



## Handbook for AOSA NBT Subcommittees

Dear Subcommittee Member,

Welcome to your subcommittee work with the American Orff-Schulwerk Association! As a subcommittee member, your volunteer service is vital in promoting the mission of AOSA. Your appointment indicates that you have a passion for Orff Schulwerk and that you are committed to AOSA leadership. The membership has confidence in your ability to make significant contributions directed toward accomplishing the goals of AOSA.

This handbook answers frequently asked questions and provides suggestions for working efficiently and productively. It focuses on the practices of a thoughtful, courteous, servant leader.

Subcommittee members should expect to utilize their talents while working hard on behalf of AOSA. It can be challenging, but there is no task too great when performed from a perspective of love and dedication. Beyond accomplishing the purpose and mission of AOSA, the work we do together contributes to significant personal development and will nurture life-long friendships.

Thank you for your dedication to this important work!

Sincerely,  
Lisa Hewitt  
AOSA President

### Mission Statement and Core Values

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.

#### Our 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 and Inclusion 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.

### **AOSA Ethics Statement**

All AOSA National Board of Trustees meetings as well as committee reports and recommendations are open to review by all members of AOSA. We trust the judgment and the conduct of Board members and anyone else in attendance to be ethically discreet at all times when discussing personalities and issues. The American Orff-Schulwerk Association strongly encourages members to be positive and discreet when discussing our organization, specific courses and/or teachers, and the Orff movement. The very nature of the Orff Schulwerk philosophy embodies a broad spectrum of expressions exploring different paths to arrive at artistic and educational goals. Members are encouraged to recognize and remain open to varied approaches and to celebrate our differences and our similarities.

### **General Expectations of Appointees of an AOSA Subcommittee**

- Each AOSA subcommittee has specific qualifications for appointees based on the role the subcommittee plays in programming for AOSA. Any current AOSA member is qualified to participate on an AOSA subcommittee pending the meeting of these specific qualifications.
- All subcommittee members are expected to participate in scheduled calls and meetings; if on-going absenteeism occurs, the subcommittee member may be asked to resign.
- All subcommittee members should attend the AOSA Professional Development Conference as part of their duties. If this is not possible, the subcommittee chair and NBT liaison must be informed by October 1<sup>st</sup>.
- All subcommittee members may be asked to chair the subcommittee to which they are appointed after at least one year of service on that subcommittee.
- Subcommittee members cannot be recipients of awards or funding managed by said committee during their tenure as a subcommittee member.
- Most subcommittee appointments are for a term of three years unless otherwise communicated at time of appointment. On occasion, a subcommittee member may be asked to extend their tenure based on subcommittee work, available new appointees, and tenure rotation schedule.

### **Job Description**

The NBT liaison will provide a committee Job Description for the subcommittee chair. It is expected the subcommittee chair communicates this document to all members and liaisons of the subcommittee. This document guides the overall mission, work, and timeline of the subcommittee. All recommended updates to this document should be completed by the subcommittee chair each April, then submitted to the NBT Committee for approval.

### **Appointments**

The AOSA President will appoint subcommittee members and chairs. When a subcommittee member's term is expiring, the Board level Committee Chair will communicate with the subcommittee chair requesting recommendations for new subcommittee members prior to April 1. These names, along with other possible suggestions from NBT, are sent to the Executive Committee for approval. Once approved, the President contacts potential new members to determine availability and interest. Once the potential member accepts the position, the President appoints the new subcommittee members.

### **Written Reports**

Use the updated format, i.e. Activity Since the Last Meeting (Date) – Future Issues to Study (see appendix 1). Reports will be due to the NBT liaison three weeks before National Board of Trustees meetings. Refer to the Subcommittee JD for specific dates. These reports are derived from the minutes of all meetings that took place during the time period of the report.

### **Budget Items**

Any financial needs/requests for your subcommittee must be submitted to AOSA Treasurer and Executive Director prior to April 15<sup>th</sup> for budgeting for the subsequent fiscal year. Requests for purchases of less than \$300 can be made at any time with the Executive Committee making the decision within one month of the request.

### **Committee Work and Meetings**

Most subcommittee work will occur between board meetings through email and regularly scheduled virtual meetings. The subcommittee chair plans an agenda, tasks that need to be accomplished and checkpoints to which members are held accountable. The chair assigns someone to take notes of the meeting. Using the agenda as the basis of scribing the meeting, include a POA (plan of action) and the person responsible for each bullet item. Agendas should be shared with the subcommittee members at least two working days prior to the scheduled meeting. Subcommittees are expected to meet at conference. The NBT liaison will contact subcommittee chairs to schedule those meeting times. AOSA gladly pays for the use of the space for your scheduled meeting at conference so please use this time. Let the NBT liaison know if you will not be using the reserved space no later than October 1<sup>st</sup>.

### **NBT Liaison**

You will have an NBT liaison who will meet with your subcommittee at conference, and should be included in all communication, and in meetings when feasible.

### Conference Sessions

Subcommittees must look beyond their membership when selecting conference session presenters. Specific requirements for subcommittee conference session presenter selection(s) are outlined in appendix 3 of this document.

### Communications and Materials Updating and Approval

Any document/information going to the membership must have prior approval by the Executive Committee – see appendix 2 of this document. Contact the Executive Director to get information approved and posted on the AOSA website.

## **Appendix 1: Written Reports**

### **Creating a Report (see template, p 4)**

- A Report is an accounting of the progress made by a committee. It represents a summary of information, description of events and activity of the committee since the previous NBT meeting (March-September-November).
- A Report should be concise with bulleted points. (Use words like: Discussed, decided, reviewed, ...)
- Sub-headings will include: “Activity Since the Last Meeting (date)”, and “Future Issues to Study.”
- The report should include: the name of the committee; names of committee members; AOSA mission statement; date of meetings; and meeting location. When creating a report, it is helpful to refer to the template from a previous report or ask the NBT liaison.
- Please include a footer: i.e. Educator Advocacy\_Report\_March\_Sept 2020. If the report has been revised, add “rev” and the revision date to the footer, i.e. Educator Advocacy\_Report\_March\_Sept 2016 rev 11\_09\_20

**Reports need to be submitted to the NBT liaison at least three weeks prior to all NBT meetings, for inclusion in the parent NBT Committee Report and in the NBT Meeting Portfolio.** This allows the President time to compile the reports and send them to the NBT members for review in advance of the NBT meeting.

### **Creating an Agenda**

- Subcommittee chairs create an agenda with input from committee members and NBT liaison.
- An **agenda** is a guide for items of business to be conducted by the committee, a to-do list for your meetings.
- Look at previous Agendas and Reports when deciding what items are to be placed on the current Agenda. A good start is the “Future Issues” section of the previous Report.
- Agendas need to be sent to committee members, at least two working days prior to all meetings. Items can always be added once a draft has been published to committee members.

### **Minutes**

- Subcommittee chairs ask one member of the subcommittee to take electronic minutes for each meeting. These minutes are invaluable when writing the larger NBT report.
- These minutes should be shared with the NBT liaison within 3 days of the meeting. They are then reviewed by the subcommittee chair and NBT liaison for accuracy. Once approved, they are shared with the subcommittee members and the NBT liaison places them in Box for Board level committee review and information. All minutes should be completed and submitted no more than 7 days after the meeting.

Each subcommittee of the NBT should start meetings with a review of progress and an agenda for the current meeting and leave with a to-do list. The substantial part of subcommittee work is done via e-mail and other communication between NBT meetings, rather than face-to-face at the conference.

### **SUBCOMMITTEE REPORT TEMPLATE**



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.

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- support the professional development of our members;
- and to inspire and advocate for the creative potential of all learners.

**SUBCOMMITTEE: NAME**

**REPORT DATE (and LOCATION, if applicable): DATE YEAR (LOCATION)**

**CHAIR: NAME**

**SUBCOMMITTEE MEMBERS: NAMES**

**NBT LIAISON: NAME**

**REPORT**

**ACTIVITY SINCE LAST NBT MEETING:**

**FUTURE ISSUES TO STUDY:**

**RECOMMENDED MOTIONS:**

## **Appendix 2: Document Approval Policy/Procedure**

If a document is to be read by the general membership of AOSA or a significant target group of membership (teacher educators, levels participants, etc.), it must be approved by the Executive Director and 2 other members of the Executive Committee (President, Vice President, Secretary, Treasurer). The approval process does not mean that the Executive Committee will be actively involved in the editing process. Rather, the Executive Committee will be presented with the final product for approval. The NBT committee or AOSA subcommittee from which the document is coming is encouraged to make edits prior to approval by the Executive Committee.

Here is the sequence:

1. A designated subcommittee member or subcommittee chair drafts a document.
2. The subcommittee member or chair sends the document to the rest of the subcommittee and the NBT liaison for discussion, edits, and, finally, subcommittee approval.
3. The subcommittee member or chair may send the document to one or more outside person(s) (e.g. a former NBT member; a member of your chapter; or a friend whom you know to be a good editor) to check for clarity or to make final edits.
4. The subcommittee chair forwards the document to the NBT committee liaison for approval by the NBT committee.
5. The NBT liaison sends the document to the Executive Committee for approval.
6. The Executive Director, President, and at least one other member of the Executive Committee gives final approval to the document.
7. The approved document is ready to post or send. (Note: Once a document is approved it is sent to the Executive Director who records it and coordinates the dispersal.)

## **Appendix 3: AOSA-Managed Conference Panels/Sessions**

AOSA invites presenters to lead the following sessions:

Featured presenter sessions, AAMM, President's Panel, Meeting of the Minds, Teacher Educator Sessions, Explore Level II, Discover Orff Schulwerk, and any other sister organization-hosted sessions.

These session presenters/panelists are recruited by the appropriate committee/subcommittee based on the session.

**The following procedure should be used for:**

**AAMM (EC coordinates double session within the conference schedule)**

**Explore Level II (OSEP)**

**Discover Orff Schulwerk (OSEP)**

**Teacher Educator Continuing Education (CTED)**

- Each subcommittee/committee identifies possible presenters – first, second, and third choice - for their assigned session.

## **Appendix 3: AOSA-Managed Conference Panels/Sessions (continued)**

- Subcommittee chair submits those names to the NBT liaison by **between August 1<sup>st</sup> and September 1<sup>st</sup>**.
- The approving committee approves the choices by **September 15<sup>th</sup>** communicating approvals back to subcommittee/committee chairs.
- The subcommittee/committee chair contacts the approved presenter to confirm by **October 1<sup>st</sup>**.
- Upon finalization of the approved presenter, the committee/subcommittee chair communicates the names of the presenters to the National Conference Chairs by **October 1<sup>st</sup>**.
- The subcommittee/committee chair completes the Panel Details Submission form through the AOSA website by **February 1<sup>st</sup>**.
- Upon successful submission of the Panel Details Submission form, the National Conference Chairs take over communication with panelists to ensure all needs associated with the session are managed.
- All subcommittee/committee members attend their coordinated session with the chair acting as host/facilitator as needed.

**The following procedure should be used for:**

**Meeting of the Minds (PL3)**

**Teacher Educator Round Table (CTED)**

**President’s Panel (EXEC)**

**Midnight Historical Society (HIS)**

- Each subcommittee/committee identifies themes and possible panelists – first, second, and third choice - for their assigned session.
- Subcommittee chair submits those names to the NBT liaison by **November 15<sup>th</sup>**.
- The approving committee approves the theme and choices by **November 30<sup>th</sup>** communicating approvals back to subcommittee/committee chairs.
- The subcommittee/committee chair contacts the approved panelists to confirm by **December 15<sup>th</sup>**.
- Upon finalization of approved panelists, the committee/subcommittee chair communicates the theme and names of the panelists to the National Conference Director by **December 15<sup>th</sup>**.
- The subcommittee/committee chair completes the Panel Details Submission form through the AOSA website by **February 1<sup>st</sup>**.
- Upon successful submission of the Panel Details Submission form, the National Conference Chairs take over communication with panelists to ensure all needs associated with the session are managed.
- All subcommittee/committee members attend their coordinated session with the chair acting as host/facilitator as needed.

**The following procedure should be used for:**

**History (HIS) and Research To Practice (RTP) Sessions**

- Research to Practice and History subcommittee members can encourage individuals to apply for a session through the standard Presenter Application process **between August 1 and September 1** for conference the following year.
- NCCs forward any conference proposals that identify as research to the Research to Practice and history to the History Subcommittee by **October 1<sup>st</sup>**.
- Each subcommittee recommends up to 2 sessions from the pool to be included in the conference schedule by **November 1<sup>st</sup>**. It is acceptable for no sessions to be recommended. Final selection will be determined by the National Conference Chairs.
- If a proposal is accepted, the National Conference Chairs will be responsible for contacting, contracting, and finalizing all presenter requirements for these sessions. The subcommittee chairs do not need to make any contact with the presenters.
- If no sessions are submitted or all submissions are denied, the subcommittee has the option to submit a name to the NBT Professional Development and Research Committee for possible inclusion in the conference schedule. This name must be submitted by **November 15<sup>th</sup>**.
- The approving committee approves the choice by **November 30<sup>th</sup>** communicating approvals back to subcommittee chairs.
- The subcommittee chair confirms with the approved presenter by **December 15<sup>th</sup>**.
- The subcommittee chair communicates the name of the presenter to the National Conference Chairs by **December 15<sup>th</sup>**.
- If the presenter was invited instead of approved through the proposal submission process, the subcommittee chair is responsible for completing the Panel Details Submission form through the AOSA website by **February 1<sup>st</sup>**
- Upon successful submission of the Panel Details Submission form, the National Conference Chairs take over communication with panelists to ensure all needs associated with the session are managed.