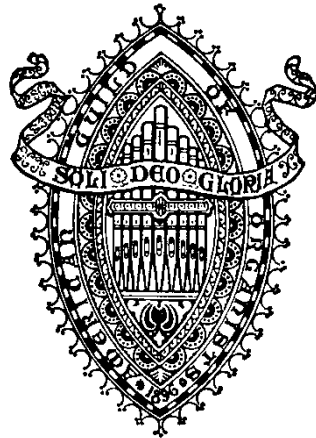


AMERICAN GUILD OF ORGANISTS



RESPONSIBILITIES OF ELECTED AND APPOINTED OFFICIALS

Reflecting changes through
December 13, 2016

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AMERICAN GUILD OF ORGANISTS RESPONSIBILITIES OF ELECTED AND APPOINTED OFFICIALS

I. NATIONAL COUNCIL

The National Council consists of four National Officers and three Councillors to be elected by national ballot in even-numbered years. A National Officer or Councillor may serve no more than three successive terms in the same position or five successive terms on the National Council.

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.

The National Council assigns each National Committee or Task Force to the jurisdiction of one of the National Officers or Councillors, or may determine that a committee shall report directly to the National Council. National Officers or Councillors may be appointed to other National Committees by the President or the appropriate Committee Director with the approval of the National Council.

Each Councillor's major duty is to oversee any National Committee or Task Force for which he or she 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, at its annual spring meeting prior to the beginning of committee terms, and in establishing and monitoring committee goals and budgets. Full discussions are allowed with potential nominees for appointed positions in order to determine their availability and willingness to serve before presenting names to the Council.

The budget of each Councillor and the committees for which he or she is responsible is developed and presented to the Treasurer by December 15 of each year. The annual operating budget is then drafted by the Committee on Finance and Development for approval by the National Council at

its regular spring meeting. 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. Expenses incurred as a result of work for the Guild are reimbursed upon submission of a voucher for such expenses to Headquarters. Reimbursement for some categories of expenses is limited by action of the National Council. Each Councillor will avoid scheduling unnecessary meetings during conventions for the purpose of covering convention costs for meeting attendees.

A written report on the activities of committees under each Councillor's aegis shall be submitted at every National Council meeting. In addition, each Councillor shall submit an annual report from each of the committees under his or her aegis as part of the report to the National Council at its regular spring meeting. Reports are submitted to National Headquarters ten days before the meeting, or at another time as determined by the President. Each Councillor is responsible for reporting to the appropriate committees any actions taken by the National Council that may affect the scope or nature of those committees' work.

All members of the National Council shall attend all meetings of the National Council. Any member of the National Council who shall be absent from two consecutive regular meetings without excuse approved by the remainder of the Council shall be considered to have forfeited the office to which elected. In odd-numbered years, every member 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.

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 or her financial capacity. The value of this example to those in other positions of responsibility in the Guild cannot be overemphasized.

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II. NOMINATING COMMITTEES

Nominating Committees recommend candidates for National and Regional office in each biennial election and seek to identify potential leaders nationwide.

National Nominating Committee (6)

(See Bylaws, Article IV, Sections 9-10.) The National Nominating Committee nominates candidates for positions as National Officers and Councillors. The National Nominating Committee also receives and reports to the National Council the slates of candidates for Regional Councillors, as determined by the Regional Nominating Committees. The committee is also charged with identifying potential leaders and recommending candidates for National Committee positions on an ongoing basis.

The committee is responsible for organizing and presenting a leadership-training event at each National Convention of the Guild. This event will educate National Council members, Regional Councillors, and National Committee members about the work of the Guild, the National Council, Regional Councillors, and National Committees, and the responsibilities of each position.

The committee is also responsible for providing additional leadership training for the Guild through activities such as workshops on chapter leadership at conventions and articles on leadership in *The American Organist*.

The committee consists of six members, each of whom serves a single four-year term. No current member of the National Council may serve on the National Nominating Committee, no more than two members may have served on National Council within the past two years, and at least two must be Certificated Members (FAGO, AAGO, ChM, CAGO, or SPC). Three members are proposed by the President and elected by the National Council at its first meeting following each national election (the fall meeting in every even-numbered year). 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.

All members of the National Nominating Committee are obliged to sign a pledge of confidentiality that applies to all of its deliberations concerning candidates for office. The National Nominating Committee meets regularly via videoconference and has a face-to-face meeting in the summer or fall of each odd-numbered year, 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 Bylaws, Article VIII, Section 2.) Each Region of the Guild maintains a standing Regional Nominating Committee that develops and reports to the National Nominating Committee a slate of candidates for Regional Councillor in each biennial election. The Regional Nominating Committee is also charged with identifying potential leaders in the Region, advising the Regional Councillor of these members on an ongoing basis.

Each Regional Nominating Committee consists of at least five Voting Members who serve a maximum of two terms of two years per term. In each even-numbered year, the Regional Councillor, in consultation with the District Conveners and Regional Coordinators for Professional Development and Education, recommends candidates for the committee to the National Council for ratification at its spring meeting. The committee should reflect a balance in age, gender, and geography. The Director of each Regional Nominating Committee is appointed by the appropriate Regional Councillor to convene the committee. Meetings may be conducted in person, by telephone, or by e-mail, with a majority participating.

Each Regional Nominating Committee reports the names of two candidates for Regional Councillor to the National Nominating Committee by August 1 of every odd-numbered year. The National Nominating Committee then presents to the National Council the slates of candidates for Regional Councillor, as reported by the Regional Nominating Committees, in conjunction with the National Nominating Committee's slate of candidates for National Offices.

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

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III. NATIONAL OFFICERS AND COUNCILLORS

PRESIDENT

The **President** is the chief executive officer of the Guild, coordinates the work of the Guild in the area of Headquarters administration, and presides at all national meetings of the Guild and the National Council. 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, and one Regional Councillor to be 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.

VICE PRESIDENT/COUNCILLOR FOR COMPETITIONS AND NEW MUSIC

The **Vice President**, also known as the Councillor for Competitions and New Music, performs the duties and exercises the powers of the President in the event of the President's absence or disability. 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 and performs such other duties as may be prescribed by the National Council.

The Vice President also coordinates the work of the Guild in the areas of performance and composition competitions and in the commissioning and support of new music, serving ex officio on these committees. The Vice President works with the Director of Development and the Committee on Finance and Development to solicit and maintain donors for competition prizes.

Committee on Competitions (6)

This committee is responsible for oversight and revision of the rules and organization for the National Young Artists Competition in Organ Performance (NYACOP), National Competition in Organ Improvisation (NCOI), and AGO/Quimby Regional Competitions for Young Organists (RCYO). In the case of NYACOP, the committee is responsible for the 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. It also selects the official competitors from the pool of applicants. In the case of NCOI, the committee 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. In the case of RCYO, the committee establishes repertoire requirements, makes certain that competition coordinators at all levels are knowledgeable about their responsibilities, and promotes Chapter and competitor participation; committee members are available to assist those involved at all levels of the competition and to help interpret the rules in cooperation with competition administrators. The committee also advises each biennial National Convention on the scheduling and coordination of competitions and on performances to be given by the RCYO winners (Rising Stars). Because each national competition concludes at a National Convention, the terms of committee members begin in even-numbered years, unlike most other Guild committees.

Committee on New Music Competitions and Commissions (3)

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

- Establishing rules and guidelines for the biennial AGO/Marilyn Mason Award in Organ Composition and the AGO/ECS Publishing Award in Choral Composition; nominating judges and overseeing the judging of these competitions; publicizing the competitions and winners; and coordinating the performances of winning pieces with the National Convention New Music and Performances committees.
- Establishing rules and guidelines for the Pogorzelski-Yankee Organ Composition Competition, and overseeing the administration and promotion of that competition.
- Establishing guidelines for commissions, and serving as a resource to the New Music Committees of National Conventions.
- Nominating the recipient of the biennial AGO Distinguished Composer Award for approval by the National Council, and coordinating with National Convention New Music and Performances committees to feature this composer.
- Encouraging the performance and commissioning of new music at Regional Conventions.
- Enabling subsequent performances of new music.
- Providing a current resource list of new music.
- Generating topics pertaining to new music for publication in *The American Organist*.

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

SECRETARY/COUNCILLOR FOR COMMUNICATION

The **Secretary**, also known as the Councillor for Communication, acts as custodian of the records of the Guild and the corporate seal and is responsible for recording the proceedings of the national meetings of the Guild and the National Council.

The Secretary also coordinates the work of the Guild in the areas of marketing, information technology, and editorial resources, serving ex officio on these committees.

Marketing Committee (4)

This committee develops policies and promotes programs of advocacy and public relations. Specific missions are to develop and sustain collegial relationships with other arts organizations and to initiate programs for advancing the cause of the organ in the public sphere.

Committee on Information Technology (4)

This committee provides independent, objective support to the leadership of the Guild on issues related to technology. Activities may include:

- Advising the National Headquarters staff and National Council on technology initiatives.
- Reviewing technology proposals, contracts, and project deliverables.
- Providing oversight and quality control on technology projects.
- Recommending ways for the AGO to best utilize technology.
- Serving as a technology resource for Chapters.

Editorial Resources Committee (4)

This 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.

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; keeps, or causes to be kept, full and accurate records of receipts and disbursements in books belonging to the Guild; deposits, or causes to be deposited, all monies and other valuable effects in the name of and to the credit of the Guild; and develops, or causes to be developed, the annual operating budget of the Guild.

The Treasurer also coordinates the work of the Guild in the areas of financial structure, development, and investment of financial resources, serving ex officio on this committee.

Committee on Finance and Development (5)

This committee is responsible for the ongoing budgeting process, which includes annual development and review of the operating budget for approval by the National Council at its regular spring meeting. It develops financial and investment policies of the Guild and advises on their implementation and on the overall financial policy of the Guild. In coordination with the Director of Development, it is responsible for soliciting gifts for the Endowment Funds, the Annual Fund, and special projects, and for recommending and implementing all policies and actions for the Annual and Endowment funds.

The committee is chaired by the Treasurer and will consist of four additional members with specific expertise and experience in the areas of budget, investments, and development. The Subcommittee on Budget will be chaired by the member with expertise in budgeting (such as an accountant) and include the President and Treasurer, with the Executive Director and Headquarters Bookkeeper serving ex officio. The Subcommittee on Investments will be chaired by the member with expertise in investments (such as a private banker) and include the Treasurer and one other member, with the Executive Director and Director of Development serving ex officio. Development issues will be discussed by the committee as a whole, in order to bring together the full perspective of budget, development, and investments. The full committee will meet once per year, usually at the time of the annual gala, including a face-to-face meeting with the manager of AGO investments. The subcommittees could meet face-to-face at the same time, and all other committee meetings will be by electronic means, telephone conference, or similar manner.

In order to ensure the continued financial health of the organization, the Finance and Development Committee prepares and reviews the annual budget, recommends policy for and reviews invested funds of the AGO, and coordinates and promotes all development activities.

COUNCILLOR FOR EDUCATION

The **Councillor for Education**, who must hold AAGO or FAGO certification, coordinates the work of the Guild in the areas of educational programs and resources, examinations, and certification, serving ex officio on these committees. A timeline with a schedule of tasks performed by the Councillor for Education is maintained on the AGO Web site under Downloadable Documents.

Committee on Professional Certification (4)

The purpose of this committee is to maintain high musical standards in the Guild through examinations for certification. The committee develops and grades examinations for the Fellow, Associate, 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 Continuing Professional Education (5)

The responsibilities of the Committee on Continuing Professional Education are ranked in order of importance as follows:

1. To produce, manufacture, and distribute teaching materials in both traditional, tangible formats and in new-media formats (books, CDs, DVDs, and online content), covering a range of practical topics useful to the ongoing service of organists, church musicians, and AGO members, with emphasis upon products offering content not otherwise readily available through non-AGO sources.
2. To organize, plan, promote, supervise, and execute, in cooperation with sponsors and representatives of academic institutions, the content and presentation of the biennial Conference on Organ Pedagogy, where consideration is given to participation of the any National Councillors, as well as to the educators and hosting facilities, in the region in which the pedagogy conference is held.
3. To administer, advertise, and promote awareness of the Pogorzelski-Yankee Organ Scholarship, with tasks including the creation, posting, amendment, and enforcement of scholarship rules, terms, and conditions; the screening of applications; the determination of award recipients; the monitoring of the continuance of awards; and all related business, in accordance with the dictates of the trust by which the scholarship program was created and funded.
4. To recommend recently published educational resources, in an effort to stimulate the professional growth of AGO members and to enhance the AGO's certification program, by identifying and advocating both tangible and online educational resources materials that benefit organists over a broad range of training and experience, posting these recommendations not more than once annually, either online or in *The American Organist*.
5. To offer for publication concise, instructional articles, written either by committee members or non-members, on a broad range of both specialized and practical topics of

interest to organists, submitting selected articles periodically for publication in *The American Organist*.

Committee on the New Organist (4)

The purpose of this committee 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 for introducing them to the organ and enabling their development as performers. The committee oversees the presentation of POEs, POE+s, and PipeWorks programs. It also develops educational opportunities and presentations to introduce non-organists of all ages to the organ.

COUNCILLOR FOR CONVENTIONS

The **Councillor for Conventions** coordinates the work of the Guild in the area of Regional and National Conventions, serving ex officio on this committee.

Committee on Conventions (5)

This committee shall consist of at least two previous Coordinators of National Conventions and at least two previous Coordinators of Regional Conventions. In overseeing the biennial National Convention held in each even-numbered year, the committee reviews and recommends general policies and procedures, solicits bids from potential host Chapters, reviews the bids and makes site recommendations to the National Council, reviews and revises the *National Convention Guidelines* as necessary, works with the National Headquarters staff in supporting host Chapters, and serves as advisors and mentors to Steering Committees. In overseeing the seven Regional Conventions held in each odd-numbered year, the committee receives bids and makes recommendations to the National Council for potential host Chapters; hosts an orientation session for Regional Councillors and Regional Convention Coordinators in the fall, three years before each convention cycle; reviews and revises the *Regional Convention Guidelines* as necessary; works with the Executive Director to approve Regional Convention budgets and programs; and continues to assist Regional Councillors and host Chapters throughout the entire process of planning and holding the conventions.

COUNCILLOR FOR MEMBERSHIP

The **Councillor for Membership** keeps, or causes to be kept, lists of members in their respective classes and coordinates the work of the Guild in the areas of member services, membership development, Chapter support, career development and support, seminary and denominational relations, and other professional concerns, serving ex officio on these committees.

The Councillor for Membership also acts as Convener of the seven Regional Councillors, representing the Regional Councillors on the National Council and communicating with them every six to eight weeks, or more frequently if necessary, particularly after National Council meetings. The Convener presides at any meetings of the Regional Councillors. It is important for the Convener to assist in the orientation of new Regional Councillors and to remind all Regional Councillors of various deadlines. In addition, the Convener should encourage the Regional Councillors:

- To send congratulatory notes to successful exam candidates.
- To work with their Regional Coordinators for Education and Professional Development in the organization of activities in their respective areas.
- To schedule meetings for Deans and Regional leaders.
- To share their Regional newsletters with one another.
- To keep track of the terms of office of District Conveners and Regional Coordinators (appointed in odd-numbered years, maximum three two-year terms).

Committee on Membership Development and Chapter Support (4)

This committee 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.

Committee on Career Development and Support (4)

The goal of this committee is to improve and sustain professional working conditions for Guild members. It is the action group for dealing with the Code of Ethics and Discipline, and for assisting Chapters in such cases. It is also responsible for producing such documents as the Code of Professional Standards, the *Professional Development Handbook*, model contracts, compensation standards, and the directory of Chapter placement services. The committee assists the Councillor for Membership in coordinating the work of the Regional Coordinators for Professional Development. All nonmusical aspects of a member's employment fall within the purview of this

committee, which also seeks to improve working conditions for members by influencing the education of seminary students and denominational governing bodies.

Committee on Sharing Skills and Resources (4)

This committee focuses on the multiple needs of musicians in part-time employment, coordinating Guild 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 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.

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IV. REGIONAL COUNCILLORS

For purposes of administration and representation, the Guild is divided into seven Regions 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 Regional Councillor. Regional Councillors 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 Chapter levels, including Independent Members. A timeline with a schedule of tasks performed by the Regional Councillors is maintained on the AGO Web site under Downloadable Documents.

Election. A Regional Councillor is elected in the spring by the members officially assigned to each of the seven Regions and installed at the Annual Meeting of the Guild held in even-numbered years. Regional Councillors hold office for two years or until their successors are duly elected. No one may serve more than three successive terms as a Regional Councillor.

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

Chapters and Communication. The appropriate Regional Councillor recommends to the National Council, upon the request of a Chapter, the formation or change in status of a Chapter within the Region. Regional Councillors provide information for Chapter newsletters, as appropriate; keep in contact with Chapters by mail, telephone, and personal visits; help 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 their Chapter Deans, District Conveners, and Regional Coordinators for Education and Professional Development, as well as members of the National Council.

Relationship to Independent Members. Each Independent Member is, by virtue of geographical location, assigned to one of the seven Regions. The Regional Councillor is encouraged to communicate with Independent Members as with Chapters, keeping them informed of activities in the Region and in any geographically proximate Chapters. The Regional Councillor will often

be the primary contact if a person chooses to change status between General Member and Independent Member.

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

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

Financial Responsibility. The Regional Councillor is the chief financial officer of the Region. In this capacity, the Regional Councillor must authorize the reimbursement of any expenditure undertaken on behalf of the Guild in the Region, including those of District Conveners and other appointed Regional officials. Requests for reimbursement are to be submitted in a timely manner. In consultation with the Executive Director and Treasurer, each Regional Councillor will recommend an annual expense budget for the Region to the Treasurer by December 15 of each year.

Reports. Each Regional Councillor prepares a Regional report for every meeting of the National Council, submitting that report to the Councillor for Membership two weeks prior to each meeting. In even-numbered years, Regional Councillors 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. Each Regional Councillor is responsible for reporting to the appropriate Chapter Dean, District Convener, or Regional Coordinator for Education or Professional Development any actions taken by the National Council that may affect the scope or nature of their work.

Certification Examinations. Regional Councillors 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 Chapter Deans to develop exam centers throughout the Region. Each spring, the Committee on Professional Certification and Regional Councillors together determine how local exam centers will be selected for the following year. A complete listing of officially designated exam centers is published in *The American Organist* each January, with a publication deadline of October 15 of the previous year. (Any Chapter may administer the Colleague or Service Playing Test, as well as the written portion

[Section 2] of the FAGO, AAGO, and Choir Master exams, which are graded by the Committee on Professional Certification.)

Competitions. Regional Councillors support the AGO/Quimby Regional Competitions for Young Organists (RCYO) in many ways, outlined in detail in the official RCYO rules. Regional Councillors encourage Chapter-level competitions and assist in their promotion. Each Regional Councillor works with the Regional Convention Coordinator to appoint a Regional Competition Coordinator, to select judges for the final round, and to choose the competition instrument. The Regional Councillor is expected to preside at the RCYO finals, to be sure that things run smoothly and in accordance with the rules. Working with National Headquarters staff, he or she also awards the “Regional Councillor’s Prize,” a one-year AGO student membership given to the first-place winner of each Chapter competition.

At the Chapter level, the Regional Councillor:

- Encourages Chapters to host competitions.
- Receives names of judges in accordance with RCYO rules.
- Receives from Chapter Competition Coordinators the contact information, photographs, and biographies of the first- and second-place winners, forwards them to the Regional Competition Coordinator, and provides names and contact information for first-place winners to National Headquarters.

At the Regional level, the Regional Councillor:

- Provides National Headquarters with the name and contact information of the Regional Competition Coordinator.
- Approves the selection of judges in accordance with RCYO rules.
- Inspects and approves the organ to be used for the competition.
- Attends the competition whenever possible.
- Sees that financial responsibilities to judges and competitors are met by the Regional Convention.
- Ensures that Regional Competition Coordinator sends contact information, photographs, and biographies of first- and second-place winners to National Headquarters by the appropriate deadline, as found in the RCYO rules.

Regional Conventions. Regional Councillors are responsible for finding host Chapters for future Regional Conventions. Regional Councillors 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 Committee on Conventions three years before the proposed convention. A sample application is found in the *Regional Convention Guidelines*. Following approval of the program and budget by the Committee on Conventions, the Regional Councillor is responsible for approval of any later revisions to the program and budget of Regional Conventions. The Committee on Conventions hosts an

orientation session for Regional Councillors and Regional Convention Coordinators in the fall, three years before each convention cycle.

To ensure general success of the Regional Convention, the Regional Councillor attends as many meetings of the Steering Committee as is feasible, providing input into program decisions and exerting significant control over the convention budget.

At the time of the Regional Convention, each Regional Councillor:

- 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 Coordinators for Education and Professional Development in scheduling meetings in their areas of concern.
- Schedules and hosts a debriefing meeting for the Steering Committees of 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, Regional Councillors must attend Regional Conventions in their own Regions.

National Conventions. While in office, Regional Councillors attend all National Conventions. At each National Convention, the Regional Councillor presides over a Regional business meeting scheduled by the convention's Steering Committee, in which the concerns of the Region and the Guild are discussed.

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V. DISTRICT CONVENERS

The District Convener cooperates with the Regional Councillor in supervising and coordinating the work of the Guild in each District. The Regional Councillor nominates candidates for consideration and approval by the National Council at its spring meeting in each odd-numbered year. Each District Convener will serve a term of two years, beginning on July 1 of odd-numbered years and ending on June 30 of odd-numbered years, or when his or her successor has been appointed. District Conveners may serve three consecutive terms.

Each Regional Councillor allocates funds from the Regional budget for expenses incurred by the District Conveners in their work for the Guild. Reimbursement for authorized expenses will be requested from the Regional Councillor in a timely manner.

Particular duties of a District Convener may include:

- Assisting the Regional Councillor 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 and working with the Regional Coordinators for Education and Chapter Education Coordinators to expand and broaden educational activities.
- Promoting the Guild's efforts in the area of professional development and working with the Regional Coordinators for Professional Development and Chapter Professional Development Coordinators.
- Attending Regional Conventions (and National Conventions if possible). District Conveners' registration fees for Regional Conventions are paid by the conventions.
- 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 especially in geographically proximate Chapters.

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VI. REGIONAL COORDINATORS FOR EDUCATION

The Regional Coordinator for Education serves as a liaison between Chapter officials and the Regional Councillor, assisting and instructing Chapters in the conduct of Guild policy concerning educational programs for the profession. The Regional Councillor nominates candidates for consideration and approval by the National Council at its spring meeting in each odd-numbered year. Each Regional Coordinator for Education will serve a term of two years, beginning on July 1 of odd-numbered years and ending on June 30 of odd-numbered years, or when his or her successor has been appointed. Regional Coordinators for Education may serve three consecutive terms.

Each Regional Councillor allocates funds from the Regional budget for expenses incurred by the Regional Coordinator for Education in his or her work for the Guild. Reimbursement for authorized expenses will be requested from the appropriate Regional Councillor.

Particular duties of a Regional Coordinator for Education may include:

- Establishing contact with each Chapter in the Region in August. With the assistance of the District Convener, each Dean should be urged to appoint a Chapter Coordinator for Education and to send the name, address, and phone number of this person to National Headquarters. Those chosen should be enthusiastic and willing to take their jobs seriously. In a small Chapter, the Professional Development Coordinator and the Education Coordinator may be the same person.
- Acting as a resource person through direct contact with Chapter Coordinators and their Professional Development counterparts.
- Promoting Guild publications in the education area, maintaining familiarity with the materials currently available from Headquarters.
- When appropriate, writing articles for *The American Organist* on educational matters and on professional activities undertaken on behalf of the Guild.
- Promoting the Guild certification program.
 - * The most effective tools are well-organized study groups and workshops, spaced over the year (usually on Saturdays) and coached by qualified individuals in the Chapter or District to help members prepare for the examinations. Urge each Chapter to devote a meeting to the various examinations and requirements. Assist Regional Councillors in identifying potential examination centers.
 - * Offer participation at the Chapter level, especially for Chapters that are small or have few Certificated Members.

- * Utilize the Regional resource persons list to identify persons who can help in certification programs and other areas. Update the list annually. Scan the lists for persons in neighboring Regions who may be in close proximity.
- * Encourage participation in the certification program at the various levels as appropriate, including examinations as curricular requirements.
- * Write letters of congratulation to certification candidates.
- Contacting the Regional Councillor and Regional Convention Coordinator about participating in education workshops at the Regional Convention.
- Keeping informed of the activities of the national Committee on Continuing Professional Education, Committee on the New Organist, and Committee on Professional Certification.
- Sending the Councillor for Education copies of correspondence with persons in the Region.
- Becoming familiar with the National Standards for Arts Education developed by the National Association for Music Education, especially in terms of how the Standards may be implemented in the Region.

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VII. REGIONAL COORDINATORS FOR PROFESSIONAL DEVELOPMENT

The Regional Coordinator for Professional Development serves as a liaison between Chapter officials and the Regional Councillor, assisting and instructing Chapters in the conduct of Guild policy concerning the non-musical aspects of the profession. At the discretion of the Regional Councillor, the Regional Coordinator may also serve as a link between Chapters and the Director of the Committee on Career Development and Support. The Regional Councillor nominates candidates for consideration and approval by the National Council at its spring meeting in each odd-numbered year. Each Regional Coordinator for Professional Development will serve a term of two years, beginning on July 1 of odd-numbered years and ending on June 30 of odd-numbered years, or when his or her successor has been appointed. Regional Coordinators for Professional Development may serve three consecutive terms.

Each Regional Councillor allocates funds from the Regional budget for expenses incurred by the Regional Coordinator for Professional Development in his or her work for the Guild. Reimbursement for authorized expenses will be requested from the appropriate Regional Councillor.

Particular duties of a Regional Coordinator for Professional Development may include:

- Establishing contact with each Chapter in the Region in August. With the assistance of the District Convener, each Dean should be urged to appoint a Chapter Coordinator for Professional Development and to send the name, address, and phone number of this person to National Headquarters. Those chosen should be enthusiastic and willing to take their jobs seriously. In a small Chapter, the Professional Development Coordinator and the Education Coordinator may be the same person.
- Maintaining regular contact with Chapter Professional Development Coordinators and Chapter Deans.
- Presenting Chapter programs and seminars on professional development.
- Assisting in the preparation and presentation of professional development workshops at Regional Conventions.
- Helping Chapters interpret and apply the Code of Ethics, the Discipline, and the Code of Professional Standards.
- Acting as a representative or investigator for the Regional Councillor in Code of Ethics cases.
- Maintaining a thorough knowledge of professional development publications available from Headquarters and informing Chapters of new publications.

- Keeping informed of the activities of the national Committee on Career Development and Support.
- Acting as a liaison between the Regional and national levels of professional development.

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VIII. Regional Competition Coordinators

The Regional Competition Coordinator serves as a liaison between the National Competitions Committee, Regional Councillor, Chapter Officials, and the Regional Convention Steering Committee, assisting in the coordination and smooth operation of the biennial AGO/Quimby Regional Competitions for Young Organists. The Regional Councillor nominates candidates for consideration and approval by the National Council at its spring meeting in each odd-numbered year. Each Regional Competition Coordinator will serve a term of two years, beginning on July 1 of odd-numbered years and ending on June 30 of odd-numbered years, or when his or her successor has been appointed. Regional Competition Coordinators may serve three consecutive terms. Each Regional Councillor allocates funds from the Regional budget for expenses incurred by the Regional Competition Coordinator in his or her work for the Guild. Reimbursement for authorized expenses will be requested from the appropriate Regional Councillor.

Particular duties of a Regional Competition Coordinator may include:

- in collaboration with the National Competitions Committee and the Regional Councillor, oversee all components of the Chapter and Regional Competitions process for RCYO,
- serve as resource and first point of contact for all questions relating to RCYO within the region,
- in the winter/spring of even-numbered years, and in conjunction with the Regional Councillor and Chapter Officials, coordinate the effort to identify and schedule the (up to and ideally) six chapters in each region to host a chapter-level competition the following year, ensuring appropriate geographic distribution of competition sites and diversity of competition dates within the two-month competition period,
- ensure information on Chapter Competition first- and second-place winners (names, contact information, photographs, and biographies) is delivered to the Convention Competition Coordinator in timely fashion,
- serve as a resource and aide to the Regional Convention's Competition Coordinator,
- ensure the instrument to be used for the Regional Competition meets the criteria set forth in the rules,
- assist in the selection and appointment of regional competition judges (once the six regional chapter winners are identified),
- assist the Convention Competition Coordinator onsite as needed during the Regional Competition,
- together with the Regional Councillor, encourage chapters to sponsor the winner of the Regional Competition in recitals throughout the Region following the competition and encourage the Region's upcoming Pipe Organ Encounter to feature the winner in its programming, as appropriate.

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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 Officers or Councillors, or may determine that a committee shall report directly to the National Council.

Terms and Nominations. Members and Directors of National Committees are appointed to two-year terms, beginning on July 1 of odd-numbered years, except for members of the National Nominating Committee, the Committee on Competitions, and the Personnel Committee, whose terms will begin on July 1 of even-numbered years. A list of candidates for membership on each National Committee will be recommended by the current Committee Director, the President, or appropriate National Officer or Councillor for appointment by the National Council, usually at its spring meeting prior to the beginning of the committee term. After approval by the National Council, the appropriate Committee Director or National Officer or Councillor 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 additional terms 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 National Officer or Councillor may request such an extension 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 to assure rotation; the same procedure 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 (General or Independent) of the American Guild of Organists.

Vacancies. Vacancies on committees may be filled at any time with approval by the National Council, upon nomination by the appropriate Committee Director or National Officer or Councillor. The term of a committee member or Director appointed to fill a vacancy expires on

the next June 30 of the committee's normal term. If the new appointment is made during the first twelve months of a term, it shall be considered a full term, so that the newly appointed member may be reappointed only twice. If the appointment is made after the first twelve months of a term, the newly appointed member may be reappointed three times.

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 National Officer or Councillor in a timely manner. The National Officer or Councillor is responsible for keeping each Committee Director informed of the status of the budgets. Any committee meeting, whether face-to-face or by teleconference, must be approved in advance by the appropriate National Officer or Councillor. Requests for any funds for special projects or prizes for competitions must be approved by the appropriate National Officer or Councillor, the Committee on Finance and Development, 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. This report details the ongoing work of the committee over the previous year, the strengths and weaknesses of the committee, any successes and non-successes over the previous year, and the goals for the following year. The report is sent by the Committee Director to the appropriate National Officer or Councillor no later than 21 days before the spring meeting of the National Council and is distributed by the National Officer or Councillor as a part of his or her written report to that meeting.

Publications. Any committee intending to print material in a publication sponsored by the American Guild of Organists must submit such material to the appropriate National Officer or Councillor for approval prior to publication. In particular, educational materials must be reviewed and approved by the Committee on Continuing Professional Education prior to publication.