

HANDBOOK

For

CCMTA OFFICERS AND CHAIRS



Clark County Music Teachers Association
Affiliated with Washington State Music Teachers Association and
Music Teachers National Association

2013-2014
Vancouver, WA

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The purpose of this Handbook is to provide information and to be a useful guide for each Officer and Chairperson. It is not meant to be definitive or restrictive in any way. Each job will be enhanced and uniquely expanded by the commitment and individual talents of the people who make CCMTA an organization that continues to raise the standards of professionalism.

C. Eubanks
Updated January 2013

OFFICERS

PRESIDENT

Duties commence at the adjournment of the final meeting in May, as soon as possible.

- ◆ Notify the WSM TA Executive Manager of the names and addresses of CCM TA officers for the coming year
- ◆ Notify Elaine Donaldson, Director of Membership Processing of MTNA (edonaldson@mtna.org) of the name, address, phone & email of the new CCM TA Treasurer (the dues contact person)
- ◆ Notify the WSM TA Membership Chair of the new CCM TA Membership Chair
- ◆ In early June: Host a **summer planning session** to include the Executive Board (which is the Officers, as well as the Retiring President) and all chairpersons.
 - Develop an agenda for the meeting – see President’s file
 - Agenda should include each officer and chairperson’s responsibilities for the upcoming year – go over each job description to ensure that everyone knows what their responsibilities are
 - Confirm that each committee chair set up dates and places for each event (this includes monthly chapter meetings)
 - Coordinate with the Website Chair, if needed, in updating the CCM TA website to ensure that the Website is completely updated by early September
- ◆ It is expected that the President attend the **WSM TA annual conference** in June.
 - The President attends the Chapter Presidents Meeting and picks up the President’s packet that is handed out
 - Attend the Adjudication Chairs Meeting, if no one else is there to attend – Pick up packet for Adjudications Chairperson, if the Adjudications Chair is not attending
 - Attend the Certifications Chair Meeting or send delegate – Pick up packet for Certifications Chairperson
 - Attend the District Vice Presidents Meeting
 - Deliver packets to Chairpersons upon returning from Conference
 - Deliver Membership Certificates to CCM TA Treasurer to fill out & distribute at September meeting
 - Deliver to the CCM TA Website Chair the WSM TA calendar of annual events (this is included in your packet) which has dates for WSM TA/MTNA events that are to be included on the CCM TA Website Calendar
- ◆ Attend the **Leadership Seminar**, which is usually held the middle of September at Snoqualmie Pass. **Expenses will be paid by CCM TA (submit a request for reimbursement for registration and lodging)**. Another representative should attend the meeting if the President cannot attend.
- ◆ Send in information to MTNA (use website – Resources and Services – State and Local Associations – General Liability Insurance) on each scheduled activity for **“Request for Certificate of Insurance”** – see file for additional information
- ◆ In May – President’s Report is due to WSM TA
- ◆ Send out a welcome letter to members at the beginning of September. Include date and location of first meeting, name of hostess if applicable, and program.
- ◆ Keep members fully informed of upcoming events and/or information

- ◆ President appoints:
 - Nominating Committee – in February
 - Adjudications Chair and Committee
 - Theory Chair
 - Historian
 - Parliamentarian
 - Auditing Committee
 - Website/Social Media Chair
- ◆ Maintain a current job description **Handbook** for all officers and committee chairs
- ◆ Deliver all files and materials to succeeding President at the CCMTA May luncheon
- ◆ **CALENDAR**
- June
 - *Summer Planning Meeting for Executive Board and Committee Chairs
 - *WSMTA Conference
- July-August
 - *Submit CCMTA info to www.columbian.com (click on “Submit Club and Organization Info”) for The Columbian Answer Book
- September
 - *Welcome letter to the membership
 - * Leadership Seminar in Snoqualmie
- October
 - *District IV Conference – take Raffle Item and Centerpiece
- November
 - *Adjudications Committee gives Adjudications info to Teachers at Nov. meeting
- December
 - *No meeting
- January
 - *Workshop for Teachers (coordinated by 1st VP)
- February
 - *Appoint Nominating Committee (3 members)
- March
 - *Ask Nominating Committee to announce nominations for officers for the next year
 - *Adjudications are held
 - *Honors Competition Winners Recital – meeting follows
- April
 - *Vote on Slate of Officers
- May
 - *Install officers at the May luncheon – Bring thank you gifts for Officers and Committee Chairs
 - *President’s report due to WSMTA President

1ST VICE PRESIDENT/Programs

Responsibilities:

- ◆ Organize **programs** for CCMTA monthly meetings (which are generally held on the third Tuesday of the month. Typical Meeting Time is 9:30-10:30am and the Program is from 10:30-11:30am.
 - Programs should be set in June so that the dates can be included on the CCMTA Website Calendar.

- Call the appropriate facilities as soon as possible and reserve locations for the monthly meetings, programs and events. Confirm dates and times of each.
- Programs are needed for meetings in **Sept, Oct, Nov, Jan, Feb, Mar** and **April**.
 - The **May** meeting is generally the CCMTA luncheon held at 11:00 am. It works well to contact the restaurant ahead of time to reserve a special area. Some restaurants will allow individual orders and individual checks – this should be sorted out ahead of time.
- One program each year will be a presentation by the State President OR the District IV Vice President
- Ideas for programs include using members to give presentations on special areas of expertise or using guest speakers. When using presenters outside of CCMTA, make sure to find out what fees, if any, they charge, and check with the Board to make sure it is within the budget. (**Generally, \$125 (including expenses) is to be paid to local presenters for a one-hour program; \$125 plus expenses is to be paid for outside Vancouver/Portland metro area**). Be in touch with presenters at least a week before each meeting. If the presenter is coming from a distance, send directions to the meeting, and be sure to meet them there. Send thank-you's to those individuals presenting programs.
- ◆ Arrange for an **annual workshop** for CCMTA members. CCMTA Bylaws mandate that teacher fees be set so that the workshop pays for itself. Discuss ideas for the workshop at the summer Board meeting. Advertise the workshop as much as possible – make flyers, send emails, etc. A good time to advertise to the District IV members is at the District IV Conference (usually in October). It is also suggested that a notice of the workshop be placed in the Clarion (be sure to check early so as not to miss the Clarion deadline).
- ◆ Deliver all files and materials to succeeding 1st Vice President at the CCMTA May luncheon.

2nd VICE PRESIDENT/Membership Chairman/Hospitality

Responsibilities:

- ◆ **Promote increased membership** in CCMTA by:
 - Informing as many piano teachers as possible of the benefits of joining the CCMTA
 - Assisting applicants in becoming members of the group
 - Publicizing the programs and activities of CCMTA in every way (i.e., by sending notices to various Clark County newspapers or other media about the time and place for Young Performers Recitals, Festivals, or other recitals in which the public is invited)
- ◆ Become familiar with CCMTA, WSMATA and MTNA membership guidelines
- ◆ Have MTNA and WSMATA brochures and forms available for prospective members to fill out
- ◆ Be aware of new members and visitors at the monthly meetings and introduce them
- ◆ **Instructions for handling prospective new members:** Once a person has contacted the President and expressed interest in the group –
 - Call or email the applicant, answer any questions about the group, and let them know you will be emailing/ mailing them information

- Put together and mail a packet containing an introductory letter, application, membership benefits, MTNA brochures, WSMTA brochure, WSMTA Certification brochure, and Young Composers Project information **or email** pertinent info that will help the applicant become familiar with the Association
- Follow up with a call to make sure they received the information and answer any questions they have. Give the applicant any information they need to help them submit their membership online or by mail.
- Invite the applicant to a meeting
- Once the applicant has paid dues, they will become a member and be welcomed by the group as a member at the next monthly meeting
- ◆ Deliver all files and materials to succeeding 2nd Vice President at the CCMTA May luncheon

SECRETARY

Responsibilities:

- ◆ Keep and maintain in good condition the official records of CCMTA; i.e., Bylaws, Minutes, Membership Roster, Committee Reports, etc.
- ◆ Keep the minutes of the meetings of CCMTA and the Executive Board
- ◆ Keep an up-to-date roster of the membership and take a record of attendance at each meeting
- ◆ Provide copies of the monthly meeting minutes to the President and each member by email or regular mail
- ◆ Provide copies of the monthly meeting minutes to the WSMTA President
- ◆ Attend to all correspondence of the chapter
- ◆ Deliver all files and materials to succeeding Secretary at the CCMTA May luncheon

TREASURER

Responsibilities:

- ◆ Write and record disbursement checks as needed
- ◆ Keep check register and ledger balanced monthly
- ◆ Prepare a monthly Treasurer's report presented at each monthly meeting
- ◆ Report upon receipt from MTNA the names for which dues have been paid and any changes of mailing to the **President, Membership Chair, Secretary and Website Chair**
- ◆ Each year complete the membership certificates that are distributed to the Presidents at the WSMTA Conference and hand out at the September meeting
- ◆ Keep records of the CCMTA Mutual Fund
- ◆ Deliver all files and materials to succeeding Treasurer at the CCMTA May luncheon

IMMEDIATE PAST PRESIDENT

Responsibilities:

- ◆ Shall serve as an advisor to the President and may chair the Bylaws Committee

APPOINTED CHAIRS

WEBSITE CHAIR

Responsibilities:

- ◆ Maintain the CCMTA website and keep updated
- ◆ Pages which are typically updated yearly (but also as necessary):
 - Officers and Chairs
 - CCMTA Calendar
 - Find a Teacher
 - Adjudications
 - Conferences
- ◆ Receive from the President (after the WSMTA Conference in June) the WSMTA calendar of annual events (this is included in the President's packet). This has dates for WSMTA/MTNA events that can be included in the CCMTA Website Calendar.
- ◆ Receive info from the Treasurer (beginning in early summer) regarding new and renewing members:
 - Renewing members – Update as needed each member's info on Find a Teacher as well as the Membership Directory.
 - New Members – Send new members an email welcoming them to CCMTA. Inform them of our website and ask them if they would like to have their name included on the Find a Teacher page.
- ◆ **Membership Directory** – members who are included in the CCMTA Membership Directory are members who have paid MTNA/WSMTA/CCMTA dues. Member info comes from the Dues Processed Statement which the Treasurer receives after the end of each month that dues have been paid (usually received by the Treasurer around the 10th of the month).
- ◆ Inform the President as well as the general membership of any changes in a member's address, email, phone, etc.
- ◆ **Beginning in early/midsummer** (usually at the first Board meeting called by the President), receive information from the 1st Vice President (Programs) as well as other Chairs regarding dates and locations for meetings, programs and events to be included on the CCMTA Calendar and the Adjudications page

HISTORIAN

- ◆ Maintain past minutes and historical documents of CCMTA

PARLIAMENTARIAN

- ◆ Advise the presiding officer in responding to points of order and parliamentary inquiries, and generally provide advice on conducting the meeting according to the rules (Robert's Rules of Order)

APPOINTED COMMITTEE CHAIRS

THEORY CHAIR

- ◆ **In early summer, provide date and location of Theory Testing to the CCMTA Website Chair for inclusion on the CCMTA Website Calendar**
- ◆ Schedule date, time, and location (if needed) for testing
- ◆ Set a date two months in advance of exam to collect registration forms and checks made out to CCMTA for the required amount from participating teachers

ADJUDICATIONS CHAIR

- ◆ **In early summer, provide dates for adjudications and names of adjudicators (as well as photos and bios) to CCMTA Website Chair for inclusion on the CCMTA Website Calendar and also the Adjudications page**
 - Secure 2-3 adjudicators far in advance of yearly adjudications as their schedules fill rapidly; i.e., in summer/fall of 2013, start contacting people for March 2015, even 2016
 - Adjudications information/packet will be distributed to Chapter Presidents or Adjudications Chair at the summer WSMTA Conference. Information regarding the previous spring's adjudications will be included in this packet. Complete information, instructions and forms may be obtained at the **WSMTA website**.
 - Become familiar with Adjudications guidelines sent out by State which is available on the WSMTA website
 - Maintain contact with adjudicators who are scheduled for the coming year throughout the year. Contact adjudicators who have been scheduled for the coming year to confirm dates.
 - Set dates for adjudications (usually the 2nd week in March) for the next year (the coming year has already been scheduled and **adjudicators should already be lined up by the outgoing Adjudications Chair/Committee**)
 - Secure dates at the church facility
 - Announce adjudications at monthly meetings and organize
 - Email instructions to members (**NOV**)
 - Collect entries and fees (**JAN**)
 - Distribute final forms in Feb. **See Timeline**
 - Contact adjudicators to ask for bios (**JAN/FEB**). Ask if overnight accommodations are needed.
 - Make schedule for week of adjudications as soon as possible after Jan. meeting
 - Send schedule to WSMTA Adjudications Chair for approval (see below – due by **Jan 25**)
 - Organize adjudication packets for teachers to be handed out at Feb meeting – includes schedule, additional forms, judge's bios, etc.
 - Fill out forms and send off to WSMTA Adjudications Chair in a timely manner
 - **Deadlines are Nov. 1, Jan 25 (or 5 wks before adj.), May 1**
 - Facilitate hotel accommodations, meals, snacks for adjudicators
 - Make sure adjudicator is taken care of for lunch (unless they'd rather have that time to themselves)
 - See that adjudication week runs smoothly

- Fill out final report and send off to State Adjudications Chair
- ◆ Deliver promptly all files and materials to incoming Adjudications Chair/Committee
- ◆ **TIMELINE and CHECKLIST**
 - Spring preceding the next year's adjudications – schedule dates for the next adjudications with the facilities where events are to be held. Send letter confirming dates.
 - Summer – email adjudicators who have been scheduled for the next year to re-confirm dates.
 - Oct. meeting
 - Inform members that forms are online now. Encourage members to go to WSMTA website to download the Adjudications Booklet and Registration Form in Excel format. The Registration Form can then be filled in on the computer. Hard copies of the Registration Form as well as all other forms must be made available to the members who want them.
 - Ask for a count of all members who will need a hard copy. These will be handed out at the Nov. meeting.
 - Before Nov. 1
 - Send Preliminary Report to WSMTA Adjudication Chair
 - Nov. meeting
 - Hand out Registration Forms and Adjudications Booklets to members who have requested hard copies
 - Hand out an instruction sheet for members to reference (or email to members)
 - Jan. meeting
 - Deadline for entries and fees. Checks payable to CCMTA.
 - Give checks to Treasurer and she will, in turn, give you a check payable to WSMTA for total (this will be turned in to State Adjudications Chair with your Summary Sheet)
 - Confirm with Treasurer payment of MTNA/WSMTA dues of each participating member
 - **As soon as possible**, do scheduling – Schedule is due to State Chair for approval 5 weeks before Adjudications (postmark deadline) **approx. Jan 25**. After scheduling, send to State Adjudications Chair:
 - Check payable to WSMTA
 - Summary Sheet
 - Copy of each teacher's Registration Form
 - Schedule that has been made for Adjudications Week
- ◆ **Scheduling**
 - Days should begin at 8:00
 - 20 minute breaks required – mid-morning and mid-afternoon
 - Schedule lunch for 1 hour at least (Consult Adjudicator for preference)
 - Days should be 8 hrs. long (not including lunch)
 - Schedule teachers for a block of time for total student minutes plus an additional block of time for evaluation minutes (don't schedule each student's minutes – the teacher will do that)
 - **On first day, schedule first 15 minutes** with Adjudicator and Chair to discuss the week and any needs he may have

- **On final day, schedule last 15 minutes with Adjudicator & Chair**
 - Deliver check to adjudicator that has been sent by WSMTA
 - Sign expense form
 - Discuss any questions or problems adjudicator might have
- ◆ Send to State Chair at least 5 weeks before Chapter Adjudications (postmark deadline)
 - Check that Treasurer has made out to WSMTA (less Chapter Fees)
 - One copy of teachers' Registration Forms
 - One copy of the Schedule that has been made for each day (this has to be approved by WSMTA before teachers can be notified of their schedules)
 - Two copies of Summary Sheet (can be filled out online)
- ◆ Before Feb. meeting
 - Organize adjudication packets for teachers – include:
 - Adjudicators' bios, pics
 - Each teacher's schedule
 - Student Evaluation Sheets
 - Parent Information Sheet
 - Teacher Information and Student Schedule Form
 - Request for Excused Absence Form
 - Legally Copied Music Verification
 - Certificates (these will have been provided to Chair by WSMTA)
 - Adjudicator Evaluation Form for teachers having entered 5 or more students
 - Remind teachers to check student's music for numbered measures
- ◆ As soon as possible but not later than May 1
 - Send to WSMTA Adjudications Chair:
 - Final Chapter Adjudications Chair Report
 - Adjudicator Evaluation Sheets

YOUNG PERFORMERS RECITAL CHAIR

- ◆ **In early summer, provide dates of Young Performers Recitals and location to CCMTA Website Chair for inclusion on the CCMTA Website Calendar**
- ◆ Before each Recital:
 - Provide entry forms online
 - Remind teachers of deadlines/pertinent information
 - Count blue ribbons to make sure there are enough. If more are needed, order several weeks ahead (contact Ribbon Specialty in Tigard 503-639-3529)
 - Obtain door prizes if desired. Call Gayle @ Beacock's to see if they will provide door prizes, 694-7134
 - Call facility where event is to be held to confirm the recital date is confirmed. Also call the week of the recital to make sure the church will be open at the appropriate time.
 - Call refreshment Chairperson to host refreshment table (the refreshment host or hostess provides punch or juice, tablecloth, napkins, cups, etc., participating teachers provide cookies)
 - Type programs and take to Kinko's

- ◆ Day of Recital:
 - Take to church:
 - Programs
 - Ribbons
 - Cut out names for door price drawings/basket
 - Turn on lights
 - Position piano
 - Receipts for programs/ribbons to Treasurer
 - Signs on front pews (no seating)
 - Hand out ribbons to teachers
 - Welcome audience on behalf of CCMTA and introduce yourself. We are here to enjoy good music and the result of lots of hard work. Each performer is asked to do his/her best. Audience, please turn off cell phones, no talking or rattling paper. No flash photography during recital. Students sit w/parents or teacher. Please do not leave in the middle of a performance. If you must leave early, please exit in between performers.
 - After recital, ask students & teachers to come up to the front. Have the students draw for door prizes. Teachers hand out the blue ribbons. Applaud performers and teachers and parents! Invite to the reception.
- ◆ Send thank-you's to organizations donating special door prizes or gifts at recitals.

FESTIVAL CHAIR

- ◆ **In early summer, provide date and location of Festival to the CCMTA Website Chair for inclusion on the CCMTA Website Calendar**
- ◆ Reserve facility where event is to be held. Confirm date and time.
- ◆ Contact adjudicator(s)
- ◆ Determine fee schedule for students/teachers
- ◆ Prepare online **ENTRY** form
- ◆ Set deadline for entry forms to be returned
- ◆ Create a festival timeline for student performances
- ◆ Notify teachers of student performance times by email
- ◆ **CERTIFICATES and AWARDS**
 - Prepare/type award certificates
 - Purchase gold seals and/or medals
 - Have Chairs sign Certificates
 - Deliver Certificates to Adjudicator before Festival starts (that morning)
 - Have Teachers sign Certificates **after** Students have performed
- ◆ **ADJUDICATOR NEEDS**
 - Each Day - Have water/coffee/tea and snacks available - Pens, pencils, paper if needed - Table for writing, chair
- ◆ **AT END OF FESTIVAL**
 - Meet with Adjudicator. Festival Chair will pay Adjudicator \$50/hour (or as contracted) or Treasurer will mail a check.
 - Obtain list of winners
 - Separate out Adjudication forms of winners into 2 or 3 groups and arrange into desired recital format – Give them to typist for typing

- Contact teachers (that night) to let them know names of winners and which recitals their students are in – can be by phone or email but confirm that teachers have been contacted
- ◆ **RECITAL PROGRAMS**
 - Type from Winners’ Registration or Adjudication forms
 - Make Copies - Deliver to Recitals
- ◆ **BEFORE Recitals**
 - Sort ADJUDICATION FORMS by Teacher
 - Affix gold seals to winners’ certificates, sort by Teacher
 - Place evaluation forms and certificates into Teacher packets and deliver to recitals
- ◆ **Suggested Festivals MONITOR DUTIES LIST**
 - **Set-Up**
 - Arrive Early
 - Turn on lights
 - Move piano into place
 - Provide table & chair for adjudicator
 - Provide pads to raise height on piano bench
 - **Clean-up/Lock-up**
 - Straighten pews, Remove trash
 - Return Judge’s table and chair to original location
 - Move piano back to original position
 - Turn out lights
 - Lock up Building
 - **MONITORS – (2 Hour Shifts)**
 - Greet and sign-in students
 - Assemble students before performance
 - Collect music to give to adjudicator
 - Make sure music is opened to right page
 - Lead students in to performance area
 - Announce each group
 - Monitor distractions in lobby during performances

CCMTA SCHOLARSHIP FUND

This fund is designed for the purpose of helping CCMTA District and Conference Recital Competition winners with their travel expenses.

- ◆ The money in this fund comes from special fund-raising activities by the CCMTA
- ◆ Fee Structure shall be: \$50 for State, \$75-\$200 for Regional depending on location.
- ◆ Amount per year to be disbursed is \$100-\$350. It is suggested that a Scholarship recital be held every other year and that \$500 be raised bi-annually to replenish the fund.
- ◆ These funds are to be awarded:
 - To students of CCMTA members
 - For travel expenses to MTNA affiliated competitions.

(December 2007, CCMTA Board)

REIMBURSEMENT FOR MEMBERS

- ◆ CCMTA may reimburse each member who holds a CCMTA Event in their home (Adjudications, Master Class, Festival – not monthly programs) for one half the cost of piano tuning, not to exceed \$75. This will be done at the request of the member with submission of piano technician receipt, as some teachers may choose to donate this service to CCMTA and submit the expense as a tax deduction. (March 2009, Executive Board)

NON-MEMBER PARTICIPATION

- ◆ **Non-Members** have the option of participating in WSMTA and CCMTA events by becoming a MTA member or paying a Teacher Entry Fee plus the student entry fees.
- ◆ For CCMTA events, the suggested non-member entry fee is 80% of the cost of CCMTA/WSMTA/MTNA membership, plus student entry fees.
- ◆ For WSMTA events, information regarding non-member fees for specific WSMTA events can be found on the WSMTA website – usually on the entry form. Currently, for Adjudications, a non-member fee of \$125 plus students fees is required.

CCMTA PRESIDENT ROSTER

Vancouver Music Teachers Association

1931-33 Stella Baird
1933-35 Sara Jenks
1935-37 Helen Baronovich
1937-39 Jeanne Chapman
1939-41 Miss Olga Norgren
1941-43 H. B. Deming
1943-45 Mrs. Reno (Anna) Raymond
1945-47 Carolyn James
1947-49 Mr. Robert Hirtzel
1949-51 Mrs. G. S. (Helen) Wooten
1951-53 Leslie Hull
1953-55 Henrietta McElheny
1955-57 Mr. Harvey Flansburg
1957-59 Esther Ford Hammer
1959-60 Olga O. Norgren
1960-62 Mrs. J. R. Baird
1962-64 Miss Lora Sherwood
1964-65 Mrs. John S. Sarton
1965-66 Mrs. Helen B. Wooten
1966-67 Mrs. Silas N. Johnson
1967-68 Mrs. Ernestine M. Martin
1968-70 Miss Erma Durdall
1970-72 Mrs. John B. McComb
1972-73 Doris Rutkowski
1974-75 Delona Moore
1975-76 Helen Lackey
1976-78 LaVerne White
1978-79 Allen Gates

Name change to

Music Teachers Association of Clark County

1979-1982 Carol Crawford
1982-1986 Susan Sullivan
1986-1987 Shari Giberson

Name change to

Clark County Music Teachers Association

1989-1991 Vila Moreland
1991-1993 Joyce Carter
1992-1994 Genie Hoffman
1995-1997 Ruth Ann Yerden
1997-1998 Kaye Kipp Taylor
1998-1999 Shari Giberson
1999-2002 Genie Hoffman
2002-2003 Kaye Kipp
2003-2005 Cinda Goold Redman
2005-2007 Cindy Eubanks
2007-2009 Andrea Llafet
2009-2010 Louise Nedela
2010-2012 Barbara Roberts
2012- Present Lena Vozheiko-Wheaton