



History Subcommittee **Job Description**

The American Orff-Schulwerk Association is a professional organization of educators dedicated to the creative music and movement approach developed by Carl Orff and Gunild Keetman.

The AOSA Mission is:

- To demonstrate the value of Orff Schulwerk and promote its widespread use
- To support the professional development of our members
- To inspire and advocate for the creative potential of all learners

Our Core Values are:

As music and movement educators dedicated to the creative music and movement approach developed by Carl Orff and Gunild Keetman, we believe that:

- Every learner deserves the opportunity to actively create, improvise, sing, play, move, speak, and listen.
- Every learner should experience music and dance from cultures represented in both our diverse American society and the larger global community.
- Every learner deserves a passionate, committed music educator who values the importance of active music making.
- Every Orff Schulwerk educator deserves high-quality opportunities to improve their pedagogy and musicianship through active, collaborative professional development.
- Every Orff Schulwerk educator should cultivate the creative potential in all learners.
- Every AOSA member deserves opportunities to engage in open and constructive dialogue regarding the future and well-being of their chapter and the national organization.

AOSA Diversity Statement:

AOSA is committed to supporting a diverse and inclusive membership, promoting an understanding of issues of diversity and inclusion, and providing teaching and learning resources that respect, affirm, and protect the dignity and worth of all.

The History Subcommittee (HIS) is a standing Subcommittee of the National Board of Trustees (NBT) of the American Orff-Schulwerk Association. The History Subcommittee is connected to the NBT through the Communications Committee, a standing committee of the NBT. The Chair of Communications is the official liaison between HIS and the NBT. All activities of this subcommittee will be coordinated through the AOSA Communications Committee Chair.

Our mission is to identify, gather and preserve materials of historical significance to AOSA and the growth of Orff Schulwerk in the United States, facilitate the archiving of historically significant documents and materials, and to encourage historical research on behalf of the organization.

The tasks of this committee are:

- To identify, collect, and recommend to the National Board of Trustees historically significant documents and materials for preservation and archiving
- To review the inventory of the Isabel McNeill Carley Research Library of AOSA and make recommendations regarding the acquisition of additional historically significant documents and materials
- To encourage historical research on AOSA and Orff Schulwerk practice in the United States among association members
- To encourage the preservation through video or audio recording of historically significant conference sessions, performances, and activities
- To attend subcommittee meetings held during annual AOSA national conferences as well as any other meetings that may be held electronically
- To work with the Communications Director to maintain content on the AOSA website

Timeline

July	HIS discusses ideas for additions to AOSA History and Founders page of the website HIS Chair receives information from the National Conference Director (NCD) regarding date, time, and location of subcommittee meeting at conference
August	HIS Chair submits a report to the NBT via the NBT Liaison including any budget request associated with IMCR Library acquisitions
September	HIS Chair confirms November meeting time and location with National Conference Chair If any history-based proposals are received by the next conference year's National Conference Chairs, these proposals will be sent to HIS for review and recommendation. The NCCs will select at least one proposal for inclusion in the conference with HIS recommendation. Additional recommended history-based sessions may be added based on schedule availability. (see proposal policy)
October	HIS Chair develops November meeting Agenda and distributes it to committee members for preview
November	HIS meets during annual AOSA National Conference
February	HIS Chair submits a report to the NBT via the NBT Liaison including names of association members recommended for appointment to the committee

Updated 2020_MGunter

March/April HIS Chair develops an agenda and shares with committee members for a digital meeting to other HIS tasks

HIS reviews the Isabel McNeill Carley Research Library inventory to determine if additional documents and materials should be acquired

Update Job Description and submit to NBT Liaison

Outgoing Committee Chair Checklist

Provide the following to the subsequent committee chair by June 30:

Updated subcommittee JD
All passwords for subcommittee google accounts (if applicable)
All reports, summaries, and agendas for the past year
All pertinent files
Finalize all google docs and transfer to the new chair in appropriate format
Finalize all unfinished email business
Forward any pertinent emails
Organize all committee files
Communicate status of committee work and assist in prioritizing next steps
Assist the incoming chair as needed