

**MDG Organization Proposal**  
**DRAFT - 9 June 2010**

**Steering Committee**

*1. Membership:*

- Editor and Assistant Editor of ACT
- Editor of TIPS (see p. 2)
- Manager of the MDG website
- Listserv/newsletter coordinator(s)
- MDG Colloquium Coordinator
- Original co-conveners of the MDG (for as long as they choose to participate)
- Ex-officio members not named here as new MDG roles are created (e.g., secretary/treasurer)
- Five or more members-at-large, nominated, approved, and invited by Steering Committee (i.e., expansion of the current "Kitchen Cabinet").

*2. Duties:* Coordinate, manage, and oversee all working functions of the MDG.

- 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.
- 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.
- Seeking out, selecting, recruiting, and recommending future choices of Manager of the MDG website, TIPS editor, membership/listserv/newsletter coordinator, Colloquium planning coordinator, new roles (e.g., secretary/treasurer), members-at-large, Webmaster(s).
- As requested by the ACT editor, provide feedback and advice concerning choices of future ACT editors.

*3. Operation:* discussion and dialogue:

- As the need arises, ordinarily by email.
- Issues/proposals can be brought to a Steering Committee member at the request of any MDG member. 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.
- *The Convener of the Steering Committee, and the person who leads the discussion, is the Steering Committee member who brings an issue or proposal to the Steering Committee. This person reports the result of the deliberation to the members through the listserve and the MDG web site.*
- Decisions are arrived at by consensus, soliciting input from membership when appropriate and desirable.
- Any decisions/policies that affect the entire membership shall be announced to the membership.

## ACT

1. **Editor:** Normal term 5 years. The Editor assures maintenance of high scholarly standards; assures content relevant to the action ideals of the Mayday Group; is responsible for creative and editorial direction; makes final decisions on all matters related to publication; seeks to enhance circulation/profile of the journal; is responsible for official communications; reports annually to the assembled members of Mayday Group; and is responsible for preparing the Assistant Editor for eventual assumption of role of Editor.

2. **Assistant Editor:** Normal term up to 5 years. Selected by the Editor from among nominees/applicants, and as approved by the Editorial Advisory Board. The Assistant Editor assists the Editor in all areas of operation, with a view to eventually assuming the responsibilities of Editor. While initial responsibilities may consist primarily of processing manuscripts, coordinating refereeing processes, and copy-editing, the Assistant Editor should expect to become progressively more involved in all areas of editorial responsibility.

3. **The Editorial Advisory Board** is advisory to the Editor on matters of policy. The Board monitors and makes suggestions about the professional quality and appropriate operation of the journal. That is, it is responsible for overseeing the quality of published research, of editing, of the journal's appearance, and aspects of its operation relative to, for instance, peer review. Board members are involved in refereeing process only when there is a close match to expertise or where the Editor requests general advice on a particular submission (as to, for instance, its propriety).

4. **Referees:** ACT adheres to blind peer review. Reviewers are selected on the basis of recognized expertise from the music education profession, and (consistent with ACT's interdisciplinary nature) from other disciplines.

5. **Production Team:** ACT's production team operates under the direction of the Editor and Assistant Editor, and is responsible for assuring that published articles conform to ACT's house style; for technical copy-editing and layout; for technical considerations related to digital media and PDF conversions; and for the day-to-day operation of the ACT journal's web site.

6. **Production Editor:** Selected by the Editor, the Production Editor has overall responsibility for coordinating the efforts of the production team and for assuring timely preparation of accepted manuscripts for publication. Among the more specific responsibilities associated with the position are final proof-reading of edited manuscripts, final communications with authors before publication to confirm editorial and formatting changes, and conversions of final proofs into PDF format for publication.

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

### 1. **Editor:**

- after one year start-up, to be selected by the Steering Committee.
- Normally a 5 year term

- Works in coordination with Editorial Board, Steering Committee, and ACT editors.
  - Works in conjunction with Webmaster in posting new articles/issues.
  - Works in conjunction with ACT editors concerning submissions that might be best for ACT or for TIPS
2. **Editorial Board:** Is advisory to the Editor regarding submissions.
- Up to 10 MDG members who will vet submissions.
  - Members selected by TIPS Editor, with approval of Steering Committee.
  - Rotation off the Board/replacement of 2 New Members each year (after the first-year start-up)

### **MDG Website Manager**

1. Sought out and appointed by Steering Committee.
2. No set term of office; position re-filled as it becomes available.
3. Manager works with the advice and approval of the Steering Committee, implementing consensus decisions it reaches and policies it sets concerning the website.
4. 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.
5. Manager coordinates and manages all aspects of the MDG website in conjunction with the Webmaster.
6. Manager recruits, supervises, and supports the Webmaster as needed.

### **Colloquium Coordinator**

1. Sought out and appointed by Steering Committee.
2. No set term of office; position re-filled as it becomes available.
3. In conjunction with the Steering Committee, seeks out local sponsor for the next MDG Colloquium, at least one per year.
4. 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.
5. Sets agenda for each business meeting in conjunction with input from the Steering Committee.
  - Runs business meeting (if present), including collecting of donations from those present.
  - Takes notes and reports to general membership in a timely fashion.
  - Posts report on MDG website
  - 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.

### **Listserve/Newsletter Coordinator**

1. Sought out and appointed by Steering Committee.
2. No set term of office; position re-filled as it becomes available.

3. Receives membership applications and maintains an updated membership list. Reports new member information monthly to the Webmaster.
4. Sends announcements and notices to membership according to Policies established by the Steering Committee.
5. As/if a separate Newsletter is instituted, the two functions may be under the aegis of two individuals, though their cooperation is obviously required.

**Working Areas**

1. Volunteers in each of the working areas of the MDG are under the leadership of the respective coordinator, editor, or manager of the area.
2. 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.