NATS Past President, Board Report

My duties this year have centered around directing the Intern Program and chairing the Nominating Committee.

**Intern Program**

After the board approved the addition of collaborative piano at our board meeting in Chicago, I worked with Allen to draft language for the application process, and also worked to engage a collaborative piano master teacher. We were able to build on the relationship with Warren Jones, since he had just been a headliner at the conference. In addition to agreeing to serve as our first collaborative piano master teacher, Warren helped us clarify many of the practical implications of including collaborative piano in the program. There has been a lot of enthusiasm about this addition, and I am looking forward to reporting on the outcome of our program in Toronto.

I contacted teachers throughout NATS to encourage applications, and am pleased that we had such a healthy pool—71 in total (56 for voice, 15 for collaborative piano). With the help of the Intern Program Selection Committee (which includes Linda Snyder and Brian Horne), we identified 12 voice interns, 3 collaborative piano interns, and alternates.

Many thanks go to Amanda Wood, who facilitated so much of our work with applications, confirming information, and contacting interns. An update we identified in the process is for the Intern Program director to reach out to the interns regarding preferences for placement with specific teachers, rather than having that communication come from the NATS office.

I would like to thank the NATS board and the NATS Foundation for increasing the support for the Intern Program. In addition to the increased funding to the program itself, there is also support from the Foundation (Barbara Doscher Fund) that provides monies directly to the interns to help with meal expenses. This is a real help to them.

**2017 Intern Program**

June 2–12, University of Toronto—Toronto, Ontario, Canada

Local Coordinator: Lorna MacDonald
Vocal Literature Liaison: Tana Field

Voice Master Teachers:
- Peggy Baroody (Independent Studio, Philadelphia, PA)
- Kenneth Bozeman (Lawrence University, Appleton, WI)
- Mary Saunders-Barton (Penn State University, State College, PA)
- W. Stephen Smith (Northwestern University, Evanston, IL)

Collaborative Piano Master Teacher:
- Warren Jones (Manhattan School of Music, New York, NY)
Voice Interns:

Thomas Erik Angershof—Ithaca, NY (Ithaca College)
Kelly Burns—Athens, OH (Ohio University)
Michelle Markwart Deveaux—Sacramento, CA (Independent Studio)
Katherine Jolly—St. Louis, MO (Saint Louis University)
Seth Keeton—Salt Lake City, UT (University of Utah)
Kathryn Leemhuis—Normal, IL (Illinois State University)
Bridget Moriarty—Mattydale, NY (Syracuse University)
Tara Nixon—Raleigh-Durham, NC (Duke Voice Care Center & Independent Studio)
Carol Perry—Grosse Pointe Farms, MI (Independent Studio)
Katherine Petersen—Chicago, IL (Northeastern Illinois University)
Colleen Elizabeth Skull—Norwood, NY (SUNY Potsdam)
Jeffrey Williams—Clarksville, TN (Austin Peay State University)

Collaborative Piano Interns:

Rachel AuBuchon—Greensboro, NC (University of North Carolina at Greensboro)
Neil Nanyi Qiang—Dayton, OH (Central State University)
Nicholas Shaneyfelt—Decorah, IA (Luther College)

2018 Intern Program Plans

June 4–14, University of Colorado—Boulder, CO,

Local Coordinator: Matthew Chellis
Vocal Literature Liaison: Tana Field

Voice Master Teachers:
  Margaret Cusack (Westminster Choir College, Princeton, NJ)
  Matt Edwards (Shenandoah University, Winchester, VA)
  Brian Gill (Indiana University, Bloomington, IN)
  Jan Prokop (Independent Studio NYC, and Montclair State University)

Collaborative Piano Master Teacher:
  Arlene Shrut (Juilliard School, New York, NY)

Nominating Committee

In anticipation of the work of this committee I drafted lists of duties for each of our executive officers (based on our Bylaws, Manuals, and experience). Karen Brunssen helped with initial edits, and then the lists were circulated to the various officers for further comment (lists attached). It is hoped that this information will not only help nominating committees in matching skill sets of potential nominees to specific offices, but that it will also make it simpler for officers to find and understand responsibilities.
The committee is still working on the slate of nominees for President-Elect, Vice President for Membership, and Secretary/Treasurer, and will have that information ready for our board meeting. We have, however, unanimously agreed to endorse the other three VP offices to stand for a second term:

  Vice President for Auditions — Diana Allan
  Vice President for Outreach — Alison Feldt
  Vice President for Workshops — Kristine Hurst-Wajszczuk

Thanks go to our committee: Earl Coleman, Cindy Dewey, Lloyd Mims, Martha Randall.

Respectfully submitted,
Norman Spivey
An Overview of the Duties for NATS President

President-Elect

- Attend NATS national, regional, and/or other events ($1,000 currently budgeted for reimbursement)
- Serve on executive committee
- Serve on conference planning and presentation selection review committee
- Prepare committee assignments for approval at board meeting immediately prior to assuming office of President
- Serve as liaison to the NATS Foundation (attend Foundation meetings at national conferences)
- Attend finance committee meetings to draft budget (with President, Secretary/Treasurer, and Executive Director), usually held at the NATS office, Jacksonville, FL in May
- Participate in the annual review of Executive Director
- Stay in contact with the President

President

- Attend ICVT, and NATS national, regional, and/or other events ($6,000 currently budgeted for reimbursement, additional typically budgeted in ICVT year)
- Write ‘From the President’ columns for the Journal of Singing
- Encourage the board to do long-range planning, develop vision for the association
- Prepare board meeting agendas (with Executive Director)
- Preside at board meetings, assisting board members to build their board skills, encouraging all members to participate, and ensuring that all views are represented
- Chair the executive committee
- Conduct annual review of Executive Director
- Act as liaison between board and Executive Director
- Respond to queries from board and membership
- Sign official documents as needed
- Appoint committees and committee chairpersons, in accordance with the Bylaws
- Oversee committee progress
- Communicate with committees, regional governors, and other officers
- Serve ex officio on all committees, except nominating committee
- Serve on conference planning and presentation selection review committee
- Preside at national conference
- Report to the membership at the national conference business meeting
- Serve on ethics committee
- Serve on National Student Auditions committee
- Intern Program selection committee
- Selection committee, Van Lawrence award
- Other award committees, as needed
- Attend finance committee meetings to draft budget (with President-Elect, Secretary/Treasurer, and Executive Director), usually held at the NATS office, Jacksonville, FL in May
- Initiate annual external audit, with Executive Director and office staff
- Serve as a representative of the Association with outside agencies, with the teaching profession, and the general public
- Mentor President Elect

**Past-President**

- Attend NATS national, regional, and/or other events ($500 budgeted for reimbursement)
- Chair nominating committee
- Serve on ethics committee
- Report to the membership at the national conference business meeting
- Intern Program selection committee
- Direct the Intern Program
- Participate in the annual review of Executive Director

FROM NATS BYLAWS

**ARTICLE X:**

**Association Officers**

**Section 1. Officers.**

The Association officers shall include a President, President Elect, Past President, four Vice Presidents, and a Secretary/Treasurer. Each Association officer shall be elected by vote of the membership as provided in these Bylaws. The person elected for the position of President Elect shall serve one two-year term in that office, one two-year term as President, and one two-year term as Past President, and may not succeed himself or herself in any of these offices. Vice Presidents and the Secretary/Treasurer shall serve for two years and may succeed themselves once. Officers must be Full Members in Good Standing of the Association when elected and remain so throughout their terms of office.

**Section 4. President.**

a. There shall be one President who shall serve as the Chief Executive Officer of the Association, presiding at all General Business Meetings of the Association and
conferences of the membership, and shall preside at meetings of the Board, with the right and duty of exercising leadership in the programs of the Association, as defined in these Bylaws.

b. The President shall be the primary point of contact between the Board and the Executive Director on matters of new policies and programs.

c. The President shall see that the Bylaws of the Association are implemented and followed, and shall serve as representative of the Association with outside agencies, with the teaching profession, and with the general public.

d. The President shall administer the overall policies adopted by the membership and the Board, and shall appoint all committees, including the national conference committee, in accordance with the Bylaws. The President shall determine the size, personnel, chair, and tenure of all special committees, and shall serve as an ex-officio member of all committees except nominating committees.

e. The President shall assist the Executive Director, Secretary/Treasurer, and other appropriate Association officers, to prepare and submit the annual budget to the Board for final action.

f. The President shall initiate an annual external audit of the Association's financial affairs by a competent certified public accountant designated by the President. This audit shall be published annually.

Section 5. Past President.

a. There shall be one Past President, who shall be the immediately preceding President of the Association, and who shall serve for a period of two years.

b. The Past President shall assist the new President as requested in the assumption of duties. The Past President shall also serve as chair of the Association nominating committee and director of the intern program.

c. The Past President shall assume the chair at meetings in the absence of the President. In the event the Past President is not available, the President shall designate one member of the executive committee as chair.

d. In the event of a vacancy in the office of President, the Past President shall serve the balance of the unexpired term.

Section 6. President Elect.

a. There shall be one President Elect, elected by the Members of the Association, who shall serve concurrently with the new President for a period of two years.

b. The President Elect shall be responsible to the President and shall undertake those duties assigned by the President. The President Elect shall serve as the Association’s liaison with the NATS Foundation.

c. The President Elect shall succeed to the presidency without further election unless due cause has been shown to break this automatic succession, in which case the Association nominating committee will present a new candidate for election to the office of President.
FROM BOARD MANUAL

Chapter 7
Board Officers

7.1 Officers of the board and job descriptions
Officers of the board will be the President, immediate Past President, President Elect, Vice President for Membership, Vice President for Workshops, Vice President for Outreach, Vice President for Auditions, and Secretary/Treasurer, all elected by vote of the membership. All officer transitions occur at the end of national conferences.

Executive officers will be expected to attend and prepare for annual board meetings and to participate in asynchronous meetings. Annual reports are due May 1, and board materials will be made available to officers in advance of meetings. Officers should promote and engage the membership in programs under their supervision. All elected officers carry responsibility for timely and effective communication regarding NATS business.

The President of the Association will serve as chair of board meetings and association meetings, and will collaborate with the executive director to prepare board meeting agendas, preside at board meetings, appoint committees and committee chairpersons, sign official documents requiring signature, and may represent the board in public and official capacities as instructed by the board. The president will also:
• chair the Executive Committee.
• make special assignments and appoint representatives to other organizations.
• act as liaison between board and executive director.
• encourage the board to do long-range planning.
• assist board members to build their board skills.
• act to discipline board members who violate ethical standards of the board.
• encourage all board members to participate in board activities.
• ensure that all board members' views are represented in board meetings.

The immediate past president will:
• preside at board meetings in the absence of the president.
• succeed to the presidency in the event of a vacancy.
An Overview of the Duties for NATS Secretary/Treasurer

- Supervise, in cooperation with the Executive Director, the keeping of the financial records, and the handling of all savings and investments of the Association
- Review investments and keep abreast of market trends
- Counter-sign checks
- Work closely with financial officer, Executive Director, and others on staff
- Help prepare proposed annual budget model for finance committee and board
- Chair the finance committee and attend meetings to draft budget (with President, President-Elect, and Executive Director), usually held at the NATS office, Jacksonville, FL in May
- Present budget proposal to the board
- Participate actively in board and Association communication
- Report to the membership at the national conference business meeting
- Keep minutes and records of meetings, as needed
- Ensure that the Reading Committee for Board Minutes completes its work efficiently and accurately
- Ensure that the board arranges for an annual audit of the NATS books
- Work with Investment Advisory Committee
- Participate in the annual review of Executive Director

FROM NATS BYLAWS

ARTICLE X:

Association Officers

Section 1. Officers.

The Association officers shall include a President, President Elect, Past President, four Vice Presidents, and a Secretary/Treasurer. Each Association officer shall be elected by vote of the membership as provided in these Bylaws. The person elected for the position of President Elect shall serve one two-year term in that office, one two-year term as President, and one two-year term as Past President, and may not succeed himself or herself in any of these offices. Vice Presidents and the Secretary/Treasurer shall serve for two years and may succeed themselves once. Officers must be Full Members in Good Standing of the Association when elected and remain so throughout their terms of office.

Section 8. Secretary/Treasurer.
a. There shall be one Secretary/Treasurer who, with assistance from the Executive Office when requested, shall keep accurate minutes and records of Association and Board proceedings. These records shall be open to inspection by the membership during regular business hours upon reasonable prior notice. A written annual report shall be submitted to the President, who shall include this report in the Association's Annual Report.
b. The Secretary/Treasurer shall be responsible for the issuance of all official notices and votes required to be given by, or in behalf of, the Association, and shall conduct whatever other correspondence or record-keeping is directed by the President.
c. The Secretary/Treasurer shall supervise the keeping of the financial records of the Association and the handling of all savings and investments of the Association, according to the provisions of these Bylaws and shall be an ex officio member of the Investment Advisory Committee.

FROM BOARD MANUAL

Chapter 7
Board Officers

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Executive officers will be expected to attend and prepare for annual board meetings and to participate in asynchronous meetings. Annual reports are due May 1, and board materials will be made available to officers in advance of meetings. Officers should promote and engage the membership in programs under their supervision. All elected officers carry responsibility for timely and effective communication regarding NATS business.

As **Secretary**, the **Secretary/Treasurer** will:
• oversee the records of the board, including meeting minutes, the charter, and any historical documents.
• sign notes, contracts, and other official agreements on behalf of NATS when required.
• ensure that all official documents are safely passed to the next secretary.
• research NATS records when necessary for information for the board.

As **Treasurer**, the **Secretary/Treasurer** will:
• oversee but not manage the financial records of NATS, and ensure that the board regularly receives good reports of the financial condition of NATS.
• assist the board to understand the annual budget before approval.
• chair the Finance Committee.
• ensure that the board arranges for an annual audit of the NATS books.
An Overview of the Duties for NATS Vice-Presidents

Vice-President for Auditions

- Oversee the NATS Artist Awards, National Student Auditions, and National Music Theater Competition
- Actively schedule, promote, and conduct one of these auditions
- Oversee the work of those appointed as coordinators of the other auditions
- Oversee regular reviews of requirements for all auditions
- Serve as a resource for all auditions, intervening and providing the final word when necessary
- Work with NATS office staff
- Attend the national conference and the summer workshop in non-conference years (NSA), and the winter workshop in conference years (NATSAA and NMTC)
- Report to the membership at the national conference business meeting
- Participate in the annual review of Executive Director
- Participate actively in board and Association communication

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Section 7. Vice Presidents.

a. There shall be four (4) Vice Presidents, each of whom shall serve a term of two years, and can succeed themselves once, as follows:
   1. The Vice President for Auditions shall oversee the National Association of Teachers of Singing Artist Awards, National Student Auditions, and National Music Theater Competition. The Vice President for Auditions
will actively schedule, promote, and conduct one of these while overseeing the work of those appointed to supervise the others.

2. The Vice President for Outreach shall actively encourage, promote and oversee SNATS and student engagement in the Association, and shall promote and administer the discretionary funds.

3. The Vice President for Membership shall promote and encourage new memberships and, with the assistance of the Executive Office and the membership committee, process new Member applications. The Vice President for Membership shall be the chair of the Membership Committee.

4. The Vice President for Workshops shall schedule, promote, and oversee Association workshops. The Vice President for Workshops will involve successors in planning as early as possible in order to meet long-range planning needs of this function.

b. Each Vice President shall submit an annual written report to the President, who shall include these reports in the Association's Annual Report.

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Board Officers

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Vice Presidents will:
• serve on the Board of Directors.
• manage special assignments as requested by the board chairperson.
• manage their designated areas of responsibility.
• maintain appropriate records and files and pass these on to their successor.
An Overview of the Duties for NATS Vice-Presidents

Vice-President for Membership

- Promote and encourage new memberships, investigate new membership streams, retain current members. Work with Chapter Presidents and District and Regional Governors on these and other membership initiatives.
- Help process member applications
- Chair and engage the membership committee
- Work with NATS office staff
- Report to the membership at the national conference business meeting
- Participate in the annual review of Executive Director
- Participate actively in board and Association communication

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2. The Vice President for Outreach shall actively encourage, promote and oversee SNATS and student engagement in the Association, and shall promote and administer the discretionary funds.

3. The Vice President for Membership shall promote and encourage new memberships and, with the assistance of the Executive Office and the membership committee, process new Member applications. The Vice President for Membership shall be the chair of the Membership Committee.

4. The Vice President for Workshops shall schedule, promote, and oversee Association workshops. The Vice President for Workshops will involve successors in planning as early as possible in order to meet long-range planning needs of this function.

b. Each Vice President shall submit an annual written report to the President, who shall include these reports in the Association's Annual Report.

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• manage their designated areas of responsibility.
• maintain appropriate records and files and pass these on to their successor.
An Overview of the Duties for NATS Vice-Presidents

Vice-President for Outreach

- Actively encourage, promote and oversee SNATS and student engagement in the Association
- Regularly engage SNATS chapters through web presence, social media, newsletters, and/or other methods
- Promote and administer the discretionary funds
- Work with NATS office staff
- Report to the membership at the national conference business meeting
- Participate in the annual review of Executive Director
- Participate actively in board and Association communication

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ARTICLE X:

Association Officers

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   2. The Vice President for Outreach shall actively encourage, promote and oversee SNATS and student engagement in the Association, and shall promote and administer the discretionary funds.
3. The Vice President for Membership shall promote and encourage new memberships and, with the assistance of the Executive Office and the membership committee, process new Member applications. The Vice President for Membership shall be the chair of the Membership Committee.

4. The Vice President for Workshops shall schedule, promote, and oversee Association workshops. The Vice President for Workshops will involve successors in planning as early as possible in order to meet long-range planning needs of this function.
   b. Each Vice President shall submit an annual written report to the President, who shall include these reports in the Association's Annual Report.

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• manage their designated areas of responsibility.
• maintain appropriate records and files and pass these on to their successor.
An Overview of the Duties for NATS Vice-Presidents

Vice-President for Workshops

- Schedule, promote, and oversee Association workshops, identifying locations, local coordinators, and presenters
- Work with NATS office staff on workshop advertising and coordination
- Work with Chapter, District, and Regional officers adjacent to workshop locations to promote events
- Identify continuing education topics of interest to the membership
- Report to the membership at the national conference business meeting
- Participate in the annual review of Executive Director
- Participate actively in board and Association communication
- Involve successors in planning as early as possible for long-range planning

FROM NATS BYLAWS

ARTICLE X:

ASSOCIATION OFFICERS

SECTION 1. OFFICERS.

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2. The Vice President for Outreach shall actively encourage, promote and oversee SNATS and student engagement in the Association, and shall promote and administer the discretionary funds.

3. The Vice President for Membership shall promote and encourage new memberships and, with the assistance of the Executive Office and the membership committee, process new Member applications. The Vice President for Membership shall be the chair of the Membership Committee.

4. The Vice President for Workshops shall schedule, promote, and oversee Association workshops. The Vice President for Workshops will involve successors in planning as early as possible in order to meet long-range planning needs of this function.

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Board Officers

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Vice Presidents will:
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• manage special assignments as requested by the board chairperson.
• manage their designated areas of responsibility.
• maintain appropriate records and files and pass these on to their successor.