

## **COMMISSIONING COMPOSER PROGRAM CHAIR**

The Commissioning Composer Program Chair shall:

1. Request composer nominations from all local associations by the October deadline.
2. Receive all nominees' entry materials and prepare them for first round judging.
  - a. Create a Gmail account.
  - b. Convert all recorded materials to mp3's with iTunes software.
  - c. Attach each contestant's materials to a separate email on the Gmail account.
3. Send materials to each member of the TMTA commissioning committee composed of the incoming TMTA directors, who will review the entire list of nominees and their materials. Committee members will receive a login ID and PASSWORD from the chair for the Gmail account. All recorded materials will be available online through the Gmail account. Selection is reduced to three nominees.
4. Prepare the Gmail account with the winning three nominees' materials. The materials for those three nominees are made available through the Gmail account to the voting members of the TMTA board. Votes are cast using the Hare system of ranking and the Commissioning Composer Chair collects the ballots via email.
5. Announce the composer winning the commissioning at the Board meeting in June and at a general session.
6. Provide information about commissioned piece, Convention attendance, and Convention premiere to the selected Commissioned Composer.
7. Monitor progress of the Commissioned Composer during composition process.
8. Submit previous year's commissioned composition to *MTNA-Shepherd Distinguished Composer of the Year* competition.
9. Request MTNA portion of the Commissioned Composer Award (\$750)
10. Act as liaison between Commissioned Composer and the TMTA Officers and Board of Directors.
11. Confirm all convention needs (practice room, performance venue needs such as music stands, microphone, etc. and travel/hotel arrangements) with the Assistant Convention Manager.
12. Welcome and assist Commissioned Composer at the TMTA Convention.
13. Initiate publicity concerning the Commissioning Composer Program.
14. Submit *TMT* articles before each deadline updating Commissioning Composer activities.
15. Secure the check from the VPBA (\$1500) for the commission award.
16. Arrange recording of premiere performance.
17. Introduce Commissioned Composer and performers at the TMTA Convention.