

NW ArkCDA Region Handbook

*NOTE: This is only an **EXTREMELY ROUGH DRAFT**. This is a working document to try and define the business of our organization. Print it off read it, make notes and bring it to summer reading clinic.*

Purpose

- The purpose of this manual is to supplement the state manuals, constitution and bylaws and to clearly define the operation of the NWArkCDA daily dealings and events

Officers

- The officers of the NW ArkCDA shall be, Region Chair, Secretary, Treasurer, JR & SR Registration Chair, JR & SR Site Chair, Clinic and CPA Host.
- Officers shall be elected at the NW ArkCDA All-region Clinic
- Site and Registration chair can be the same person and will receive both honorariums.

Duties (Be thinking about these things duties for our summer meeting)

- Region Chair-
- Secretary/Treasurer
- Sr. Site Chair
- Jr. Site Chair
- Sr. Registration
- Jr. Registration
- Clinic Host
- CPA Host

Meetings

- NW Arkcda will meet at least three times per year.
- Fall – ACDA Reading Clinic
Mid year – All-region Clinic
- Spring Meeting – Third Tuesday in May

Fee's

- All-region auditions fee's will be \$5.00 per student and will be due two weeks prior to the event. Proof of payment request will suffice by deadline.
- Each student will pay a \$5.00 clinic fee. Due the day of clinic
- CPA fees will be \$100 for large group and \$75 for an ensemble, due two weeks prior to the event. Proof of payment request will suffice by deadline.

- Solo and Ensemble fees will be _____???
- Any director that has an unexcused absence from and All-region audition will be charge 75\$ to find a replacement judge

Honorariums

- Region Chair shall be paid \$600 four times in two years, on December 1st and April 1st. The Secretary will be given \$100 per year on July 1st.
- The Treasurer/Secretary will be given \$150 four times in two years, on December 1st and April 1st
- All-region site and All-region registration will receive \$100 each or \$200 if on person occupies both positions.
- All-region Clinic Host will receive \$100.
- CPA host will receive \$200 for the 3 day event.
- All-region clinicians will receive \$400
- All-region pianists will receive \$200
- CPA judges will receive \$175 per day and \$22 per hour for every hour over 8 hours per day.
- Replacement all-region judges will be pd \$75 for the day