

## American Musicological Society, Southwest Chapter Timeline of Activities

- Early June - Secretary files report with National AMS concerning chapter's activities  
- Secretary fills out AMS Chapter End-of-Year Administrative Data Form and sends to National Secretary
- June - Secretary-Treasurer sends out the Call for Papers for Fall meeting;  
Secretary-Treasurer sends the CFP to Bob Judd to announce to the broad membership: [rjudd@ams-net.org](mailto:rjudd@ams-net.org)
- June - Website is updated with CFP
- 1 July - Hewitt-Oberdoerffer Prize Committee members inform Chair of their decisions;  
- Chair informs President and Secretary-Treasurer of decision  
- Secretary-Treasurer or President invites winner to present paper at Fall or Spring Meeting of the Chapter. The Secretary-Treasurer can send the check (\$100) or award it at the meeting in public.  
- Winner's paper will be included on the fall or spring program.
- July - Secretary-Treasurer contacts National AMS for updated membership list
- August - President and Secretary-Treasurer work with host University to prepare for the fall meeting; if program committee is used, it is appointed
- 15 August (at least 7 weeks before the meeting)  
- Submissions for Fall Meeting due  
- Secretary prepares two pdf files (poster proposals and paper proposals) and a ranking sheet & sends it to Program Committee members  
- Within 10 days, Program Committee (appointed by the President) determines proposal rankings
- late August / early September  
- 2 weeks after the submission deadline, Secretary-Treasurer informs submitters & assembles conference program  
- 4 weeks before the meeting, Website is updated with meeting information
- Early-Mid October - **Fall Meeting** (Secretary-Treasurer brings: 70 copies of program, sign-in sheets, minutes of last membership meeting, agenda of chapter meeting, treasurer's report, name tags, and cash as change for collecting annual dues)
- After meeting - Secretary-Treasurer adds new e-mail addresses to e-mail list  
- Secretary-Treasurer deposits annual dues into bank account
- After meeting (October) - President sends 'thank you' letters to hosts and participants  
- Secretary-Treasurer sends Bob Judd (national office) a program of the papers read at chapter meeting. The deadline is December 1, but they request we send them ASAP.
- Late October - President searches for host institution for the following academic year
- November - Officers attend the Chapter officer's breakfast at the National Meeting
- December - President appoints election committee to solicit candidates for Secretary-Treasurer and student representative, OR Secretary/Treasurer

- appoints election committee to solicit candidates for President and student representative (years alternate)
- December - Secretary-Treasurer sends out the Call for Papers for Spring meeting; Secretary-Treasurer sends the CFP to Bob Judd to announce to the broad membership. rjudd@ams-net.org
- December - Website is updated with CFP
- 7 January - National sends out Chapter Allotment Funds to the Secretary-Treasurer
- January - Secretary-Treasurer sends out announcement to chapter members for the yearly dues reminder
- 15 February (at least 7 weeks before the meeting)
- Submissions for Spring Meeting due
  - Secretary prepares two pdf files (poster proposals and paper proposals) and a ranking sheet & sends it to Program Committee members
  - Within 10 days, Program Committee (appointed by the President) determines proposal rankings
- late February / early March
- 2 weeks after the submission deadline, Secretary-Treasurer informs submitters & assembles conference program
  - 4 weeks before the meeting, Website is updated with meeting information
- March - Beginning in the first week: President and Secretary-Treasurer work with host University to prepare for Spring meeting
- 15 March - President has appointed Chair of Hewitt-Oberdoerffer Prize Committee
- President has notified Secretary-Treasurer regarding Chair of said committee
  - Secretary-Treasurer sends our CFP for the Hewitt-Oberdoerffer Student Prize
- Early- to Mid-April: - **Spring Meeting**
- Secretary-Treasurer brings: 70 copies of program, name tags, sign-in sheets, minutes of last membership meeting, agenda of chapter meeting, treasurer's report, and cash as change for collecting annual dues)
  - Elect President (in odd years) or Secretary-Treasurer (in even years)
  - Elect Student Representative (We should have two representatives with overlapping terms, each one ending after the National November meetings on alternate years.)
- After meeting - Secretary-Treasurer adds new e-mail addresses to e-mail list
- Secretary-Treasurer deposits annual dues into bank account
  - President sends 'thank you' letters to hosts and participants
- April - Secretary-Treasurer sends Bob Judd (national office) a program of the papers read at chapter meeting. The deadline is June 1, but they request we send them ASAP.
- 15 April - Chair has formed Hewitt-Oberdoerffer Prize Committee (Chair + 2 readers)
- Chair has notified President and Secretary regarding readers

- 30 April - Secretary submits Financial Report due to National (Amount should match Balance on hand for 1 May report)
- 15 May - Submissions due for Hewitt-Oberdoerffer Prize (on or near May 15<sup>th</sup>, depending on the calendar)
- Submissions have been sent directly to Chair who then distributes submissions to other Hewitt-Oberdoerffer Prize Committee members.

Additional Information:

1. The Secretary-Treasurer makes sure that selected speakers still plan to present at the meeting and includes paper titles, institutional affiliations, abstracts, and bios in the conference program.
2. If necessary, ask if someone at the host institution is willing to act as a moderator for some part of a meeting.

**Officer elections**

December: President solicits candidates for election as Chapter Representative to the Council (every three years; Kevin Salfen the 2013-2015 Chapter Representative)

January: Nomination Committee members contact appropriate Ph.D.-Granting institutions (musicology faculty, musicology area head, or director of graduate studies) for names of 2 students willing to stand for election at the spring meeting as student representative to the AMS Council. Students must be a current member of AMS-SW.

Elections for student representatives are on the following three-year rotation schedule: 2014, UT-Austin student elected; 2015, UNT student elected; 2016, TTU student elected.

If the president and secretary-treasurer want to invite a Keynote speaker to a meeting, they should begin efforts far in advance. Out-of-state speakers prefer DFW, Austin / San Marcos, or Houston because of airline connections, so meetings in those locations may need to be planned much further in advance than when Keynote speakers are not on the program. Funding from the national organization is available for partial reimbursement of expenses for such activities, usually half of the amount, up to \$200. Another \$200 should come from the chapter; the remainder must come from the host institution (or the AMS-SW chapter with approval of the board members).