the following fiscal year

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Spring Council Meeting:

- In even-numbered years propose names for membership on the Committee on Continuing Professional Education.
- Propose names for membership on all other Education Committees in odd-numbered years.
- Bring committee proposals for Certification Repertoire requirements for Council approval.

Annually:

- Write letters of congratulation and encouragement to certification candidates.
- Attend at least one committee meeting of each Education Committee at Headquarters or another site, usually in the fall.

Ongoing:

- Read Chapter newsletter and communicate with Deans and Regional Education Coordinators.
- Stay in touch with the Executive Director, TAO Editor, Headquarters Coordinator for the Certification Committee and President as well as other National Officers.
- Respond to AGO Members' inquiries and stay abreast of education initiatives in related professional music organizations.

COUNCILLOR FOR COMPETITIONS AND NEW MUSIC

The Councillor for Competitions and New Music coordinates the work of the Guild in the areas of performance and composition competitions, and in the commissioning and support of new music. A written report on the activities of the committees under this Councillor's aegis should be submitted at each National Council and Executive Committee meeting. Annual budget figures to enable the work of the committees must be developed and presented by the Councillor by December 15 of each year. The Councillor serves *ex officio* on all committees.

National Young Artist's Competition in Organ Performance (NYACOP) (3)

This committee is responsible for oversight and revision of the NYACOP rules and structure; selection of repertoire and judges for all rounds of the competition; approval of competition venues; and on-site administration of the semifinal and final rounds. The committee also selects the official competitors from the pool of applicants. Because each competition concludes at a national convention, the terms of committee members will begin in even-numbered years, unlike most other Guild committees.

AGO/Quimby Regional Competitions for Young Organists (RCYO) (3)

The purpose of this committee is to review and revise the official rules of the RCYO, and to see that these rules are upheld; to choose repertoire; to make certain that competition coordinators at all levels are knowledgeable about their responsibilities; to promote Chapter and competitor participation; to be available to assist those involved at all levels of the competition; and to advise each biennial National Convention on the performances to be given by the RCYO winners.

National Competition in Organ Improvisation (NCOI) (3)

This committee reviews and revises the NCOI rules; chooses themes and recommends a composer for the given theme; selects judges for all rounds of the competition; and oversees the performance rounds of the competition. Because each competition concludes at a national convention, the terms of committee members will begin in even-numbered years, unlike most other Guild committees.

Committee on New Music Competitions and Commissions (NMCC) (3)

This Committee oversees all of the Guild's activity in promoting new music:

- Establishing rules and guidelines for composition competitions
- Establishing guidelines for commissions, and serving as a resource to New Music Committees of National Conventions
- Nominating the recipient of the biennial AGO Distinguished Composer Award to the National Council and working with National Convention Steering Committees to feature this composer
- Encouraging the performance and/or commissioning of new music at Regional Conventions
- Enabling second performances of new music
- Providing a current resource list of new music
- Generating topics pertaining to new music for publication in *TAO*

No member of this committee may submit an entry to any AGO composition competition while serving.

COUNCILLOR FOR CONVENTIONS

The Councillor for Conventions coordinates the work of the Guild in the area of Regional and National Conventions. A written report on the activities of the committees under this Councillor's aegis should be submitted at each National Council and Executive Committee meeting. Annual budget figures to enable the work of the committees must be developed and presented by the Councillor by December 15 of each year.

Committee on National Conventions (4)

The purpose of this Committee is to review and recommend general policies and procedures for National Conventions; to solicit bids for the biennial Convention from potential host Chapters; to review the bids and make site recommendations to the National Council; to pursue the ongoing review and revision of the *National Convention Guidelines*; to work with the AGO staff in supporting host Chapters; and to serve as advisors and mentors to National Convention Steering Committees. This Committee shall consist of the Coordinators of the previous two and the next two National Conventions. The member who has served longest on the committee becomes the chair during the final term.

Committee on Regional Conventions (3)

The purpose of this committee is to work with Councillors for Regions and host Chapters in facilitating the nine Regional Conventions that are held in odd-numbered years. Members are chosen from Coordinators who have chaired successful Regional Conventions. The committee receives bids and makes recommendations to the National Council for potential host Chapters; hosts an orientation session for Councillors for Regions and Regional Convention Coordinators in the fall, three years before each convention cycle; works with the Executive Director to approve

Regional Convention budgets and programs; and continues to assist host Chapters throughout the entire process of planning and holding the convention. Each member will serve as a consultant to three Regional Conventions. The committee reviews and revises the *Regional Convention Guidelines* as necessary.

COUNCILLOR FOR PROFESSIONAL DEVELOPMENT

The Councillor for Professional Development coordinates the work of the Guild in the areas of Members' employment relationships, career development and support, seminary and denominational relations and other professional concerns. A written report on the work of committees under this Councillor's aegis should be submitted at each Executive Committee and National Council meeting. Matters requiring a vote of the Council, such as national action on grievance cases, appointment of committee members, or approval of official publications, should be raised as necessary. The Councillor is occasionally called upon to represent the National Council at National, Regional, or Chapter functions, such as Regional Conventions. Budget figures for Professional Development committees must be projected for the next fiscal year and presented by the Councillor for Professional Development to the National by December 15 of each year.

The Councillor for Professional Development has significant responsibility in overseeing the implementation of the Grievance Procedures in the form applicable to a particular situation. Where absolutely necessary, after consultation with the Committee on Career Development and Support, the Councillor for Professional Development is authorized to make exceptions to the Grievance Procedures for the purposes of achieving fairness and clarifying communication among the parties involved.

This Councillor is the liaison between the National Council and Chapters or Members who have questions or problems in the sphere of professional development. This may involve responding to questions or delegating action to the appropriate persons. The Councillor relays the final decision on such relevant matters that come before the Council to the individual(s) involved.

Committee on Career Development and Support (4)

The goal of this committee is to improve and sustain professional working conditions for AGO Members. The committee is the AGO's action group for dealing with the Code of Ethics and the Grievance Procedures, and for assisting Chapters in such cases. It is also responsible for producing such documents as the Professional Development Handbook, the Code of Professional Standards, the Discipline, model contracts, compensation standards, and the directory of Chapter placement services. All nonmusical aspects of a Member's employment fall within the purview of this

committee. The committee assists the Councillor for Professional Development in coordinating the work of the Regional Coordinators for Professional Development.

Committee on Seminary and Denominational Relations (4)

Formed in 1999 of two prior committees on Seminary Relations and Denominational Relations, this committee works to improve working conditions for AGO Members by influencing the education of seminary students and denominational governing bodies. Related missions are to raise the level of musical knowledge of seminary graduates and to improve clergy-musician relations in general. In its early stages, the Seminary Relations Committee surveyed the state of seminary music education and produced a model curriculum. The same committee planned and implemented the biennial Seminary Musicians Conference, establishing a network of seminary musicians. Through this means there developed a nationwide sharing of music curricula currently being offered in the seminaries. The former Denominational Relations Committee has sponsored periodic Denominational Consultations to which music representatives of various denominations are invited for discussion of current topics relating to music and worship. The committee also has published a Guide to the Denominations that lists demographics, contact persons, and music-related information for all the major denominations in the United States and Canada. The combined committee continues to develop and promote fora for mutual discussion on a variety of relevant topics as well as developing resources for musicians.

GOALS:

- 1) To achieve a national minimum standard of music education in seminaries, through persuasion of accrediting bodies and seminary administrations.
- 2) To influence denominational legislation regarding employment of musicians.

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V. COUNCILLORS FOR REGIONS

For purposes of administration and representation, the Guild is divided into nine Regions, defined as geographic units whose boundaries are set by the National Council. Each Independent Member and each Chapter (along with its Members) is assigned to a Region. The chief officer of each Region is the Councillor for the Region. Councillors for Regions are responsible for relaying the needs of their Regions to the national level and for communicating national level decisions to Members of the Region at the district and local levels, including Independent Members.

Election. A Councillor for the Region is elected by the Members of the Guild officially assigned to each of the nine Regions. Councillors for Regions are elected at the Annual Meeting of the Guild held in even-numbered years and hold office for two years or until their successors are duly elected. No Member may serve more than three (3) successive terms as a Councillor for a Region. The duties of the Councillors for Regions include both the supervision and coordination of the work of the Guild in each Region and the representation of the Regional Membership on the National Council.

Representation. Councillors for Regions represent their respective Regions to the National Council. They serve as liaison between National Council, Headquarters, and the Chapters of their Region, have overall responsibility for implementing Regional policies and overseeing Regional Conventions, and enable District Conveners and Regional Coordinators for Education and for Professional Development to carry out their respective functions successfully. While in office Councillors for Regions must attend meetings of the National Council, National Conventions and the Regional Conventions of their own Region.

Chapters and Communication. Councillors for Regions recommend to the National Council, upon the request of a Chapter, the formation or change of status of Chapters within the Region. They provide information for Chapter newsletters, as appropriate. They keep in contact with Chapters by mail, telephone, and personal visits, help to organize joint Chapter meetings, mini-conventions, district or area meetings, and workshops within the Region, plan Regional (area) leadership meetings, and write and send at least two Regional newsletters annually to Deans, District Conveners, Regional Coordinators for Education and for Professional Development, and members of National Council.

Relationship to Independent Members. Due to a variety of circumstances some Members may join the American Guild of Organists as Independent Members. Each Independent Member is, by virtue of geographical location, assigned to one of the nine Regions. The Councillor for the

Region is encouraged to communicate to Independent Members as to Chapters, keeping them informed of activities in the Region and in any geographically proximate Chapters. The Councillor for the Region will often be the primary contact if a Member chooses to change status between Regular Member and Independent Member.

Other Regional Officials. Councillors for Regions work closely with the District Conveners, Regional Coordinators for Education and for Professional Development, and Chapter Deans to promote a sense of national unity throughout the Guild. Councillors for Regions cooperate with Regional Coordinators for Education and for Professional Development in administering national and Regional programs, and promote and encourage an awareness of the Guild's efforts in the areas of educational, organizational and professional development.

Councillors for Regions recommend to the National Council members from within the Region to fill positions as District Conveners, Regional Coordinators for Education and for Professional Development, and Regional Nominating Committee members. Councillors for Regions identify and suggest to Nominating Committees Members who have potential for national committee work.

Financial Responsibility. Councillors for Regions act as treasurers of their individual Regions. Each develops and presents a proposed annual Regional budget to the National Council by December 15 of each year and submits expense reports for travel, postage, and other costs incurred by the Councillor and/or the District Conveners. Each Councillor for a Region allocates funds and oversees spending by Regional Coordinators for Education and for Professional Development.

Reports and Budget Proposals. Each Councillor for a Region prepares a Regional report for every meeting of the National Council. Each Councillor for a Region submits a report to the Convener of the Regional Councillors two weeks prior to each Executive Committee meeting. Each Councillor for a Region presents a proposed annual Regional budget to the National by December 15 of each year.

. In even-numbered years Councillors for Regions submit their biennial Regional reports at the time of the spring meeting of the National Council, so that they may be included among materials for the annual meeting of the Guild held at the biennial National Convention.

Certification Examinations. Councillors for Regions promote certification exams through their newsletters, leadership gatherings and chapter visits. Along with their Regional Education Coordinators, they encourage members to take exams, and work with Deans to develop exam centers throughout the Region. Each spring, the Professional Certification Committee and

Councillors for Regions together determine how local exam centers will be selected for the following year. A complete listing of officially designated exam centers is published in TAO each January; the publication deadline being October of the previous year. [N.B. Any chapter may administer the Colleague or Service Playing Test, as well as the written portion (Section 2) of the FAGO, AAGO, and Choirmaster exams, which are graded by the Professional Certification Committee.]

Competitions. Councillors for Regions support the Regional Competition for Young Organists (RCYO) in many ways, outlined in detail in the official RCYO rules. Councillors for Regions encourage Chapter-level competitions and assist in their promotion. They work with their Regional Convention Coordinator to appoint an RCYO coordinator, to select judges for the final round, and to choose the competition instrument. Councillors for Regions are expected to preside at the RCYO finals, to be sure that things run smoothly and in accordance with the rules. Working with headquarters staff, they also award the “Councillor for the Region’s Prize”, a one-year AGO student membership awarded to the first-place winner of each chapter competition. They also ensure that the information about prize winners at both Chapter and Regional levels is forwarded to the appropriate person by the deadline (see the timeline for details.)

At the Chapter level, Councillors for Regions:

- encourage Chapters to host competitions
- receive names of judges in accordance with RCYO rules
- receive from Chapter-level Competition Coordinator the contact information, photographs and biographies of the first- and second-place winners, and forward them to the Regional Competition Coordinator. Provide names and contact information for first-place winners to Headquarters.

At the Regional level, Councillors for Regions:

- provide Headquarters with the names and contact information of their Regional Competition Coordinator
- approve the selection of judges in accordance with RCYO rules
- inspect and approve the organ to be used for the competition
- attend the competition whenever possible
- see that financial responsibilities to judges and competitors are met by the convention
- ensure that Regional Competition Coordinators send contact information, photographs and biographies of first- and second-place winners to Headquarters by the appropriate deadline, as found in the RCYO rules

Regional Conventions. Councillors for Regions are responsible for finding host Chapters for future Regional Conventions. Councillors for Regions receive bids at least three years in advance from Chapters interested in hosting Regional Conventions, and support Chapters in their efforts to submit completed bids to the Executive Director for distribution to the Regional Convention Committee three years before the proposed convention. A sample application is found in page 57 of Policies and Guidelines for Regional Conventions.

To ensure general success of their Regional Conventions, Councillors for Regions attend as many meetings of the convention steering committee as is feasible. They provide input into program decisions and exert significant control over the convention budget. In consultation with the AGO Executive Director, Councillors for Regions are also responsible for the final approval of the convention program and budget.

At the time of the Regional Convention each Councillor for a Region:

- arranges for and presides over a Regional business meeting that provides a forum in which the concerns of the Region and the national organization are discussed.
- hosts meetings of Chapter officers during the convention and assists Regional Education and Professional Development Coordinators in scheduling meetings in their areas of concern.
- schedules and hosts a de-briefing meeting for the steering committees of both the current and upcoming Regional Conventions.
- ensures that final reports are prepared by the convention Coordinator and filed at Headquarters by September 1.

While in office, each Councillor for a Region must attend Regional Conventions in their own Region.

National Conventions. While in office Councillors for Regions attend all National Conventions. At each National Convention the Councillor for the Region presides over a Regional business meeting, scheduled by the convention's steering committee. The meeting provides a forum in which the concerns of the Region and the national organization are discussed. The agenda for the meetings is planned at the previous Spring meeting of the Councillors for Regions and National Council.

Time-Line for Councillors for Regions

Every Year

- | | |
|---------|--|
| January | Prepare a Councillor for the Region report for January/February meeting of Executive Committee, as scheduled. Deadline for submission of the report to Headquarters and to the Convener of the Regional Councillors is two weeks prior to the meeting. |
| March | Bids for a POE in your Region 1 ½ years hence are due at Headquarters. |

With the District Convener, the Professional Certification Committee and the Regional Coordinator for Education begin arranging sites for exam centers, coordinators, and judges for the following year. Report due to Headquarters October 15.

Confirm who will be the Region's official representative to the POE in your Region scheduled for next summer (on or around March 15).

Spring Attend meetings of the Councillors for Regions and the National Council. Deadlines for the submission of reports are two weeks prior to the meeting.

Communicate with Chapters following the meeting of the National Council.

Begin reminding Chapter Deans about Officer Report Form requirements.

Continue making arrangements for next year's exam centers.

July Headquarters sends a list of all successful exam candidates to the Councillors for Regions and Regional Education Coordinators. It is recommended that congratulatory letters be sent by the CR.

Visit POE in your Region, if possible.

Follow up to ensure that officer report forms are sent by Chapters to Headquarters by June 15.

August Work on lining up commitments from potential exam centers (or delegate to Regional Coordinator for Education)

Communicate with new chapter leaders

Follow up on pending Officer Report Forms

September Finalize exam centers for following year

Fall Attend meetings of the Councillors for Regions and the National Council. Submit report for meeting of Executive Committee, as scheduled. Deadlines for the submission of reports are two weeks prior to the meeting.

Communicate with Chapters following fall meeting of National Council

Confirm that Chapters are following procedures for nominations and elections of officers as outlined in the Chapter Management Handbook.

- October 15 Deadline for report to Headquarters on exam centers for next year - to be included in January TAO listing of exam centers and coordinators.
- December Regional budget worksheets (for fiscal year beginning next September) due at Headquarters December 15. More details under even-numbered and odd-numbered years.

In Even-Numbered Years

- January Receive bids from potential host Chapters for the Regional Convention 3 ½ years hence. Due to Councillor for the Region by January 31.
- If re-nominated by Nominating Committee for Councillor for the Region in upcoming election submit photo, bio and candidate's statement to Headquarters for publication in TAO.
- February By February 28: Submit applications from potential host Chapters for the Regional Convention three years hence to the Executive Director for distribution to the Regional Convention Committee.
- Begin identifying nominees for the next Regional Nominating Committee (contact District Conveners for recommendations).
- March Contact and get final commitments from nominees for Regional Nominating Committee.
- April 1 CORC accepts and approves (by April 30) Regional Convention bids for 3 years hence.
- Approve the program and budget of the upcoming Regional Convention, in consultation with the Executive Director.
- Spring Attend meetings of the Councillors for Regions and the National Council. Deadlines for the submission of reports are two weeks prior to the meeting. Councillors for Regions are expected to bring to the Council nominees for members of the Regional Nominating Committee and Director (see Operating Procedures for details). Request from Headquarters names of your Region's registrants for upcoming national convention.

- July Lead Regional Meeting during the National Convention. Attend meetings of the National Council.
- Councillors for Regions meet to elect a Convener pro-tem to represent them at the fall Executive Committee meeting, and to chair the fall meeting of the Councillors for Regions.
- Fall Encourage Chapters to host chapter-level RCYO competitions.
- Attend an orientation session for Regional Convention Coordinators, the Regional Convention Committee and the Councillors for Regions, to be held three years preceding the Regional Convention. This meeting is usually held in conjunction with the National Council meeting.
- Attend meetings of the Councillors for Regions and the National Council. Deadlines for the submission of reports are two weeks prior to the meeting.
- October Ensure that Chapters' applications to hold RCYO Chapter-level competitions are received by Headquarters by October 15.
- December In preparing Regional budget worksheet include:
 Allowance for support of Rising Stars (specifics to be determined)
 Expenses for Regional meeting at next national convention
- Begin receiving bids for Regional Convention 2 ½ years hence.

In Odd-Numbered Years

- January Report the name of the Regional Competition Coordinator to the RCYO Director by January 31.
- Some time prior to the Regional Convention inspect (or assign to a competent proxy) the RCYO competition instrument.
- February Begin work on potential Regional Coordinator and District Convener nominees.
- March Contact and get final commitments from Regional Coordinator and District Convener nominees.

- Spring Attend meetings of the Councillors for Regions and the National Council. Deadlines for the submission of reports are two weeks prior to the meeting.
- Councillors for Regions are expected to bring for Council approval names of nominees for District Conveners, Regional Coordinator for Education and Regional Coordinator for Education for a two-year term beginning July 1. Include address, telephone, fax and email for each candidate.
- April Receive contact information, biographies and photographs of first- and second-place winners from Chapter-level RCYO Competition Coordinators. Forward this information to the Regional Competition Coordinator. Copies of this information should also be sent to the Convener of the Regional Councillors, who will forward it to Headquarters.
- Finalize arrangements for chapter leadership meeting at the upcoming Regional Convention.
- Confirm Regional RCYO judges (three, plus two alternates)
- May By May 1: Report to the RCYO committee the names of 3 jurors and 2 alternates for the Regional competition. This selection is made in consultation with your Regional Convention Coordinator and Regional Competition Coordinator. (N.B. be sure to read the current RCYO rules before selecting these jurors.)
- Prior to RCYO finals:
Inspect the competition instrument, or assign this duty to a competent proxy.
- July Attend Regional Convention. Lead the Regional Meeting; host meetings for Chapter and Regional leaders; host a de-briefing session for outgoing and upcoming convention Steering Committees.
- RCYO winners (1st and 2nd place) names, photos and bios due at Headquarters July 30.
- August Remind Regional Convention Coordinator to execute:
Summary report to Headquarters
Regional contribution check to Headquarters
Report/review of convention to TAO (September 15 deadline)

- September Confirm that the final summary reports of Regional Conventions have been submitted to Headquarters: deadline September 31
- October Receive a copy of the Regional Convention budget and program for 2 ½ years hence. Submit copies to the Executive Director and the liaison from the Committee on Regional Conventions.
- December If necessary (i.e., if an upcoming Regional Convention program/budget was not approved by CORC) continue working with the Steering Committee to correct or refine the program and budget.

Regional budget worksheet should include:

- Expenses for Regional Nominating Committee
- Expenses for various Regional Convention activities to be covered by Regional budget
- Regional RCYO expenses (chapter winners, etc.)

CONVENER OF THE REGIONAL COUNCILLORS

The primary tasks of the Convener are to represent the Councillors for Regions on the Executive Committee, to serve ex officio on the Budget and Finance Committee and to facilitate communication among the Councillors for Regions, Executive Committee, and National Headquarters. It is important for the Convener to assist in the orientation of new Councillors for Regions and to remind all Councillors for Regions of various deadlines outlined in the Time-Line for Councillors for Regions.

Selection. The Convener of the Regional Councillors is selected by majority vote of all Councillors for Regions. The process of election of the Convener is described in the Operating Procedures IV.C.(4).c and as follows: The Councillors for Regions, at their first meeting following each national election, elect one from their number as Convener pro-tem. This meeting and election occurs at the National Convention of the Guild. At the time of the fall meeting of the National Council, the nine Councillors for Regions meet to elect one from their number as Convener to serve as their representative on the Executive Committee for the remainder of the current two-year term.

Meetings and Communication. The Convener presides over the meetings of the Councillors for Regions, which normally take place prior to National Council meetings. The Convener should communicate with the Councillors for Regions every six to eight weeks, or more frequently if necessary, particularly after Executive Committee meetings.

In addition to reminding Councillors of deadlines, the Convener should encourage the Councillors for Regions:

- To send congratulatory notes to successful exam candidates.
- To work with their Regional Coordinators in the organization of activities in their respective areas.
- To schedule meetings for Deans and Regional leaders.
- To share their Regional newsletters with each other.

And help them keep track of:

- Terms of office of District Conveners (appointed in odd-numbered years, maximum of 3 two-year terms)
- Terms of office of Regional Coordinators (appointed in odd-numbered years, maximum of 3 two-year terms)

Immediately following the Executive Committee meeting prior to a National Council meeting the Convener gathers agenda items for the next meeting of the Councillors for Regions and sends a proposed agenda immediately to the Councillors for Regions, requesting additional agenda items.

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VI. DISTRICT CONVENERS

The District Conveners cooperate with the Councillor for the Region to supervise and coordinate the work of the Guild in the states or districts they oversee. They may serve a maximum of three two-year terms and are appointed by the Councillor for the Region.

Particular activities may include:

- Assisting the Councillor for the Region in such projects as the orientation of new Deans, promotion of membership growth, identification of areas for Chapter growth, installation of officers, and visits to Chapters.
- Keeping in contact with Chapters by mail, telephone, and personal visits.
- Helping to organize joint Chapter meetings, mini-conventions, district or area meetings, and workshops within the area.
- Promoting the Guild's certification program in the area of education, and working with the Regional Coordinators for Education and Chapter Education Coordinators to expand and broaden educational activities, as appropriate.
- Promoting the Guild's efforts in the area of professional development; working with the Regional Coordinators for Professional Development and Chapter Professional Development Coordinators, as appropriate.
- Attending Regional Conventions (encouraged to attend National Conventions). Each convention host chapter pays the District Conveners' registration fee for the Regional Convention.
- Encouraging and assisting with Guild fund-raising efforts.
- Keeping an open line of communication with any Independent Members of the Region within the District Convener's area, encouraging participation in events around the Region and/or in geographically proximate Chapters.

Each Councillor for a Region allocates funds from the Regional budget for expenses incurred by District Conveners in their work for the Guild. District Conveners will be reimbursed for expenses from the Regional budget based upon approval by the Councillor for the Region. Requests for reimbursement are submitted to the Councillor for the Region.

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VII. REGIONAL COORDINATORS FOR EDUCATION

Regional Coordinators for Education serve as liaisons between Chapter officials and the Councillor for the Region, assisting and instructing Chapters in the conduct of Guild policy concerning educational programs for the profession.

The following are duties of each Regional Coordinator for Education:

- Establish contact with each Chapter in the Region in August. With the assistance of the District Convener, urge Deans to appoint a Chapter Coordinator for Education and send the name, address and phone number of this person to Headquarters.
- Act as a resource person. Make direct contact with Chapter Coordinators. Those chosen should be enthusiastic and willing to take their jobs seriously. In small Chapters, the Professional Development and the Education Coordinator may be the same person. In large Regions, the District Conveners can be of much help in contacting possible Chapter Coordinators in their respective districts. Terms of office are the same as those of national Officers. Work with your Professional Development counterparts.
- Promote Guild publications in the education area whenever possible. Be familiar with the materials currently available from Headquarters.
- When appropriate, write articles for TAO on educational materials and on professional activities undertaken on behalf of the Guild.
- Promote the Guild certification program.
 - * The most effective tools are well-organized study groups and workshops, spaced over the year, usually on Saturdays, coached by qualified individuals in the Chapter or District to help Members prepare for the examinations. Urge Chapters to devote a meeting to the various examinations and requirements. Assist Councillors for Regions in identifying the various examination centers.
 - * Offer participation at the Chapter level. This is especially necessary for Chapters that are small or have few Certificated Members. In this respect, help to identify others in the Region who can assist in these promotion activities.
 - * Utilize the resource persons list for the Region to identify persons who can help in certification programs and other areas. Update the list annually. Scan the lists for neighboring Regions; persons on those lists and others in close proximity to your Region.
 - * Encourage participation in the certification program at the various levels as appropriate, including taking examinations as a curricular requirement.

- * Write letters of congratulation to certification candidates.
- Contact the Councillor for the Region and Regional Convention Coordinator about participating in workshops on education at the Regional Convention; be prepared to present such a workshop. Become familiar with the current activities of the education committees (Committee on Educational Resources, Committee on Continuing Professional Education, Committee on the New Organist and Committee on Certification).
- Send the Councillor for Education copies of correspondence with persons in your Region.
- Become familiar with the National Standards for Arts Education developed by MENC, and consider how the Standards may be implemented in your Region.

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VIII. REGIONAL COORDINATORS FOR PROFESSIONAL DEVELOPMENT

Regional Coordinators for Professional Development serve as liaisons between Chapter officials and the Councillor for the Region, assisting and instructing Chapters in the conduct of Guild policy concerning the non-musical aspects of the profession. At the discretion of the Councillor for the Region, they may also serve as links between the Chapters and the National Councillor for Professional Development.

The Regional Coordinator for Professional Development serves by:

- Presenting Chapter programs and seminars on professional development.
- Assisting in the preparation and presentation of professional development workshops at Regional Conventions.
- Helping Chapters to interpret and apply the *Code of Ethics*, the *Code of Professional Standards*, and the *Procedures for Dealing with Complaints about Employment Matters*.
- Acting as a representative or investigator for the Councillor for the Region in grievance and *Code of Ethics* cases.
- Maintaining a thorough knowledge of professional development publications available through the AGO, and informing the Chapters of new publications.
- Keeping informed of the activities of national professional development committees.
- Acting as a liaison between the Regional and National levels of professional development.
- Maintaining regular contact with the Directors of Chapter professional development committees and Chapter Deans.

AMERICAN GUILD OF ORGANISTS
RESPONSIBILITIES OF ELECTED AND APPOINTED OFFICIALS

IX. NATIONAL COMMITTEES

The following guidelines apply to all standing committees of the Guild.

Responsibilities. Each national committee of the American Guild of Organists is assigned by the National Council to enable a specific part of the mission of the Guild. The National Council assigns each committee to the oversight of one of the National Councillors, or may determine that a committee shall report to a National Officer, or directly to the National Council.

Terms and Nominations. Members and Directors of national committees are appointed to two-year terms, in most cases beginning on July 1 of odd-numbered years. Members of the Committee on Continuing Professional Education, the National Nominating Committee, the Committees for the National Young Artists Competition in Organ Performance and National Competition in Organ Improvisation, and the Personnel Committee begin their terms on July 1 of even-numbered years. Appointment is made by the National Council, usually at its spring meeting prior to the beginning of the committee term. Appointment to membership is determined by approval by the Council (or Executive Committee) of a list of names submitted by the appropriate Councillor or Officer in charge of the respective committee. The Councillor or Officer then contacts the approved nominees to determine their availability and willingness to serve.

Membership rotation. To ensure a continuous rotation of qualified volunteers while providing continuity of leadership, no committee member or Director may serve more than three consecutive full terms on the same committee. Committee members who are eligible to serve another term are not automatically reappointed: they must be nominated anew for each term. In the event of special projects or extenuating circumstances where it would appear prudent for a term or terms to be extended, the appropriate Officer or Councillor may request such extensions through the National Council. In the case of newly formed committees the number of allowable consecutive terms for original committee members shall be determined by lot; the same process applies to any special committee or task force without determined lengths of terms.

Composition. Except for specific committees designated by the National Council, no committee shall have more than four members including the Director. Committee membership should reflect the objectives and agenda of the particular committee and should be balanced as much as possible by gender, age, Guild certification, and geographic area. All committee members must be Voting Members of the American Guild of Organists. Both Regular Members and Independent Members are eligible for appointment to national committees.

Vacancies. Vacancies on committees may be filled at any time with approval by the National Council, upon nomination by the appropriate Councillor or Officer. The term of a committee member or Director appointed to fill a vacancy expires on the next June 30 in the committee's normal term and does not count toward the three-term limit of service.

Budget. Each committee is subject to an annual budget as approved by the National Council, usually at its spring meeting. The committee Director is responsible for keeping the committee within its budget and for submitting the annual budget proposal or any requests for augmenting the budget to the appropriate Councillor or Officer in a timely manner. The Councillor or Officer is responsible for keeping committee Directors informed of the status of their budgets. Any committee meeting, whether face-to-face or by telephone conference, must be approved in advance by the appropriate Councillor or Officer. Requests for any funds for special projects or prizes for competitions must be approved by the appropriate Councillor or Officer, the Development Committee, the National Council and the Executive Director.

Reports. Each standing committee of the Guild submits an Annual Report to the National Council prior to its spring meeting. The report details the on-going work items of the committee over the past year, the strengths and weaknesses or successes and non-successes over the past year, and the goals for the coming year. The reports are sent by the committee Director to the appropriate Councillor or Officer no later than 21 days before the spring meeting of the National Council and are distributed by the Councillor or Officer to the National Council as a part of his/her written report to that meeting.

Publications. Committees intending to print material in a publication sponsored by the national AGO must submit such material to the appropriate Councillor or Officer for approval prior to publication. In particular, educational materials prepared by AGO committees must be reviewed and approved by the Committee on Educational Resources prior to publication.

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