

MayDay Group Organizational Framework
approved 2 August 2010
amended 3 May 2011

MayDay Group Steering Committee (see Appendix B for current members)

1. Membership:

- a. Editor and Assistant Editor of ACT [Appendix A will contain the ACT governance document when it is ready. It is not part of this proposal.]
- b. Editor of TIPS (see below).
- c. Manager of the MDG website.
- d. Listserv/newsletter/membership coordinator(s).
- e. MDG Colloquium Coordinator.
- f. Original co-conveners of the MDG (for as long as they choose to participate).
- g. Treasurer.
- h. Ex-officio members not named here as new MDG roles are created (e.g., secretary).
- i. Six or more members-at-large, nominated, approved, and invited by Steering Committee. Members-at-large will be asked to serve for six years, with the start-up year group holding staggered terms (2 for 2 years, 2 for 4 years, 2 for 6 years). After that, two positions will be open in even-numbered years.

2. Duties:

- a. Coordinate, manage, and oversee all working functions of the MDG.
- b. Provide a discussion forum for issues concerning the operation of the MDG website, listserv/newsletter, Colloquium planning (e.g., agreeing on locations, dates, CFPs, etc.), new projects, etc.
- c. Set policies concerning collaborations with other organizations, including listing of other organizational sites on the MDG website, and concerning any proposed project, cooperation, or affiliation (etc.) between the MDG and other organizations.
- d. Seek out, select, recruit, and recommend future choices of Manager of the MDG website, TIPS editor, membership/listserv/newsletter coordinator, Colloquium planning coordinator, new roles (e.g., secretary), members-at-large, Webmaster(s).
- e. As requested by the ACT editor, provide feedback and advice concerning choices of future ACT editors.

3. Operation: discussion and dialogue:

- a. Issues/proposals can be brought to the Steering Committee by any of its members, or at the request of any MDG member.
- b. Members at large may bring an issue to the Steering Committee by contacting any Steering Committee member.
- c. The Steering Committee member becomes the sponsor of the issue or proposal, and functions as the Convener of the Steering Committee for that issue or proposal.
- d. The Convener of the Steering Committee leads the discussion and reports the results of the deliberation to the members through the listserv.
- e. Decisions are arrived at by consensus, soliciting input from members at large when appropriate and desirable.
- f. Meetings are held as the need arises, ordinarily by email.
- g. Any decisions/policies that affect the entire membership shall be announced to the membership.
- h. For disseminating certain types of report, the Steering Committee may direct the use of the web site in addition to the listserv.

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TIPS [Theory, Innovation, Policies, and Strategies for Music Education Praxis: details of this publication forthcoming]

1. Editor:

- a. After one year start-up, to be selected by the Steering Committee.
- b. Serves for a 5 year term.

- c. Works in coordination with TIPS Editorial Board, Steering Committee, and ACT editors.
- d. Works in conjunction with Webmaster in posting new articles/issues.
- e. Works in conjunction with ACT editors concerning submissions that might be best for ACT or for TIPS.

2. Editorial Board:

- a. Is advisory to the Editor regarding submissions.
- b. Up to 10 MDG members who will vet submissions.
- c. Members selected by TIPS Editor, with approval of Steering Committee.
- d. Rotation off the Board/replacement of 2 New Members each year (after the first-year start-up rotation).

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MDG Website Manager

- a. Sought out and appointed by Steering Committee.
- b. No set term of office; position re-filled as it becomes available.
- c. Manager works with the advice and approval of the Steering Committee, implementing consensus decisions it reaches and policies it sets concerning the website.
- d. Manager informs Steering Committee of major proposed changes to the site, operations, policies, etc., that might diverge from existing policy or otherwise deserve consideration by and consensus of the Steering committee.
- e. Manager coordinates and manages all aspects of the MDG website in conjunction with the Webmaster, including eColumn editors.
- f. Manager recruits, supervises, and supports the Webmaster as needed.

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Colloquium Coordinator

- a. Sought out and appointed by Steering Committee.
- b. No set term of office; position re-filled as it becomes available.
- c. In conjunction with the Steering Committee, seeks out local sponsor for the next MDG Colloquium, at least one per year.
- d. Coordinator works with the local sponsor for all MDG events and the Steering Committee concerning theme(s), dates, CFPs, program development, fees, and details of accommodations, etc.
- e. Sets agenda for each business meeting in conjunction with input from the Steering Committee.
- f. Runs business meeting (if present), including collecting of donations from those present.
- g. Takes notes and reports to general membership in a timely fashion.
- h. Posts report on MDG website.
- i. Until such time as a MDG-wide dues structure is implemented, and a treasurer appointed by the Steering Committee, donations collected at meetings will be given to the Editor of ACT for use in production costs, honoraria (e.g., webmaster), and the like.

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Listserve/Newsletter/Membership Coordinator

- a. Sought out and appointed by Steering Committee.
- b. No set term of office; position re-filled as it becomes available.
- c. Receives membership applications and maintains an updated membership list. Reports new member information monthly to the Webmaster.
- d. Sends announcements and notices to membership according to Policies established by the Steering Committee.
- e. As/if a separate Newsletter is instituted, the two functions may be under the aegis of two individuals, though their cooperation is obviously required.

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Additional Working Areas, including eColumn editors

- a. Volunteers in each of the working areas of the MDG are under the leadership of the respective coordinator, editor, or manager of the area.
- b. Titles, job descriptions, etc., are made according to the area in question (e.g., staff positions of ACT, e-column coordinators of MDG website, etc.) and are monitored and coordinated by the head of each area.

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Treasurer

The treasurer is a volunteer, approved by the Steering Committee, who has access to and control of an institutional account at a bank, school district, or university, funds in which can be sequestered for MayDay Group use. All revenue (for The MayDay Group from any source) and expenses (solely for MayDay Group projects and services) are to be received and disbursed from that account. The treasurer shall keep records of all revenue and expenses, and shall give a summary report to the members during business meetings at colloquiums.

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Appendix A

Action, Criticism, and Theory (ACT) for Music Education, the refereed ejournal of The MayDay Group. [Note: A separate document reflects policies and procedures of the ACT governing board. The ACT board approves changes, and this document is accessible through the ACT web sitte.]

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Appendix B

MDG Steering Committee May 2011

[Note: The MDG Steering Committee acts without a chair. Contact any steering committee member with requests for action or for information about their area of responsibility. Contact members at large for general questions or ideas. The person contacted functions to involve the rest of the steering committee with the issue, to facilitate an email discussion of proposals related to the issue, and to report the outcome(s) of the discussion through the Newsletter. See the Organizational Framework for more.]

Editor of ACT – David J. Elliott <david.elliott@nyu.edu>

Assistant Editor of ACT - tba (currently vacant)

Editor of TIPS - tba (not yet an MDG program)

Manager of MDG website - Patrick Schmidt <pschmidt@rider.edu>

Membership/listserve coordinator - J. Terry Gates <JTGates@aol.com>

Colloquium Coordinator - Marissa Silverman <silvermanm@mail.montclair.edu>

Original co-conveners - J. Terry Gates <JTGates@aol.com> and Thomas A. Regelski <tom.regelski@helsinki.fi>

Treasurer – Wayne D. Bowman <bowmanwd@gmail.com>

Ex-officio members - tba (as new programs are approved)

Members at large (with ending year of office):

Vince Bates <bates@nwmissouri.edu> 2014

Deborah Bradley <deborah.bradley@utoronto.ca> 2016

Hildegard Froehlich <hildegardfroehlich@my.unt.edu> 2012

Scott Goble <Scott.Goble@ubc.ca> 2016

Marie McCarthy <mfmcc@umich.edu> 2012

Sandra Stauffer <Sandra.Stauffer@asu.edu> 2014